

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – FEBRUARY 25, 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	Absent
William Cromie	Township of Evesham	Present
Richard Brevogel	Township of Willingboro	Present

SPECIAL FUND COMMISSIONERS:

Robert Wells	Township of Maple Shade	Absent
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APPOINTED OFFICIALS PRESENT:

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 Aubrie Vanduyne
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Underwriting Manager	Conner Strong & Buckelew Joseph Hrubash
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APPROVAL OF MINUTES: JANUARY 23, 2013 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JANUARY 28, 2013:

Moved:	Commissioner Cromie
Second:	Commissioner Brevogel
Vote:	Unanimous

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR:

POL/EPL, - XL INSURANCE: Executive Director reported XL is offering a two-year guaranteed program for 2013 and 2014 at the “statewide” premium. Enclosed on Page 12 of the agenda was a memorandum from the Underwriting Manager outlining the offer. Also, attached is a memorandum on buy Down Options.

Underwriting Manager said we recently approached XL Insurance Company to request a second year option at the 2013 statewide premium. XL has agreed to do this and we are asking today for the JIF’s approval on the two year deal at the statewide premium subject to reallocation base on lost history

MOTION TO APPROVE 2014 OPTION FOR XL INSURANCE FOR THE PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

Moved:	Commissioner Brevogel
Second:	Commissioner Cromie
Vote:	Unanimous

Underwriting Manager reported XL Insurance has confirmed that a member can still request Buy Down options after 2/1/2013. These requests will be subject to review and approval by XL and will not be retroactive to 1/1/13, but will be effective the date of approval going forward.

ELECTED OFFICIALS TRAINING – Executive Director reported this year’s elected officials training program will focus on Risk Management for Local Officials. We will be scheduling a few more sessions in the coming months. Mr. Kearns did conduct a session in November and we are looking to have another session on April 10, 2013 at 5:00 pm. Executive Director said a notice will be sent to all members.

2013 RISK MANAGEMENT PLAN – Executive Director reported enclosed is an excerpt from the Risk Management Plan clarifying the flood zone designations. The zone on Page 9 of the plan should be listed as VE, not VB. The change is reflected on Page 14. Underwriting Manager said the flood zone designation typo was corrected to VE instead of VB, which could be critical in the event of claim. Executive Director said we have revised the plan accordingly

APPROVING COUNSEL FEES – Executive Director reported the Fund Attorney has requested an increase in the hourly rate for Fund defense attorneys to bring the rate in line with other Joint Insurance Funds. An increase of \$5 per hour is requested.

Attorney Kearns said that they use a blended rate with their attorneys and he monitors all of the cases and the bills that are submitted. It has been a few years since any changes have been made in the billing rate

MOTION TO ADOPT RESOLUTION 13-7 APPROVING COUNSEL RATES FOR THE PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

Moved:	Commissioner Cromie
Second:	Commissioner Brevogel
Vote:	3 Ayes, 0 Nays

FUND WEBSITE: Executive Director reported that recent legislation now requires each Joint Insurance Fund to maintain their own website. The Fund office has solicited quotes; a synopsis appears on page 16 of the agenda. The lowest quote received was from Spark Creative Group. Their quote was based on a group bid for another JIF and two Insurance Commissions. Executive Director said we are familiar with these folks and they started the Camden Commission site and the CEL site and the PMM JIF has signed up with them today also. Mr. Hrubash said they did a good job on the Camden County Insurance Commission website and the members can view the website if they like to take a look at their work

MOTION TO APPROVE SPARK CREATIVE GROUP TO MAINTAIN THE PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

Moved: Commissioner Brevogel
Second: Commissioner LaVenja
Vote: Unanimous

NON-REGULATED UNDERGROUND STORAGE TANKS – Executive Director reported attached on Page 17 of the agenda is a copy of the E-JIF bulletin being distributed to members concerning the discontinuation of coverage for non-regulated underground storage tanks that are 20 years old or more – effective January 1, 2014. Executive Director said the coverage will run out for any of your tanks that are underground that did not have to be registered so it is imperative that you have them removed before the coverage ends.

TESTING OF ABOVE GROUND STORAGE TANKS – The E-JIF has adopted testing requirements for above ground storage tanks with underground piping. The EJIF is offering a one time rebate to have that complete by July 31st.

2013 MEL & MRHIF EDUCATIONAL SEMINAR: Executive Director reported the 3rd Annual MEL & MRHIF (Municipal Reinsurance HIF) Educational Seminar is scheduled for Friday, April 12th beginning at 9:00 at the National Conference Center, Holiday Inn, East Windsor, NJ Turnpike Exit 8. The seminar qualifies for an extensive listing of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with MEL and MR HIF members as well as personnel who work for service companies that are engaged by MEL members JIFs and MR HIF member HIFs. Attached in Appendix II of the agenda was the enrollment form.

MEL COVERAGE BULLETINS – Executive Director said the MEL 2013 Coverage bulletins are now available on the MEL’s website, www.njmel.org.

FINANCIAL DISCLOSURE STATEMENTS: Executive Director reported enclosed in the agenda is a copy of a notice received from the Division of Local Government Services concerning the implementation of an on-line process for Local government Officers (LGOs) to file their financial disclosure statement forms commencing in 2013.

2013 PRIMA CONFERENCE – In the past, the PMM JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. **PRIMA’s 2013 Annual Conference will be held June 2-5, 2013, in Tampa.** We will distribute

the required registration forms for those members that will attend the conference. Attached is a Resolution authorizing expenses.

MOTION TO ADOPT RESOLUTION 13-9 AUTHORIZING TRAVEL AND RELATED EXPENSES FOR ATTENDANCE OF MEMBERS AT THE ANNUAL RISK MANAGEMENT CONFERENCE:

Motion: Commissioner Cromie
Second: Commissioner Brevogel
Vote: Unanimous

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 and said the statutory surplus is showing a strong \$597,000 which has been increasing the last few months.

Executive Director's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney said if anyone has any questions about what's happening on any cases in your town don't hesitate to call and he will intervene on behalf of the towns with the defense attorneys.

TREASURER:

Payment Of February 2013 Vouchers Resolution 13-8

Fund Year 2012	10,000.00
Fund Year 2012	149,494.53
Total	159,494.53

MOTION TO APPROVE RESOLUTION 13-8 VOUCHER LIST FOR THE MONTH OF FEBRUARY AS SUBMITTED

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

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: Certificates issued for the period 12/20/12 to 01/17/13 included in the agenda for review.

SAFETY DIRECTOR:

REPORT: Safety Director reported he has met with the Safety Coordinators of Evesham and Maple Shade to discuss the SIP Program and to provide resources to enhance the safety program. There will be a PMM Safety Coordinator’s Roundtable discussion on April 2, 2013 at 12:00 pm. Commissioner Brevogel asked if there is a way we can do our annual training on a rain day and we could download the training rather than have the trainer come out to do the training. Safety Director said can work on some type of tool box training or a video training that you could use on rain days where you would like to provide some type of training.

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 73.5% for January.

Ms. 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. Ms. Vanduyn said this will be her last meeting and it was a pleasure working with the PMM JIF.

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: 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 Cromie
Second:	Commissioner Brevogel
Vote:	Unanimous

MEETING ADJOURNED: 2:42pm

NEXT REGULAR MEETING: March 25, 2013

Evesham Township 2:00PM – Via Conference Call

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