

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – NOVEMBER 26, 2012  
WILLINGBORO TOWNSHIP  
& VIA CONFERENCE CALL  
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 |
|----------------|------------------------|--------|

**FUND COMMISSIONER ALTERNATES:**

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

**APPOINTED OFFICIALS PRESENT:**

|                                  |                                                                                     |
|----------------------------------|-------------------------------------------------------------------------------------|
| Executive Director/Administrator | PERMA Risk Management Services<br><b>Bradford C. Stokes</b><br><b>Karen A. Read</b> |
| Treasurer                        | <b>Thomas Tontarski</b>                                                             |
| Attorney                         | Kearns, Reale & Kearns, Esquires<br><b>William Kearns, Esquire</b>                  |
| Claims Service                   | Scibal Associates<br><b>Kathy Kissane</b>                                           |
| Safety Director                  | J.A. Montgomery Risk Control<br><b>Glenn Prince</b>                                 |
| Managed Care Organization        | QualCare<br><b>Aubrie Vanduyne</b>                                                  |

**APPROVAL OF MINUTES:** OCTOBER 22, 2012 - Open & Closed Minutes.

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF OCTOBER 22, 2012  
AS AMENDED:**

|         |                     |
|---------|---------------------|
| Moved:  | Commissioner Carew  |
| Second: | Commissioner Cromie |
| Vote:   | 3 Ayes, 0 Nays      |

**CORRESPONDENCE:**

NONE

**EXECUTIVE DIRECTOR:**

**2013 Budget:** At the October Fund Meeting, the Board of Fund Commissioners introduced a Budget for 2013 in the amount of \$3,542,675 – representing a budget based on an increase of 2.00%. In accordance with the regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality

**MOTION TO OPEN THE PUBLIC MEETING**

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

**DISCUSSION:** NONE

**MOTION TO CLOSE THE PUBLIC HEARING**

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

**MOTION TO ADOPT THE 2013 BUDGET AND CERTIFY THE ASSESSMENTS**

|         |                     |
|---------|---------------------|
| Moved:  | Commissioner Carew  |
| Second: | Commissioner Cromie |
| Vote:   | 3 Ayes, 0 Nays      |

**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 numerous sessions in the coming months. Notices will be mailed to all members once a date is finalized. We are possibly looking at December 11<sup>th</sup> or 13<sup>th</sup>.

**RFC Report** – The Residual Claims Fund met on October 17<sup>th</sup> and adopted the 2012 Amended Budget and the 2013 Budget. Enclosed in the agenda was a copy of Commissioner Carew’s report.

The Fund should elect its representative to the Residual Claims Fund for the 2013 Fund Year.

**MOTION TO ELECT SCOTT CAREW AS THE PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND'S 2013 REPRESENTATIVE TO THE RESIDUAL CLAIMS FUND JOINT INSURANCE FUND**

Moved: Commissioner LaVenia  
Second: Commissioner Cromie  
Vote: Unanimous

**EJIF Report** – The EJIF met on October 17<sup>th</sup> at the Forsgate Country Club and adopted the 2013 Budget. Enclosed in the agenda was a copy of Commissioner Carew's report.

The Fund should elect its representative to the Environmental Joint Insurance Fund for the 2013 Fund Year.

**MOTION TO ELECT SCOTT CAREW AS THE PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND'S 2013 REPRESENTATIVE TO THE ENVIRONMENTAL JOINT INSURANCE FUND**

Moved: Commissioner LaVenia  
Second: Commissioner Cromie  
Vote: Unanimous

**MEL Report** – The MEL's 2013 budget was introduced on October 17, 2012 at the Forsgate Country Club. The public hearing and adoption of the budget was held on November 14, 2012 at the offices of PERMA Risk Management Service in Parsippany. Enclosed in the agenda was a copy of Commissioner LaVenia's report from both meetings.

The Fund should elect its representative to the Municipal Excess Liability Joint Insurance Fund for the 2013 Fund Year.

**MOTION TO ELECT GARY LAVENIA AS THE PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND'S 2013 REPRESENTATIVE TO THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND**

Moved: Commissioner Carew  
Second: Commissioner Cromie  
Vote: Unanimous

**December Meeting** - Executive Director reported the Fund is scheduled to meet on December 24<sup>th</sup> so a determination will need to be made to re-schedule or, if the fund has no business to discuss then it would be appropriate to cancel the December meeting. If the Board approves, then it would be appropriate to authorize the Treasurer to process contracted expenses in lieu of a meeting.

The Fund's Reorganizational meeting is scheduled for January 28, 2013.

**MOTION TO CANCEL THE DECEMBER 24, 2012 MEETING AND AUTHORIZE THE TREASURER TO PROCESS CONTRACTED EXPENSES IN LIEU OF A MEETING**

Moved: Commissioner Carew  
 Second: Commissioner Cromie  
 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 also reported on the Loss Time Frequency Reports and said PMM is currently leading the way again at 1.15% for 2012, which is an excellent rating. This time last year the Fund was at 2.02%

Executive Director's Report Made Part of Minutes.

**ATTORNEY:**

Mr. Kearns reported at the Reorganization luncheon meeting being held in January, 2013 there will be a presentation on police claims and the emerging concerns. Mr. Kearns recommended members to bring their police chiefs or police directors to the luncheon.

**TREASURER:**

**Payment Of November 2012 Vouchers Resolution 24-12**

|                |                     |
|----------------|---------------------|
| Fund Year 2011 | \$ 0.00             |
| Fund Year 2012 | \$ 33,670.95        |
| <b>Total</b>   | <b>\$ 33,670.95</b> |

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

|              |                     |
|--------------|---------------------|
| <b>2008</b>  | \$ -0-              |
| <b>2009</b>  | 38,168.95           |
| <b>2010</b>  | 4,679.84            |
| <b>2011</b>  | 13,037.38           |
| <b>2012</b>  | 83,577.83           |
| <b>TOTAL</b> | <b>\$139,464.00</b> |

**MOTION TO APPROVE RESOLUTION 24-12 VOUCHER LIST FOR THE MONTH OF OCTOBER AND MOTION TO APPROVE CERTIFICATION OF CLAIMS/CONFIRMATION OF CLAIM PAYMENTS FOR THE MONTHS OF OCTOBER, 2012 AS PRESENTED:**

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

**REPORT:**

Treasurer's Report Made Part of Minutes.

**UNDERWRITING MANAGER REPORT:** Underwriting Manager reviewed the holding report showing 1 certificate issued for the period 9/20/12 to 10/19/12.

**SAFETY DIRECTOR:**

**REPORT:** Safety Director reported Fast Track to Safety Days has been added to the MSI website. This is a good way for all members to meet their training objectives. We encourage the use of the MEL Video Library for all members.

Monthly Activity Report/Agenda Made Part of Minutes.

**MANAGED CARE:**

**REPORT:** October report included for information. Report indicated 11 new injuries requiring medical management and a savings of 39.4% for October.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:**

**REPORT:** Claims Administrator'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 Carew  
Vote: Unanimous

**MOTION TO RETURN TO OPEN SESSION:**

Moved: Commissioner 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 Brevogel  
Vote: Unanimous

**MEETING ADJOURNED: 2:25pm**

**NEXT REGULAR MEETING: January 28, 2012**

**Sensational Host, Maple Shade, NJ at 12:00PM**

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