

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JULY 22, 2013
984 TUCKERTON ROAD, MARLTON, NJ
EVESHAM TOWNSHIP
2:00 PM**

Meeting of Fund Commissioners called to order by Chair Gary LaVenia. Open Public Meetings notice read into record.

ROLL CALL OF 2013 FUND COMMISSIONERS:

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| Gary LaVenia, Chairman | Township of Maple Shade | Present |
| Scott Carew, Secretary | Township of Moorestown | Present |
| William Cromie | Township of Evesham | Present |
| Richard Brevogel | Township of Willingboro | Present |

SPECIAL FUND COMMISSIONERS:

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| Robert Wells | Township of Maple Shade | Absent |
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ALSO PRESENT:

Paul Thomas, Evesham Fire District

APPOINTED OFFICIALS PRESENT:

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| Executive Director/Administrator | PERMA Risk Management Services Bradford C. Stokes, Karen A. Read |
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| Treasurer | Thomas Tontarski |
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| Attorney | Kearns, Reale & Kearns, Esquires William Kearns, Esquire |
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| Claims Service | Qual Lynx Kathy Kissane |
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| Safety Director | J.A. Montgomery Risk Control Glenn Prince |
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| Managed Care Organization | QualCare Guy Buonpane |
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| Underwriting Manager | Conner Strong & Buckelew |
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APPROVAL OF MINUTES: JUNE 24, 2013 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES FOR JUNE, 2013

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| Motion: | Commissioner Carew |
| Second: | Commissioner Cromie |
| Vote: | Unanimous |

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR:

2014 RENEWAL PROCESS – Executive Director said renewal applications have been electronically mailed to Fund Commissioners and are due back in the Fund office by July 15, 2013. Should you need any assistance please feel free to contact the Fund office.

REGULATORY AFFAIRS – Executive Director said PERMA filed the 2012 Year End Audit, Certification of the Audit adopted by the Executive Committee, Actuarial Valuation and Actuarial Certification with the Departments of Insurance and Community Affairs. In addition, the Synopsis of Audit was published in the Fund’s official newspaper.

SUPER STORM SANDY – Executive Director said enclosed in the agenda there is a copy of the MEL Fund Attorney’s correspondence to all member municipalities and housing authorities of the MEL JIF concerning the deadline to complete Super Storm Sandy claims. Executive Director said there is a deadline of September 1, 2013 for submitting claims relating to Super Storm Sandy. We will be sending another letter to follow up to make sure all the folks that have some outstanding items to get those in.

SAFETY EXPO – Executive Director said for the eighth year, the MEL is working with the New Jersey Utility Authorities Joint Insurance Fund (NJUA) to conduct its Annual Safety Expo which includes MEL member town’s water & sewer employees. The Safety Expos will be held on September 20th at the Camden County Emergency Services Training Center and November 8th at the Middlesex County Fire Academy. A notice will be mailed to all members with additional information.

POL/EPL – Executive Director said the MEL’s Model Personnel Committee will be meeting to review the Employment Practices Program to determine what updates need to be made to the model. Members will be asked to update their programs and meet training requirements to maintain deductibles and co-payment levels for 2014-2015. Members will receive the information with updates within the next month or two.

FINANCIAL DISCLOSURE FORM – Executive Director said the Fund Commissioner filing receipt roster was electronically submitted to the Division of Local Government Services on June 28th. The roster showing the Fund is in full compliance was included in the agenda packet.

MEMBERSHIP RENEWALS – Executive Director said the Fund has 3 members up for renewal at the end of the year. Renewal documents will be sent out in August to Evesham, Moorestown and Maple Shade.

FUND WEBSITE – The Funds website is up and running. Go to www.pmmjif.org. Executive Director asked members to take a look at the website and to offer any comments.

DUE DILIGENCE REPORTS - Included in the agenda were the Financial Fast Track, Pure Loss Ratio Report, Claims Analysis by Fund Year, Claims Activity Report, Lost Time Frequency Report, Interest Rate Summary Comparison Report, and Regulatory Compliance Report.

Executive Director reviewed the Financial Fast Track report at the statutory surplus stands at \$687,000 as of May 31, 2013, which is up over \$32,000 from last month.

AUGUST MEETING – Executive Director said since the Fund will not be meeting in August suggested the Fund authorize the Treasurer to pay the monthly bills and those bills will be listed in the September agenda for formal authorization. Attorney Kearns said we should also authorize the claims committee consisting of the Chairman, the Commissioner from the town involved, Executive Director and Claims Manager to approve interim PARs that can not wait until the next scheduled meeting.

MOTION AUTHORIZING THE CONTINUANCE OF CONTRACTUAL PAYMENTS AND AUTHORIZATION FOR CLAIMS COMMITTEE, CONSISTING OF CHAIRMAN, FUND COMMISSIONER OF TOWN INVOLVED, EXECUTIVE DIRECTOR AND CLAIMS MANAGER TO APPROVE INTERIM PARS THAT CAN NOT WAIT UNTIL SEPTEMBER MEETING

Motion: Commissioner Carew
Second: Commissioner Cromie
Vote: Unanimous

Executive Director's Report Made Part of Minutes.

ATTORNEY: NONE

TREASURER:

Payment Of July 2013 Vouchers Resolution 13-17

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| Fund Year 2013 | 36,836.66 |
| Total | 36,836.66 |

MOTION TO APPROVE RESOLUTION 13-17 VOUCHER LIST FOR THE MONTH OF JULY AS SUBMITTED

Motion: Commissioner Carew
Second: Commissioner Cromie
Roll Call Vote: 4 Ayes – 0 Nays

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: None

SAFETY DIRECTOR:

REPORT: Safety Director said they are currently putting together the 2014 Training Catalog. If members have any special requests for training or would like to host a class, please let us know so we can accommodate the request.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Report indicated 11 new injury requiring medical management and a savings of 58.5% for June.

Mr. Buonpane referred to reports that were reported in the agenda which included Intake Reporting by Injury, Top 10 Providers, Charges by Specialty, Top 10 Claims.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Claims Manager's report was for closed session.

Report Part of Minutes.

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

Moved: Commissioner Brevogel
Second: Commissioner Cromie
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Brevogel
Second: Commissioner Cromie
Vote: Unanimous

**MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE
SESSION:**

Moved: Commissioner Brevogel
Second: Commissioner Cromie
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS:

NONE

NEW BUSINESS:

WILLINGBORO TOWNSHIP POLICE DEPARTMENT - Commissioner Brevogel said the Willingboro Township Police Department is now accredited through the New Jersey State Association of Chief's of Police. Commissioner Brevogel said this is something the Township is very proud of and it took a lot of time an effort to complete the accreditation.

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN MEETING:

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| Moved: | Commissioner Carew |
| Second: | Commissioner Brevogel |
| Vote: | Unanimous |

MEETING ADJOURNED: 2:25 pm

NEXT REGULAR MEETING: September 23, 2013
Evesham Township 2:00PM

Karen A. Read, Assisting Secretary for
WILLIAM CROMIE, SECRETARY