

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – MAY 21, 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 William Kearns, Esquire
Claims Service	Scibal Associates Kathy Kissane
Safety Director	J.A. Montgomery Risk Control Joanne Hall
Managed Care Organization	QualCare Aubrie Vanduyne

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

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

Moved:	Commissioner Brevogel
Second:	Commissioner Cromie
Vote:	Unanimous

CORRESPONDENCE:

NONE

EXECUTIVE DIRECTOR:

POL/EPL RISK CONTROL PROGRAM: XL has sent the attached letter to each town that still has not completed the requirements for the POL/EPL Program (Page 12). Members that submit the checklist by May 31, 2012 will be considered to have met the deadline

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. The deadline has been extended to May 31st. Anyone that needs assistance please reach out to the Fund office. Evesham has been approved and we will work with the remaining members to make sure this is completed.

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**

Resolution Amending the Fund Record Program – Executive Director reported the Resolution #13-12 is to amend the address of the Fund Office.

MOTION TO ADOPT RESOLUTION #13-12 AMENDING THE FUND RECORD PROGRAM

Moved: Commissioner Cromie
Second: Commissioner Brevogel
Vote: Unanimous

RFC Membership Renewal - Executive Director reported the Professional Municipal Management JIF is scheduled to renew their membership in the RCF effective January 1, 2013. Enclosed in the agenda is Resolution #14-12 which renews the membership.

EJIF Membership Renewal – Executive Director reported the Professional Municipal Management JIF is scheduled to renew their membership in the EJIF effective January 1, 2013. Enclosed in the agenda is Resolution #15-12 which renews the membership.

MOTION TO ADOPT RESOLUTION #14-12 RENEWING THE PROFESSIONAL MUNICIPAL MANAGEMENT JIF'S MEMEBERSHIP IN THE MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND EFFECTIVE JANUARY 1, 2013 AND RESOLUTION #15-12 RENEWING THE NJ MUNICIPAL ENVIORMENTAL RISK MANAGEMENT FUND EFFECTIVE JANUARY 1, 2013

Moved: Commissioner Cromie
 Second: Commissioner Brevogel
 Vote: Unanimous

Financial Disclosure Statements – Executive Director reported we have received all the Financial Disclosure forms from the Fund Commissioners.

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 1.28% for 2012 Loss Time Frequency the average state wide is 1.42%.

Executive Director's Report Made Part of Minutes.

ATTORNEY:

Fund Attorney said there was no report for the month.

TREASURER:

Payment Of May 2012 Vouchers Resolution 12-12

Fund Year 2012	\$35,954.42
Total	\$35,954.42

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

2008	\$ 12,630.33
2009	20,802.85
2010	13,922.10
2011	56,885.08
2012	17, 939.50
TOTAL	\$122,179.86

MOTION TO APPROVE RESOLUTION 12-12 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 Cromie
Second: Commissioner Brevogel
Vote: 3 Ayes – 0 Nays

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: Underwriting Manager reviewed the holding report showing 7 certificates issued for the period 3/22/12 to 4/20/12.

SAFETY DIRECTOR:

REPORT: Safety Director Joanne Hall reported that the MEL JIF is developing a new supervisory training program. There were two focus groups that were held and Safety Director Hall thanked Mr. Brevogel that attended on behalf of PMM. We will be developing the program based on the input from the focus groups and announcements will be following shortly.

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 60.8% for April.

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 three 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 Cromie
Second: Commissioner Brevogel
Vote: Unanimous

MEETING ADJOURNED: 2:18 pm

NEXT REGULAR MEETING: June 25, 2012

Willingboro Township 2:00PM – Via Conference Call

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