

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – FEBRUARY 27, 2012
 1 SALEM ROAD, WILLINGBORO NJ
 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
----------------	------------------------	--------

FUND COMMISSIONER ALTERNATES:

Tom Shanahan	Township of Evesham	Absent
--------------	---------------------	--------

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Nancy A. Ghani, Karen A. Read
----------------------------------	--

Treasurer	Thomas Tontarski
-----------	-------------------------

Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
----------	--

Claims Service	Scibal Associates Kathy Kissane
----------------	---

Safety Director	J.A. Montgomery Risk Control Barry Sloane
-----------------	---

Managed Care Organization	QualCare Aubrie Vanduyn
---------------------------	-----------------------------------

APPROVAL OF MINUTES: JANUARY 23, 2012 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JANUARY 23, 2012:

Moved:	Commissioner Diggs
Second:	Commissioner LaVenia
Vote:	Unanimous – 1 Abstain (Commissioner Cromie)

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.

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 said a third session in Pine Hill, NJ was added and a revised notice will be distributed to all members.

2012 MEL & MRHIF EDUCATIONAL SEMINAR: Included in the agenda was a registration form for the 2nd Annual MEL & MRHIF (Municipal Reinsurance HIF) Educational Seminar scheduled for Monday, April 16 from 9:00 to 4:00 at the National Conference Center, Holiday Inn, East Windsor, NJ Turnpike Exit 8. The program is for commissioners, municipal personnel, risk managers and vendor personnel and is eligible for the following continuing educational credits: CFO/CMFO, Public Works and Clerks: Five Credits plus One Ethics Credit, Purchasing Agents & Insurance Producers: Five Credits. There is no registration fee and the seminar's costs will be paid by the MEL and MRHIF. Advance registration is required and seating is limited to 300. Please fax or e-mail your registration forms ASAP.

MEL COVERAGE BULLETINS – Included in the agenda was a copy of MEL Bulletin 12-01 that will be distributed to all members. As indicated in the bulletin, all coverage bulletins and supporting attachments will be available on the MEL website, www.njmel.org. (*Click on Coverage and then Coverage Notices*)

MEL WEBSITE: NJMEL.org is being rebuilt with numerous new features. Some highlights include:

MEL Safety Institute: includes a webinar explaining the new learning management system that makes it easier to sign up for classes and track the learning records of employees.

Local Officials: This new section includes a model course on basic risk management for local officials and a training course for new JIF Commissioners as well as a model course on local governmental ethics.

Public Documents: complies over a year in advance with the requirements of the new state law.

Over the coming months, additional features will be added including a new series of webinars to ease training requirements.

LOCAL JIF WEBSITES: Executive Director reported that due to recent legislation each JIF will be required to have a web site by 2013 which will include an extensive list of public documents. Currently, the MEL and several JIFs have their own web sites and are in compliance. Mr. Stokes reported the fund office is currently exploring options and will provide info at a later date.

SPORTS CONCUSSIONS: Last year the legislature adopted NJSA18A:-41.4 and .5 requiring organizations using Board of Education (BOE) facilities to comply with the BOE's sports concussion program. This includes municipal recreational programs. The MEL Web site (NJMEL.org) has a link to a model on line program designed by the CDC to assist members comply with this requirement. The system will print a certificate when a coach, referee or other

sports official successfully completes the on line course. Towns should require that these certificates be submitted and filed to establish that the course has been completed.

The link is: <http://www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html>

2012 PRIMA CONFERENCE – In the past, the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Nashville, Tennessee from June 3 – 6, 2012, at the Gaylord Opryland. It would be appropriate to review and discuss how many board members will attend if approved.

Commissioner Brevogel inquired if any commissioners have attended in the past and whether it was beneficial. Chairman LaVenia responded that he had attended and the seminar in the past. Mr. Kearns added the conference provides valuable information in regards to safety and loss prevention.

Please see below information regarding reservations.

**The Gaylord Opryland Resort & Convention Center
2802 Opryland Drive
Nashville, TN 37214**

Phone: 615.889.1000

Fax: 615.885.3054

Web site: www.gaylordhotels.com/gaylord-opryland/

To reserve your room, visit the Gaylord Opryland's reservations page or call the Gaylord Opryland's reservations department at 888.777.6779 and inform them that you will be attending the PRIMA conference to receive the group rate. To guarantee these rates, reservations must be made by Friday, May 11, 2012. Attendees will receive a special rate of \$199 single/double. All rooms are subject to state and local occupancy taxes, which are currently 9.25% sales tax, 6% occupancy tax, a \$2 city tax and a \$15 resort fee per room per night occupied. Reservations must be accompanied by a deposit equal to one night's stay, including occupancy tax, via credit card, personal check or money order. Please see the PRIMA Housing Policies for cancellation and refund information.

For questions regarding hotel reservations, contact Jen Welan Morris, PRIMA manager of meetings and conferences, at 703.253.1263 or jmorris@primacentral.org.

MOTION TO ADOPT RESOLUTION 8-12 AUTHORIZING TRAVEL AND RELATED EXPENSES FOR ATTENDANCE OF MEMBERS AT THE ANNUAL RISK MANAGEMENT CONFERENCE:

Motion:	Commissioner Brevogel
Second:	Commissioner Cromie
Vote:	Unanimous

2012 PROFESSIONAL CONTRACTS - We are in the process of distributing the Professional Services Agreement to the various Fund Professionals for 2012. Upon completion of the Professional Service Agreements, the Chair will be asked to execute the Agreements.

FINANCIAL DISCLOSURE STATEMENTS: PERMA will be mailing Financial Disclosure forms for each Fund Commissioner. We would encourage all Fund Commissioners to complete these forms and provide **two copies with original signatures** to the Fund office on or before

April 1, 2012. In accordance with State regulations, the Fund must file these disclosures with the Department of Community Affairs

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 as of December 31, 2011 and reported that the fund's statutory surplus is \$4,660.

ACCOUNT TEAM CHANGE: Executive Director introduced Karen A. Read as a new member of the PERMA Risk Management Services team. Karen A. Read will be working on the southern Joint Insurance Funds including PMM and will eventually replace Nancy A. Ghani who will be working on Joint Insurance Funds in the Northern area.

Executive Director's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney said there was no report for the month.

TREASURER:

Payment Of February 2012 Vouchers Resolution 9-12

Fund Year 2011	24.70
Fund Year 2012	204,611.15
Total	204,635.85

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

2008	95,940.53
2009	15,659.26
2010	32,789.95
2011	143,537.36
2012	393.97
TOTAL	288,321.07

MOTION TO APPROVE RESOLUTION 9-12 VOUCHER LIST FOR THE MONTH OF FEBRUARY AS SUBMITTED AND MOTION TO APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTHS OF JANUARY 2012 AS PRESENTED:

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

As reported last month, Mr. Tontarski said the asset manager's contract was appointed for a one year term with a 30 day cancellation clause. The current contract with TD Bank includes fees associated with maintaining the account. Mr. Tontarski said the MEL Investment Committee is continuing to work on finding a new vendor. When any new information is available it will reported to the committee.

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: Certificates issued for the period 12/21/11 to 01/23/12 included in the agenda for review.

SAFETY DIRECTOR:

REPORT: MSI training courses for February, March and April, 2012 were included in the agenda. Safety Director Sloan advised all of the classes are now available. Commissioner Brevogal reported he was on the website to look up defensive driving courses and found it to be very user friendly.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: January report included for information. Report indicated 7 new injury requiring medical management and a savings of 60.5% for January.

Miss Vanduyn referred to new reports that were reported in the agenda which included Intake Reporting by Injury, Top 10 Providers, Charges by Specialty, Top 10 Claims. These reports will be provided every month.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Miss Kissane distributed a report which detailed claim activity in fund year 2011, by all years and by line of coverage.

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 Cromie
Second:	Commissioner Brevogel
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 Carew
Second:	Commissioner Czerniecki
Vote:	Unanimous

MEETING ADJOURNED: 2:47pm

NEXT REGULAR MEETING: March 26, 2012

Willingboro Township 2:00PM – Via Conference Call

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