

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – FEBRUARY 22, 2022  
ZOOM  
1:00 PM**

Meeting of 2022 Fund Commissioners called to order. Open Public Meetings notice read into record.

**ROLL CALL OF 2022 FUND COMMISSIONERS:**

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

**ALTERNATE FUND COMMISSIONER:**

Richard Brevogel, Secretary	Township of Willingboro	Present
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**SPECIAL FUND COMMISSIONER:**

Unappointed

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Bradford C. Stokes,</b> <b>Karen A. Read</b> <b>Crystal Chuck</b>
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Treasurer	<b>Tom Tontarski</b>
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Attorney	Helmer, Conley & Kasselmann <b>William Kearns, Esquire</b>
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Auditor	Bowman & Company
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Claims Service	Qual Lynx <b>Kathy Kissane</b>
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	PERMA <b>Jennifer Conicella</b>
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Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b> <b>Robert Garish</b>
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Managed Care Organization	QualCare <b>Karen Beatty</b>
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Underwriting Manager	Conner Strong & Buckelew <b>Ed Cooney</b>
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**ALSO PRESENT:**

Maureen Mitchell, Evesham Fire District  
Michael Avalone, Conner Strong & Buckelew  
Tom Fitzpatrick, Fairview Insurance

**APPROVAL OF MINUTES:** January 25, 2022 - Open & Closed Minutes

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF JANUARY 25, 2022:**

Moved:	Commissioner Danson
Second:	Commissioner Corrales
Vote:	Unanimous – Richard Brevogel – Abstain

**CORRESPONDENCE:** NONE.

**EXECUTIVE DIRECTOR:**

**2022 MEL/RCF/EJIF March 25th 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 25<sup>th</sup> 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.

**2022 MEL, MR HIF & NJCE JIF Educational Seminar:** The 11<sup>th</sup> annual seminar will be conducted virtually on two half-day sessions: Friday, April 29<sup>th</sup> and Friday, May 6<sup>th</sup> from 9AM to 12PM. The seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF). We are in the process of preparing to distribute this notice to all members and risk managers. Executive Director said the keynote speaker will be the Director of Local Government Services

Enclosed on **page 3** is the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine that highlights the educational seminar.

**MEL Cyber JIF Initiative:** The MEL is in the early stages of exploring the feasibility of a creating a Cyber JIF which would be based off the E JIF model that would provide statewide JIF self-funding, excess insurance coverage as well as consistency in compliance with minimum standards, available risk control services, training, and education for membership.

Executive Director asked Underwriting Manager to touch on the feasibility of a MEL Cyber JIF being explored right now. Mr. Cooney said the MEL is trying to figure out what the future of cyber insurance and cyber risk control is going to be for the whole MEL system and find a solution to be as efficient as possible while still having full coverage for cyber. The MEL is discussing what risk control services can be purchased as a group and offer as a whole right from the MEL. Communications are targeted by the end of the third quarter so stay tuned for that information as it becomes available. Chairman Merchel said the MEL has been working aggressively on this to tackle both components on the insurance coverage side as well as the risk management side to inform and help members better manage the cyber risk and limit their vulnerability. If any fellow commissioners have any concerns or question Chairman Merchel said they can reach out to him and can present them to the Board to have them addressed. In response to Commissioner Brevogel, Mr. Cooney said the two key things the MEL is focusing on is offering as a service will be one employee training which is extremely critical, the other item in discussion is some sort of cyber security consultant.

**MEL Cyber Committee:** The Committee issued a story that focuses on Third Party Vulnerabilities, which is one of our top 3 causes of claims. Included are four stories our members have experienced. The story finishes by pointing to which MEL Cyber Program items directly address the four claims' examples. **Page 4.** Underwriting Manager Ed Cooney said third party vulnerabilities are extremely problematic right now. Each of the events described were experienced by fellow Members of the MEL and are all very real problems that are very close to home. Mr. Cooney said members can reach out to the Underwriting office with any questions.

**2021/2022 Elected Officials Seminar:** The MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute. Attached on **page 5** are the directions to follow to complete the course.

The MEL will provide a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2022. The credit will continue to be extended to the member's municipal manager/administrator or authority executive director.

**Meeting Schedule** – As discussed at the last meeting, starting in April we will start to meet in person. Attached on **page 6** is the proposed meeting schedule and locations. Please note that the meetings will start at 2 PM.

#### **Motion to Approve Resolution 22-9 Establishing Meeting Dates & Locations**

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, 2021 shows the fund's surplus over \$3.8 million, showing a nice gain of \$258,000 over the prior month and fund year 2019 is still in the negative which is a concern but a coup of other JIFs had a rough year that year as well but we will keep an eye on how that trends. The funds Loss Ratio Analysis is trending ahead of the actuary's projection at 1.08%. The fund's Loss Time Accident Frequency, for January was 0 which is great to report and no lost time accidents in January. Executive Director introduced Crystal Chuck who has joined the PERMA team in Camden and will be working with Karen Read on the PMM JIF account. Some of you may recognize Crystal as she worked Ed Cooney in the underwriting office. Executive Director and Chairman Merchel welcomed Crystal and members will receive JIF information Crystal in the future.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** None

**TREASURER:**

#### **Payment of February 2022 Vouchers Resolution 22-10**

Fund Year 2021	24.95
Fund Year 2022	232,059.78
<b>Total</b>	<b>232,084.73</b>

**MOTION TO APPROVE RESOLUTION 22-10 VOUCHER LIST FOR THE MONTH OF FEBRUARY**

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

**Confirmation of Claims Payments/Certification of Claims Transfers for the Month of January 2022:**

<b>2022</b>	1,074.26
<b>2021</b>	45,151.13
<b>2020</b>	1,273.50
<b>2019</b>	12,412.10
<b>2018</b>	0.00
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>59,910.99</b>

Treasurer's Report Made Part of Minutes.

**UNDERWRITING MANAGER:**

**REPORT:** The Underwriting Manager advised there was 11 certificates issued from 12/22/2021 to 01/22/2022. Also included in the agenda was the cyber compliance report for the second version of the MEL Cyber Risk Management Program. Mr. Cooney said despite all of our other efforts going on the cyber side of things it is important for members to keep pushing forward with the MEL Cyber Risk Management program as these items needed to be addressed five years ago and the MEL is now moving on to even bigger items in the future.

**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 January, as well as a list of MSI Training and Fast Track training information. Mr. Prince said safety contracts will be sent out by Melissa Meccariello from the Safety Directors office. Please let the safety director's office know if any member has changed their safety coordinators so they can be added to the email distribution list for all relevant safety and risk control resources.

Monthly Activity Report/Agenda Made Part of Minutes.

**MANAGED CARE:**

**REPORT:** Ms. Beatty reported on the cumulative saving summary for the year showing a 68% savings. 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:** Executive Director said the PRIMA Conference will be held in June of this year in San Antonio, TX assuming anyone would like to attend there is an early bird registration. Executive Director said a motion to authorize Commissioner attendance would be in order if the commissioners wish to take advantage of the early registration discount.

**MOTION TO AUTHORIZE TRAVEL EXPENSES**

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

**PUBLIC COMMENT:** NONE

**MOTION TO ADJOURN MEETING:**

Motion: Commissioner Corrales  
Second: Commissioner Danson  
Vote: Unanimous

**MEETING ADJOURNED: 2:25pm**

**NEXT REGULAR MEETING: April 26, 2022  
Moorestown Towns Hall at 2:00PM**

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