

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – FEBRUARY 25, 2019  
111 WEST 2<sup>ND</sup> STREET  
MOORESTOWN TOWNSHIP  
1:00 PM**

Meeting of 2019 Fund Commissioners called to order. Open Public Meetings notice read into record.

**ROLL CALL OF 2019 FUND COMMISSIONERS:**

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

**SPECIAL FUND COMMISSIONERS:**

Thomas Shanahan	Township of Evesham	Present
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**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Bradford C. Stokes, Karen A. Read Rachel Chwastek</b>
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Treasurer	<b>Tom Tontarski</b>
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Attorney	Kearns, Reale & Kearns, Esquires <b>William Kearns, Esquire John Shields</b>
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Auditor	Bowman & Company
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Claims Service	Qual Lynx <b>Kathy Kissane</b>
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Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince Jon Czarnecki</b>
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Managed Care Organization	QualCare <b>Karen Beatty</b>
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Underwriting Manager	Conner Strong & Buckelew
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**ALSO PRESENT:**

Maureen Mitchell, Evesham Fire District  
Michael Avalone, Conner Strong & Buckelew  
Larry Graham, Fairview Insurance

**APPROVAL OF MINUTES: JANUARY 28, 2019 - Open & Closed Minutes**

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF JANUARY 28, 2019:**

Moved: Commissioner Shanahan  
Second: Commissioner Andl  
Vote: 3 Ayes – 0 Nays

**CORRESPONDENCE:** Memo from PERMA – The Executive Director advised PERMA/CS&B had a cyber incident, it knocked out systems out for about a week and a half. No personal data was breached and we are now back up and running.

**EXECUTIVE DIRECTOR:**

**2019 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 Orlando from June 9-12. Resolution 19-6 authorizing travel expense was included in the agenda.

**MOTION TO ADOPT RESOLUTION 19-6 AUTHORIZING TRAVEL EXPENSE TO PRIMA**

Moved: Commissioner Andl  
Second: Commissioner Shanahan  
Vote: Unanimous

**2019 MEL/RCF/EJIF March 29<sup>th</sup> Meeting & Retreat:** The MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. We are working on securing a location. The purpose of the retreat is provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF.

**2019 MEL & MR HIF Educational Seminar:** The 9th annual seminar is scheduled for Friday, May 3, 2019, 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 Municipal Reinsurance Health Insurance Fund (MR HIF) members as well as personnel who work for service companies that are engaged by MEL member JIFs and MR HIF member HIFs.

**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 will focus on “Employment Practices Liability”. This course will be available on-line soon, instructions were included in the agenda.

If any member would like to host a session, please contact the Fund Office and Mr. Kearns.

**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.

**March Meeting Cancellation** – A reminder that the Fund will not be meeting in March, the next meeting will be on April 29<sup>th</sup> at the Indian Spring Golf Course. Included in the agenda was the Resolution 19-7 authorizing the Treasurer to process payments & expenses and authorizing Fund Professionals to continue services.

**MOTION TO ADOPT RESOLUTION 19-7 AUTHORIZING THE TREASURER TO PROCESS PAYMENTS AND EXPENSES AND AUTHORIZING FUND PROFESSIONALS TO CONTINUE SERVICES**

Moved: Commissioner Andl  
Second: Commissioner Shanahan  
Vote: 3 Ayes – 0 Nays

**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 is not available this month due to our systems issue, but will be available at our next meeting. The funds Loss Ratio Analysis is on target with the actuary's projection of 65 and the actual at 61, so the fund is right on target as of late December. The fund's Loss Time Accident Frequency is 0.00, a very good start for the year in that department. The EPL Compliance is at 100%. 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 advised he will be speaking with John Ganey about speaking at our Luncheon in April. Mr. Kearns also informed the Fund of a case decision that came from our supreme court last week – Kocanowski vs. Township of Bridgewater – which involved a woman who had been a volunteer firefighter for 17 years, was injured in the line of duty and applied to temporary disability benefits. Although she did not have a full time job, the higher court decided she should receive temporary disability benefits.

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

**Payment of February 2019 Vouchers Resolution 19-8**

Fund Year 2018	14.95
Fund Year 2019	213,312.40
<b>Total</b>	<b>213,327.35</b>

**MOTION TO APPROVE RESOLUTION 19-8 VOUCHER LIST FOR THE MONTH OF FEBRUARY AS SUBMITTED**

Motion: Commissioner Andl  
Second: Commissioner Shanahan  
Vote: 3 Ayes – 0 Nays

**Confirmation of Claims Payments/Certification of Claims Transfers for the Month of January 2019:**

<b>2018</b>	610.44
<b>2017</b>	74,512.06
<b>2016</b>	11,171.82
<b>2015</b>	15,080.19
<b>2014</b>	25,527.39
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>126,901.90</b>

Treasurer's Report Made Part of Minutes.

**SAFETY DIRECTOR:**

**REPORT:** Safety Director advised included in the agenda is all the risk control activities through the month of January, as well as a list of MSI Training and Fast Track training information. Since January 10<sup>th</sup>, 9 safety bulletins had been distributed electronically. One additional item to the Safety Report – they have been focusing on the Below 100 Program, a nationally recognized program for the law enforcement community, designed to reduce accidents, injuries and fatalities. JA Montgomery has sent members from their office to become trainers. We invite members to reach out if interested in this program and sessions will be scheduled. Mr. Prince asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

**UNDERWRITING MANAGER:**

**REPORT:** The Executive Director advised the certificate report was in the agenda for the period 11/22/2018 to 12/28/2018 and 13 certificates were issued.

**MANAGED CARE:**

**REPORT:** Karen Beatty advised January's reports were included in the agenda. Ms. Beatty reported there were 54 bills during the month of January totaling \$18,456.01, of that amount \$7,732.57 was paid for a savings of \$10,723.44 which is a 58.1% savings. Ms. Beatty then asked if there were any questions and concluded her report.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:**

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

Report Part of Minutes.

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

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

Motion: Commissioner Andl  
Second: Commissioner Merchel  
Vote: Unanimous

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

Motion: Commissioner Andl  
Second: Commissioner Shanahan  
Vote: Unanimous

**MOTION TO ADJOURN MEETING:**

Motion: Commissioner Andl  
Second: Commissioner Shanahan  
Vote: Unanimous

**MEETING ADJOURNED: 1:28pm**

**NEXT REGULAR MEETING: April 29, 2019  
Indian Springs Country Club 11:00AM**

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Rachel Chwastek, Assisting Secretary for  
**RICHARD BREVOGEL, SECRETARY**