

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JANUARY 23, 2017
111 WEST 2ND STREET
MOORESTOWN TOWNSHIP
1:00 PM**

Meeting of 2016 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2016 FUND COMMISSIONERS:

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

SPECIAL FUND COMMISSIONERS:

Thomas Shanahan	Township of Evesham	Present
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Karen A. Read Rachel Chwastek
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Treasurer	Tom Tontarski
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Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire Shannon Boggan
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Auditor	Bowman & Company
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Claims Service	Qual Lynx Kathy Kissane
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Managed Care Organization	QualCare
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Underwriting Manager	Conner Strong & Buckelew Edward Cooney (via telephone)
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ALSO PRESENT:

Nelson Wiest, Maple Shade Township
George Gravenstine, AJM Insurance

APPROVAL OF MINUTES: NOVEMBER 21, 2016 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF NOVEMBER 21, 2016:

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

CORRESPONDENCE: NONE.

MOTION TO ADJOURN:

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

Meeting of 2016 Fund Commissioners closed by the Executive Director, Bradford C. Stokes.

Meeting of the 2017 Fund Commissioners called to order by Executive Director, Bradford C. Stokes.

MOTION TO NOMINATE TOM CZERNIECKI TO SERVE AS CHAIRMAN FOR FUND YEAR 2017:

Moved: Commissioner Brevogel
Second: Commissioner Merchel

MOTION TO NOMINATE RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2017:

Moved: Commissioner Merchel
Second: Commissioner Andl

MOTION TO CLOSE NOMINATIONS AND CONFIRM ELECTION TOM CZERNIECKI TO SERVE AS CHAIRMAN AND RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2017

Moved: Commissioner Merchel
Second: Commissioner Andl
Vote: 4 Ayes, 0 Nays, (Roll Call)

The Fund Attorney administered the Oaths of Office to the Fund Commissioners.

ROLL CALL OF 2017 FUND COMMISSIONERS:

Thomas Czerniecki, Chairman	Township of Evesham	Absent
Thomas Shanahan, Alternate	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
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EXECUTIVE DIRECTOR:

Fund Professionals & Professional Service Agreements: At the January 26, 2015 Reorganizational meeting, appointed professional contracts in accordance with the fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2015, 2016 and 2017. Enclosed with the reorganization resolutions is Resolution 17-1 reflecting re-appointments and establishing compensation for Fund Year 2017.

MOTION TO ADOPT RESOLUTION 17-1

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

The Executive Director reviewed Resolution 17-2 Establishment of Public Meeting Procedures, Resolution 17-3 Establishment of a Fiscal Management Plan, Resolution 17-4 Appointing Defense Panel Attorneys and Resolution 17-5 2017 Risk Management Plan with the Commissioners.

The Underwriting Manager discussed the changes to the Risk Management Plan with the Fund..

MOTION TO ADOPT RESOLUTION 17-2 THROUGH 17-5

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

UNDERWRITNG MANAGER REPORT: The Underwriting Manager reported under the property insurance the limit for flood insurance has been increased from 75 million to 100 million. He also reported that under general liability coverage has been added for owned drones. The MEL website has a bulletin regarding this coverage, 17-28, and he suggested all the commissioners review this addition. For Cyber Liability coverage, excess limits are being offered, specifically from Beazley. There has been an influx in cyber crime, and the underwriting manager would like the commissioners to be aware.

The Executive Director advised the Commissioners would discuss the excess cyber liability option and advise the Underwriting Manager accordingly. There was 1 certificate issued for the period 10/26/16 to 11/25/16.

Residual Claims Fund 2017 Reorganization Meeting: The Residual Claims Fund’s 2017 Reorganization meeting was held on January 4, 2017 at the Forsgate Country Club. Enclosed was a copy of Commissioner Carew’s report on the meeting.

E-JIF 2017 Reorganization Meeting: The E-JIF 2017 Reorganization meeting was held on January 4, 2017 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Carew’s report on the meeting.

MEL 2017 Reorganization Meeting: The MEL 2017 Reorganization meeting was held on January 4, 2017 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Carew’s report on the meeting.

Special Fund Commissioner: With the Fund’s membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2017, Maple Shade has this privilege and they are appointing Mayor Nelson Wiest.

2017 Assessments: The 2017 Assessments were mailed to all member towns in mid December.

First Installment payments were due to the Treasurer by January 15, 2017.

Elected Officials Training: This year, the MEL will reduce each member's 2017 liability claims premium by \$250 for each municipal elected official and Twp. Manager who completes the course by May 31. The Fund along with Mr. Kearns office will be scheduling sessions in the coming months. The MEL is making available an on-line training program for elected officials to earn the training credit.

2017 MEL & MR HIF Educational Seminar – The 7th annual seminar is scheduled for Friday April 21, 2017 at the National Conference Center. The seminar qualifies for an extensive list of Continuing Education credits including CFO/CMFO, Clerks, Public Works, Insurance Producers, Purchasing Agents, TCH Water Supply, Wastewater, RPPO and QPA. There is no fee for employees and insurance producers associated with eh MEL and MR HIF Members as well as personnel who work for service companies that are engaged by MEL member JIFS and HIFS.

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.

Due Diligence Reports: Monthly report submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial report, Claim Activity Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist. The Executive Director advised both the FFT for October and November showed the fund's surplus at over 1.3 million. The LTAF frequency report shows PMM is at 1.59, which is excellent, the state average is 1.8.

The Executive Director then welcomed Thomas Merchel, who had been on the board previously, and concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: No report.

TREASURER:

Payment of December 2016 Vouchers Resolution 16-28

Fund Year 2016	209,317.89
Total	209,317.89

Payment of Supplemental December 2016 Vouchers Resolution 16-29

Fund Year 2016	500,000.00
Total	500,000.00

Payment of January 2017 Vouchers Resolution 17-6

Fund Year 2015	36.83
Fund Year 2016	251,148.16
Total	251,184.99

MOTION TO APPROVE RESOLUTION 16-28 VOUCHER LIST FOR THE MONTH OF DECEMBER, RESOLUTION 16-29 SUPPLEMENTAL VOUCHER LIST FOR THE MONTH OF DECEMBER AND RESOLUTION 17-6 VOUCHER LIST FOR THE MONTH OF JANUARY AS SUBMITTED

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

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of November 2016:

2012	0.00
2013	49,523.72
2014	48,299.35
2015	13,804.62
2016	37,718.24
Closed	0.00
TOTAL	149,345.93

Treasurer's Report Made Part of Minutes.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of November, as well as a list of MSI Training and Fast Track training information. Included in the agenda were 2 safety director bulletins. The Safety Director asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

TREASURER:

Payment of January 2017 Supplemental Vouchers Resolution 17-7

Fund Year 2017	140.00
Total	140.00

MOTION TO APPROVE RESOLUTION 17-7 SUPPLEMENTAL VOUCHER LIST FOR THE MONTH OF JANUARY AS SUBMITTED

Motion: Commissioner Andl
 Second: Commissioner Shanahan
 Vote: 4 Ayes – 0 Nays

MANAGED CARE:

REPORT: Kathy Kissane advised December's reports were included in the agenda. Ms. Kissane reported there were 71 bills during the month of December totaling \$39,689.40, of that amount \$15,462.62 was paid for a savings of \$24,226.78 which is a 61.0% 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 Andl
Second: Commissioner Shanahan
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Andl
Second: Commissioner Shanahan
Vote: Unanimous

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

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

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion: Commissioner Andl
Second: Commissioner Shanahan
Vote: Unanimous

MEETING ADJOURNED: 1:52pm

NEXT REGULAR MEETING: March 23, 2017

Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY