

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JULY 23, 2024
EVESHAM TOWNSHIP MUNICIPAL BUILDING
2:00 PM**

Meeting of 2024 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2024 FUND COMMISSIONERS:

Susan Danson, Chairperson	Township of Maple Shade	Present
Kevin Aberant	Township of Moorestown	Present
David Pfeiffer	Township of Evesham	Present
Dwyane Harris	Township of Willingboro	Absent

ALTERNATE FUND COMMISSIONER:

Ivy Carmichael, Secretary	Township of Willingboro	Present
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SPECIAL FUND COMMISSIONER:

Mary-Ann Knell	Township of Moorestown	Absent
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, (telephonically) Karen Read
Treasurer	Thomas J. Tontarski
Attorney	Helmer, Conley & Kasselmann William Kearns, Joseph Stringfellow
Auditor	Bowman & Company
Claims Service	Qual Lynx Kathy Kissane
Managed Care	Qual Care
Safety Director	J.A. Montgomery Risk Control Glenn Prince, Harry Earle
Underwriting Manager	Conner Strong & Buckelew

ALSO PRESENT:

Tom Merchel, Conner Strong & Buckelew
Jacynl Lindsey, Conner Strong & Buckelew
Maureen Mitchell, Evesham Twp Fire District

APPROVAL OF MINUTES: June 25, 2024 Open & Closed Minutes

MOTION TO APPROVE CLOSED MINUTES OF JUNE 25, 2024:

Moved:	Commissioner Aberant
Second:	Commissioner Carmichael

Vote: Unanimous

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

2025 Renewal: Members and Risk Managers have received an email from Origami with a link to renewal worksheets to begin the 2025 underwriting renewal. We will issue an email with additional directions once the underwriting system link is sent to Fund Commissioners Users and Risk Management Consultants users by Origami. The deadline for completion of the updates is August 30th.

2024 Coverage Documents: The Fund office is in the final stages of preparing coverage documents, which will be posted to Origami by the end of this month.

The MEL Risk Management Information System with Origami will only store policies for 3 years, so it is imperative that members download the policies and save them on their local system to comply with record retention requirements.

D2 Cyber Security Report – The D2 Cyber Security Status Report will be distributed and discussed in closed session.

2023 Audit Filing: PERMA filed the 2023 Year End Audit, Certification of the Audit adopted by the Executive Committee, Actuarial Valuation and Actuarial Certification with the Departments of Insurance and Community Affairs. In addition, the Synopsis of Audit will be published in the Fund’s official newspapers.

Professional Services Agreements: The Fund’s professional service agreements are up for renewal in 2025. The Fund Office will be sending out the required forms to enable re-appointments at our January re-organization meeting. The Fund Office will prepare a response list for Fund Commissioners with the various firm’s fee request for consideration before budget introduction.

MEL Bulletin on Billboards – The MEL Fund Attorney recently issued a revised bulletin on Recent Trends in Billboard Court Decisions. The bulletin will be sent separately.

NJ Cyber JIF Report: The Cyber JIF met on June 20, 2024, via Zoom to approve the Year End 2023 Audit. Commissioner Danson’s report on that meeting is enclosed on Page 3. The Operations Committee met on June 24, 2024 via Zoom to discuss new membership and training. Executive Director said that as you call everyone was required to complete a 90 minute training session. The Cyber JIF decided to cut that back to three 30 minutes sessions so that you would not be required to complete the training all 90 minutes in one session.

August Meeting Cancellation - The JIF has historically cancelled the August 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 24-2 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 Fund’s August Meeting

Moved: Commissioner Carmichael
Second: Commissioner Aberant
Vote: Unanimous

Due Diligence Reports: Monthly report submitted to Fund Commissioners including Quarterly Financial 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. Executive Director reported on the Loss Ratio Analysis report, the actuary's projection for the month of May has the Fund at 12.7% and the Fund came in at 9.2%, which is good. Last year this time the JIF was at 15%. Claims Activity Report showed the Fund had 31 less open claims from the prior month 25 of those were workers comp claims. A very strong month. Loss Time Accident Frequency is at 1.37. EPL Compliance is at 100%. The audit filing was noted on the Regulatory Checklist.

Executive Director's Report Made Part of Minutes.

ATTORNEY: None

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

Payment of July 2024 Vouchers Resolution 24-17

Fund Year 2023	\$ 22,383.00
Fund Year 2024	\$ 545,475.74
Total	\$ 567,840.74

MOTION TO APPROVE RESOLUTION 24-17 VOUCHER LIST FOR THE MONTH OF JULY

Motion: Commissioner Aberant
 Second: Commissioner Carmichael
 Vote: 4 Ayes – 0 Nays

Confirmation of Claims Payments/Certification of Claims Transfers for the Month June 2024:

June 2024	
2024	\$12,451.32
2023	\$18,491.74
2022	\$6,268.65
2021	\$53,885.23
2020	\$3,664.17
Closed	\$0.00
TOTAL	\$94,761.11

SAFETY DIRECTOR:

REPORT: Safety Director Glenn Prince presented the Safety Director's report. A joint safety committee meeting that was discussed in the past is tentatively scheduled for September 23rd. Topics for this meeting has been discussed with the Risk Manager and if any commissioners have any topics they would like discussed Mr. Prince will add those to the agenda as well. Risk Managers will provide information on topics that we know are important our loss enforcement consultant and Christian Chuck will discuss the NJ Department of Health Right to Know Program. Harry Earl discussed the recent Law Enforcement services. Mr. Earl said he will be meeting with Chief Miller tomorrow and the main topic of discussion will be on law enforcement crashes. Mr. Earl said he will be meeting with all of the police chiefs in the PMM JIF over the coming months to discuss the same.

RISK MANAGERS REPORT:

REPORT: Risk Manager Tom Merchel reviewed Risk Managers report that was sent under separate cover and handed out at the meeting. The renewal process is underway and if any member has questions regarding the process please reach out to the Risk Manager’s office and they will be happy to assist. Mr. Merchel reviewed Cyber Roadmap process that was distributed to members and said to be sure to report any cyber incident to the TPA and call the data breach hotline right away. Mr. Merchel said hurricane season is upon us and everyone should have a written plan for any type of storm, which identifies key personnel with contact numbers and their responsibilities, identify an EOC venue should things go really bad and there is a need to relocate, have a list of vendors with contact numbers and possible contracts in place for services you may need in the event of a bad storm. Clean out storm drains of debris and relocate vehicles and equipment out of flood zone areas and maintain the proper records for FEMA. Mr. Merchel reviewed the bulletin on Automated External Defibrillator Policy and Maintenance. Any questions regarding any of these topics can be directed to the risk management office.

UNDERWRITING MANAGER:

REPORT: Executive Director advised Certificate Report was on page 20 with one certificate being issued. The Cyber Risk Management Report will be discussed in closed session.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Kathy Kissane reported on the Workers Compensation Claims Reported report on page 21.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Ms. Kissane did not have a report for open session and the PARs were reviewed in closed session.

Report Part of Minutes.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO GO INTO EXECUTIVE SESSION

Moved: Commissioner Carmichael
Second: Commissioner Aberant
Vote: Unanimous.

MOTION TO INTO OPEN SESSION

Moved: Commissioner Carmichael
Second: Commissioner Aberant
Vote: Unanimous

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

Moved: Commissioner Carmichael
Second: Commissioner Aberant
Vote: 4 Ayes - 0 Nays.

MOTION TO ADJOURN MEETING:

Moved: Commissioner Carmichael
Second: Commissioner Aberant
Vote: Unanimous

MEETING ADJOURNED: 2:41 pm

NEXT REGULAR MEETING: September 24, 2024

Willingboro Municipal Complex at 2:00PM

Karen Read, Assisting Secretary for
IVY CARMICHAEL, SECRETARY