

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – APRIL 30, 2018
INDIAN SPRINGS COUNTRY CLUB
115 SOUTH ELMOOD ROAD
MARLTON, NJ 08053
11:00 AM**

Meeting of 2018 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2018 FUND COMMISSIONERS:

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

SPECIAL FUND COMMISSIONERS:

Greg Rucker, Dir. Of Public Safety	Township of Willingboro	Present
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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 Kim DeLaurentis Laura Kordomenos
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Managed Care Organization	QualCare Stephen McNamara
Underwriting Manager	Conner Strong & Buckelew Ed Cooney

ALSO PRESENT:

Doug Nims, Moorestown Township
Stephanie Meredith, Brown & Connery
Dean Wittman, Zeller & Wieliczko
Ben Smith, Pietras Saracino Smith
Walter Howard

Eric Menirel, Evesham Township
Thomas Shanahan, Evesham Township
Lee Lieber, Moorestown PD
George Gravenstine, AJM Insurance
Larry Graham, Fairview Insurance

APPROVAL OF MINUTES: FEBRUARY 26, 2018 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF FEBRUARY 26, 2018

Moved: Commissioner Brevogel
Second: Commissioner Merchel
Vote: 2 Ayes – 0 Nays– 1 Abstention (Barth)

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

The Executive Director welcomed Michael Barth, the new Fund Commissioner from Evesham Township.

Professional Service Contract Wording: The MEL attorney and staff reviewed the standard contract wording that is in most JIF contracts, including the PMM JIF. Language was included in the RFQ forms that this review would be undertaken. There are minor revisions and updates that are being recommended. The Fund Attorney has reviewed the changes and is in agreement with the revisions. The changes to each were included in the agenda.

MOTION TO APPROVE REVISIONS TO PROFESSIONAL CONTRACT LANGUAGE

Moved: Commissioner Brevogel
Second: Commissioner Merchel
Vote: 3 Ayes – 0 Nays

2018 PRIMA Conference – 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 Indianapolis from June 3–6. Please notify the Fund office if you are interested in attending.

Elected Officials Training Course: Every year, the MEL holds training seminars for elected officials and reduces a member’s assessment by \$250 for each municipal elected officials completing the course by May 1st . This year’s elected officials training program focus is on “Land Use Liability and Technology Risk Management. Mr. Kearns is available if any member would like to schedule an in-person session.

2018/2019 Employment Practices Program: Correspondence will be distributed by the end of April announcing the 2018/2019 Compliance Program. Once released, members should visit the MEL’s webpage www.njmel.org for changes to the MEL’s Model Personnel Manual and information on training program requirements. Members have until October 1st to submit the checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals, Training Managers & Supervisors and Police Command Staff and offering training to non-supervisory personnel.

2018 Financial Disclosures: The Local Finance Board issued the annual notice regarding filing of the Financial Disclosure forms. Local Government Officers may begin filing via the online system

on April 5th and have until April 30th to complete the filing. The Fund office has advised Fund Commissioners and Professionals of the filing requirement.

Risk Management Information/Operating System (RMIS): The online underwriting database through Origami was launched mid-March; Fund Commissioners and Risk Management Consultants were provided login information, as well as links to short training videos. Origami will host training webinars once users have had an opportunity to login and utilize the online platform. Notification will be distributed once the webinars have been scheduled.

Autism and Mental Health Awareness Training – J. A. Montgomery has recently sent a notice out advising members of training available to help employees manage mental health issues. There are various agencies that will provide free training to law enforcement agencies.

Residual Claims Fund Report: The Residual Claims Fund met on April 6, 2018 at the Forsgate Country Club. Enclosed in Appendix II is a copy of Commissioner Merchel’s report on the meeting.

MEL Report: The MEL met on April 6, 2018 at the Forsgate Country Club. Enclosed in Appendix II is a copy of Commissioner Merchel’s report on the meeting.

EJIF Report: The EJIF met on April 6, 2018 at the Forsgate Country Club. Enclosed in Appendix II is Commissioner Merchel’s report on the meeting.

Commissioner Brevogel advised he received an email from the EJIF regarding new stormwater regulations and asked what the liability was for non-owned EMPs. The Executive Director advised the memo would be in next month’s agenda and he would find out and discuss it with Mr. Kearns.

Commissioner Merchel mentioned they had discussed having town meetings or a round table with the Directors from different departments, to get a snapshot of what is happening at the implementation level and to share real world experiences.

Commissioner Brevogel asked about the legal ramifications, specifically with CDL drivers, in the event of the legalization of marijuana. Mr. Prince advised JA Montgomery is aggressively monitoring and tracking and the DOT regulations.

Mr. Cooney advised the MEL Safety has been working on this, particularly WC and their response, EPL – specifically the testing, and land use and zoning issues.

Mr. Kearns advised that no matter what NJ does, it is still a Federal Violation.

Mr. George Gravenstine advised that on the private side insurance companies have been denying claims based on the federal law.

League Magazine: Attached is the latest advertisement in the “Power of Collaboration” series 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 mobile application available to download.

May Meeting Date - A reminder that next month’s meeting is on the third Monday of the month, May 21st due to Memorial Day.

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 Financial Fast Track, dated December 28, 2018 shows the fund's surplus over \$2.4 million. The funds Loss Ratio Analysis is on target with the actuary's projection of 3 and the actual at 6. The LTAF is 1.79, which a little higher than the MEL average, but still a good rate. The Evesham Fire District is very close to compliance, and the fund will be updated when appropriate. The Executive Director asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: None.

TREASURER: Mr. Tontarski reviewed the treasurer's report with the Fund.

Payment of March 2018 Vouchers Resolution 18-10

Fund Year 2018	265,861.38
Total	265,861.38

MOTION TO RATIFY RESOLUTION 18-10 VOUCHER LIST FOR THE MONTH OF MARCH AS SUBMITTED

Moved: Commissioner Brevogel
 Second: Commissioner Barth
 Vote: 3 Ayes – 0 Nays

Payment of April 2018 Vouchers Resolution 18-11

Fund Year 2017	7,500.00
Fund Year 2018	191,309.34
Total	198,809.34

Payment of April 2018 Supplemental Vouchers Resolution 18-12

Fund Year 2018	853.52
Total	853.52

MOTION TO APPROVE RESOLUTION 18-11 VOUCHER LIST FOR THE MONTH OF APRIL AND 18-12 THE SUPPLEMENTAL BILL LIST AS SUBMITTED

Moved: Commissioner Brevogel
 Second: Commissioner Barth
 Vote: 3 Ayes – 0 Nays

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of February 2018:

2018	975.53
2017	41,767.61
2016	10,315.62
2015	4,178.02
2014	31,579.16

Closed	0.00
TOTAL	88,815.94

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 March, as well as a list of MSI Training and Fast Track training information. Mr. Prince advised the MEL app also gets all the Safety Director Bulletins and he recommends its download. He thinks the round table idea is great and offers his assistance as necessary. Included in the agenda was a safety director's bulletin – Comprehensive Playground Inspection Programs. 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 March's reports were included in the agenda. Mr. McNamara reported there were 62 bills during the month of March totaling \$53,513.34, of that amount \$22,266.74 was paid for a savings of \$31,246.60 which is a 58.4% savings.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: The Claims Manager introduced Kim DeLaurentis and Laura Korodmenos who handle the fund's workers compensation and advised the rest of 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 Barth
Vote: 3 Ayes – 0 Nays

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Brevogel
Second: Commissioner Barth
Vote: 3 Ayes – 0 Nays

MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE SESSION:

Moved: Commissioner Brevogel
Second: Commissioner Barth
Vote: 3 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Brevogel

Second: Commissioner Barth

Vote: 3 Ayes – 0 Nays

MEETING ADJOURNED: 11:47am

NEXT REGULAR MEETING: May 21, 2018

Moorestown Township, 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY