

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – OCTOBER 22, 2018  
111 WEST 2<sup>ND</sup> 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
Michael Barth	Township of Evesham	Absent

**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 <b>Bradford C. Stokes</b> <b>Karen Read</b>
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Treasurer	<b>Tom Tontarski</b>
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Attorney	Helmer, Conley & Kasselmann, P.A. <b>William Kearns, Esquire</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</b>
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Managed Care Organization	QualCare <b>Stephen McNamara</b>
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Underwriting Manager	Conner Strong & Buckelew
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**ALSO PRESENT:**

Maureen Mitchell, Evesham Fire District  
Larry Graham, Fairview Insurance  
Tom Stenberg, Assured Partners

**APPROVAL OF MINUTES:** September 24, 2018 - Open & Closed Minutes

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF SEPTEMBER 24, 2018**

Moved: Commissioner Brevogel

Second: Commissioner Andl  
Vote: 3 Ayes – 0 Nays

**CORRESPONDENCE:** NONE.

**EXECUTIVE DIRECTOR:**

**2019 Budget Introduction** – Enclosed in the agenda was the proposed 2019 Budget for review and discussion. The budget is a 0.04% increase over the 2018 budget for a total of \$3,939,756.

**MOTION TO INTRODUCE THE 2019 BUDGET AND SCHEDULE A PUBLIC HEARING  
ON MONDAY, NOVEMBER 26, 2018**

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

**Closed Year Dividend** - The Fund Office has reviewed the available dividend from closed year accounts and are recommending the release of \$100,000. In addition, an EJIF dividend in the amount of \$46,804 is already in the budget as a deduction in the premiums. Enclosed in the agenda was the breakdown of the distribution for the closed year dividend.

In the agenda was the Resolution 18-22 authorizing the release of a dividend representing a total of \$100,000 from closed year accounts.

**MOTION TO ADOPT RESOLUTION 18-22 AUTHORIZING THE RELEASE OF A  
DIVIDEND IN THE AMOUNT OF \$100,000 FROM CLOSED YEAR ACCOUNT,  
SUBJECT TO STATE APPROVAL**

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

**2018/2019 Employment Practices Program:** Members had until October 1<sup>st</sup> 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.

**2019 Underwriting Renewal Process** - The Executive Director will provide an update on the status of member input for the 2019 Renewal and thanked everyone for their assistance.

**Elected Officials Training** – This year’s elected officials training program will focus on “Employment Practices for Governmental Officials”. Sessions are scheduled at the League of Municipalities Conference for Tuesday November 13<sup>th</sup> at 3:45 pm at Caesars and on Wednesday, November 14<sup>th</sup> at 3:45 at the Convention Center.

**Residual Claims Fund** – The public hearing on the RCF budget was held on October 17<sup>th</sup> at the Forsgate Country Club. Enclosed in the agenda was the proposed budget, as introduced.

**Environmental JIF** – The Fund’s budget was introduced in September and a public hearing and adoption was held on October 17<sup>th</sup>. Enclosed in the agenda was a copy of the proposed budget.

**MEL** – The Mel’s 2019 budget was introduced on October 17<sup>th</sup> at the Forsgate Country Club. A copy of the budget appeared in the agenda. Budget Adoption will take place on November 15<sup>th</sup>.

**MEL Cyber Risk Management Program** – As a reminder, 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 were the certifications that need to be completed and returned to the Underwriting office.

**Fire Fighter Presumption Bill** – The Bill, as written, could have a very adverse effect on our funds, especially those members with paid fire departments. There have been multiple meetings with the legislation with the intention to add some limitations to the bill before it passes. The Executive Director will keep the Commissioners posted.

**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 August 31, 2018 shows the fund’s surplus over \$3.0 million. The funds Loss Ratio Analysis is on target with the actuary’s projection of 30 and the actual is a little over 25. The LTAF is 2.50 and there were three new loss time accidents in August.

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 the Fund had completed the supervisors training in Moorestown, Maple Shade and Willingboro. Evesham Township is doing their own training.

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

**Payment of October 2018 Vouchers Resolution 18-23**

Fund Year 2018	39,625.35
<b>Total</b>	<b>39,625.35</b>

**MOTION TO APPROVE RESOLUTION 18-23 VOUCHER LIST FOR THE MONTH OF OCTOBER AS SUBMITTED**

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

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

<b>2018</b>	54,264.94
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<b>2017</b>	11,456.37
<b>2016</b>	8,513.93
<b>2015</b>	33,600.66
<b>2014</b>	4,389.34
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>112,225.24</b>

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 September, as well as a list of MSI Training and Fast Track training information. Mr. Prince thanked all the Commissioners for their input and participation in the Safety Coordinator's Round Table that was held on October 1<sup>st</sup>. The Safety Director 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 8/22/2018 to 9/24/2018 and 8 certificates were issued.

Report Made Part of Minutes.

**MANAGED CARE:**

**REPORT:** Stephen McNamara advised September's reports were included in the agenda. Mr. McNamara reported there were 112 bills during September totaling \$138,225.75, of that amount \$47,896.19 was paid for a savings of \$90,329.56 which is a 65.3% savings. Mr. McNamara then reviewed the year to date claims activity with the Fund.

Monthly Activity Report Made Part of Minutes.

**CLAIMS ADMINISTRATOR:**

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

**OLD BUSINESS:** NONE

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

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

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

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

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

**MOTION TO ADJOURN MEETING:**

Moved: Commissioner Brevogel  
Second: Commissioner Andl  
Vote: Unanimous

**MEETING ADJOURNED: 1:42pm**

**NEXT REGULAR MEETING: November 26, 2018  
Moorestown Township, 1:00PM**

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