

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – NOVEMBER 24, 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	Present
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes Karen Read Brandon Tracy
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Treasurer	Tom Tontarski
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Attorney	Helmer, Conley & Kasselmann
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Auditor	Bowman & Company
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Claims Service	Qual Lynx Kathy Kissane
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	PERMA
Safety Director	J.A. Montgomery Risk Control Glenn Prince Jonathan Czarnecki

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
Michael Avalone, Conner Strong & Buckelew

APPROVAL OF MINUTES: October 27, 2020 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF OCTOBER 27, 2020

Moved: Commissioner Corrales
Second: Commissioner Brevogel
Vote: 3 Ayes, 0 Nays, 1 Abstention (Brevogel)

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR: The Executive Director hoped everyone is doing well and advised the primary focus of today's meeting is the adoption of the 2021 Budget.

2021 Budget – At the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2021 in the amount of \$3,946,549 that represents a 0.83% increase over last year's budget. In accordance with state regulations, the proposed budget has been advertised in the Fund's official newspaper and sent to each member municipality/entity.

The Executive Director advised the budget has not changed since introduction, with a total of \$3,946,549. This is the public hearing for the 2021 Budget.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2021 BUDGET

Moved: Commissioner Brevogel
Second: Commissioner Corrales
Vote: Unanimous

The Executive Director reviewed the budget. Regarding the claims and loss funds, the Fund is down \$45,000. The Fund is lowering the funding in regards to the new legislation, about 25%, for the fire fighter presumption bill and the sexual molestation legislation. Overall that brings the claims down 2%. Good news on the premiums for the JIF. The EJIF budget went down, so our portion of that went down 1% and their dividend, also included in the budget, went up 15%. There is a MEL Property increase, which was statewide, but barely 1% for the PMM JIF. In Professional Fees, the claims adjustment was increased 4%, managed care 3% and the other professionals 2%. Property appraisals are finished so that line item has been decreased to zero and the Fund should have them shortly. Overall the fund expenses and contingencies are down 1%. The POL/EPL premiums had a substantial increase of 8%, strictly from the loss history. The MEL average was 2.25% and the PMM JIF is at 8.61%. Cyber Liability has an increase of 100%, the market being very volatile and that is throughout the whole MEL system as claims drastically increase for cyber. Overall a 0.83% increase. Assessments were circulated last month, if any one needs another copy please contact Ms. Read in the Fund Office.

MOTION TO CLOSE THE PUBLIC HEARING

Moved: Commissioner Brevogel
Second: Commissioner Corrales
Vote: Unanimous

MOTION TO APPROVE THE 2021 BUDGET AND CERTIFY THE ASSESSMENTS

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

MEL, RCF & EJIF Representative - The Executive Director advised the fund should elect its representative to the MEL, RCF & EJIF for the 2021 Fund Year. He reported the current representative for the Fund is Thomas Merchel. Commissioner Brevogel asked if Mr. Merchel was

still interested and Mr. Merchel advised he would, and reported he is in the first of a two year Chairmanship of the MEL.

Motion to elect Thomas Merchel as the Professional Municipal Management Joint Insurance Fund's 2021 representative to the Municipal Excess Liability Joint Insurance Fund, to the Residual Claims Fund Joint Insurance Fund and Environmental Joint Insurance Fund.

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

Residual Claims Fund, EJIF & MEL Meetings – The RCF, EJIF & MEL all met on October 21, 2020 via conference call. Chairman Merchel’s meeting minutes were included in the agenda. The MEL & EJIF also met last week and those minutes will appear in our next agenda.

Cyber Security Challenges and COVID 19: Included in the agenda was a copy of an article published in the League of Municipalities Magazine, written by Ed Cooney, MEL’s Underwriting Manager and Michael Geraghty, Chief Information Officer for the State of New Jersey. The article covers network safety in the office and also working from home.

SEM Website - The New Jersey Sustainable Energy Joint Meeting (SEM) recently launched their updated website. A copy of the announcement was included in the agenda. Some members of the PMM JIF participate in this program that group purchases natural gas and electric for its members providing significant savings. The Executive Director advised any member not in the SEM but interested, please contact the Fund Office.

December Meeting – The JIF has historically cancelled the December Fund meeting; if the Commissioners wish to follow past procedure, a motion to cancel the meeting would be in order.

The Commissioners did pass Resolution 20-7 in February that authorizes fund professionals to continue services and process payments for the months that the Fund does not meet.

MOTION TO CANCEL THE DECEMBER MEETING

Moved: Commissioner Brevogel
Second: Commissioner Danson
Vote: 4 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 Executive Director reported the Financial Fast Track, dated September 30, 2020 shows the fund’s surplus of \$3.8 million, with \$180,000 increase over the prior month. The fund’s Loss Time Accident Frequency for October is the lowest of all MEL Funds at 0.75, and only one new accident for the month.

The Executive Director wished everyone a Happy Thanksgiving and a great holiday season, asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: NONE

TREASURER: Mr. Tontarski reviewed the treasurer’s report and bills list with the Fund. Mr. Tontarski advised on November 2nd, he transferred \$4,000,000 to the JCMI and he will

report more on that at the next meeting. Mr. Tontarski wished everyone a happy holiday season, asked if there were any questions and concluded his report.

Payment of November 2020 Vouchers Resolution 20-27

Fund Year 2020	\$41,180.22
Total	\$41,180.22

MOTION TO APPROVE RESOLUTION 20-27 VOUCHER LIST FOR THE MONTH OF NOVEMBER

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

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

2020	56,867.84
2019	26,520.94
2018	15,639.51
2017	23,064.48
2016	1,485.19
Closed	0.00
TOTAL	101,380.47

Treasurer's Report Made Part of Minutes

SAFETY DIRECTOR:

REPORT: Glenn Prince reported the Safety Directors Report for October was included in the agenda. Mr. Prince previously reported they have suspended the in person training programs at this time and encourage all members to visit the MEL website to review their list of training topics. Included in the agenda packet is courses through December 18th and the instructions for how to sign on and register. Mr. Prince asked if there were any questions and then concluded his report.

Mr. Brevogel asked if Mr. Prince had hear about PEOSHA having any issues about training not being completed.

Mr. Prince advised there had been a lot of PEOSHA activity up North and they are continuing to inspect. Mr. Prince advised they are trying to make it as easy as possible with the webinars and avoiding having employees congregating.

Mr. Brevogel asked about webinar recordings and although they are recorded for in house purposes, the recording does not satisfy the training requirement. Mr. Prince advised he would let the Fund know if that changes.

Mr. Stokes advised the live streaming requirement has to do with the interaction of the attendees with the instructor.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: NONE

MANAGED CARE:

REPORT: Karen Beatty advised October’s reports were included in the agenda. Ms. Beatty reported there were 753 bills so far this year, totaling \$820,102.28, of that amount \$312,226.10 was paid for a savings of \$507,876.18 which is a 62% savings. Ms. Beatty wished everyone a happy and safe holiday season, asked if there were any questions and concluded her report.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Kathy Kissane advised the claims committee met prior to this meeting and asked for approval of the five PARS as recommended by the claims committee.

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

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

Kathy Kissane then wished everyone a happy and healthy holiday season with their families.

OLD BUSINESS: NONE

NEW BUSINESS: Mr. Brevogel advised everyone how much he appreciates the Safety Bulletins that have been distributed. They are wonderful and he forwards them to the Acting Township Manager and Public Safety Director. They’re very helpful and keep them grounded on what they need to be doing.

PUBLIC COMMENT: NONE

Chairman Merchel advised he and all the Commissioners would like to wish the Professionals a Happy Thanksgiving and Happy Holidays and thanked them for all the work they have done during this difficult year.

MOTION TO ADJOURN MEETING

Motion: Commissioner Brevogel
Second: Commissioner Danson
Vote: Unanimous

MEETING ADJOURNED: 1:25pm

NEXT REGULAR MEETING: January 26, 2021

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY