

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – MAY 26, 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

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 Robyn Walcoff 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
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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
Ilene Laursen, Conner Strong & Buckelew
Keith Hummel, J.A. Montgomery

APPROVAL OF MINUTES: APRIL 28, 2020 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF APRIL 28, 2020:

Moved:	Commissioner Danson
Second:	Commissioner Corrales
Vote:	Unanimous

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2nd Assessment Installment – The second installment due date is June 15th, any members needing an extension should reach out to the Treasurer or the Executive Director.

MEL Meeting: The MEL Board of Fund Commissioners conducted a special meeting on May 1st to introduce the 2021 budget. The public hearing has been scheduled for June 3, 2020. The purpose of this meeting is to introduce the 2021 Rate Table on first reading and to schedule the public hearing for the June 3, 2020 meeting. Taking action in June will facilitate the local JIFs in planning for their budgets this Fall. Included in the agenda was Chairman Merchel’s report on the meeting and the proposed budget.

MEL Resolution Supporting Legislation on Relief Bonds – The MEL Legislative Committee reviewed Assemblymen Benson and Coughlin bill A-3971 and Senator Singleton bill S-2475 and is strongly supporting its adoption. The companion bills authorize local units to issue “coronavirus relief bonds” to allow them to borrow money, with a ten-year payback period, to cover shortfalls and unanticipated costs that are a direct result of the COVID-19 pandemic. The MEL is expected to adopt the attached Resolution supporting these bills at its June 3rd meeting.

The MEL Legislative Committee is asking local affiliated JIFs and their member entities to consider adopting a resolution supporting these bill as well. Included in the agenda was Resolution 20-17 supporting the legislation.

MOTION TO ADOPT RESOLUTION 20-17

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

Elected Officials On-Line Training Course: The deadline for completion of this year’s elected officials training program has been extended until June 1st. The course focuses on Preventing Child Abuse and Protecting Public Entities from the liabilities imposed by new legislation concerning sexual molestation. Instructions were 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.

Employees and Volunteers protecting Children Training: The MEL developed a new training program on protecting children which is already on the Learning Management

System. Please visit the MEL’s webpage – www.njmel.org to read more on this topic, which includes this training, model documents and resource guide.

EJIF Inspection Program: In an effort to continue inspection services to EJIF members during the current health crisis, the EJIF authorized its Environmental Engineer to provide remote support services. The outline of the services from First Environmental was included in the agenda.

Power of Collaboration: Included in the agenda was the latest in the series of “Power of Collaboration” ad that will appear in the League of Municipalities magazine. The ad highlights the resources, financial strength and collaborative power of the MEL to assist its members during a public health crisis.

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 due date has been extended until July 31st.

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, 2020 shows the fund’s surplus of \$3.4 million. The funds Loss Ratio Analysis is on target with the actuary’s projection of 5.5% and the actual at 1.3%. The fund’s Loss Time Accident Frequency is 0.00, not including any COVID claims. The Executive Director advised the audit will be completed next month, it’s due to be filed to the state by June 30th.

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 all attachments from the law firm are now encrypted when sent via email.

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

Payment of May 2020 Vouchers Resolution 20-16

Fund Year 2020	\$40,726.72
Total	\$40,726.72

MOTION TO RATIFY RESOLUTION 20-16 VOUCHER LIST FOR THE MONTH OF MAY

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	3,454.40
2019	26,099.27

2018	15,440.91
2017	50,292.08
2016	7,805.52
Closed	0.00
TOTAL	103,092.18

Treasurer's Report Made Part of Minutes

SAFETY DIRECTOR:

REPORT: Glenn Prince reported the Safety Directors Report for April was included in the agenda along with a listing of the Safety Directors Bulletins that were distributed electronically. Mr. Prince encouraged everyone to visit njmel.org where you can access the new training streaming service, MSI Now. The instructor led training has been postponed until further notice and a new webinar series is available on the website.

Mr. Prince asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: There was 1 certificate issued from 3/22/2020 to 4/22/2020.

MANAGED CARE:

REPORT: Stephen McNamara advised March's reports were included in the agenda. Mr. McNamara reported there were 88 bills during the month of April totaling \$62,501.40, of that amount \$22,871.72 was paid for a savings of \$39,629.68 which is a 63% savings. Mr. McNamara advised also included in the agenda was some virtual care/tele-med information and they continue to engage with their providers to utilize the tele-med option. Elective surgeries are also allowed to be scheduled again, so those waiting for surgeries are now being scheduled. Mr. McNamara then asked if there were any questions and concluded is report.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Kathy Kissane advised the committee met prior to this meeting and asked for approval of 2 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 Danson
Second:	Commissioner Brevogel
Vote:	4 Ayes, 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion: Commissioner Brevogel

Second: Commissioner Danson

Vote: Unanimous

MEETING ADJOURNED: 1:16pm

NEXT REGULAR MEETING: June 23, 2020

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY