

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – MARCH 26, 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	Present
William Cromie	Township of Evesham	Present
Richard Brevogel	Township of Willingboro	Absent

**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 <b>Bradford C. Stokes, Nancy A. Ghani, Karen A. Read</b>
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Treasurer	<b>Thomas Tontarski</b>
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Attorney	Kearns, Reale & Kearns, Esquires <b>William Kearns, Esquire</b>
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Claims Service	Scibal Associates <b>Kathy Kissane</b>
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Safety Director	J.A. Montgomery Risk Control <b>Barry Sloane</b>
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Managed Care Organization	QualCare <b>Aubrie Vanduyne</b>
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**APPROVAL OF MINUTES:** FEBRUARY 27, 2012 - Open & Closed Minutes.

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF FEBRUARY 27, 2012:**

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

**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 1<sup>st</sup> 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.

**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 19<sup>th</sup> in Maple Shade. There is also one remaining session being held in Camden County on April 11<sup>th</sup> in Pine Hill if anyone cannot attend their local session.

**2012 MEL & MRHIF Educational Seminar:** Included in the agenda was a registration form for the 2<sup>nd</sup> 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. Executive Director stated this is a great opportunity for CEU's. Please fax or e-mail your registration forms ASAP.

**MEL Website:** [NJMEL.org](http://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.

**RCF Report:** The RCF met on March 7, 2012 at the Forsgate Country Club. Included in the agenda was a copy of Commissioner Carew's report on the meeting.

**EJIF Report:** The EJIF met on March 7, 2012 at the Forsgate Country Club. Included in the agenda was a copy of Commissioner Carew's report on the meeting.

**MEL Report:** The MEL met on March 7, 2012 at the Forsgate Country Club. Included in the agenda was a copy of Chairman LaVenias report on the meeting.

**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 April 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](http://www.nj.gov/ethics/disclosure/financial)

**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 was happy to report that we do not have the Financial Fast Track report today due to the fact that the PERMA team has been working with auditors in our office. Mr. Stokes reported on the Loss Time Frequency Reports that PMM is leading the way with a 0% 2012 Loss Time Frequency.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:**

Fund Attorney said there was no report for the month.

**TREASURER:**

**Payment Of March 2012 Vouchers Resolution 10-12**

Fund Year 2012	\$242,166.55
<b>Total</b>	<b>\$242,166.55</b>

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

<b>2008</b>	\$11,869.85
<b>2009</b>	7,947.55
<b>2010</b>	11,426.98
<b>2011</b>	130,293.64
<b>2012</b>	9,969.11
<b>TOTAL</b>	<b>\$171,507.13</b>

**MOTION TO APPROVE RESOLUTION 10-12 VOUCHER LIST FOR THE MONTH OF MARCH AS SUBMITTED AND MOTION TO APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTHS OF JANUARY 2012 AS PRESENTED:**

Motion: Commissioner Carew  
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 1/24/12 to 2/20/12.

**SAFETY DIRECTOR:**

**REPORT:** Safety Director Barry Sloan reported that Safety Incentive Program Contracts are due March 31, 2012. Evesham has returned their contract but we are still in need of all the other fund members contracts.

Monthly Activity Report/Agenda Made Part of Minutes.

**MANAGED CARE:**

**REPORT:** February report included for information. Report indicated 5 new injury requiring medical management and a savings of 60.2% for February.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:**

**REPORT:** Claims Administrator said their report was for Closed Session.

Report Part of Minutes.

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:  
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

Moved:	Commissioner Carew
Second:	Commissioner Cromie
Vote:	Unanimous

**MOTION TO RETURN TO OPEN SESSION:**

Moved:	Chairman Cromie
Second:	Commissioner Carew
Vote:	Unanimous

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

Moved:	Commissioner Cromie
Second:	Commissioner Carew
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 Carew
Vote:	Unanimous

**MEETING ADJOURNED: 2:19pm**

**NEXT REGULAR MEETING: April 23, 2012**

**Willingboro Township 2:00PM – Via Conference Call**

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