

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – SEPTEMBER 24, 2024
WILLINGBORO 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, 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 Christine Gallagher
Safety Director	J.A. Montgomery Risk Control Glenn Prince, Harry Earle
Underwriting Manager	Conner Strong & Buckelew

ALSO PRESENT:

Tom Merchel, Conner Strong & Buckelew
 Jacyln Lindsey, Conner Strong & Buckelew
 Maureen Mitchell, Evesham Twp Fire District
 Jonathon Tavares, Conner Strong & Buckelew

APPROVAL OF MINUTES: July 23, 2024 Open & Closed Minutes

MOTION TO APPROVE CLOSED MINUTES OF JULY 23, 2024:

Moved: Commissioner Carmichael
Second: Commissioner Aberant
Vote: Unanimous

CORRESPONDENCE: NONE

EXECUTIVE DIRECTOR:

EJIF Membership Renewal: The Fund's three-year membership in the EJIF is scheduled to expire on December 31, 2024. Enclosed on **Pages 3 & 4** is Resolution 24-18 renewing the Fund's membership in the Residual Claims Fund for the period of January 1, 2025 through December 31, 2027.

Motion to adopt Resolution 24-18 renewing the Fund's membership in the NJ Environmental Risk Fund for the period of January 1, 2025 through December 31, 2027.

Moved: Commissioner Aberant
Second: Commissioner Carmichael
Vote: Unanimous

RCF Membership Renewal: The Fund's three-year membership in the RCF is scheduled to expire on December 31, 2024. Enclosed on **Pages 5 & 6** is Resolution 24-19 renewing the Fund's membership in the Residual Claims Fund for the period of January 1, 2025 through December 31, 2027.

Motion to adopt Resolution 24-19 renewing the Fund's membership in the Residual Claims Fund for the period of January 1, 2025 through December 31, 2027.

Moved: Commissioner Aberant
Second: Commissioner Carmichael
Vote: Unanimous

RCF/MEL/EJIF Meetings: The RCF, MEL & E-JIF all met at the Forsgate Country Club on September 9, 2024. Chairwoman Danson's reports can be found in Appendix II. Chairwoman Danson reviewed the meetings and highlighted the RCF introduced the 2025 Budget with a 2% increase and the public hearing was scheduled for October 16th. The board approved the appointment of Joe Criscuolo from the Central JIF to serve as Secretary of the Fund and the board adopted a resolution amending the Fiscal Management Plan to add CRC as the claims administrator for the Camden JIF; added TD Bank as an authorized bank and added the new secretary as a signer on the account. The next RCF meeting will be held on October 16th at Forsgate.

Chairwoman Danson discussed the EJIF meeting and the 2025 budget was introduced which represents a 1.2% increase and the public hearing was scheduled for October 16, 2024. The board authorized a 2024 dividend in the amount of \$2.1 million subject to State approval. The next EJIF meeting will be held on October 16, 2024 at Forsgate.

Chairwoman Danson discussed the MEL meeting and said the MEL submitted a preliminary 2025 budget which reflected a 5.7% increase before increases in exposures are applied. The Board accepted the Fund Attorney's recommendation to accept the terms of TD Bank's agreement. There were limitations in TD's agreement however it appears the limitations are standard in the

financial market. The Board adopted a resolution making amendments to the Fiscal Management Plan to reflect changes to authorized signers for the MEL accounts and banking services provider.

2025 Renewal: Members and Risk Managers received an Origami email with a link to renewal worksheets - to begin the 2025 underwriting renewal on July 25th with an August 31st completion date. We are in the process of following up with members and risk managers. Executive Director said Origami has been locked down as we start to work on 2025 budgets. The MEL is at a 5.7% increase and EJIF at 1.2% increase. Property market has stabilized a little and we will have more information on the PMM JIF 2025 budget at the October meeting. The next MEL meeting will be held on October 16, 2024 at Forsgate.

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

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.

Power of Collaboration - Enclosed on page 7 is the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine. The ad highlights the \$4 billion savings provided to NJ Taxpayers and the \$391 million in dividends provide to MEL members since inception.

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 Financial Fast Track as of June 30, 2024 which shows an increase \$147,000 in surplus, which brings the PMM JIF to a total surplus of \$3.8 million and over \$9.3 million in cash. This shows the PMM JIF is trending very well. Loss Ratio Analysis report, the actuary’s projection for the month of June has the Fund at 18% and the Fund came in at 14% and July the actuary’s projection was 23% and the PMM JIF is at 17%. Claims Activity Report showed the Fund had 10 less open claims for June and then we gained one more back in July which is not bad. Loss Time Accident Frequency is trending very well at 1.14. No lost time accidents in June or July the decrease is 0.98 which is phenomenal on the loss claims front. EPL Compliance is at 100%. Regulatory Checklist for informational purposes.

Executive Director's Report Made Part of Minutes.

ATTORNEY: None

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

Payment of August 2024 Vouchers Resolution 24-20

Fund Year 2024	\$ 57,352.96
Total	\$ 57,352.96

Payment of September 2024 Vouchers Resolution 24-21

Fund Year 2024	\$ 57,375.42
Total	\$ 57,375.42

MOTION TO APPROVE RESOLUTION 24-20 VOUCHER LIST FOR THE MONTH OF AUGUST AND RESOLUTION 24-21 VOUCHER LIST FOR THE MONTH OF SEPTEMBER

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

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

July 2024	
2024	\$13,236.31
2023	\$29,501.59
2022	\$7,420.50
2021	\$13,620.17
2020	\$23,115.15
Closed	\$0.00
TOTAL	\$86,893.72

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

September 2024	
2024	\$20,310.11
2023	\$58,315.66
2022	\$10,575.54
2021	\$4,484.88
2020	\$7,936.14
Closed	\$0.00
TOTAL	\$101,622.33

SAFETY DIRECTOR:

REPORT: Safety Director Glenn Prince presented the Safety Director’s report. Safety Director said Commissioner Pfeiffer scheduled in house training at the Evesham Fire House and all DPW employees were trained. Thank you to everyone for getting the safety committee started and it was a great turn out and these will be conducted quarterly. Chairwoman Danson said her employees thought the information provided was very well received and they look forward into diving into more topics at upcoming meetings. Law Enforcement Services were discussed by Retired Police Chief Harry Earl said an Artificial Intelligence packet and an Elections packet were distributed. The Elections webinar will be held next Wednesday at 1:30 pm with over 400 registered. A bulletin about High School football games will be coming out shortly.

Chairwoman Danson asked if anyone would be interested in becoming the Chair for the PMM JIF Executive Safety Committee meetings. Safety Director said he can continue to run the meeting until the end of the year and then at the end of the year a new Chair can be appointed.

RISK MANAGERS REPORT:

REPORT: Risk Manager Tom Merchel reviewed Risk Managers report beginning on page 31 of the agenda packet. Mr. Merchel discussed the First Amendment Auditor and Land Use training provided through the MEL. Links to the Land Use training were provided in the report. Risk Manager said the land use video is very good and was filmed at Moorestown. Mr. Merchel said members should also conduct their own safety meetings at the local level as well as participating in the PMM JIF-wide safety meeting.

UNDERWRITING MANAGER:

REPORT: Underwriting Manager Jonothan Tavares advised Certificate Report was on page 2 with one certificate being issued and discussed the Renewal Memo for 2025 that was distributed to members. The Cyber Risk Management Report will be discussed in closed session.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Christine Gallagher reported on the Workers Compensation Claims Reported report on pages 36-38.

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: 2:43 pm

NEXT REGULAR MEETING: October 22, 2024

Willingboro Municipal Complex at 2:00PM

Karen Read, Assisting Secretary for
IVY CARMICHAEL, SECRETARY