

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – MAY 21, 2018
 111 WEST 2ND STREET
 MOORESTOWN TOWNSHIP
 1:00 PM**

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	Present
Thomas Shannahan (alternate)	Township of Evesham	Present

SPECIAL FUND COMMISSIONERS:

Greg Rucker, Dir. Of Public Safety	Township of Willingboro	Absent
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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 John Shields, 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 (via telephone)
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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:

George Gravenstine, AJM Insurance
 Larry Graham, Fairview Insurance

APPROVAL OF MINUTES: APRIL 30, 2018 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF APRIL 30, 2018

Moved: Commissioner Brevogel
Second: Commissioner Shannahan
Vote: 2 Ayes – 0 Nays– 1 Abstention (Andl)

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR: The Executive Director advised the Safety Director was conducting some training so he has called in, and would like to give his report first.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of April, as well as a list of MSI Training and Fast Track training information. Mr. Prince advised two law enforcement directives, the first from the AG's office, requiring an early warning system for departments to monitor officers with excessive complaints and second regarding random drug testing throughout the state. Mr. Prince advised the PMM JIF round table will be scheduled in September or October, emails will be sent in the near future. The Safety Director asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

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 official and Administrator completing the course by May 31st.

Mr. Kearns will be scheduling a session in Moorestown. This course is also available on-line; enclosed in the agenda were the directions to take the class.

2018/2019 Employment Practices Program: Included in the agenda was a copy of the correspondence mailed to Fund Commissioners and Risk Management Consultants concerning updates to member Employment Practices Programs. Updated Model Personnel Manuals have been posted to the MEL's webpage www.njmel.org. Members have 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.

Police Command Staff Training – Risk Management Training for Police Command Staff will be scheduled for member police departments. Chief Keith Hummel (Ret.) will present this revised training for all member Police Chiefs, Captains and Lieutenants.

Managers & Supervisors Training – The Program also includes mandatory training of management. We will be working with Mr. Kearns's office to develop a schedule for these classes and will coordinate with member towns for available dates.

Non-Supervisory Training - "We must respect each other in local government" video has been added to the MEL Safety Institute to meet the training requirement for "non-supervisory" employees.

2018 Coverage Documents – The fund office will begin distributing the 2018 coverage documents to all Fund Commissioners and Risk Managers via email in late May.

MEL Cyber Risk Management Program – The MEL adopted a Cyber Risk Management Program that developed minimum risk control standards for member entities. The JIFs’ policies with XL Caitlin carries a \$10,000 deductible.

To encourage members to implement risk control, the MEL Board of Fund Commissioners voted to participate in a deductible based reimbursement plan based on the member’s level of compliance with minimum standards.

Members who meet certain Technical Competencies (Tier 1 or Tier 2), will be eligible for lower deductibles in the event of a covered claim. Included in the agenda was the program information and certifications that need to be completed and returned to the Underwriting office.

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.

Members and Risk Managers will receive an email with a link to renewal worksheets - to begin the 2019 underwriting renewal – which is expected to begin in early June.

Investment Legislation: The bill that would expand the JIF and MEL’s investment opportunities is now on the Governor’s desk. The law would authorize certain joint insurance funds to invest in certain bonds, notes, and other obligations of State and Federal agencies and to form joint cash management and investment programs as a means to broaden the types of securities joint insurance funds may invest in and to reduce the amount of assets that must be held in short term investments to cover the cash flow needs of the funds.

Auditor & Actuary Year-End Reports: The financial audit for the period ending December 31, 2017 will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30th deadline. Jim Miles will be attending the meeting next month to review the audit with the Commissioners.

EJIF Stormwater Bulletin – Included in the agenda were two Environmental Alerts from the EJIF— one concerning NJDEP revisions to Tier A and B Stormwater Permits; and one concerning changes to New Jersey Underground Storage Tank Regulations.

2018 Safety Expo: The MEL continues to work with the New Jersey Utility Authorities Joint Insurance Fund to conduct its Annual Safety Expo which includes MEL member town’s water & sewer employees. The Safety Expos will be held on June 29th at the Middlesex Fire Academy and September 28th at the Camden County Emergency Services Training Center. Registration is through the MEL Safety Institute. Registrations will be mailed to members shortly.

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 March 31, 2018 shows the fund’s surplus over \$2.4 million. The funds Loss Ratio Analysis is on target with the actuary’s projection of 5.5 and the actual at 9. The LTAF is 1.03, which well below the MEL average and no loss time accidents last month. The fund is 100% in compliance with the EPL/POL Policy, which is great news. The Executive Director asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns discussed a case, Sheeler vs. ACMJIF, regarding accessibility to OPRA. The argument was if you were not a NJ Citizen you should not be able to use OPRA, as it is for citizens, but it was decided citizen is anyone, including businesses, so any person or company can use OPRA to request information. Mr. Kearns advised he will email out the case information to the fund members and professionals.

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

Payment of May 2018 Vouchers Resolution 18-13

Fund Year 2017	10,000.00
Fund Year 2018	40,432.07
Total	50,432.07

MOTION TO APPROVE RESOLUTION 18-13 VOUCHER LIST FOR THE MONTH OF MAY AS SUBMITTED

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

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

2018	10,016.15
2017	18,950.50
2016	59,484.22
2015	4,888.41
2014	1,211.22
Closed	0.00
TOTAL	94,550.50

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER: The Executive Director advised there were 4 certificates issued for the period of 1/22/2018 through 2/22/2018 and 12 certificates issued for the period of 2/22/2018 through 3/22/2018.

MANAGED CARE:

REPORT: Stephen McNamara advised March’s reports were included in the agenda. Mr. McNamara reported there were 179 bills during the first quarter totaling \$295,682.63, of that amount \$103,277.36 was paid for a savings of \$192,405.27 which is a 65.1% 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: 4 Ayes – 0 Nays

MOTION TO RETURN TO OPEN SESSION:

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

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

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

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

MOTION TO ADJOURN MEETING:

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

MEETING ADJOURNED: 1:31pm

**NEXT REGULAR MEETING: June 25, 2018
Moorestown Township, 1:00PM**

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY