

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JANUARY 26, 2022
ZOOM
1:00 PM**

Meeting of 2021 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2021 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

ALTERNATE FUND COMMISSIONER:

Dwyane Harris	Township of Willingboro	Present
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SPECIAL FUND COMMISSIONER:

Nelson Wiest	Township of Maple Shade	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 & Kasselmann 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 Keith Hummel Robert Garish
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Managed Care Organization	QualCare Karen Beatty
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Underwriting Manager	Conner Strong & Buckelew Ed Cooney
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ALSO PRESENT:

Maureen Mitchell, Evesham Fire District
Michael Avalone, Conner Strong & Buckelew

Meredith Storch, Conner Strong & Buckelew
Tom Fitzpatrick, Fairview Insurance
Larry Graham, Fairview

APPROVAL OF MINUTES: NOVEMBER 23, 2021 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF NOVEMBER 23, 2021:

Moved: Commissioner Danson
Second: Commissioner Corrales
Vote: Unanimous – Dwayne Harris – Abstain

CORRESPONDENCE: NONE.

MOTION TO ADJOURN:

Moved: Commissioner Merchel
Second: Commissioner Corrales
Vote: Unanimous

Meeting of the 2022 Fund Commissioners called to order by Executive Director, Bradford C. Stokes.

ROLL CALL OF 2022 FUND COMMISSIONERS:

Thomas Merchel, Chairman	Township of Moorestown	Present
Susan Danson, Secretary	Township of Maple Shade	Present
Robert Corrales	Township of Evesham	Present
Dwayne Harris	Township of Willingboro	Present

SPECIAL FUND COMMISSIONER:

Not Appointed Township of Willingboro

MOTION TO NOMINATE TOM MERCHEL TO SERVE AS CHAIRMAN FOR FUND YEAR 2022:

Moved: Commissioner Danson
Second: Commissioner Corrales

MOTION TO NOMINATE SUSAN DANSON TO SERVE AS SECRETARY FOR FUND YEAR 2022:

Moved: Commissioner Merchel
Second: Commissioner Corrales

MOTION TO CLOSE NOMINATIONS FOR CHAIRMAN AND SECRETARY

Moved: Commissioner Corrales
Second: Commissioner Danson
Vote: Unanimous

MOTION TO CONFIRM ELECTION TOM MERCHEL TO SERVE AS CHAIRMAN AND SUSAN DANSON TO SERVE AS SECRETARY FOR FUND YEAR 2022

Moved: Commissioner Corrales
Second: Commissioner Danson

Vote: Unanimous 4 Ayes, 0 Nays

The Fund Attorney administered the Oaths of Office to the Fund Commissioners.

Executive Director thanked Richard Brevogel for his many years of service to the Fund and we would like to show our support and appreciation to him for his contributions to the Fund over the years.

EXECUTIVE DIRECTOR:

Fund Professionals & Professional Service Agreements: In July 2020, the board authorized the advertisement of RFQ's for professional positions in accordance with the non-fair and open process pursuant to NJSA 19:44A-20.1 et. seq. for fund year 2022. Enclosed with the reorganization resolutions was Resolution 22-1 reflecting appointments and establishing compensation.

MOTION TO ADOPT RESOLUTION 22-1

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

The Executive Director reviewed Resolution 22-2 Establishment of Public Meeting Procedures and Resolution 22-3 and said the meetings are listed a Zoom for now and the Fund will possibly revise starting in April to meeting in person at each member municipality and rotate locations every two months. The meeting schedule will be revised once the JIF decides to begin meeting in person.

Establishment of a Fiscal Management Plan. The Executive Director advised Susan Danson will be added as the new Secretary and Commissioner Corrales said he would be willing to be the additional signer on the bank account. Those adjustment will be made to the Plan.

The Executive Director advised the Underwriting Manager was in attendance to review Resolution 22-4 2022 Risk Management Plan with the Commissioners.

The Underwriting Manager advised the Risk Management Plan is reflective of all the renewal items and there will be a Zoom session for Managers and Commissioners and anyone one else that would like to attend to discuss the renewal itself and changes which all relates back to the Risk Management Plan. Information on the sessions will be sent out shortly.

The Executive Director then reviewed Resolutions 22-5 thru 22-7, placement of POL/EPL, VDO & Cyber Security Liability Coverage. The Executive Director asked if there were any questions and then requested a motion for the resolutions.

MOTION TO ADOPT RESOLUTION 22-2 THROUGH 22-7

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

Residual Claims Fund 2022 Reorganization Meeting: The Residual Claims Fund's 2022 Reorganization meeting was held on January 6, 2022 via Zoom. Enclosed in the agenda was a copy of Commissioner Merchel's report on the meeting.

E-JIF 2022 Reorganization Meeting: The E-JIF 2022 Reorganization meeting was held on January

6, 2022 via Zoom. Enclosed in the agenda was a copy of Commissioner Merchel's report on the meeting.

MEL 2022 Reorganization Meeting: The MEL 2022 Reorganization meeting was held on January 6, 2022 via Zoom. Enclosed is a copy of Commissioner Merchel's report on the meeting. Chairman Merchel said it was a good meeting and there are some good subcommittees working on getting more detail with the Cyber Security as well and looking forward to it. Executive Director said Mr. Merchel was the Chairman of the MEL for the last two years and led during some some trying times and did a great job and we appreciate that.

Special Fund Commissioner: With the Fund's membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2022, Willingboro has this privilege. Commissioner Harris said Willingboro will make an appointing and report back at the next meeting.

MEL Cyber Risk Program – Effective January 1, 2022, only compliance with the 2nd edition of the MEL Cyber Risk Management Program will qualify for deductible recoveries if a member suffers a cyber claim. The compliance checklist appears in the Underwriter's report on **page 48**. **Executive Director** called on Underwriting Manager Edward Cooney to discuss the cyber deductible recovery program. Mr. Cooney said effective January 1, 2022 version 2 of the MEL Cyber Risk Management program will be in effect, version one is no longer applicable. As an incentive for everyone to become compliant with at least one of the tiers if not all three which come is in the form of a deductible reimbursement. This year the deductible is \$25,000 so depending on the tier your town is compliant with there is a possibility of received \$10,000, \$20,000 or \$25,000 back as a reimbursement. If members have any questions on the program please reach out to the MEL Underwriting office.

2022 Assessments: The 2022 Assessments were mailed to all member towns in mid-December. First Installment payments were due to the Treasurer by January 15, 2022.

2022 Budget: In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund's official newspaper. In addition, PERMA has sent the budget to member municipalities and will file the same with the State.

Elected Officials Training: The MEL's Annual Elected Officials Seminar was held as part of the League of Municipalities Conference. The MEL will shortly publish directions for the online version.

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 October 2021 shows the fund's surplus over \$3.6 million, showing a slight reduction of \$21,000, and some minor reserve changes in various year. The November 2021 Financial Fast Track shows a surplus of \$3.5 million with a reduction of \$90,000. However, most of that was due to the dividend, which is a good reason for the reduction. The funds Loss Ratio Analysis is trending right on target, the actuary's projection of 65% and the actual is 65%. This is reflected in the fund's Loss Time Accident Frequency, which in November was 1.23, and December was 1.33, with a couple more lost time accidents, giving us 13 for the year. The Executive Director advised the EPL POL checklist compliance report has been updated and Willingboro is working on their checklist. Executive Director said he will reach out to Mr. Harris to update on what needs to be completed. The Executive Director thanked the commissioners for the reappointment for 2022. In response to Chairman Merchel, Glenn Prince from JA Montgomery Consulting said representatives from his office will be making contact with each municipal member and making appointments to complete the Right to Know inventory, surveys and provide consultation

on the visits which has already started this months. Executive Director asked if there were any other questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns thanked the fund for his reappointment and advised it is a pleasure to work with this group of people. Mr. Kearns said there is nothing specific to report this month regarding decisions coming from the US Supreme Court but there may be some controversial decisions later in the year and concluded his report.

TREASURER: Mr. Tontarski thanked the Fund for his reappointment and said this year will be entering his 35th year serving the JIF and thanked the JIF for their confidence in him over that period of time and then reviewed the treasurer’s report with the Fund.

Payment of December 2021 Vouchers Resolution 21-27

Fund Year 2021	304,477.49
Total	304,477.49

Payment of Dividends Bills List Resolution 21-28

Fund Year Closed	59,573.00
Total	59,572.00

Payment of January 2022 Vouchers Resolution 22-8

Fund Year 2021	443.91
Fund Year 2022	400,197.24
Total	400,641.15

MOTION TO APPROVE RESOLUTION 21-27 VOUCHER LIST FOR THE MONTH OF DECEMBER, RESOLUTION 21-28 PAYMENT OF THE DIVIDEND BILLS LIST

Motion: Commissioner Danson
 Second: Commissioner Brevogel
 Vote: 4 Ayes – 0 Nays 1 Abstain - Harris

MOTION TO APPROVE RESOLUTION 22-8 VOUCHER LIST FOR THE MONTH OF JANUARY

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

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of November 2021:

2021	44,381.85
2020	14,873.39
2019	17,823.44
2018	9,699.46
2017	2,149.07

Closed	0.00
TOTAL	88,927.21

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of December 2021:

2021	0.00
2020	1,851.29
2019	33,066.32
2018	2,603.50
2017	86,257.81
Closed	0.00
TOTAL	173,033.02

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: The Underwriting Manager advised there was 3 certificate issued from 10/22/2021 to 11/22/2021. Also included in the agenda was the cyber compliance report for the second version of the MEL Cyber Risk Management Program. Mr. Cooney said if anyone has questions regarding the cyber program to contact his office. The MEL will also be hosting meetings to review the 2022 renewal news and cyber coverage and encouraged members to attend. Chairman Merchel said the Cyber Task Force team has been doing a phenomenal job and it is a currently changing environment and is important to keep our staff up to date and keep working with employees.

SAFETY DIRECTOR:

REPORT: Glenn Prince thanked the fund for their reappointment and advised included in the agenda is all the risk control activities through the month of December, as well as a list of MSI Training and Fast Track training information. Mr. Prince reported retired Chief Earle met with Evesham Township police department command staff. Chief Chew who is retiring invited Chief Earle to meet with his command staff to encourage them to continue their participation in the safety program and to inform them of all the resources available in terms of law enforcement training and we look forward to their participation. Mr. Prince thanked the fund for the reappointment asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Karen Beatty wished everyone a happy new year and thanked the fund for their reappointment. Ms. Beatty reported enclosed on page 53 of the agenda is the cumulative saving summary for the year showing a 66% savings, in the amount of \$852,206 for the year. Ms. Beatty then asked if there were any questions and concluded her report.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: The Claims Manager thanked the fund for their reappointment. Ms. Kissane said the claims committee convened prior to this call and reviewed five payment authorization request and asked for approval of the pars reviewed and recommended by the claims committee.

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

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

Report Part of Minutes.

OLD BUSINESS: NONE.

NEW BUSINESS: Chairman Merchel thanked Richard Brevogel for his commitment and service as a Commissioner. Mr. Brevogel said it has been a pleasure to serve with all everyone in this format and he is excited for Mr. Harris to be participating in the JIF and will help in any way. Mr. Brevogel said he was blessed to work with a great group of professionals, both with his peers, as well as the professionals that are managing this group. Executive Director and Karen Read said it was a pleasure to work with Mr. Brevogel on the JIF and wished him well in the future.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion: Commissioner Corrales
Second: Commissioner Danson
Vote: Unanimous

MEETING ADJOURNED: 1:45pm

**NEXT REGULAR MEETING: February 22, 2022
ZOOM Conference Call 2:00PM**

Karen A. Read, Assisting Secretary for
SUSAN DANSON, SECRETARY