

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – FEBRUARY 27, 2017
111 WEST 2ND STREET
MOORESTOWN TOWNSHIP
1:00 PM**

Meeting of 2017 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2017 FUND COMMISSIONERS:

Thomas Czerniecki, Chairman	Township of Evesham	Present
Richard Brevogel, Secretary	Township of Willingboro	Present
Thomas Merchel	Township of Moorestown	Present
Joseph Andl	Township of Maple Shade	Present

SPECIAL FUND COMMISSIONERS:

Nelson Wiest	Township of Maple Shade	Present
--------------	-------------------------	---------

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Karen A. Read Rachel Chwastek
----------------------------------	--

Treasurer	Tom Tontarski
-----------	----------------------

Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
----------	--

Auditor	Bowman & Company
---------	------------------

Claims Service	Qual Lynx Kathy Kissane
----------------	-----------------------------------

Safety Director	J.A. Montgomery Risk Control Glenn Prince
-----------------	---

Managed Care Organization	QualCare Stephen McNamara
---------------------------	-------------------------------------

Underwriting Manager	Conner Strong & Buckelew
----------------------	--------------------------

ALSO PRESENT:

Nelson Wiest, Maple Shade Township
George Gravenstine, AJM Insurance
Joe Razzano, Fairview Insurance
George D. Haeuben, Moorestown Township

APPROVAL OF MINUTES: JANUARY 23, 2017 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JANUARY 23, 2017

Moved: Commissioner Andl
Second: Commissioner Brevogel
Vote: 3 Ayes – 0 Nays – 1 Abstain

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2017 Cyber Coverage Options – At last month’s meeting, the Underwriting Manager presented higher options for the Fund’s cyber coverage. Currently the fund members share a \$6,000,000 aggregate limit with the 5 members with XL Catlin – option #2. Many of the MEL affiliated JIF’s are going with a \$12,000,000 JIF aggregate. The cost per member would be \$509.00 or \$2,545.00 for all members.

MOTION TO APPROVE THE PURCHASE OF EXCESS CYBER COVERAGE

Moved: Commissioner Andl
Second: Commissioner Merchel
Vote: 4 Ayes – 0 Nays

2017 PRIMA Conference – In the past, the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Phoenix from June 4–7. Resolution 17-8, authorizing travel expenses, was included in the agenda.

MOTION TO ADOPT RESOLUTION 17-8 AUTHORIZING CONFERENCE ATTENDANCE

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: 4 Ayes – 0 Nays

The Executive Director advised any commissioners interested in attending to notify his office and there is a \$100 discount for early registration.

Elected Officials Training: This year’s elected officials training program will focus on Risk Management for Public Officials. A session will be scheduled through Mr. Kearns office. The on-line version is also available; enclosed in the agenda were directions for the course.

This program will satisfy requirements that elected officials take employment practices training and ethics training & qualifies for the MEL’s \$250 credit for each elected official and municipal administrator/manager.

2017 MEL & MR HIF Educational Seminar: The 7th annual seminar is scheduled for Friday, April 21st, beginning at 9:00 AM at the National Conference Center in East Windsor, NJ. The seminar qualifies for an extensive list 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 member JIFs and MR HIF member HIFs. Included in the agenda was the enrollment form which will also be distributed by email to fund commissioners and risk managers.

League Magazine – Enclosed in the agenda was the latest in the series of “Power of Collaboration: to appear in the League magazine. Each of the MEL advertisements highlights activities of the MEL and JIFs as well as people who have rendered significant service. This advertisement highlights the MEL Safety Institute.

Inclement Weather Procedure: As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairman if the meeting should be canceled. In the event of an early morning or evening meeting(s), PERMA will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number **(201) 881-7632** at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

MEL/EJIF/RCF PMM Representative: The Executive Director advised that Scott Carew was the previously appointed PMM Representative, with Tom Czerniecki as the alternate, for the MEL, EJIF and RCF meetings. For this year a new representative will need to be appointed for these meetings.

**MOTION TO APPOINT TOM CZERNIECKI AS PMM REPRESENTATIVE FOR
MEL/EJIF/RCF AND TOM MERCHEL AS ALTERNATE**

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: 4 Ayes – 0 Nays

ICMA: The Executive Director advised that the fund was still exploring possible membership in the ICMA, and the ability to use that as a marketing tool to interest other towns. Mr. Czerniecki will gather more information and advise the fund for our next meeting.

MARCH MEETING: The Executive Director advised that the March meeting will be a luncheon held at the Sensational Host.

Due Diligence Reports: The Executive Director advised both the FFT for December showed the fund's surplus at over 2 million. The remaining reports are unavailable as Qual lynx is transitioning their software to their new program. These reports should be available by next month. The EPL Compliance Report shows the primary members are up to date, the fire district is still lagging.

The Executive Director then asked if there were any questions and concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: No report.

TREASURER:

Payment of February 2017 Vouchers Resolution 17-9

Fund Year 2016	14.95
Fund Year 2017	243,649.04
Total	243,663.99

MOTION TO APPROVE RESOLTUION 17-9 VOUCHER LIST FOR THE MONTH OF FEBRUARY AS SUBMITTED

Motion: Commissioner Merchel
Second: Commissioner Brevogel
Vote: 4 Ayes – 0 Nays

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of January 2017:

2013	75,008.42
2014	36,026.80
2015	13,597.68
2016	90,624.18
2017	0.00
Closed	0.00
TOTAL	149,345.93

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER: The Executive Director advised the certificate report was included in the agenda. The report included 34 certificates that were issued for renewal, from 1/1/2017 to 1/20/2017.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of January, as well as a list of MSI Training and Fast Track training information. Included in the agenda were 2 safety director bulletins, Best Practices for Snow Emergencies, Conducting Motor Vehicle Record Checks and OSHA Recordkeeping – Annual Reminder. The Safety Director asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Stephen McNamara advised January's reports were included in the agenda. Mr. McNamara reported there were 90 bills during the month of January totaling \$124,479.14, of that amount \$32,991.31 was paid for a savings of \$91,487.83 which is a 73.5% savings.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: The Claims Manager advised the report was for closed session.

Report Part of Minutes.

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

Motion: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Andl
Second: Commissioner Brevogel
Vote: Unanimous

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

Motion: Commissioner Merchel
Second: Commissioner Andl
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: Commissioner Brevogel advised that Willingboro is part of a state program to run MVR searches and can run up to 5,000 searches. Perhaps there was some way to join together to run all searches under on account, rather than each member paying for separate services. The Safety Director advised he would look into the matter and advise the fund at the next meeting.

Chairman Czerniecki advised that his staff will be assisting the Covenant House of South Jersey, which is a shelter for homeless teenagers who are need of mentoring. He will be hosting a workshop and if any of the members would also like to be a part of the program to let him know.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

MEETING ADJOURNED: 1:52pm

**NEXT REGULAR MEETING: March 27, 2017
Sensational Host 1:00PM**

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY