

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – JUNE 24, 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:

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:

Robert Wells	Township of Maple Shade	Absent
--------------	-------------------------	--------

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Karen A. Read
Treasurer	Thomas Tontarski
Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
Claims Service	Qual Lynx Kathy Kissane
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Managed Care Organization	QualCare Aubrie Vanduyn
Underwriting Manager	Conner Strong & Buckelew

APPROVAL OF MINUTES: MAY 20, 2013 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES FOR MAY, 2013

Motion:	Commissioner Cromie
Second:	Commissioner Brevogel
Vote:	Unanimous

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR:

AUDIT REPORT AS OF DECEMBER 31, 2012 – Executive Director reported the Auditor’s Report as of December 31, 2012 has been sent to the Executive Committee under separate cover. Jim Miles from Bowman & Company was at the JIF meeting and reviewed the Audit Report. Following the presentation and approval of the report, both Resolution 13-14 and Group Affidavit was executed.

MOTION TO APPROVE YEAR-END FINANCIALS AS OF DECEMBER 31, 2012 AS PRESENTED, ADOPT RESOLUTION 13-14 AND EXECUTE THE GROUP AFFIDAVIT INDICATING MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT

Motion:	Commissioner Cromie
Second:	Commissioner Brevogel
Roll Call Vote:	4 Ayes, 0 Nays

2013 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.

RESIDUAL CLAIMS FUND – The RCF met on June 6, 2013 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Carew’s report on the meeting is enclosed.

The RCF board adopted a Resolution accepting the transfer of member JIF’s Fund Year 2009. Enclosed you will find Resolution 13-15 authorizing the transfer of the Professional Municipal Management JIF’s 2009 claim liabilities to the RCF.

MOTION TO ADOPT RESOLUTION 13-15 TRANSFERRING THE PROFESSIONAL MUNICIPAL MANAGEMENT JIF 2009 LIABILITIES TO THE RESIDUAL CLAIMS FUND

Motion:	Commissioner Cromie
Second:	Commissioner Carew
Vote:	4 Ayes, 0 Nays

EJIF – The EJIF met on June 6, 2013 at the Forsgate Country Club in Jamesburg, NJ. Commissioner Carew’s report on the meeting is enclosed. In response to Commissioner Brevogel, Executive Director said six companies submitted RFQ’s for the Engineer. They narrowed it down to two firms and they held interviews last week with both firms. There has been some indication that they may appoint both of those as engineers and divide the state into a northern and southern type region. This would cut down on response time and travel time. They are still in negotiations with the two firms and should hopefully be wrapped up in the next month. Birdsall is still under contract. They filed bankruptcy so they had some protections.

Obviously we will be leaving those folks and this should be wrapped up within the next month or so.

Commissioner Brevogel said Willingboro had retained Birdsall as their LSRP. Now we will have to retain another LSRP since the DEP advised us if we do not have an LSRP on the books we could be potentially opened up to fines of up to \$10,000 per day. Since the municipality had to go and retain another LSRP to follow up on what Birdsall had originally been paid to do by the town, will there be a way to recover the money paid to Birdsall. Attorney Kearns said they would probably have a claim against Birdsall for monies that they took and are not providing the services on, but that is in the bankruptcy court. Executive Director said he would inquire about this with the EJIF folks.

MEL JIF – The MEL met on June 6, 2013 at the Forsgate Country Club in Jamesburg, NJ. Commissioner LaVenias report on the meeting is enclosed.

FINANCIAL DISCLOSURE FORM: Executive Director reported on page 15 of the agenda is a listing of Fund Commissioners that have submitted a printed receipt of their Financial Disclosure Filing. Although the deadline for filing was May 31st, the state has indicated that the form is still posted on the website and Commissioners that haven't filed will still be able to complete the process. The JIF will have to file the Fund Commissioner Roster list with receipt number by June 28th.

FUND WEBSITE – The Funds website is up and running. Go to www.pmmjif.org. Executive Director said if anyone has any ideas for the website, please let us know. We encourage everyone to take a look at the website. We will be adding safety information and resolutions as well.

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 \$655,000 as of April 31, 2013, this time last year the JIF had only \$15,000 so we have done very well over the last year and a \$94,000 increase in this month alone. The Expected Loss Ratio Analysis Report reflected the actuary's target at 12.61% but we are fairly higher than that at 21.97%. The property claims are hurting us but the gap is closing over last month and we will continue to keep an eye on this.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Attorney Kearns reported on a decision from the US Supreme Court which is a great benefit for employers. When you have had harassment claims or retaliation claims it has always have been if it's a co-employee you have to give management notice about the situation and management has to have an opportunity to comply. If it is a supervisor you are hung. They have now defined a supervisor as someone with significant authority over major employment decisions such as hiring, firing and discipline. This ruling takes out your underlying supervisors, the people that really do not have the authority to make those major employment decisions. They will be

considered as co-employees rather than supervisors which is a major help for employers on those cases.

TREASURER:

Payment Of June 2013 Vouchers Resolution 13-16

Fund Year 2013	312,310.49
Total	312,310.49

MOTION TO APPROVE RESOLUTION 13-16 VOUCHER LIST FOR THE MONTHS OF APRIL AND JUNE AS SUBMITTED

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

Treasurer's Report Made Part of Minutes.

UNDERWRITNG MANAGER REPORT: None

SAFETY DIRECTOR:

REPORT: Safety Director reported on June 13, 2013 he met with Maryann Knell the Safety Coordinator for Moorestown and had the opportunity to forward her some lost control information, related safety items, job site observations as well as facility checklists. On June 14, 2013 Mr. Prince met with Rosemary Flaherty of Maple Shade Township for the Safety Committee meeting which was well attended a lot of safety topics were discussed there and we will be assisting the with a new selection for the more appropriate ANSI Compliant PPE. Safety Director said he looks forward to working with Evesham Township and Maple Shade Township safety coordinators.

In response to Commissioner Carew, Safety Director said we will do some type of joint training so we can hold multiple session in multiple shifts. Safety Director said if you can make a request for what type of training you need we will make accommodate and tailor the safety program to your needs.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: January report included for information. Report indicated 10 new injury requiring medical management and a savings of 68.6% for May.

Ms. Vanduyne 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 Cromie
Second: Commissioner Brevogel
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Carew
Second: Commissioner Cromie
Vote: Unanimous

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

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

OLD BUSINESS:

NONE

NEW BUSINESS:

ADA ASSESSMENTS - Commissioner Carew said as discussed at last month's meeting we were going to approach the MEL regarding possibility of looking into the ADA assessments. Executive Director said he spoke to Dave Grubb and there was an email exchange with information regarding this matter. We will follow up and report back.

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Cromie
Second: Commissioner Carew

Vote:

Unanimous

MEETING ADJOURNED: 3:00pm

NEXT REGULAR MEETING: July 22, 2013

Evesham Township 2:00PM

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