

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JUNE 25, 2012
WILLINGBORO TOWNSHIP
& VIA TELEPHONE CONFERENCE
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 William Kearns, 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: MAY 21, 2012 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF MAY 21, 2012:

Moved:	Commissioner Brevogel
Second:	Commissioner Cromie
Vote:	Unanimous

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR:

Audit Report as of December 31, 2011 – Executive Director reported the Auditor’s Report as of December 31, 2011 and will be sent to the Executive Committee under separate cover. Mr. Jim Miles from Bowman & Company was present at the JIF meeting and reviewed the Audit Report and reported there were no findings or recommendations. Also, sent under separate cover is the Actuary’s Valuation Report. Following the presentation and approval of the report, both Resolution 17-12 and Group Affidavit was executed.

MOTION TO APPROVE YEAR-END FINANCIALS AS OF DECEMBER 31, 2011 AS PRESENTED, ADOPT RESOLUTION 17-12 AND EXECUTE THE GROUP AFFIDAVIT INDICATING THAT MEMBERS OF THE EXECUTIVE COMMITTEE HAVE READ THE GENERAL COMMENTS SECTION OF THE AUDIT REPORT

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

Executive Director reported Members must submit their checklist by June 30, 2012 to be considered to have met the deadline. As of June 14, 2012, two members have updated their programs. Willingboro and Moorestown are almost complete and will be in compliance by the deadline. XL Insurance wrote to the members that were not yet compliant on May 1st and indicated deductible and co-insurance amounts may increase as of July 1, 2012.

2013 Renewal Process: Executive Director reported the renewal applications have been electronically mailed to Fund Commissioners and will be due back in the Fund office by July 16, 2012. If anyone needs assistance in completing the renewal application please contact the Fund office

Residual Claims Fund – Executive Director reported the RFC met on June 7, 2012 at 10:30 am at the Forsgate Country Club in Jamesburg, NJ. A copy of the minutes were attached to the agenda.

The RCF board adopted a Resolution accepting the transfer of member JIF’s Fund Year 2008. Enclosed in the agenda was Resolution 18-12 authorizing the transfer of the JIF’s 2008 claim liabilities to the RCF.

MOTION TO ADOPT RESOLUTION 18-12 TRANSFERRING THE PROFESSIONAL MUNICIPAL MANAGEMENT JIF 2008 LIABILITIES TO THE RESIDUAL CLAIMS FUND

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

Environmental JIF - Executive Director reported the EJIF met on June 7, 2012 at Forsgate in Jamesburg, NJ. A copy of the minutes were attached to the agenda packet.

Municipal Excess Liability JIF – Executive Director reported the MEL met on June 7, 2012 at Forsgate in Jamesburg, NJ. A copy of the minutes were attached to the agenda packet.

Testing of Above-Ground Storage Tanks – Executive Director reported EJIF has adopted new testing requirements for the above ground storage tanks with underground piping. Testing of the underground lines will need to be completed every two years under this new requirement. The EJIF will reimburse the cost to the members for the first testing. A bulletin was sent by the EJIF to members. We will also be sending another copy of the bulletin to all the members shortly. This requirement is not due until July, 2013 so everyone has plenty of time to comply.

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 1.02% for 2012, The Loss Time Frequency average state wide is 1.63%.

Executive Director's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney said there was no report for the month.

TREASURER:

Payment Of June 2012 Vouchers Resolution 16-12

Fund Year 2011	\$ 15,000.00
Fund Year 2012	\$234,082.70
Total	\$249,082.70

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

2008	\$ 25,864.74
2009	45,653.82
2010	(1,344.81)
2011	57,994.90
2012	59, 276.07
TOTAL	\$187,444.72

MOTION TO APPROVE RESOLUTION 16-12 VOUCHER LIST FOR THE MONTH OF MAY AS SUBMITTED AND MOTION TO APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTHS OF APRIL 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 4 certificates issued for the period 4/21/12 to 5/21/12.

SAFETY DIRECTOR:

REPORT: Safety Director Barry Sloane reported there is a bulletin on the 101 Days of Summer – Safety Tips and requested the safety coordinators to pass this information to member employees. Also included in the agenda was a save the date notice for Bloodbourne Pathogen Train-the-Trainer course being held in Mount Laurel, NJ on August 16, 2012.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: May report included for information. Report indicated 12 new injury requiring medical management and a savings of 57% for May.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Claims Administrator reported there are six 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 Brevogel
Second: Commissioner Cromie
Roll Call Vote: 3 Ayes – 0 Nays

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

PUBLIC COMMENT:

NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Brevogel
Second: Commissioner Cromie
Vote: Unanimous

MEETING ADJOURNED: 2:25 pm

**NEXT REGULAR MEETING: July 23, 2012
Willingboro Township 2:00PM**

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