

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – APRIL 23, 2012
VIA TELEPHONE CONFERENCE
WILLINGBORO 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 2012 FUND COMMISSIONERS:

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

SPECIAL FUND COMMISSIONERS:

None appointed	Township of Moorestown	Absent
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FUND COMMISSIONER ALTERNATES:

Tom Shanahan	Township of Evesham	Absent
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes Karen A. Read
Treasurer	Thomas Tontarski
Attorney	Kearns, Reale & Kearns, Esquires Skip Reale, Esquire
Claims Service	Scibal Associates Kathy Kissane
Safety Director	J.A. Montgomery Risk Control Barry Sloane
Managed Care Organization	QualCare Aubrie Vanduyne

APPROVAL OF MINUTES: MARCH 26, 2012 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF MARCH 26, 2012:

Moved:	Commissioner Cromie
Second:	Commissioner LaVenia
Vote:	2 Ayes – 1 Abstain (Commissioner Brevogel)

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR:

EMPLOYMENT PRACTICES PROGRAM: Every two years, the MEL updates its Employment Practices Compliance program, including the Model Personnel Manual and training programs. A notice regarding the 2012-2013 program was mailed out to members in November and was included in last month's agenda. Executive Director reported May 1st is the deadline. Member attorneys need to submit the form confirming local compliance. We urge Members to please contact the fund office if you need any assistance with completing the measures required.

Personnel Manuals: Please visit the MEL webpage – njmel.org – for the updates to personnel policies & procedures manuals.

Managers & Supervisor Training: Most members have completed their Manager & Supervisor training and we are in the process of scheduling for the remaining members.

Police Chief Training: The Fund office has worked to schedule two sessions in conjunction with the Camden JIF. Included in the agenda was a notice that was mailed to all members. Executive Director reported there will be a local session on April 19th in Maple Shade. There is also one remaining session being held in Camden County on April 11th in Pine Hill if anyone cannot attend their local session.

Executive Director reminded the Committee that the EPL Checklists will be updated in the next few weeks and we will determine if everyone is in compliance.

2012 PRIMA CONFERENCE – The Professional Management JIF has authorized the attendance of two Board Members at the annual risk management conference for the purpose of attending seminars. **PRIMA's 2012 Annual Conference will be held June 3 – 6, 2012, in Nashville, Tennessee.**

FINANCIAL DISCLOSURE STATEMENTS: PERMA has mailed the Financial Disclosure forms to be completed and returned. We would encourage all Fund Commissioners to complete these forms and provide two copies with original signatures to the Fund office on or before May 1, 2012. In accordance with State regulations, the Fund must file these disclosures with the Department of Community Affairs. Electronic forms can be found at www.nj.gov/ethics/disclosure/financial

PERMA Relocation – PERMA is moving its Saddle Brook office on April 20, 2012. New office address is:

**PERMA Risk Management Services
9 Campus Drive
Suite 16
Parsippany, NJ 07054-4412
201-881-7632**

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 reported on the Loss Time Frequency Reports and that PMM is currently at 1.71% for 2012 Loss Time Frequency the average state wide is 1.31%.

Executive Director's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney said there was no report for the month.

TREASURER:

Payment Of April 2012 Vouchers Resolution 11-12

Fund Year 2012	\$147,116.82
Total	\$147,116.82

Confirmation Of Claims Payments/Certification Of Claims Transfers for the Month of March 2012:

2008	\$ 4,099.68
2009	9,962.50
2010	67,815.64
2011	37,455.25
2012	44,672.44
TOTAL	\$164,005.51

MOTION TO APPROVE RESOLUTION 11-12 VOUCHER LIST FOR THE MONTH OF APRIL AS SUBMITTED AND MOTION TO APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTHS OF MARCH 2012 AS PRESENTED:

Motion: Commissioner Brevogel
Second: Commissioner Cromie
Vote: 3 Ayes – 0 Nays

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: Underwriting Manager reviewed the holding report showing 9 certificates issued for the period 2/21/12 to 3/21/12.

SAFETY DIRECTOR:

REPORT: Safety Director Barry Sloan reported that the PO catalog has been update with new videos and this information should be passed on to your safety coordinators.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: March report included for information. Report indicated 8 new injury requiring medical management and a savings of 68.1% for March.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Claims Administrator reported that the Scibal headquarters has moved from Somers Point, NJ to Egg Harbor Township, NJ. Email, fax and phone numbers all remained the same. Notices have been mailed to all of our clients. Claims Administrator also reported there are five PAR's for discussion in 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: Chairman Brevogel
Second: Commissioner Cromie
Vote: Unanimous

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

Moved: Commissioner Cromie
Second: Commissioner Brevogel
Roll Call Vote: 3 Ayes – 0 Nays

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Cromie
Second: Commissioner Brevogel
Vote: Unanimous

MEETING ADJOURNED: 2:17 pm

NEXT REGULAR MEETING: May 21, 2012

Willingboro Township 2:00PM – Via Conference Call

Karen A. Read, Assisting Secretary for
SCOTT CAREW, SECRETARY