

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – FEBRUARY 25, 2020
111 WEST 2ND STREET
MOORESTOWN TOWNSHIP
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

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
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Treasurer	Tom Tontarski
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Attorney	Helmer, Conley & Kasselman John Shields, Esquire
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Auditor	Bowman & Company
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Claims Service	Qual Lynx Claudia Acosta
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Safety Director	J.A. Montgomery Risk Control Jonathan Czarnecki
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Managed Care Organization	QualCare Karen Beatty
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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 25, 2020 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JANUARY 25, 2020:

Moved:	Commissioner Corrales
Second:	Commissioner Brevogel

Vote: Unanimous

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2020 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 Nashville from June 14-17. Resolution 20-10 authorizing travel expense was included in the agenda.

**MOTION TO ADOPT RESOLUTION 20-10 AUTHORIZING
CONFERENCE ATTENDANCE**

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

Employment Practices Training: This year, all Managers and Supervisors are required to complete training in Employment Practices and protecting children from molestation. We will work with the Fund Attorney to schedule this training for managers. J.A. Montgomery will conduct this training for Police Command Officers. The Training for non-supervisory employees and volunteers will be ready later in the year. We are expecting to push the deadline to complete all elements of the EPL Compliance program to June 30, 2021. The revised model personnel policy and employee handbook have been drafted and are now being sent to MEL sub-committees for review.

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 June 1st. This year's elected officials training program will focus on Preventing Child Abuse and Protecting Public Entities from the liabilities imposed by new legislation concerning sexual molestation.

If any member would like to host a session, please contact the Fund Office and Mr. Kearns. We will distribute a notice once the program is posted to the MEL's Learning Management System for the on-line version.

Employees and Volunteers protecting Children Training: The MEL developed a new training program on protecting children which is already on the Learning Management System. Included in the agenda were the directions to take the course. We are drafting a notice to inform members of the materials on the MEL's webpage for Protecting Our Children which includes this training, model documents and resource guide.

2020 MEL/RCF/EJIF Meeting & Retreat: The MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. This year's retreat will be held on March 27th at the Princeton Marriott. The purpose of the retreat is to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF. The local JIF Commissioners are also welcome to attend. Please notify out office if you are interested.

2020 MEL, MR HIF & NJCE Educational Seminar: The 10th annual seminar is scheduled for Friday, May 1, 2020, beginning at 9:00 AM at the National Conference Center, 399 Monmouth Street, 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 the MEL, Municipal Reinsurance Health Insurance Fund (MR HIF) and Counties Excess Liability Fund.

An electronic fillable form will also be distributed via email to fund commissioners and risk managers.

March Meeting Cancellation – A reminder that the Fund will not be meeting in March, the next meeting will be on April 28th at the Indian Spring Golf Course. Included in the agenda was Resolution 20-11 authoring the Treasurer to process payments & expenses and authorizing Fund Professionals to continue services during months that the Fund does not meet.

MOTION TO ADOPT RESOLUTION 20-11

Moved: Commissioner Danson
 Second: Commissioner Corrales
 Vote: Unanimous

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 31, 2019 shows the fund’s surplus over \$3 million. The funds Loss Ratio Analysis is on target with the actuary’s projection of 1.12% and the actual at 1.01%. The fund’s Loss Time Accident Frequency is 0.00. The Executive Director asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Shields distributed a handout about Professional Services Contract Language. This particular contract would have limited the liability of the professional firm to \$15,000 or the amount they were paid. There were also contracts that stated imposing other state’s statutes which contradicts NJ statutes and it was advised to make sure you are reviewing all contracts and make sure the language is appropriate.

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

Payment of February 2020 Vouchers Resolution 20-12

Fund Year 2019	80.50
Fund Year 2020	198,350.86
Total	198,431.36

MOTION TO APPROVE RESOLUTION 20-12 VOUCHER LIST FOR THE MONTH OF FEBRUARY

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

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

2020	3,499.00
2019	23,962.75
2018	6,741.66
2017	6,210.52

2016	6,040.65
Closed	0.00
TOTAL	46,454.58

Treasurer's Report Made Part of Minutes.

SAFETY DIRECTOR:

REPORT: Jonathan Czarnecki reported the Safety Directors Report for January was included in the agenda along with multiple Safety Directors Bulletins: Checking Driving Histories of CDL-Holders and Annual Program Review, Annual Reminder to Check Motor Vehicle Records (MVR) of Non-CDL Drivers and NJPEOSH Recordkeeping – Annual Reminder. Commissioner Merchel advised they are getting pushback from the Unions about the CDL Clearinghouse, they had half of the guys signed up, and then the union stopped registrations. The way they understand the law is you cannot force them to sign up. Mr. Czarnecki advised they are not required to register, however if the employer cannot query them on the Clearinghouse system then the town must restrict them from performing any safety sensitive functions, which includes vehicles 26,001 pounds or more. Mr. Czarnecki 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 there were 14 certificates issued from 12/22/2019 to 1/22/2020.

MANAGED CARE:

REPORT: Karen Beatty advised January's reports were included in the agenda. Ms. Beatty reported there were 67 bills during the month of January totaling \$28,021.04, of that amount \$10,319.06 was paid for a savings of \$17,701.98 which is a 63.2% savings. Ms. Beatty then thanked the fund for their reappointment 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 Corrales
Second: Commissioner Brevogel

Vote: Unanimous

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

Motion: Commissioner Danson
Second: Commissioner Corrales
Vote: Unanimous

MOTION TO ADJOURN MEETING:

Motion: Commissioner Corrales
Second: Commissioner Brevogel
Vote: Unanimous

MEETING ADJOURNED: 1:39pm

**NEXT REGULAR MEETING: April 28, 2020
Indian Springs Country Club, 11:00AM**

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY