

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – APRIL 28, 2020
TELEPHONIC MEETING
1:00 PM**

Meeting of 2020 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2020 FUND COMMISSIONERS:

Thomas Merchel, Chairman	Township of Moorestown	Present
Richard Brevogel, Secretary	Township of Willingboro	Present
Susan Danson	Township of Maple Shade	Present
Robert Corrales	Township of Evesham	Present (1:06PM)

SPECIAL FUND COMMISSIONERS:

Maryann Knell	Township of Moorestown	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	Helmer, Conley & Kasselman William Kearns, Esquire
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Auditor	Bowman & Company
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Claims Service	Qual Lynx Kathy Kissane
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	PERMA Jennifer Conicella
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Managed Care Organization	QualCare Stephen McNamara Karen Beatty
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Underwriting Manager	Conner Strong & Buckelew Edward Cooney
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ALSO PRESENT:

Maureen Mitchell, Evesham Fire District
Larry Graham, Fairview Insurance

APPROVAL OF MINUTES: FEBRUARY 24, 2020 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF FEBRUARY 24, 2020:

Moved: Commissioner Danson
Second: Commissioner Brevogel
Vote: Unanimous

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

COVID 19: Included in the agenda were copies of two MEL notices distributed to members advising on a MEL special committee formed to resolve matters related to coronavirus, workers' compensation claims related to coronavirus and member municipal bond issuance.

The MEL's Safety Director has been posting informative materials and links concerning COVID 19 to the MEL webpage www.njmel.org.

MEL's Joint Cash Management Investment Program: After several years of legislative initiatives, the MEL established a Joint Cash Management and Investment (JCMI) pool. This program permits the JCMI to participate in the purchase of debt securities issued by highly rated municipalities.

The Residual Claims Fund and the Environmental Joint Insurance Fund executed agreements to participate at their March 27th meetings. At this time, the JCMI is also extending invitations to local affiliated Joint Insurance Funds. The JCMI Operations Committee has provided a list of questions and answers that Fund Commissioners may review.

Mr. Stokes advised they have already successfully secured 10 Mel-affiliated municipality bids.

Chairman Merchel advised the members to discuss with their Bond Counsel to let them know of this option. He then asked if Mr. Tontarski had been involved in the discussion.

Mr. Tontarski had attended a treasurers meeting regarding the JCMI, he advised a variety of questions were developed, there was still some lack of clarity in procedure, but they are headed in the right direction and he has no problem with PMM JIF getting involved in the JCMI. He advised the JCMI cost associated with the asset manager and custodian represents 10% and Wilmington Trust rate is 5%, so once the investments mature he'd move it to Bank of America (the JCMI Custodian), but he wouldn't want to prematurely pay a higher rate.

Chairman Merchel agreed and confirmed he wanted to make sure Mr. Tontarski was part of the conversation.

Mr. Stokes advised multiple people had been working in the JCMI for years, John Rheinhart, Chuck Cuccia and from PERMA Joseph Hrubash and Dave Grubb. Also, Fred Semrau the fund attorney. They have all worked countless hours putting it together.

Mr. Brevogel stated when you have a deferred comp program in a municipality you have a fiduciary responsibility that you have to look to make sure you are competitive. Would that be the same process for this asset manager?

Mr. Stokes advised they meet prior to bidding on any municipalities, and do their due diligence. They are only going for towns that have a high bond rating and there a lot of things in place for securities, as this is public money. There are a lot of protections that in place for this.

Mr. Brevogel advised 10% sounds kind of high.

Mr. Stokes advised he would get some clarification on that.

Mr. Tontarski advised Wilmington Trust was given the opportunity to bid on the JCMI and Wilmington Trust bid 25 basis points, rather than 5 basis points, and Mr. Tontarski isn't sure why that is, but right now PMM is locked in at 5% with Wilmington Trust and he'd like to ride that out, rather than prematurely roll their funds over into the JCMI.

Mr. Stokes advised there is time, the JCMI will be phasing the JIFs in, so we can pose those questions.

Included in the agenda was Resolution 20-14 authorizing the PMM JIF's participation in the program.

MOTION TO ADOPT RESOLUTION 20-14 TO AUTHORIZE THE PMM JIF'S PARTICIPATION IN THE MUNICIPAL EXCESS LIABILITY FUND JOINT CASH MANAGEMENT AND INVESTMENT PROGRAM (JCMI)

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

Also, enclosed was the application that must be completed and submitted to the JCMI for membership.

MEL, RCF, EJIF March 27, 2020 Meetings: Due to the current public health emergency, the MEL decided to forego the annual reporting of MEL sub-committees; however, each fund held their respective meetings via teleconference. Enclosed in the agenda were copies of Chairman Merchel's reports of the meetings.

2020 MEL, MR HIF & NJCE Educational Seminar: The 10th annual seminar scheduled for Friday, May 1, 2020 has been postponed and will be rescheduled at a later date.

Elected Officials Training Course: This year's elected officials training program focuses on Preventing Child Abuse and Protecting Public Entities from the liabilities imposed by new legislation concerning sexual molestation. Instructor-led sessions have been placed on hold. Instructions for the on-line course was included in the agenda.

Employment Practices Training: Included in the agenda was a memorandum outlining this year's Employment Practices Liability Program, including manual/handbook updates and training requirements. The MEL contracted with a law firm to conduct a comprehensive review of the model personnel manual and handbook. As a result, the compliance deadline for all elements of the compliance program have been pushed back to June of 2021.

League Magazine Ad: The latest in the series of "Power of Collaboration" ads in the LOM publication highlights the benefits of online training.

Financial Disclosures: Commissioners should complete the online filing of the Financial Disclosure forms inclusive of the MEL/EJIF/RCF Commissioner and any municipal related positions that require filing. The 2020 roster has been updated and we emailed fund commissioners with instructions to file. The new due date is July 31, 2020.

2nd Assessment Installment – The second installment due date is May 30th, any members

needing an extension should reach out to the Treasurer or the Executive Director. Mr. Stokes advised the Fund would want to formalize extending the deadline with a resolution, and change the cash management plan, at the next meeting.

Chairman Merchel recommended towns consider issuing estimated tax bills, Moorestown just passed their resolution last night, and that should help maintain the cash flow for your town.

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 January 31, 2020 shows the fund's surplus of \$3.3 million. The funds Loss Ratio Analysis is on target with the actuary's projection of February at 3.1% and the actual at 1.3% and for March the projection was 5.5% and the actual is 1.3%. The fund's Loss Time Accident Frequency is 0.00.

The Executive Director advised the next meeting is May 26th, asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns advised there will be a lot of litigation after the pandemic ends, and they are currently monitoring the situation.

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

Payment of March 2020 Vouchers Resolution 20-13

Fund Year 2020	\$58,333.50
Total	\$58,333.50

Payment of April 2020 Vouchers Resolution 20-15

Fund Year 2019	\$ 5,000.00
Fund Year 2020	\$470,380.17
Total	\$475,380.17

MOTION TO RATIFY RESOLUTION 20-13 VOUCHER LIST FOR THE MONTH OF MARCH AND APPROVE RESOLUTION 20-15 VOUCHER LIST FOR THE MONTH OF APRIL

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

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of March 2020:

2020	1,986.88
2019	37,406.14
2018	21,901.25
2017	35,568.17
2016	10,809.72
Closed	0.00

TOTAL	105,672.16
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Treasurer's Report Made Part of Minutes.

SAFETY DIRECTOR:

REPORT: Glenn Prince reported the Safety Directors Reports for February and March were included in the agenda along with multiple Safety Directors Bulletins: Mark Out Safety; Service Animals in the Work Place; Guidance on the Families First Coronavirus Response Act (FFCRA); Don't Forget Hazard Communication During COVID-19 Outbreak; Playground & Athletic Fields/Courts Best Practices During the COVID-19 Outbreak; Park & Playground Best Practices During COVID-19 Outbreak; Summary of Interim Guidance for Emergency Medical Care and Transport of Suspected/Confirmed COVID-19 Patients and Coronavirus COVID-19. Mr. Prince advised they are monitoring the Centers for Disease Control and the World Health Organization as they issue new recommendations, JAM issues new Safety Bulletins and continues to update the members as new information is available. All instructor led training has been cancelled until further notice. JAM is rolling out a new video style toolbox talk training program from Atlantic Training, a link can be provided to all employees and they can view the videos through that link. They are very informative and cover all the OSHA requirements.

Commissioner Brevogel advised the Directors Reports are great and asked they keep them coming. Commissioner Danson agreed.

Mr. Prince advised they are designating some of the bulletins specifically for law enforcement, and all the bulletins can be found on njmel.org. 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 Underwriting Manger advised the MEL met and discussed multiple endorsements for the General Liability and Crime Coverages. One in particular, for inflatable fire houses for educational purposes, which came out of the JIF, was set up for the whole program. Also from the MEL Cyber Task Force there have been multiple bulletins regarding Covid-19 phishing scams, which have been very successful right now, so some easy reminders and quick tips to share with your employees. There are also tips for securing online/zoom meeting on NJ CCIC website – New Jersey Cybersecurity & Communications Integration Cell – cyber.nj.gov.

There were 12 certificates issued from 1/22/2020 to 2/22/2020 and 2 certificates issued from 2/22/2020 to 3/22/2020.

MANAGED CARE:

REPORT: Karen Beatty advised March's reports were included in the agenda. Ms. Beatty reported there were 105 bills during the month of March totaling \$119,083.23, of that amount \$43,582.43 was paid for a savings of \$75,500.80 which is a 63% savings. Ms. Beatty advised they are working with their network providers and claimants to ensure a continuity of care. Providers have stepped up and using telemedicine and that surgical centers and other offices

are ramping up their efforts to be ready for surgeries once they are given the go-ahead. Ms. Beatty then thanked the fund for their reappointment and concluded her report.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Ms. Kissane advised the Qual Lynx staff continues to work remotely, and are available if you have any questions or issues. The Claims Manager advised the committee met prior to this meeting and asked for approval of 5 PARS as recommended by the claims committee.

Report Part of Minutes.

MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED AND RECOMMENDED BY THE CLAIMS COMMITTEE:

Motion:	Commissioner Corrales
Second:	Commissioner Danson
Vote:	4 Ayes, 0 Nays (Brevogel abstains from claim # 2018123157)

OLD BUSINESS: NONE

NEW BUSINESS: Mr. Merchel advised Moorestown is back to full work, all departments, closed to the public, and have moderations/by appointment only, with drop boxes for construction permits and tax payments. Public works is working one person per vehicle. The only department not back is the library, due to some quirk in the law. He then asked other Commissioners about their current working situation.

Ms. Danson advised they are doing the same thing as of next Wednesday, they are returning to the administration building. DPW has been split into two shifts, they've added a Saturday work day, but back to normal next week. They are still closed to the public, but moving forward with Bid openings and maintaining social distancing. Mr. Merchel advised they were rotating but have returned as of last week. They are doing PPE and employees can request masks and cleaners.

Mr. Corrales advised they've been on modified work from home schedule and will be going into new modified schedule in the office next week, headed back to normal.

Mr. Merchel then asked about Evesham and Mount Laurel's municipal libraries, but was advised they have county libraries.

Mr. Brevogel advised they are on a modified work from home schedule and is not sure when they will be returning to a full-time basis. DPW is on a rotating schedule, but have been working the whole time. Willingboro's library has been closed and to the best of his knowledge will remain closed.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion:	Commissioner Danson
Second:	Commissioner Brevogel
Vote:	Unanimous

MEETING ADJOURNED: 1:30pm

NEXT REGULAR MEETING: May 26, 2020

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY