

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – NOVEMBER 22, 2022
WILLINGBORO MUNICIPAL COMPLEX
2:00 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, Secretary	Township of Maple Shade	Present
Robert Corrales	Township of Evesham	Present
Dwyane Harris	Township of Willingboro	Present

ALTERNATE FUND COMMISSIONER:

Richard Brevogel	Township of Willingboro	Absent
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SPECIAL FUND COMMISSIONER:

Unappointed

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Karen A. Read Crystal M. Chuck
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Treasurer	Thomas J. Tontarski
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Attorney	Helmer, Conley & Kasselmann William Kearns, Esquire
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Claims Service	Qual Lynx Karen Beatty Claudia Acosta
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Safety Director	J.A. Montgomery Risk Control Harry Earl
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ALSO PRESENT:

Joe Razzano, Fairview Insurance
Michael Avalone, Conner Strong & Buckelew

APPROVAL OF MINUTES: October 25, 2022 Open & Closed Minutes

MOTION TO APPROVE CLOSED MINUTES OF OCTOBER 25, 2022:

Moved:	Commissioner Corrales
Second:	Commissioner Danson
Vote:	4 Ayes - 0 Nays.

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2023 Budget – At the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2023 in the amount of \$4,600,097 that represents a 11.67% increase over last year’s budget. The Cyber JIF budget decreased by \$83 so the revised budget is \$4,600,012. In accordance with state regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality/entity. **(Page 3)**

- MOTION TO OPEN THE PUBLIC HEARING ON THE 2023 BUDGET.**
- DISCUSSION OF BUDGET & ASSESSMENTS.**
- MOTION TO CLOSE THE PUBLIC HEARING.**
- MOTION TO ADOPT THE 2023 BUDGET & CERTIFY ASSESSMENTS.**

Professional Service Agreements – All of the Fund’s professional service agreements are up for renewal in 2023. All firms submitted proposals and the proper forms to enable re-appointments at our January Re-Organizational meeting.

Cyber Liability Update:

Cyber JIF: The Cyber JIF met on November 1, 2022, to organize, adopt a 2023 Budget during the public hearing and form an interim Board to take action on specific items until formal reorganization takes place on January 6, 2023. Enclosed on **page 5** is a copy of Chairman Merchel’s report.

In October, the PMM JIF adopted a resolution to join the Cyber JIF, subject to assessment. Enclosed on **page 7** is the Resolution to accept the PMM JIF assessment of \$53,892.

MOTION TO ADOPT RESOLUTION 22-27 TO ACCEPT THE CYBER JIF INSURANCE FUND ASSESSMENT.

Cyber Security Status Report: D2 Cyber Security continues to work with member entities in the enrollment & training process of the program. Attached on **Page 10** is a report from D2 showing the status of each member.

Residual Claims Fund (RCF): The public hearing on the RCF 2023 budget was held at the Fund’s meeting on October 19, 2022, at the Forsgate Country Club and the 2023 budget was adopted. A copy of Chairman Merchel’s report is enclosed in Appendix II.

Environmental JIF: The public hearing on the EJIF 2023 budget was held on October 19, 2022 at the Forsgate Country Club and the 2023 budget was adopted. Enclosed is a copy of Chairman Merchel’s report in Appendix II.

MEL Report: The MEL met on October 19, 2022 at the Forsgate Country Club; enclosed is a copy of Chairman Merchel’s report in Appendix II. The MEL met last week and held a public hearing at the Sheraton Hotel, Atlantic City.

RCF 2018 Fund Year Rollover – The Residual Claims Fund board adopted a resolution accepting the transfer of member JIF’s Fund Year 2018. Enclosed on **Page 4** is **Resolution 21-28** authorizing the transfer of the PMM JIF’s 2018 claim liabilities to the RCF.

MOTION TO APPROVE RESOLUTION 21-28 AUTHORIZING THE TRANSFER OF FUND YEAR 2018 TO THE RCF

MEL, RCF & EJIF Representative - The fund should elect its representative to the MEL, RCF & EJIF for the 2023 Fund Year.

Motion to elect _____ as the Professional Municipal Management Joint Insurance Fund's 2023 representative to the Municipal Excess Liability Joint Insurance Fund.

Motion to elect _____ as the Professional Municipal Management Joint Insurance Fund's 2023 representative to the Residual Claims Fund Joint Insurance Fund.

Motion to elect _____ as the Professional Municipal Management Joint Insurance Fund's 2023 representative to the Environmental Joint Insurance Fund.

Elected Officials Training: This year's elected officials training program focuses on Local Government Risk Management. Two sessions were held as part of the League of Municipalities Conference last week; enclosed on **page 10** is the notice that was distributed to members. An online version will be available after the holidays.

For 2023, the MEL will reduce each member's assessment by \$250 for each municipal elected official and/or authority commissioner who completes the Elected Official course by May 2023. The maximum credit is capped based on member's assessment. The credit is also extended to the member's CEO (i.e., municipal manager/administrator or authority executive director).

Risk Management Information/Operating System (RMIS): Origami was locked in the beginning of October to collect the final data. Origami has been since unlocked and updates can be made.

December Meeting – The JIF has historically cancelled the December Fund meeting; if the Commissioners wish to follow past procedure, Resolution 22-29 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 22-29

Due Diligence Reports: Monthly report submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial 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 July 31, 2022 shows the fund's surplus over \$3.5 million and \$7.3 million in cash and August 31, 2022, at \$3.4 million and \$7.0 million in cash. Executive Director reported the Claim Activity Report showed 14 more open claims for the month of September. The funds Loss Ratio Analysis is trending ahead of the actuary's projection at 36% and we stand at 42%. Claims Activity Report showed the fund's Loss Time Accident Frequency, is at 1.08 for the month of September.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Attorney Kearns reported on the decisions made by the Supreme Court and discussed how it could affect municipalities and what Members should do to stay in compliance with statutes. Attorney Kearns discussed the Pension System case that he is currently following. Chairman Merchel discussed key points of the case.

TREASURER:

Payment of November 2022 Vouchers Resolution 22-30

Fund Year 2022	1,347.50
Fund Year 2022	48,291.85
Total	49,639.35

MOTION TO APPROVE RESOLUTIONS 22-30 VOUCHER LIST FOR THE MONTH OF NOVEMBER

Moved: Commissioner Corrales
 Second: Commissioner Danson
 Vote: 4 Ayes - 0 Nays.

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

October	
2022	25,048.46
2021	2,086.80
2020	24,366.97
2019	8,391.75
2018	1,089.50
Closed	0.00
TOTAL	60,983.48

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: Executive Director advised there was 4 certificates issued from 9/22/2022 to 10/22/2022. Also included in the agenda was the cyber compliance report for the second version of the MEL Cyber Risk Management Program with 80% of our members approved.

SAFETY DIRECTOR:

REPORT: Harry Earl reviewed the risk control activities through the month of September, as well as a list of MSI Training and Fast Track training information.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Ms. Beatty reported on the cumulative saving summary reported for the year showing a monthly savings of 67% and a year-to-date savings of 68%. Ms. Beatty then asked if there were any questions and concluded her report.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Claims Manager Claudia Acosta said there is no report for open session and will discuss the PARs in executive session.

Report Part of Minutes.

OLD BUSINESS: NONE.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO GO INTO EXECUTIVE SESSION

Moved: Commissioner Corrales
Second: Commissioner Danson
Vote: 4 Ayes - 0 Nays.

MOTION TO INTO OPEN SESSION

Moved: Commissioner Danson
Second: Commissioner Corrales
Vote: 4 Ayes - 0 Nays.

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

Moved: Commissioner Harris
Second: Commissioner Danson
Vote: 4 Ayes - 0 Nays.

MOTION TO ADJOURN MEETING:

Moved: Commissioner Corrales
Second: Commissioner Danson
Vote: 4 Ayes - 0 Nays.

MEETING ADJOURNED: 2:44pm

NEXT REGULAR MEETING: January XX, 2022
XXX Municipal Building at 2:00PM

Crystal Chuck, Assisting Secretary for
SUSAN DANSON, SECRETARY