

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – NOVEMBER 28, 2016
111 WEST 2ND STREET
MOORESTOWN TOWNSHIP
1:00 PM**

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

ROLL CALL OF 2016 FUND COMMISSIONERS:

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

SPECIAL FUND COMMISSIONERS:

Thomas Merchel	Township of Moorestown	Absent
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes Joseph Hrubash (telephone) Karen A. Read Rachel Chwastek
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Treasurer	Tom Tontarski
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Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
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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 Stephen McNamara
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Underwriting Manager	Conner Strong & Buckelew
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ALSO PRESENT:

CORRESPONDENCE: NONE.

APPROVAL OF MINUTES: OCTOBER 24, 2016 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF OCTOBER 24, 2016:

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

EXECUTIVE DIRECTOR:

2017 Budget – At the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2017 in the amount of \$3,878,119. There was a decrease of \$6,412 on the MEL premium since introduction, so the revised amount is \$3,871,707. In accordance with state regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality/entity.

MOTION TO OPEN PUBLIC HEARING ON THE 2017 BUDGET

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

MOTION TO CLOSE PUBLIC HEARING ON THE 2017 BUDGET

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

MOTION TO ADOPT THE 2017 BUDGET AND CERTIFY ASSESSMENTS

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

Fiscal Policies and Procedures Amendment – With the change of our bank accounts, there is a need to amend the Fund’s Fiscal Policies and Procedures.

MOTION TO APPROVE RESOLUTION 16-25 AMENDING THE FUNDS FISCAL POLICIES AND PROCEDURES

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

2017 Public Officials / Employment Practices Policy Change – The MEL approved by resolution POL/EPL policy changes recommended by the Fund’s carrier, QBE, clarifying coverage for land use claims and clarifying language for notice obligations. Included in the agenda was the MEL Bulletin 16-31 from the Underwriting Manager which explains these changes.

The MEL is asking all local JIFs to approve by resolution these changes as recommended by the MEL Management Committee. Resolution 16-26 was included in the agenda.

**MOTION TO APPROVE RESOLUTION 16-26 APPROVING RECOMMENDED
UPDATES TO THE POL/EPL LIABILITY POLICIES**

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

Employment Practices Program: Members had until October 1st to submit their checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals, Training Managers & Supervisors, Police Command Staff and offering training to non-supervisory personnel. The Executive Director provided an update.

Membership Renewals – The Fund has 3 members up for renewal at the end of the year. Renewal documents were sent out in August; we have received renewal information from Evesham and Maple Shade.

RCF Report: The RCF met on October 19, 2016 at the Forsgate Country Club and held a public hearing and adopted the 2017 Budget. Enclosed in the agenda was a copy of Commissioner Carew’s report.

EJIF Report: The EJIF met on October 19, 2016 at the Forsgate Country Club and held a public hearing and adopted the 2017 Budget. Enclosed in the agenda was a copy of Commissioner Carew’s report. The EJIF also met on November 16th at the League.

MEL Report: The MEL met on October 19, 2016 at the Forsgate Country Club to introduce the 2017 Budget. Enclosed in the agenda was a copy of Commissioner Carew’s report. The MEL also met on November 16th and adopted the 2017 Budget.

MEL, RCF & EJIF Representative - The fund elected its representative to the MEL, RCF & EJIF for the 2017 Fund Year.

**MOTION TO ELECT SCOTT CAREW AS PMM JIF REPRESENTATIVE AND TOM
CZERNIECKI AS ALTERNATE REPRESENTATIVE TO THE MEL, RCF AND EJIF**

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

Elected Officials Training: This year’s elected officials training program will focus on Public Officials & Employment Practices, specifically personal liability of the elected officials. Sessions will be scheduled after the New Year through the office’s of Mr. Kearns. The on-line version will also be available.

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.

League Magazine – Enclosed are articles on cyber security that appeared in the October edition of the NJ League magazine written by Joseph Hrubash of Perma and by Marc Pfeiffer of the Bloustein Local Government Research Center at Rutgers.

December Meeting – For the past several years, the JIF has voted to cancel the December meeting and to process any necessary claim payments and professional fees for the month.

Should the Commissioners wish to follow past procedures, Resolution 16-26 authorizing this action is part of the agenda.

MOTION TO APPROVE RESOLUTION 16-27 CANCELLING THE DECEMBER MEETING

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

Financial Fast Track Report: As of September 30th, the fund has a \$1.5 million surplus. The actuary factored the loss ratio analysis at 37% and the fund is tracking at 30%. The loss time accident frequency is trending at 1.50, which is below the MEL average and good news for the PMM JIF.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns advised the JIF on a case in Willingboro that an appellate court threw up last week. There was a discussion regarding Sovereign Citizen cases.

TREASURER:

Payment of Novemer 2016 Vouchers Resolution 16-28

Fund Year 2016	37,204.89
Total	37,204.89

MOTION TO APPROVE RESOLUTUIONS 16-28 VOUCHER LIST FOR THE MONTH OF NOVEMBER AS SUBMITTED

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

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

2016	46,055.58
2015	24,054.05
2014	6,413.56
2013	14,734.29
2012	0.00
Closed	0.00
TOTAL	91,257.48

Treasurer's Report Made Part of Minutes.

UNDERWRITNG MANAGER REPORT: The Underwriting Manager reported there were 4 certificates issued for the period 9/26/2016 through 10/25/2016.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the months of October, as well as the schedule of MSI Training from November 1st through December 16th. Included in the agenda were 2 Safety Bulletins: October is Fire Prevention Month and Leaf Collection Time...An Important 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 October's reports were included in the agenda. Mr. McNamara reported there were 56 bills during the month of October totaling \$76,857.84 of that amount \$31,806.84 was paid for a savings of \$45,051.00 which is a 58.6% 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**

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Brevogel
Second: Commissioner Czernieki
Vote: Unanimous

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

Moved: Commissioner Andl
Second: Commissioner Czernieki
Roll Call Vote: 4 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Brevogel
Second: Commissioner Andl
Vote: Unanimous

MEETING ADJOURNED: 2:10pm

NEXT REGULAR MEETING: January 23, 2016
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY