

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
SEPTEMBER 20, 2016 – 1:00 PM**

**MOORESTOWN TOWN HALL
111 WEST 2ND STREET
MOORESTOWN, NJ 08057**

In accordance with the Open Public Meetings Act, notice of this meeting was provided by:

- I. Sending sufficient notice to the Burlington County Times**
- II. Advance written notice of this meeting was filed with the Clerk/Administrator of each member municipalities and,**
- III. Posting this notice on the Public Bulletin Board of all member municipalities**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
MEETING: SEPTEMBER 20, 2016
MOORESTOWN TOWNSHIP**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2016 COMMISSIONERS**

PRESENTATION – International City/County Management Association

Presentation on ICMA by Meredith Stengel Robson, ICMA Regional Vice President, and Village Manager of the Village Ardsley, NY. The International City/County Management Association (ICMA) is the leading national organization dedicated to promoting professional local government and supporting the municipal management profession. The PMMJIF is exploring opportunities to further ties with ICMA and to attract more interest from other municipalities into our joint insurance fund who share in the commitment to professionalism at the local level.

- APPROVAL OF MINUTES:** July 25, 2016 Open Minutes**Appendix I**
July 25, 2016 Closed Minutes **To be distributed**

- CORRESPONDENCE – None**

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**
.Executive Director's Report**Page 1**
- ATTORNEY – William J. Kearns, Esquire**
- TREASURER – Thomas Tontarski**
.August 2016 Voucher List - Resolution No. 16-21..... **Page 20**
.September 2016 Voucher List - Resolution No. 16-22 **Page 22**
.Treasurer’s Reports **Page 24**
- UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
.Monthly Certificate Report**Page 33**
- SAFETY DIRECTOR – J.A. Montgomery Risk Control**
.Monthly Report**Page 35**
- MANAGED CARE – Qual Care**
.Monthly Report**Page 46**
- CLAIMS SERVICE – Qual Lynx**
.Emergency Claim Reporting Form.....**Page 50**
- RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSE:
PERSONNEL - SAFETY - PUBLIC PROPERTY - LITIGATION**

- OLD BUSINESS**
- NEW BUSINESS**
- PUBLIC COMMENT**
- MEETING ADJOURNED**

Professional Municipal Management Joint Insurance Fund

9 Campus Drive – Suite 216
Parsippany, NJ 07054

Date: September 20, 2016

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

Fund Banking Service & Asset Manager – At last month’s meeting the Board authorized the transfer of the Fund’s banking to Investors Bank. There is a need to amend the Fund’s Cash Management Plan to reflect these changes along with other revisions recommended by the MEL’s attorney. The revised plan with additional language and revisions noted appears on **pages 15-18**.

Motion to Approve Amendments to the 2016 Cash Management Plan

- Residual Claims Fund (RCF)** - The Residual Claims Fund met on September 7, 2016 at the Forsgate Country Club in Jamesburg, NJ; enclosed is a copy of Commissioner Carew’s report on the meeting (**Appendix II**). The Residual Claims Fund amended 2016 Budget and the proposed 2017 Budget was introduced. The public hearing on the RCF budget will be held on October 19, 2016 10:30 a.m. at the Forsgate Country Club.
- EJIF** - The EJIF met on September 7, 2016 at the Forsgate Country Club in Jamesburg, NJ; enclosed is a copy of Commissioner Carew’s report on the meeting (**Appendix II**). The 2017 budget was introduced and will be adopted at the October 19, 2016 meeting.
- MEL** - The MEL met on September 7, 2016 at the Forsgate Country Club in Jamesburg, NJ; enclosed is a copy of Commissioner Carew’s report (**Appendix II**). The MEL’s 2017 budget introduction is scheduled for October 19, 2016 at the Forsgate Country Club in Jamesburg NJ.
- Employment Practices Program:** As a reminder, changes to the 2016/2017 POL/EPL Program are posted on the MEL’s webpage - www.njmel.org - which details changes to the MEL’s Model Personnel Manual and information on training program requirements.

Members have until October 1st to submit the checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals, Training Managers & Supervisors, Police Command Staff and offering training to non-supervisory personnel. The checklist appears on **Page 19**.

- ❑ **2017 Renewal Online Underwriting Database:** Members have received notification that the database was set up to begin the 2017 underwriting renewal. The deadline to submit schedules was August 15th. The Executive Director will provide an update.
- ❑ **Membership Renewals** – The Fund has 3 members up for renewal at the end of the year. Renewal documents were sent out in August.
- ❑ **2016 Member Manuals** – The Fund Office has distributed the 2016 coverage documents to Fund Commissioners.
- ❑ **Safety Expo** – For the ninth year, the MEL is working with the New Jersey Utility Authorities Joint Insurance Fund (NJUA) to conduct its Annual Safety Expo which includes MEL member town’s water & sewer employees. The Safety Expo will be held on September 30th at the Camden County Emergency Services Training Center. A notice was sent out last month.
- ❑ **2017 Budget** - The October fund meeting will serve as the annual budget workshop meeting and the introduction of the 2017 Budget.

Due Diligence Reports:

- | | |
|---|-----------------------|
| ❑ Financial Fast Track | Page 3&4 |
| ❑ Fixed Income Summary & Interest Rate Comparison Report | Page 5&6 |
| ❑ Expected Loss Ratio Analysis | Page 7&8 |
| ❑ Claim Activity Report | Page 9&10 |
| ❑ Lost Time Accident Frequency Report | Page 11&12 |
| ❑ 2016 EPL/POL Status | Page 13 |
| ❑ Regulatory Affairs Checklist | Page 14 |

PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
	AS OF	June 30, 2016			
	THIS	YTD	PRIOR	FUND	
	MONTH	CHANGE	YEAR END	BALANCE	
1.	UNDERWRITING INCOME	225,185	1,866,276	70,379,304	72,245,580
2.	CLAIM EXPENSES				
	Paid Claims	77,803	489,391	33,476,871	33,966,263
	Case Reserves	(78,106)	(96,745)	2,401,384	2,304,639
	IBNR	142,830	104,926	1,208,367	1,313,293
	Recoveries	(304)	(76,909)	(215,688)	(292,597)
	TOTAL CLAIMS	142,223	420,663	36,870,935	37,291,598
3.	EXPENSES				
	Excess Premiums	103,052	618,313	18,586,111	19,204,424
	Administrative	40,631	244,223	9,493,839	9,738,062
	TOTAL EXPENSES	143,683	862,536	28,079,950	28,942,485
4.	UNDERWRITING PROFIT (1-2-3)	(60,721)	583,077	5,428,420	6,011,497
5.	INVESTMENT INCOME	1,758	10,737	4,841,616	4,852,353
6.	DIVIDEND INCOME	0	0	1,530,967	1,530,967
7.	STATUTORY PROFIT (4+5+6)	(58,963)	593,814	11,801,002	12,394,816
8.	DIVIDEND	0	21,666	10,833,946	10,855,612
9.	STATUTORY SURPLUS (7-8)	(58,963)	572,148	967,056	1,539,204
SURPLUS (DEFICITS) BY FUND YEAR					
	Closed	0	(21,666)	13,251	(8,416)
	Aggregate Excess LFC	5,454	32,665	0	32,665
	2012	28,563	(16,358)	621,462	605,104
	2013	(9,541)	109,229	390,785	500,014
	2014	(68,335)	162,734	(291,669)	(128,936)
	2015	(43,176)	140,030	233,228	373,259
	2016	28,073	165,514		165,514
	TOTAL SURPLUS (DEFICITS)	(58,963)	572,148	967,056	1,539,204
	TOTAL CASH				5,981,098
CLAIM ANALYSIS BY FUND YEAR					
	TOTAL CLOSED YEAR CLAIMS	0	0	29,275,404	29,275,404
	FUND YEAR 2012				
	Paid Claims	1,351	6,477	1,193,679	1,200,156
	Case Reserves	7,460	566	129,625	130,191
	IBNR	(8,811)	39,308	29,385	68,693
	Recoveries	0	0	(55,009)	(55,009)
	TOTAL FY 2012 CLAIMS	1	46,351	1,297,679	1,344,031
	FUND YEAR 2013				
	Paid Claims	9,035	79,229	1,350,303	1,429,532
	Case Reserves	(14,915)	(24,933)	311,413	286,480
	IBNR	6,065	(96,167)	148,762	52,595
	Recoveries	(187)	(63,128)	(87,255)	(150,382)
	TOTAL FY 2013 CLAIMS	(1)	(104,999)	1,723,224	1,618,225
	FUND YEAR 2014				
	Paid Claims	12,440	87,456	1,213,220	1,300,676
	Case Reserves	(2,894)	(231,003)	1,113,466	882,463
	IBNR	(9,430)	(141,336)	391,932	250,596
	Recoveries	(117)	(5,520)	(66,492)	(72,012)
	TOTAL FY 2014 CLAIMS	(1)	(290,403)	2,652,126	2,361,723
	FUND YEAR 2015				
	Paid Claims	29,130	200,309	444,265	644,574
	Case Reserves	(37,061)	(74,070)	846,880	772,810
	IBNR	7,932	(201,599)	638,288	436,689
	Recoveries	0	(8,261)	(6,932)	(15,193)
	TOTAL FY 2015 CLAIMS	1	(83,622)	1,922,501	1,838,879
	FUND YEAR 2016				
	Paid Claims	25,846	115,921		115,921
	Case Reserves	(30,696)	232,695		232,695
	IBNR	147,073	504,720		504,720
	Recoveries	0	0		0
	TOTAL FY 2016 CLAIMS	142,223	853,336		853,336
	COMBINED TOTAL CLAIMS	142,223	420,663	36,870,935	37,291,598

PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
		AS OF		July 31, 2016	
		THIS	YTD	PRIOR	FUND
		MONTH	CHANGE	YEAR END	BALANCE
1.	UNDERWRITING INCOME	318,681	2,184,957	70,379,304	72,564,261
2.	CLAIM EXPENSES				
	Paid Claims	72,451	561,843	33,476,871	34,038,714
	Case Reserves	(19,548)	(116,293)	2,401,384	2,285,091
	IBNR	9,654	114,580	1,208,367	1,322,947
	Recoveries	-	(76,909)	(215,688)	(292,597)
	TOTAL CLAIMS	62,557	483,220	36,870,935	37,354,155
3.	EXPENSES				
	Excess Premiums	103,052	721,365	18,586,111	19,307,476
	Administrative	41,840	286,063	9,493,839	9,779,902
	TOTAL EXPENSES	144,893	1,007,428	28,079,950	29,087,378
4.	UNDERWRITING PROFIT (1-2-3)	111,232	694,309	5,428,420	6,122,728
5.	INVESTMENT INCOME	2,700	13,437	4,841,616	4,855,053
6.	DIVIDEND INCOME	0	0	1,530,967	1,530,967
7.	STATUTORY PROFIT (4+5+6)	113,932	707,746	11,801,002	12,508,748
8.	DIVIDEND	0	21,666	10,833,946	10,855,612
9.	STATUTORY SURPLUS (7-8)	113,932	686,080	967,056	1,653,136
SURPLUS (DEFICITS) BY FUND YEAR					
	Closed	338	(21,328)	13,251	(8,078)
	Aggregate Excess LFC	5,465	38,130	0	38,130
	2012	0	(16,358)	621,462	605,104
	2013	4,857	114,086	390,785	504,871
	2014	24,507	187,241	(291,669)	(104,428)
	2015	51,524	191,554	233,228	424,783
	2016	27,241	192,754		192,754
	TOTAL SURPLUS (DEFICITS)	113,932	686,080	967,056	1,653,136
	TOTAL CASH				5,564,509
CLAIM ANALYSIS BY FUND YEAR					
	TOTAL CLOSED YEAR CLAIMS	0	0	29,275,404	29,275,404
	FUND YEAR 2012				
	Paid Claims	0	6,477	1,193,679	1,200,156
	Case Reserves	0	566	129,625	130,191
	IBNR	0	39,308	29,385	68,693
	Recoveries	0	0	(55,009)	(55,009)
	TOTAL FY 2012 CLAIMS	0	46,351	1,297,679	1,344,031
	FUND YEAR 2013				
	Paid Claims	14,305	93,534	1,350,303	1,443,837
	Case Reserves	(14,305)	(39,238)	311,413	272,176
	IBNR	(4,568)	(100,735)	148,762	48,027
	Recoveries	0	(63,128)	(87,255)	(150,382)
	TOTAL FY 2013 CLAIMS	(4,568)	(109,567)	1,723,224	1,613,656
	FUND YEAR 2014				
	Paid Claims	23,053	110,509	1,213,220	1,323,729
	Case Reserves	(26,892)	(257,895)	1,113,466	855,571
	IBNR	(20,336)	(161,672)	391,932	230,260
	Recoveries	0	(5,520)	(66,492)	(72,012)
	TOTAL FY 2014 CLAIMS	(24,175)	(314,578)	2,652,126	2,337,548
	FUND YEAR 2015				
	Paid Claims	8,471	208,779	444,265	653,045
	Case Reserves	(11,744)	(85,815)	846,880	761,065
	IBNR	(47,648)	(249,247)	638,288	389,041
	Recoveries	0	(8,261)	(6,932)	(15,193)
	TOTAL FY 2015 CLAIMS	(50,921)	(134,543)	1,922,501	1,787,958
	FUND YEAR 2016				
	Paid Claims	26,623	142,544		142,544
	Case Reserves	33,393	266,088		266,088
	IBNR	82,206	586,926		586,926
	Recoveries	0	0		0
	TOTAL FY 2016 CLAIMS	142,222	995,558		995,558
	COMBINED TOTAL CLAIMS	62,557	483,220	36,870,935	37,354,155

This report is based upon information which has not been audited nor certified by an actuary and as such may not truly represent the condition of the fund.

PROFESSIONAL MUNICIPAL MGMT JIF							
Fixed Income Portfolio Summary and Rate Comparison							
						For Month End	
						6/30/2016	
						Last	This
						Month	Month
						2013	2014
						2015	
PROFESSIONAL MUNICIPAL MGMT JIF							
Total Cash Balance (millions)		3.69	3.45	3.66	6.15	5.98	
Fixed Income Portfolio							
Investments (millions), Book Value		2.00	2.00	2.00	2.00	2.50	
Avg maturity (years)		2.99	1.99	2.08	1.67	2.52	
Unrealized gain/(loss) (%)		-0.23	-0.10	0.09	0.07	0.03	
Purchase/Book yield (%)		0.80	0.80	0.80	1.10	1.10	
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00	
Total Yield (Market)		0.57	0.70	0.89	1.17	1.13	
M E L PORTFOLIO							
Total Cash Balance (millions)		64.22	72.15	80.36	65.17	64.47	
Fixed Income Portfolio							
Investments (millions), Book Value		50.13	48.09	48.09	58.98	55.85	
Avg maturity (years)		2.04	1.90	1.58	1.44	1.67	
Unrealized gain/(loss) (%)		-0.30	-0.06	0.12	0.11	0.62	
Purchase/Book yield (%)		0.65	0.82	0.82	0.94	0.95	
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00	
Total Yield (Market)		0.35	0.76	0.94	1.05	1.57	
COMPARATIVE RATES (%)							
Cash & Cash Equivalents							
NJ Cash Mgmt Fund *		0.06	0.69	0.10	0.39	0.40	
TD Money Market		0.01	0.01	0.01	0.01	0.01	
TD Bank Deposits		Unavailable **	Unavailable **	Unavailable **	Unavailable **	Unavailable **	
Investors Bank Deposits				0.66	0.66	0.66	
Treasury Issues							
1 year bills		0.13	0.12	0.32	0.59	0.55	
3 year notes		0.54	0.90	1.02	0.97	0.86	
5 year notes		1.17	1.64	1.53	1.30	1.17	
Merrill Lynch US Govt 1-3 years ^		0.37	0.63	0.56	0.83	1.42	
* Yearly data is average monthly rate.							
^Monthly data is Year to Date return							
**Effective 1/1/12 TD Bank is requiring a compensating balance to offset fees. The remaining funds must be in an interest bearing account in order to earn interest at the prevailing rate of .08%. Blended rate is not available at this time.							

PROFESSIONAL MUNICIPAL MGMT JIF						
Fixed Income Portfolio Summary and Rate Comparison						
				For Month End	7/31/2016	
		2013	2014	2015	Last Month	This Month
PROFESSIONAL MUNICIPAL MGMT JIF						
Total Cash Balance (millions)		3.69	3.45	3.66	5.98	5.56
Fixed Income Portfolio						
Investments (millions), Book Value		2.00	2.00	2.00	2.50	0.50
Avg maturity (years)		2.99	1.99	2.08	2.52	3.37
Unrealized gain/(loss) (%)		-0.23	-0.10	0.09	0.03	0.20
Purchase/Book yield (%)		0.80	0.80	0.80	1.10	1.40
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00
Total Yield (Market)		0.57	0.70	0.89	1.13	1.60
M E L PORTFOLIO						
Total Cash Balance (millions)		64.22	72.15	80.36	64.47	72.58
Fixed Income Portfolio						
Investments (millions), Book Value		50.13	48.09	48.09	55.85	52.52
Avg maturity (years)		2.04	1.90	1.58	1.67	1.72
Unrealized gain/(loss) (%)		-0.30	-0.06	0.12	0.62	0.51
Purchase/Book yield (%)		0.65	0.82	0.82	0.95	0.94
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00
Total Yield (Market)		0.35	0.76	0.94	1.57	1.45
COMPARATIVE RATES (%)						
Cash & Cash Equivalents						
NJ Cash Mgmt Fund *		0.06	0.69	0.10	0.40	0.42
TD Money Market		0.01	0.01	0.01	0.01	0.01
TD Bank Deposits		Unavailable **	Unavailable **	Unavailable **	Unavailable **	Unavailable **
Investors Bank Deposits				0.66	0.66	0.66
Treasury Issues						
1 year bills		0.13	0.12	0.32	0.55	0.51
3 year notes		0.54	0.90	1.02	0.86	0.79
5 year notes		1.17	1.64	1.53	1.17	1.07
Merrill Lynch US Govt 1-3 years ^		0.37	0.63	0.56	1.42	1.37
* Yearly data is average monthly rate.						
^Monthly data is Year to Date return						
**Effective 1/1/12 TD Bank is requiring a compensating balance to offset fees. The remaining funds must be in an interest bearing account in order to earn interest at the prevailing rate of .08%. Blended rate is not available at this time.						

Professional Municipal Mgmt Joint Insurance Fund
CLAIMS MANAGEMENT REPORT
EXPECTED LOSS RATIO ANALYSIS

AS OF **July 31, 2016**

FUND YEAR 2012 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	55	MONTH	54	MONTH	43	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-16		30-Jun-16		01-Aug-15	
PROPERTY	128,985	141,032	109.34%	100.00%	109.34%	100.00%	109.34%	100.00%
GEN LIABILITY	430,777	506,219	117.51%	96.81%	117.51%	96.73%	113.74%	93.91%
AUTO LIABILITY	100,941	9,647	9.56%	94.86%	9.56%	94.56%	9.56%	90.64%
WORKER'S COMP	1,214,370	618,440	50.93%	99.74%	50.93%	99.70%	49.84%	99.02%
TOTAL ALL LINES	1,875,073	1,275,337	68.02%	98.82%	68.02%	98.76%	66.44%	97.46%
NET PAYOUT %	\$1,220,218		65.08%					

FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	43	MONTH	42	MONTH	31	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-16		30-Jun-16		01-Aug-15	
PROPERTY	143,096	111,385	77.84%	100.00%	77.84%	100.00%	77.73%	100.00%
GEN LIABILITY	471,295	196,397	41.67%	93.91%	41.67%	93.46%	85.96%	86.42%
AUTO LIABILITY	89,158	31,841	35.71%	90.64%	35.71%	90.21%	35.71%	83.75%
WORKER'S COMP	1,209,207	1,226,008	101.39%	99.02%	101.39%	98.92%	113.54%	96.90%
TOTAL ALL LINES	1,912,756	1,565,631	81.85%	97.44%	81.85%	97.25%	100.44%	93.94%
NET PAYOUT %	\$1,293,455		67.62%					

FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	31	MONTH	30	MONTH	19	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-16		30-Jun-16		01-Aug-15	
PROPERTY	184,000	143,367	77.92%	100.00%	77.92%	100.00%	87.56%	97.40%
GEN LIABILITY	473,408	448,748	94.79%	86.42%	95.79%	85.57%	81.20%	72.70%
AUTO LIABILITY	89,385	18,356	20.54%	83.75%	20.54%	82.91%	20.54%	68.41%
WORKER'S COMP	1,210,000	1,496,817	123.70%	96.90%	123.63%	96.57%	137.14%	88.04%
TOTAL ALL LINES	1,956,793	2,107,288	107.69%	94.06%	107.89%	93.61%	113.62%	84.31%
NET PAYOUT %	\$1,251,717		63.97%					

FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	19	MONTH	18	MONTH	7	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-16		30-Jun-16		01-Aug-15	
PROPERTY	191,000	64,379	33.71%	97.40%	33.71%	97.09%	17.84%	53.00%
GEN LIABILITY	471,685	100,299	21.26%	72.70%	21.57%	71.16%	9.99%	25.00%
AUTO LIABILITY	75,666	24,102	31.85%	68.41%	31.85%	66.43%	17.51%	25.00%
WORKER'S COMP	1,241,000	1,210,137	97.51%	88.04%	97.66%	86.31%	39.83%	19.00%
TOTAL ALL LINES	1,979,351	1,398,917	70.68%	84.54%	70.84%	82.98%	29.74%	23.94%
NET PAYOUT %	\$637,851		32.23%					

FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	7	MONTH	6	MONTH	-5	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-16		30-Jun-16		01-Aug-15	
PROPERTY	175,205	36,488	20.83%	53.00%	8.61%	45.00%	N/A	N/A
GEN LIABILITY	485,444	49,281	10.15%	25.00%	6.97%	19.00%	N/A	N/A
AUTO LIABILITY	63,974	10,500	16.41%	25.00%	17.35%	20.00%	N/A	N/A
WORKER'S COMP	1,288,669	312,363	24.24%	19.00%	22.40%	14.00%	N/A	N/A
TOTAL ALL LINES	2,013,291	408,632	20.30%	23.60%	17.32%	18.09%	N/A	N/A
NET PAYOUT %	\$142,544		7.08%					

Professional Municipal Mgmt Joint Insurance Fund

CLAIMS MANAGEMENT REPORT

EXPECTED LOSS RATIO ANALYSIS

AS OF **August 31, 2016**

FUND YEAR 2012 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	56	MONTH	55	MONTH	44	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Aug-16		31-Jul-16		01-Sep-15	
PROPERTY	128,985	141,032	109.34%	100.00%	109.34%	100.00%	109.34%	100.00%
GEN LIABILITY	430,777	500,968	116.29%	96.90%	117.51%	96.81%	126.74%	94.32%
AUTO LIABILITY	100,941	9,647	9.56%	95.15%	9.56%	94.86%	9.56%	91.05%
WORKER'S COMP	1,214,370	618,440	50.93%	99.77%	50.93%	99.74%	49.08%	99.12%
TOTAL ALL LINES	1,875,073	1,270,087	67.74%	98.88%	68.02%	98.82%	68.94%	97.64%
NET PAYOUT %	\$1,221,251		65.13%					

FUND YEAR 2013 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	44	MONTH	43	MONTH	32	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Aug-16		31-Jul-16		01-Sep-15	
PROPERTY	143,096	111,385	77.84%	100.00%	77.84%	100.00%	77.73%	100.00%
GEN LIABILITY	471,295	196,397	41.67%	94.32%	41.67%	93.91%	79.04%	87.24%
AUTO LIABILITY	89,158	31,841	35.71%	91.05%	35.71%	90.64%	35.71%	84.53%
WORKER'S COMP	1,209,207	1,225,956	101.39%	99.12%	101.39%	99.02%	113.54%	97.19%
TOTAL ALL LINES	1,912,756	1,565,579	81.85%	97.63%	81.85%	97.44%	98.73%	94.36%
NET PAYOUT %	\$1,312,481		68.62%					

FUND YEAR 2014 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	32	MONTH	31	MONTH	20	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Aug-16		31-Jul-16		01-Sep-15	
PROPERTY	184,000	143,367	77.92%	100.00%	77.92%	100.00%	87.56%	97.72%
GEN LIABILITY	473,408	426,448	90.08%	87.24%	94.79%	86.42%	89.24%	74.17%
AUTO LIABILITY	89,385	18,356	20.54%	84.53%	20.54%	83.75%	20.54%	70.26%
WORKER'S COMP	1,210,000	1,496,817	123.70%	97.19%	123.70%	96.90%	137.09%	89.50%
TOTAL ALL LINES	1,956,793	2,084,988	106.55%	94.47%	107.69%	94.06%	115.53%	85.69%
NET PAYOUT %	\$1,279,359		65.38%					

FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	20	MONTH	19	MONTH	8	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Aug-16		31-Jul-16		01-Sep-15	
PROPERTY	191,000	64,379	33.71%	97.72%	33.71%	97.40%	33.14%	61.00%
GEN LIABILITY	471,685	120,009	25.44%	74.17%	21.26%	72.70%	9.69%	30.00%
AUTO LIABILITY	75,666	24,602	32.51%	70.26%	31.85%	68.41%	17.38%	30.00%
WORKER'S COMP	1,241,000	1,173,826	94.59%	89.50%	97.51%	88.04%	46.80%	26.00%
TOTAL ALL LINES	1,979,351	1,382,816	69.86%	85.91%	70.68%	84.54%	35.51%	30.48%
NET PAYOUT %	\$642,343		32.45%					

FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	8	MONTH	7	MONTH	-4	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Aug-16		31-Jul-16		01-Sep-15	
PROPERTY	175,205	71,988	41.09%	61.00%	20.83%	53.00%	N/A	N/A
GEN LIABILITY	485,444	45,257	9.32%	30.00%	10.15%	25.00%	N/A	N/A
AUTO LIABILITY	63,974	7,375	11.53%	30.00%	16.41%	25.00%	N/A	N/A
WORKER'S COMP	1,288,669	418,832	32.50%	26.00%	24.24%	19.00%	N/A	N/A
TOTAL ALL LINES	2,013,291	543,451	26.99%	30.14%	20.30%	23.60%	N/A	N/A
NET PAYOUT %	\$163,211		8.11%					

**Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT**

July 31, 2016						
COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
June-16	1	1	1	6	2	11
July-16	1	1	1	6	5	14
NET CHGE	0	0	0	0	3	3
Limited Reserves						\$2,961
Year	2012	2013	2014	2015	2016	TOTAL
June-16	\$0	\$0	\$0	\$15,501	\$5,400	\$20,901
July-16	\$0	\$0	\$0	\$15,501	\$25,955	\$41,456
NET CHGE	\$0	\$0	\$0	\$0	\$20,555	\$20,555
Ltd Incurred	\$141,032	\$111,385	\$143,367	\$64,379	\$36,488	\$496,651
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
June-16	2	2	16	19	18	57
July-16	2	2	14	14	28	60
NET CHGE	0	0	-2	-5	10	3
Limited Reserves						\$8,918
Year	2012	2013	2014	2015	2016	TOTAL
June-16	\$80,686	\$44,420	\$360,680	\$90,538	\$29,386	\$605,710
July-16	\$5,618	\$39,615	\$355,920	\$89,109	\$44,821	\$535,083
NET CHGE	(\$75,068)	(\$4,805)	(\$4,760)	(\$1,429)	\$15,435	(\$70,627)
Ltd Incurred	\$506,219	\$196,397	\$448,748	\$100,299	\$49,281	\$1,300,945
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
June-16	0	0	0	1	6	7
July-16	0	0	0	1	5	6
NET CHGE	0	0	0	0	-1	-1
Limited Reserves						\$2,330
Year	2012	2013	2014	2015	2016	TOTAL
June-16	\$0	\$0	\$0	\$6,990	\$9,350	\$16,340
July-16	\$0	\$0	\$0	\$6,980	\$7,000	\$13,980
NET CHGE	\$0	\$0	\$0	(\$10)	(\$2,350)	(\$2,360)
Ltd Incurred	\$9,647	\$31,841	\$18,356	\$24,102	\$10,500	\$94,445
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
June-16	2	12	10	26	33	83
July-16	2	12	11	24	30	79
NET CHGE	0	0	1	-2	-3	-4
Limited Reserves						\$20,500
Year	2012	2013	2014	2015	2016	TOTAL
June-16	\$49,506	\$242,061	\$521,783	\$659,781	\$188,559	\$1,661,689
July-16	\$49,502	\$232,561	\$499,651	\$649,476	\$188,312	\$1,619,501
NET CHGE	(\$4)	(\$9,500)	(\$22,132)	(\$10,305)	(\$247)	(\$42,188)
Ltd Incurred	\$618,440	\$1,226,008	\$1,496,817	\$1,210,137	\$312,363	\$4,863,765
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
June-16	5	15	27	52	59	158
July-16	5	15	26	45	68	159
NET CHGE	0	0	-1	-7	9	1
Limited Reserves						\$13,899
Year	2012	2013	2014	2015	2016	TOTAL
June-16	\$130,191	\$286,481	\$882,463	\$772,810	\$232,695	\$2,304,640
July-16	\$55,120	\$272,176	\$855,571	\$761,065	\$266,088	\$2,210,020
NET CHGE	(\$75,071)	(\$14,305)	(\$26,892)	(\$11,744)	\$33,393	(\$94,620)
Ltd Incurred	\$1,275,337	\$1,565,631	\$2,107,288	\$1,398,917	\$408,632	\$6,755,805

**Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT**

August 31, 2016						
COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
July-16	1	1	1	6	5	14
August-16	1	1	1	6	6	15
NET CHGE	0	0	0	0	1	1
Limited Reserves						\$4,570
Year	2012	2013	2014	2015	2016	TOTAL
July-16	\$0	\$0	\$0	\$15,501	\$25,955	\$41,456
August-16	\$0	\$0	\$0	\$15,501	\$53,046	\$68,547
NET CHGE	\$0	\$0	\$0	\$0	\$27,091	\$27,091
Ltd Incurred	\$141,032	\$111,385	\$143,367	\$64,379	\$71,988	\$532,151
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
July-16	2	2	14	14	28	60
August-16	1	2	14	13	22	52
NET CHGE	-1	0	0	-1	-6	-8
Limited Reserves						\$9,477
Year	2012	2013	2014	2015	2016	TOTAL
July-16	\$5,618	\$39,615	\$355,920	\$89,109	\$44,821	\$535,083
August-16	\$10	\$36,597	\$308,015	\$108,669	\$39,514	\$492,806
NET CHGE	(\$5,608)	(\$3,018)	(\$47,905)	\$19,560	(\$5,306)	(\$42,276)
Ltd Incurred	\$500,968	\$196,397	\$426,448	\$120,009	\$45,257	\$1,289,080
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
July-16	0	0	0	1	5	6
August-16	0	0	0	1	3	4
NET CHGE	0	0	0	0	-2	-2
Limited Reserves						\$2,797
Year	2012	2013	2014	2015	2016	TOTAL
July-16	\$0	\$0	\$0	\$6,980	\$7,000	\$13,980
August-16	\$0	\$0	\$0	\$7,314	\$3,875	\$11,189
NET CHGE	\$0	\$0	\$0	\$334	(\$3,125)	(\$2,791)
Ltd Incurred	\$9,647	\$31,841	\$18,356	\$24,602	\$7,375	\$91,820
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
July-16	2	12	11	24	30	79
August-16	2	13	11	23	38	87
NET CHGE	0	1	0	-1	8	8
Limited Reserves						\$19,031
Year	2012	2013	2014	2015	2016	TOTAL
July-16	\$49,502	\$232,561	\$499,651	\$649,476	\$188,312	\$1,619,501
August-16	\$48,826	\$216,501	\$497,614	\$608,989	\$283,805	\$1,655,735
NET CHGE	(\$677)	(\$16,059)	(\$2,037)	(\$40,487)	\$95,493	\$36,234
Ltd Incurred	\$618,440	\$1,225,956	\$1,496,817	\$1,173,826	\$418,832	\$4,933,871
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2012	2013	2014	2015	2016	TOTAL
July-16	5	15	26	45	68	159
August-16	4	16	26	43	69	158
NET CHGE	-1	1	0	-2	1	-1
Limited Reserves						\$14,103
Year	2012	2013	2014	2015	2016	TOTAL
July-16	\$55,120	\$272,176	\$855,571	\$761,065	\$266,088	\$2,210,020
August-16	\$48,836	\$253,098	\$805,630	\$740,473	\$380,241	\$2,228,277
NET CHGE	(\$6,284)	(\$19,078)	(\$49,941)	(\$20,593)	\$114,153	\$18,257
Ltd Incurred	\$1,270,087	\$1,565,579	\$2,084,988	\$1,382,816	\$543,451	\$6,846,921

2016 LOST TIME ACCIDENT FREQUENCY ALL JIFs				
		July 31, 2016		
	2016 LOST TIME FREQUENCY	2015 LOST TIME FREQUENCY	2014 LOST TIME FREQUENCY	TOTAL RATE * 2016 - 2014
FUND				
BURLINGTON	1.16	1.85	1.90	1.73
SUBURBAN ESSEX	1.26	2.12	2.55	2.12
CAMDEN	1.32	2.44	2.07	1.96
BERGEN	1.32	2.23	2.30	2.05
MONMOUTH	1.40	2.15	2.24	2.01
CENTRAL	1.51	1.85	2.52	2.05
PROF MUN MGMT	1.60	3.70	2.37	2.69
NJ PUBLIC HOUSING	1.64	1.86	2.82	2.19
MORRIS	1.68	2.00	2.01	1.94
TRI-COUNTY	1.71	1.93	2.09	1.94
SUBURBAN MUNICIPAL	1.82	2.19	1.76	1.94
SOUTH BERGEN	1.99	2.71	2.46	2.45
N.J.U.A.	2.22	2.49	2.99	2.62
OCEAN	2.30	2.12	2.41	2.27
ATLANTIC	2.47	2.48	3.05	2.71
AVERAGE	1.69	2.27	2.37	2.18

2016 LOST TIME ACCIDENT FREQUENCY ALL JIFs				
		August 31, 2016		
	2016 LOST TIME FREQUENCY	2015 LOST TIME FREQUENCY	2014 LOST TIME FREQUENCY	TOTAL RATE * 2016 - 2014
FUND				
BURLINGTON	1.33	1.85	1.95	1.77
CAMDEN	1.33	2.47	2.07	1.95
BERGEN	1.38	2.23	2.30	2.04
CENTRAL	1.40	1.85	2.52	2.01
SUBURBAN ESSEX	1.41	2.15	2.55	2.14
MONMOUTH	1.41	2.13	2.24	1.99
TRI-COUNTY	1.65	1.93	2.09	1.92
NJ PUBLIC HOUSING	1.67	1.91	2.82	2.20
MORRIS	1.74	2.01	2.01	1.95
SUBURBAN MUNICIPAL	1.77	2.19	1.76	1.92
PROF MUN MGMT	1.87	3.70	2.37	2.73
SOUTH BERGEN	2.09	2.73	2.46	2.47
OCEAN	2.32	2.11	2.41	2.27
N.J.U.A.	2.48	2.49	2.99	2.68
ATLANTIC	2.53	2.53	3.08	2.75
AVERAGE	1.76	2.29	2.37	2.19
* NOTE : lost days may include claims with reserves - where claimant may not yet have had lost time				

Professional Municipal Mgmt Joint Insurance Fund									
2016 LOST TIME ACCIDENT FREQUENCY									
DATA VALUED AS OF July 31, 2016									
		**	# CLAIMS	Y.T.D.	2016	2015	2014		TOTAL
			FOR	LOST TIME	LOST TIME	LOST TIME	LOST TIME		RATE
MEMBER_ID	MEMBER	*	7/31/2016	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY	MEMBER	2016 - 2014
1	305 EVESHAM TOWNSHIP FIRE			0	0	0.00	2.82	1.83	1 EVESHAM TOWNSHIP I 1.84
2	306 MAPLE SHADE			0	1	1.33	1.50	0.00	2 MAPLE SHADE 0.88
3	304 EVESHAM			1	2	1.36	4.46	4.69	3 EVESHAM 3.62
4	308 WILLINGBORO			0	4	2.00	5.16	2.76	4 WILLINGBORO 3.51
5	307 MOORESTOWN			1	2	2.39	2.08	1.36	5 MOORESTOWN 1.86
Totals:				2	9	160	3.70	2.37	2.69
Frequency = ((Y.T.D. LOST TIME ACCIDENT * 200,000) / ADJUSTED HOURS WORKED)									
* Member does not participate in the FUND for Workers' Comp coverage									
** Member has a higher Self Insured Retention for Workers' Comp and is EXCLUDED from this report									
*** MEMBER WAS NOT ACTIVE FOR THIS FUND YEAR									
2015 Loss Time Accident Frequency as of July 31, 2015 3.84									

Professional Municipal Mgmt Joint Insurance Fund									
2016 LOST TIME ACCIDENT FREQUENCY									
DATA VALUED AS OF August 31, 2016									
		**	# CLAIMS	Y.T.D.	2016	2015	2014		TOTAL
			FOR	LOST TIME	LOST TIME	LOST TIME	LOST TIME		RATE
MEMBER_ID	MEMBER	*	8/31/2016	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY	MEMBER	2016 - 2014
1	305 EVESHAM TOWNSHIP FIRE			0	0	0.00	2.82	1.83	1 EVESHAM TOWNSHIP I 1.79
2	306 MAPLE SHADE			0	1	1.16	1.50	0.00	2 MAPLE SHADE 0.85
3	304 EVESHAM			1	3	1.78	4.46	4.69	3 EVESHAM 3.66
4	307 MOORESTOWN			0	2	2.09	2.08	1.36	4 MOORESTOWN 1.81
5	308 WILLINGBORO			2	6	2.63	5.16	2.76	5 WILLINGBORO 3.62
Totals:				3	12	187	3.70	2.37	2.73
Frequency = ((Y.T.D. LOST TIME ACCIDENT * 200,000) / ADJUSTED HOURS WORKED)									
* Member does not participate in the FUND for Workers' Comp coverage									
** Member has a higher Self Insured Retention for Workers' Comp and is EXCLUDED from this report									
*** MEMBER WAS NOT ACTIVE FOR THIS FUND YEAR									
2015 Loss Time Accident Frequency as of August 31, 2015 3.86									

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND				
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund				
Data Valued As of :	September 12, 2016			
Total Participating Members	5			
Complaint	4			
Percent Compliant	80.00%			
		01/01/16	2016	
				Co-Insurance
	Compliant	EPL	POL	
Member Name		Deductible	Deductible	01/01/16
EVESHAM	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE D	No	\$ 100,000	\$ 20,000	20% of 1st 2Mil/20% of 1st 250K POL
MAPLE SHADE	Yes	\$ 10,000	\$ 10,000	0%
MOORESTOWN	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
WILLINGBORO	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
* Member does NOT participate in EPL coverage				

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2016 as of September 1, 2016

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> 2016 Budget	Filed 2/16
<input type="checkbox"/> Assessments	Filed 2/16
<input type="checkbox"/> Actuarial Certification	Filed 6/28
<input type="checkbox"/> Reinsurance Policies	Filed 5/25
<input type="checkbox"/> Fund Commissioners	Filed 2/16
<input type="checkbox"/> Fund Officers	Filed 2/16
<input type="checkbox"/> Renewal Resolutions	None
<input type="checkbox"/> New Members	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> Risk Management Plan	Filed 2/16
<input type="checkbox"/> Certification of Professional Fees	Filed 3/17
<input type="checkbox"/> Unaudited Financials	Filed 2/26
<input type="checkbox"/> Annual Audit	Filed 6/28
<input type="checkbox"/> State Comptroller Audit Filing	Filed 6/28
<input type="checkbox"/> Ethics Filing	On Line Filing

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
2016 CASH MANAGEMENT AND INVESTMENT POLICY (Revisions)**

1.) **Cash Management and Investment Objectives**

The Professional Municipal Management Joint Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d.) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal Laws and Regulations.
- g.) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h.) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i.) Stability in the value of the FUND's economic surplus.

2.) **Permissible Investments**

Investments shall be limited to the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Government money market mutual funds.
- c.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- d.) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located.~~;~~~~or~~
- e.) Bonds or other obligations, ~~having a maturity date not exceeding 397 days,~~ approved by the Division of Investment of the Department of Treasury for investment by local units.
- f.) Debt obligations of federal agencies or government corporations with maturities not greater than ten ~~five (5)~~ ten (10) years from the date of purchase, excluding mortgage backed obligations, providing that such investments are purchased

through the New Jersey Division of Investment and are consistent the Division's own investment guidelines, and providing that the investment a fixed rate of interest not dependent on any index or external factors.

- g.) Repurchase agreements of fully collateralized securities, subject to rules and conditions establish by the N.J. Department of Community Affairs
- h.) Local Government Investment Pools

No investment or deposit shall have a maturity longer than ~~five~~ ten (5 10) years from date of purchase. At any given time, the Fund's investment portfolio shall conform to the following criteria:

- a) Any bonds or other obligations held by the FUND shall have a minimum long-term investment grade underlying credit rating, or equivalent rating provided by a Nationally Recognized Statistical Rating Organization as outlined by the U.S. Securities and Exchange Commission, with the exception of bonds issued pursuant to the Municipal Qualified Bond Act, which may have an underlying credit rating below investment grade so long as the Municipal Qualified Enhanced Rating is investment grade, or equivalent rating provided by NRSO.
- b) A minimum of thirty-five (35) percent of aggregate total par amount of bonds and other obligations shall have a minimum long-term, underlying credit rating of AA-, or equivalent rating by an NRSRO.
- c) The aggregate par amount of bonds or other obligations with a long-term underlying credit rating below A-, or equivalent rating by an NRSRO, shall not exceed thirty (30) percent of the aggregate total par amount of bonds, investments and other obligations held by the Fund.
- d) The aggregate par amount of bonds or other obligations with maturities longer than five (5) years shall not exceed sixty (60) percent of the aggregate total par amount of bonds, investments and other obligations held by the FUND.

Any exception to or deviations from the above criteria must be approved by the New Jersey Division of Local Governmental Services and the New Jersey Division of Investment.

3.) **Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories are as follows:

Investors Bank
TD Bank
~~Wells Fargo Bank~~

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Board. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall minimize transaction costs by querying prices from at least three (3) dealers and purchasing securities on a competitive basis. When possible, federal securities shall be purchased directly from the US Treasury. Transactions shall not be processed through brokerages which are organizationally affiliated with the asset manager. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

Asset managers will submit written statements to the treasurer and executive director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan. Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Funds portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-16.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims impress accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

~~TD Bank shall retain compensating balances for the purpose of offsetting account expenses.~~

**2017-2018 MEL EMPLOYMENT PRACTICES
RISK CONTROL UPDATE CHECKLIST**

Name of Municipality or Authority: _____

- Retain Employment Attorney/Advisor: (name)_____
- Update and distribute to managerial/supervisory employees the Personnel Policies and Procedures Manual: (Not necessary to attach)
- Distribute a notice concerning the Conscientious Employee Protection Act to all personnel:
- Update and distribute the Employee Handbook: (Not necessary to attach)
- Adopt the model civil rights resolution (municipalities only).
- Train managerial and supervisory personnel:
- Have Police Chief, Deputy Chief, Public Safety Director, Captains & Lieutenants complete the special EPL training course:
- Offer Anti-Harassment training to all other personnel:
- Sign up with NJ MEL Helpline for Employment Practices.

I, _____, the (check __ General Counsel or __ Employment Attorney) of (member name)_____ hereby certify that the member has verified to me that the above actions have been completed and that I have read the updated Personnel Policies and Procedures Manual and the updated Employee Handbook.

Signature: _____

Date: _____ Telephone: _____

To qualify for the Employment Practices Liability policy deductible, this checklist should be returned to the MEL Fund Office (9 Campus Drive, Suite 216, Parsippany, NJ 07054 as soon as possible. Members submitting this form by October 1, 2016 will qualify or continue to qualify for the deductible effective to January 1, 2017. Members submitting this form after the deadline will become eligible for the deductible incentive upon approval of the application, but not retroactively.

RESOLUTION NO. 16-21

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
AUGUST BILLS LIST**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Professional Municipal Management Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR 2015

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
005010			
005010	RUSSO & ASSOCIATES LLC	PAYROLL AUDIT - 2015	2,428.14
			2,428.14
		Total Payments FY 2015	
2,428.14			

FUND YEAR 2016

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
005011			
005011	ATLANTIC COUNTY MUNICIPAL JIF	ATL JIF CLAIM Z03675 DEPS TO PMM IN ERROR	55.00
			55.00
005012			
005012	QUAL-LYNX	CLAIMS ADMIN - 08/2016	10,876.51
			10,876.51
005013			
005013	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 08/2016	1,418.17
			1,418.17
005014			
005014	PERMA	POSTAGE FEE 07/2016	3.04
005014	PERMA	EXECUTIVE DIRECTOR FEE 08/2016	9,975.00
			9,978.04
005015			
005015	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 08/2016	3,085.50
			3,085.50
005016			
005016	QUALCARE, INC.	MANAGED CARE SERVICES - 08/2016	6,793.42
			6,793.42
005017			
005017	THOMAS TONTARSKI	TREASURER FEE 08/2016	1,402.58
			1,402.58
005018			
005018	HELMER, CONLEY & KASSELMAN, PA	LITIGATION MANAGEMENT - 08/2016	1,382.18
005018	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY FEE 08/2016	1,622.63
			3,004.81

005019			
005019	ALLSTATE INFORMATION MANAGEMNT	ACCT: 413 - ACT & STOR - 06/30/2016	36.36
			36.36
005020			
005020	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 08/2016	469.23
			469.23
005021			
005021	COURIER TIMES INC.	ACCT: 8565524712 - 7/18/16 - AUDIT	216.58
005021	COURIER TIMES INC.	ACCT:8565524712 - 7/16 - BALANCE FORWARD	-25.00
			191.58
	Total Payments FY 2016	37,311.20	

TOTAL PAYMENTS ALL FUND YEARS \$ 39,739.34

SCOTT CAREW, CHAIRMAN

Attest:

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

RESOLUTION NO. 16-22

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
SEPTEMBER BILLS LIST**

WHEREAS, the Treasurer has certified that funding is available to pay the following bills:

BE IT RESOLVED that the Professional Municipal Management Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

FUND YEAR 2016			
<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
005022			
005022	QUAL-LYNX	CLAIMS ADMIN - 09/2016	10,876.51
			10,876.51
005023			
005023	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES - 09/2016	1,418.17
			1,418.17
005024			
005024	PERMA	POSTAGE FEE 08/2016	2.41
005024	PERMA	EXECUTIVE DIRECTOR FEE 09/2016	9,975.00
			9,977.41
005025			
005025	THE ACTUARIAL ADVANTAGE	ACTUARY MONTHLY FEE 09/2016	3,085.50
			3,085.50
005026			
005026	QUALCARE, INC.	MANAGED CARE FEE 09/2016	6,793.42
			6,793.42
005027			
005027	THOMAS TONTARSKI	TREASURER FEE 09/2016	1,402.58
			1,402.58
005028			
005028	BACIO CATERING AND MARKETPLACE	LUNCH FOR MEETING 09/2016	140.00
			140.00
005029			
005029	HELMER, CONLEY & KASSELMAN, PA	LITIGATION MANAGEMENT - 09/2016	1,382.18
005029	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY FEE 09/2016	1,622.63
			3,004.81
005030			
005030	ALLSTATE INFORMATION MANAGEMNT	ACCT: 413 - ACT & STOR 7/31/2016	36.36
			36.36
005031			
005031	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER - 09/2016	469.23
			469.23

Total Payments FY 2016

37,203.99

TOTAL PAYMENTS ALL FUND YEARS \$ 37,203.99

SCOTT CAREW, CHAIRMAN

Attest:

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims.

Treasurer

September 10, 2016

To the Members of the
Executive Board of the
Professional Municipal Management
Joint Insurance Fund

I have enclosed for your review and, in some cases consideration, documents of presentation relating to claims, transfers, and the financial condition of the Fund.

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the two month period ending August 31, 2016 for Closed Fund Years 1987 to 2011, and Fund Years 2012, 2013, 2014, 2015 and 2016. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

All statements contained in this report are subject to adjustment by annual audit.

A summary of the contents of these statements is presented below.

INVESTMENT INTEREST:

Interest received or accrued for the period totaled \$ 3,952.11. This generated an average annual yield of .42%. However, we have an unrealized net loss of \$ 8,020.00 adjusting the reported yield to -.43% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized loss of \$ 7,225.00 as it relates to the market value of \$2,492,775.00 vs. the amount we have invested.

Our asset portfolio with TD Wealth Management has 1 obligation less than two years and 1 obligation greater than two years.

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 1,122.72 w/YTD of \$ 79,242.89 (detailed in my report)
Overpayment Reimbursements \$ 813.50
FY 2016 Appropriation Refund \$ 45.00

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 163 claim payments issued during the period for claims paid by the fund and claims payable by the Fund at period end in the amount of \$ 228,331.31.

Loss Payments \$ 198,251.53

Expense Payments	\$	1,886.97
Legal Payments	\$	28,192.81

CASH ACTIVITY FOR THE PERIOD:

The enclosed report shows that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 5,981,100.20 to a closing balance of \$5,444,049.56 showing a decrease in the fund of \$ 537,050.64.

BILL LIST FOR THE PERIOD:

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list.

The information contained in this summary of the document provided in this report. Other detailed information is contained in the attached documents or a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski
Treasurer

**PROFESSIONAL MUNICIPAL MANAGEMENT JIF
SUBROGATION REPORT**

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
1/8	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	52.00	
1/8	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	52.00	
1/14	MAPLE SHADE TWP.	X24298	ADAM WALLACE	WC	2012	14,000.00	
TOTAL-JAN						14,104.00	
TOTAL-YTD							14,104.00
2/11	EVESHAM FIRE DIST.	Z27268	EVESHAM FIRE DIST.	PR	2015	5,837.34	
2/12	WILLINGBORO TWP.	Z28997	WILLINGBORO TWP.	PR	2015	2,423.83	
2/19	WILLINGBORO TWP.	Z02607	WILLINGBORO TWP.	PR	2014	5,403.11	
2/22	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	52.00	
TOTAL-FEB						13,716.28	
TOTAL-YTD							27,820.28
3/1	MOORESTOWN TWP.	Z21015	MOORESTOWN TWP.	PR	2016	1,159.20	
3/21	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	25.00	
TOTAL-MAR						1,184.20	
TOTAL-YTD							29,004.48
TOTAL-APR						0.00	
TOTAL-YTD							29,004.48
5/9	MAPLE SHADE TWP.	X52144	RONALD STRANG	WC	2013	22,685.14	
5/23	WILLINGBORO TWP.	X55035	JAIME JIMENEZ	WC	2013	26,126.55	
TOTAL-MAY						48,811.69	
TOTAL-YTD							77,816.17
6/1	EVESHAM TOWNSHIP	X95471	ANDREW DOUGHERTY	WC	2014	23.00	
6/1	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	45.00	
6/1	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	70.00	
6/7	EVESHAM TOWNSHIP	X95471	ANDREW DOUGHERTY	WC	2014	94.00	
6/13	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	72.00	
TOTAL-JUNE						304.00	
TOTAL-YTD							78,120.17
7/5	EVESHAM TOWNSHIP	Z38819	EVESHAM TOWNSHIP	PR	2016	200.00	
TOTAL-JULY						200.00	
TOTAL-YTD							78,320.17
8/1	MAPLE SHADE TWP.	X59162	BRIAN WEISS	WC	2013	52.00	
8/3	MAPLE SHADE TWP.	Z40794	MAPLE SHADE TWP.	PR	2016	870.72	
TOTAL-AUG						922.72	
TOTAL-YTD							79,242.89

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED**

Current Fund Year: 2016 Month Ending: July										
	Prop	Liab	Auto	WC	0	POL/EPL	EJIF	Future	Admin	TOTAL
OPEN BALANCE	363,069.14	1,654,756.47	341,947.70	2,997,747.17	0.00	(957.63)	(42,701.25)	425,721.49	241,517.11	5,981,100.20
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
Invest Pymnts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,004.04	11,004.04
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Invest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,004.04	11,004.04
Other *	0.00	0.00	0.00	0.00	0.00	45.00	0.00	0.00	0.00	45.00
TOTAL	200.00	0.00	0.00	0.00	0.00	45.00	0.00	0.00	11,004.04	11,249.04
EXPENSES										
Claims Transfers	1,045.00	79,913.88	1,759.72	65,004.34	0.00	0.00	0.00	0.00	0.00	147,722.94
Expenses	894.01	0.00	0.00	0.00	0.00	0.00	0.00	221,766.45	57,454.35	280,114.81
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,939.01	79,913.88	1,759.72	65,004.34	0.00	0.00	0.00	221,766.45	57,454.35	427,837.75
END BALANCE	361,330.13	1,574,842.59	340,187.98	2,932,742.83	0.00	(912.63)	(42,701.25)	203,955.04	195,066.80	5,564,511.49
Report Month July										
						Balance Differences				
Opening Balances:	Opening Balances are equal				\$0.00					
Imprest Transfers:	Imprest Totals are equal				\$0.00					
Investment Balances:	Investment Payment Balances are equal				\$0.00					
	Investment Adjustment Balances are equal				\$0.00					
Ending Balances:	Ending Balances are equal				\$0.00					
Accrual Balances:	Accrual Balances are equal				\$0.00					

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS								
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND								
ALL FUND YEARS COMBINED								
CURRENT MONTH	July							
CURRENT FUND YEAR	2016							
Description:	Instrument #1	Instr #2	Instr #3	Instr #4	Instr #5	Instr #6		
ID Number:	OPERATING	CASH MGMNT	INVEST ACCT	ASSET MGR	TD CLAIMS	EXPENSE		
Maturity (Yrs)	0	0	0	0	0	0	0	
Purchase Yield:	0	0	0	0	0	0	0	
TOTAL for All Accts & instruments								
Opening Cash & Investment Balance	\$5,981,100.69	3392933.53	2562.66	5489.06	2500795	78820.44	500	
Opening Interest Accrual Balance	\$9,204.16	0	0	0	9204.16	0	0	
1 Interest Accrued and/or Interest Cost	\$2,195.84	\$0.00	\$0.00	\$0.00	\$2,195.84	\$0.00	\$0.00	
2 Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3 (Amortization and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4 Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5 Interest Paid - Cash Instr.s	\$304.03	\$418.53	\$0.12	(\$114.62)	\$0.00	\$0.00	\$0.00	
6 Interest Paid - Term Instr.s	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	\$0.00	\$0.00	
7 Unrealized Gain (Loss)	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	
8 Net Investment Income	\$2,699.87	\$418.53	\$0.12	(\$114.62)	\$2,395.84	\$0.00	\$0.00	
9 Deposits - Purchases	\$2,467,403.19	\$29,065.44	\$0.00	\$2,010,500.00	\$0.00	\$147,722.94	\$280,114.81	
10 (Withdrawals - Sales)	(\$2,894,995.94)	(\$427,837.75)	\$0.00	\$0.00	(\$2,010,500.00)	(\$176,543.38)	(\$280,114.81)	
Ending Cash & Investment Balance	\$5,564,511.97	\$2,994,579.75	\$2,562.78	\$2,015,874.44	\$500,995.00	\$50,000.00	\$500.00	
Ending Interest Accrual Balance	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00	
Plus Outstanding Checks	\$373,854.93	\$0.00	\$0.00	\$0.00	\$0.00	\$113,703.33	\$260,151.60	
(Less Deposits in Transit)	(\$2,010,500.00)	\$0.00	\$0.00	(\$2,010,500.00)	\$0.00	\$0.00	\$0.00	
Balance per Bank	\$3,927,866.90	\$2,994,579.75	\$2,562.78	\$5,374.44	\$500,995.00	\$163,703.33	\$260,651.60	

**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

Month		July							
Current Fund Year		2016							
Policy Year	Coverage	1.	2.	3.	4.	5.	6.	7.	8.
		Calc. Net Paid Thru Last Month	Monthly Net Paid July	Monthly Recoveries July	Calc. Net Paid Thru July	TPA Net Paid Thru July	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2016	Prop	9,687.48	1,045.00	200.00	10,532.48	10,532.48	0.00	0.00	0.00
	Liab	4,440.31	20.50	0.00	4,460.81	4,460.81	(0.00)	(0.00)	0.00
	Auto	1,750.00	1,749.72	0.00	3,499.72	3,499.72	0.00	0.00	0.00
	WC	100,042.98	24,007.83	0.00	124,050.81	124,050.81	0.00	0.00	0.00
	Total	115,920.77	26,823.05	200.00	142,543.82	142,543.82	(0.00)	(0.00)	0.00
2015	Prop	48,878.06	0.00	0.00	48,878.06	48,878.06	0.00	0.00	0.00
	Liab	11,190.00	0.00	0.00	11,190.00	11,190.00	0.00	0.00	0.00
	Auto	17,112.27	10.00	0.00	17,122.27	17,122.27	0.00	0.00	0.00
	WC	552,200.39	8,460.70	0.00	560,661.09	560,661.09	0.00	0.00	0.00
	Total	629,380.72	8,470.70	0.00	637,851.42	637,851.42	0.00	0.00	0.00
2014	Prop	143,367.15	0.00	0.00	143,367.15	143,367.15	0.00	0.00	0.00
	Liab	92,807.02	20.90	0.00	92,827.92	92,827.92	0.00	0.00	0.00
	Auto	18,355.96	0.00	0.00	18,355.96	18,355.96	0.00	0.00	0.00
	WC	974,134.52	23,031.90	0.00	997,166.42	997,166.42	0.00	0.00	0.00
	Total	1,228,664.65	23,052.80	0.00	1,251,717.45	1,251,717.45	0.00	0.00	0.00
2013	Prop	111,384.84	0.00	0.00	111,384.84	111,384.84	0.00	0.00	0.00
	Liab	151,977.50	4,804.50	0.00	156,782.00	156,782.00	0.00	0.00	0.00
	Auto	31,840.75	0.00	0.00	31,840.75	31,840.75	0.00	0.00	0.00
	WC	983,947.08	9,500.41	0.00	993,447.49	993,447.49	(0.00)	(0.00)	0.00
	Total	1,279,150.17	14,304.91	0.00	1,293,455.08	1,293,455.08	(0.00)	(0.00)	0.00
2012	Prop	141,032.32	0.00	0.00	141,032.32	141,032.32	(0.00)	(0.00)	0.00
	Liab	425,533.20	75,067.98	0.00	500,601.18	500,601.18	(0.00)	(0.00)	0.00
	Auto	9,646.72	0.00	0.00	9,646.72	9,646.72	0.00	0.00	0.00
	WC	568,934.02	3.50	0.00	568,937.52	568,937.52	0.00	0.00	0.00
	Total	1,145,146.26	75,071.48	0.00	1,220,217.74	1,220,217.74	0.00	0.00	0.00
Closed	Prop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liab	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	WC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		4,398,262.57	147,722.94	200.00	4,545,785.51	4,545,785.51	0.00	0.00	0.00

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED**

Current Fund Year: 2016 Month Ending: August											
	Prop	Liab	Auto	WC	0	POL/EPL	EJIF	Future	Admin	TOTAL	
OPEN BALANCE	361,330.13	1,574,842.59	340,187.98	2,932,742.83	0.00	(912.63)	(42,701.25)	203,955.04	195,066.80	5,564,511.49	
RECEIPTS											
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Refunds	870.72	0.00	0.00	865.50	0.00	0.00	0.00	0.00	0.00	1,736.22	
Invest Pymnts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(7,863.59)	(7,863.59)	
Invest Adj	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal Invest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(7,863.59)	(7,863.59)	
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	870.72	0.00	0.00	865.50	0.00	0.00	0.00	0.00	(7,863.59)	(6,127.37)	
EXPENSES											
Claims Transfers	9,280.14	30,411.27	166.00	34,737.81	0.00	0.00	0.00	0.00	0.00	74,595.22	
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,684.34	39,684.34	
Other *	55.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	55.00	
TOTAL	9,335.14	30,411.27	166.00	34,737.81	0.00	0.00	0.00	0.00	39,684.34	114,334.56	
END BALANCE	352,865.71	1,544,431.32	340,021.98	2,898,870.52	0.00	(912.63)	(42,701.25)	203,955.04	147,518.87	5,444,049.56	
Report Month: August											
		Balance Differences									
Opening Balances:			Opening Balances are equal						\$0.00		
Imprest Transfers:			Imprest Totals are equal						\$0.00		
Investment Balances:			Investment Payment Balances are equal						\$0.00		
			Investment Adjustment Balances are equal						\$0.00		
Ending Balances:			Ending Balances are equal						\$0.00		
Accrual Balances:			Accrual Balances are equal						\$0.00		

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS								
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND								
ALL FUND YEARS COMBINED								
CURRENT MONTH	August							
CURRENT FUND YEAR	2016							
	Description:	Instrument #1	Instr #2	Instr #3	Instr #4	Instr #5	Instr #6	
	ID Number:	OPERATING	CASH MGMNT	INVEST ACCT	ASSET MGR	TD CLAIMS	EXPENSE	
	Maturity (Yrs)	0	0	0	0	0	0	
	Purchase Yield:	0	0	0	0	0	0	
TOTAL for All Accts & instruments								
Opening Cash & Investment	\$5,564,511.97	2994579.75	2562.78	2015874.44	500995	50000	500	
Opening Interest Accrual Bal	\$900.00	0	0	0	900	0	0	
1	Interest Accrued and/or Interest	\$1,095.83	\$0.00	\$0.00	\$0.00	\$1,095.83	\$0.00	\$0.00
2	Interest Accrued - discounted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	tization and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Interest Paid - Cash Instr.s	\$356.41	\$373.85	\$5.52	(\$22.96)	\$0.00	\$0.00	\$0.00
6	Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	Unrealized Gain (Loss)	(\$8,220.00)	\$0.00	\$0.00	\$0.00	(\$8,220.00)	\$0.00	\$0.00
8	Net Investment Income	(\$6,767.76)	\$373.85	\$5.52	(\$22.96)	(\$7,124.17)	\$0.00	\$0.00
9	Deposits - Purchases	\$2,168,639.08	\$54,304.52	\$0.00	\$0.00	\$2,000,000.00	\$74,595.22	\$39,739.34
10	(Withdrawals - Sales)	(\$2,281,237.42)	(\$164,334.56)	(\$2,568.30)	(\$2,000,000.00)	\$0.00	(\$74,595.22)	(\$39,739.34)
	Ending Cash & Investment Balan	\$5,444,050.04	\$2,884,923.56	(\$0.00)	\$15,851.48	\$2,492,775.00	\$50,000.00	\$500.00
	Ending Interest Accrual Balance	\$1,995.83	\$0.00	\$0.00	\$0.00	\$1,995.83	\$0.00	\$0.00
	Plus Outstanding Checks	\$21,993.28	\$0.00	\$0.00	\$0.00	\$0.00	\$21,900.44	\$92.84
	(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Balance per Bank	\$5,466,043.32	\$2,884,923.56	(\$0.00)	\$15,851.48	\$2,492,775.00	\$71,900.44	\$592.84

**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

Month		August							
Current Fund Year		2016							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid August	Monthly Recoveries August	Calc. Net Paid Thru August	TPA Net Paid Thru August	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2016	Prop	10,532.48	9,280.14	870.72	18,941.90	18,941.90	(0.00)	0.00	(0.00)
	Liab	4,460.81	1,281.52	0.00	5,742.33	5,742.33	0.00	(0.00)	0.00
	Auto	3,499.72	0.00	0.00	3,499.72	3,499.72	0.00	0.00	0.00
	WC	124,050.81	10,976.08	0.00	135,026.89	135,026.89	(0.00)	0.00	(0.00)
	Total	142,543.82	21,537.74	870.72	163,210.84	163,210.84	(0.00)	(0.00)	(0.00)
2015	Prop	48,878.06	0.00	0.00	48,878.06	48,878.06	0.00	0.00	0.00
	Liab	11,190.00	150.07	0.00	11,340.07	11,340.07	0.00	0.00	0.00
	Auto	17,122.27	166.00	0.00	17,288.27	17,288.27	0.00	0.00	0.00
	WC	560,661.09	4,989.23	813.50	564,836.82	564,836.82	0.00	0.00	0.00
	Total	637,851.42	5,305.30	813.50	642,343.22	642,343.22	0.00	0.00	0.00
2014	Prop	143,367.15	0.00	0.00	143,367.15	143,367.15	0.00	0.00	0.00
	Liab	92,827.92	25,604.63	0.00	118,432.55	118,432.55	0.00	0.00	0.00
	Auto	18,355.96	0.00	0.00	18,355.96	18,355.96	0.00	0.00	0.00
	WC	997,166.42	2,036.55	0.00	999,202.97	999,202.97	0.00	0.00	0.00
	Total	1,251,717.45	27,641.18	0.00	1,279,358.63	1,279,358.63	0.00	0.00	0.00
2013	Prop	111,384.84	0.00	0.00	111,384.84	111,384.84	0.00	0.00	0.00
	Liab	156,782.00	3,018.15	0.00	159,800.15	159,800.15	0.00	0.00	0.00
	Auto	31,840.75	0.00	0.00	31,840.75	31,840.75	0.00	0.00	0.00
	WC	993,447.49	16,059.45	52.00	1,009,454.94	1,009,454.94	(0.00)	(0.00)	0.00
	Total	1,293,455.08	19,077.60	52.00	1,312,480.68	1,312,480.68	(0.00)	(0.00)	0.00
2012	Prop	141,032.32	0.00	0.00	141,032.32	141,032.32	(0.00)	(0.00)	0.00
	Liab	500,601.18	356.90	0.00	500,958.08	500,958.08	(0.00)	(0.00)	0.00
	Auto	9,646.72	0.00	0.00	9,646.72	9,646.72	0.00	0.00	0.00
	WC	568,937.52	676.50	0.00	569,614.02	569,614.02	0.00	0.00	0.00
	Total	1,220,217.74	1,033.40	0.00	1,221,251.14	1,221,251.14	0.00	0.00	0.00
Closed	Prop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liab	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	WC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		4,545,785.51	74,595.22	1,736.22	4,618,644.51	4,618,644.51	0.00	0.00	0.00

**Professional Municipal Management Joint Insurance Fund
Certificate Of Insurance Monthly Report**

Tuesday, July 26, 2016

From 6/22/2016 To 7/24/2016

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverag
<u>PMM JIF</u>					
H- Evesham Township BOE I- Township of Evesham	25 South Maple Avenue Marlton, NJ 08053 984 Tuckerton Road Marlton, NJ 08053	5063	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) for use of Beeler Elementary School on July 21st and July 28, 2016 during the hours of 9:00am – 3:00pm for Junior Police Academy.	7/19/2016	GL EX AU WC

Total # of Holders = 1

Professional Municipal Management Joint Insurance Fund Certificate Of Insurance Monthly Report

Friday, August 26, 2016

From 7/25/2016 To 8/25/2016

Holder (H) / Insured Name (I)	Holder / Insured Address	Holder Code	Description of Operations	Issue Date	Coverage
<u>PMM JIF</u>					
H- Board of Education I- Township of Evesham	Lenape Regional High School District Attn: Facility Use 93 Willow Grove Road Shamong, NJ 08088 984 Tuckerton Road Marlton, NJ 08053	1374	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) as respects to use of the track at Cherokee High School located at Tomlinson Mill Road, Marlton, NJ 08053 by the Evesham Township Police Dept. (see Page 2)	8/4/2016	GL EX
H- Cherry Hill Fire District #13 I- Township of Evesham	1100 Markkress Road Cherry Hill, NJ 08003	8198	Evidence of Insurance as respects to repair and	8/18/2016	GL AU EX
H- Ripken Baseball Camps & Clinics, LLC I- Township of Willingboro	Ripken Baseball, Inc. Cal Ripken Sr. Foundation Inc. Double Play Dining LLC 873 Long Drive Aberdeen, MD 21001 Municipal Complex 1 Rev. Dr. M. L. King, Jr. Drive Willingboro, NJ 08046	20220	Certificate Holder is amended to be included as "additional insured" the person(s) or organization(s) as shown in the description section of this certificate of insurance for General Liability & Excess Liability pursuant to the terms, conditions, limitations, and exclusions of the JIF Casualty Insurance Policy (but only with respect to liability caused in whole or in part by the acts or omissions of the named insured) with respects to BCYAA Sports.	8/8/2016	GL EX AU WC

Total # of Holders = 3

**PMM JOINT INSURANCE FUND
 SAFETY DIRECTOR'S REPORT**

TO: Municipal Fund Commissioners
FROM: J. A. Montgomery Risk Control, JIF Safety Director
DATE: September 9, 2016

JIF SERVICE TEAM

Joanne Hall, Safety Director jhall@jamontgomery.com Office: 732-736-5286 Cell: 908-278-2792	Valerie Faliveno Administrative Assistant vfaliveno@jamontgomery.com Office: 732-736-5224 Fax: 856-830-1473
Tim Sheehan, Asst. Public Sector Director tsheehan@jamontgomery.com Office: 856-552-6862 Cell: 609-352-6378	Glenn Prince, Associate Public Sector Director gprince@jamontgomery.com Office: 856-552-4744 Cell: 609-238-3949

JULY AND AUGUST ACTIVITIES

LOSS CONTROL SERVICES

No services performed.

MEETINGS ATTENDED

- Fund Commissioner Meeting - July 25

SAFETY DIRECTOR'S BULLETINS & SAFETY ANNOUNCEMENTS

- Safety Director's Bulletin – Ladder Safety - July 12.
- Safety Director Message - Protect yourself from mosquitoes this summer and stay informed about Zika virus – July 25.
- Safety Director Message - Transition to Electronic Distribution of Reports – July 27.
- Did You Know? – MSI Training Schedule – August 2016 – July 28.
- Safety Director's Bulletin - Resources for School Crossing Guard Safety Programs – August 8.

- Safety Director's Bulletin – Seat Belts Save Lives – August 19.
- 2017 Class Request Announcement with September 30th Extension Date – August 29.

MEL VIDEO LIBRARY

The new MEL Video Library (856-552-4900) is available for borrowing 560+ safety videos in 45 different categories. To view the full video catalog and rent videos please visit www.njmel.org or email the video library at melvideolibrary@jamontgomery.com. The following members utilized the Video Library during the month of July and August 2016:

No videos were utilized.

MEL SAFETY INSTITUTE (MSI)

Listed below are upcoming MSI training programs scheduled for **September through November 2016**. ***Enrollment is required for all MSI classes.*** MSI classes are subject to cancellation or rescheduling at any time. ***Members are reminded to log on to the www.njmel.org website, then click on the MSI logo to access the Learning Management System where you can enroll your employees and verify classes. Enrolling your staff ensures you will be notified of any schedule changes.***

If you need assistance using the MSI Learning Management System, please call the MSI helpline at 866-661-5120.

DATE	TERR	LOCATION	TOPIC	TIME
9/7/16	5	Township of Washington	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
9/9/16	5	Township of Pemberton	Heavy Equipment	8:00 - 11:00 am
9/9/16	5	Township of Pemberton	Hearing Conservation	11:15 - 12:15 pm
9/12/16	5	Borough of Glassboro #1	Hearing Conservation	12:00 - 1:00 pm
9/12/16	5	Borough of Glassboro #1	Fire Safety	1:15 - 2:15 pm
9/12/16	5	Township of Delran	HazMat Awareness w/HazCom	8:00 - 11:00 am
9/14/16	5	Township of Burlington #3	CSE-Permit Required w/Classroom Demo	8:00 - 12:00 pm
9/16/16	5	Monroe Township MUA #1	Excavation/Trenching/Shoring	8:00 - 12:00 pm
9/19/16	5	Borough of Willingboro #4	Fire Extinguisher	8:30 - 9:30 am
9/20/16	5	Township of Waterford	Leaf Collection Safety	8:30 - 10:30 am
9/21/16	5	Borough of Bellmawr #1	Sanitation/Recycling Safety	8:30 - 10:30 am
9/21/16	5	Borough of Bellmawr #1	Back Safety/Material Handling	10:45 - 11:45 am
9/22/16	5	Township of Westampton	Seasonal (Autumn/Winter) PW Operations	8:00 - 11:00 am
9/23/16	5	Township of Evesham #4	Heavy Equipment	8:30 - 11:30 am
9/26/16	5	Merchantville-Pennsauken SA #2	DDC-6	8:30 - 3:00 pm w/lunch brk
9/26/16	5	Borough of Magnolia	HazMat Awareness w/HazCom GHS	10:00 - 1:00 pm
9/27/16	5	Township of Maple Shade #2	DDC-6	8:30 - 3:00 pm w/lunch brk
9/28/16	5	Evesham Twp. MUA	CSE-Permit Required w/Classroom Demo	8:00 - 12:00 pm
9/29/16	5	Borough of Berlin	Employee Conduct/Violence Prevention	8:30 - 10:00 am
9/30/16	5	Township of Mantua	Ladder Safety/Walking Surfaces	1:00 - 3:00 pm
10/4/16	5	Township of Winslow	HazMat Awareness w/HazCom GHS	8:00 - 11:00 am
10/4/16	5	Township of Winslow	Shop and Tool Safety	11:15 - 12:15 pm
10/4/16	5	Township of Harrison (Police)	CEVO-Police	8:30 - 12:30 pm
10/5/16	5	Township of Burlington #3	Back Safety/Material Handling	8:00 - 9:00 am
10/5/16	5	Township of Burlington #3	Hearing Conservation	9:15 - 10:15 am
10/11/16	5	Township of Washington	Seasonal (Autumn/Winter) PW Operations	8:30 - 11:30 am

DATE	TERR	LOCATION	TOPIC	TIME
10/14/16	5	Borough of Willingboro #4	Seasonal (Autumn/Winter) PW Operations	8:00 - 11:00 am
10/17/16	5	Merchantville-Pennsauken SA #2	DDC-6	8:30 - 3:00 pm w/lunch brk
10/17/16	5	Monroe Township MUA #1	Hoists, Cranes, Rigging Safety	8:30 - 10:30 am
10/18/16	5	Township of Westampton	Fast Track to Safety	8:30 - 2:30 pm w/lunch brk
10/19/16	5	Evesham Twp. MUA	Heavy Equipment	8:00 - 11:00 am
10/20/16	5	Township of Harrison (Police)	CEVO-Police	8:30 - 12:30 pm
10/21/16	5	Township of Evesham #4	Leaf Collection Safety	8:30 - 10:30 am
10/21/16	5	Township of Evesham #4	PPE	10:45 - 12:45 pm
10/21/16	5	Township of Mantua	Leaf Collection Safety	1:00 - 3:00 pm
10/24/16	5	Township of Tabernacle #1	Hearing Conservation	8:30 - 9:30 am
10/24/16	5	Township of Tabernacle #1	BBP	9:45 - 10:45 am
10/25/16	5	City of Woodbury	Employee Conduct/Violence Prevention	1:30 - 3:00 pm
10/27/16	5	Township of Delran	Snow Plow/Snow Removal	8:00 - 10:00 am
10/27/16	5	Township of Delran	Back Safety/Material Handling	10:15 - 11:15 am
11/1/16	5	Township of Tabernacle #1	Flagger/Work Zone	8:30 - 12:30 pm
11/4/16	5	Monroe Township MUA #1	Jetter/Vacuum Safety	8:00 - 10:00 am
11/4/16	5	Monroe Township MUA #1	Confined Space Awareness	10:15 - 11:15 am
11/4/16	5	Monroe Township MUA #1	Hearing Conservation	11:30 - 12:30 pm
11/18/16	5	Borough of Berlin	Snow Plow/Snow Removal	8:30 - 10:30 am

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	Hazard Identification - Making Your Observations Count	1 / T,M
Advanced Safety Leadership	10 / M	Hearing Conservation	1 / T,G
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Heavy Equipment Safety	1 / G - 2 / T
Back Safety / Material Handling	1 / T	Hoists, Cranes and Rigging	2 / T
Bloodborne Pathogens Training	1 / G	Housing Authority Safety Awareness	3 / T
Bloodborne Pathogens Train- the- Trainer	1 / T	Jetter Safety	2 / T
BOE Safety Awareness	3 / T	Landscape Safety	2 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Leaf Collection Safety Awareness	2 / T
CDL - Drivers' Safety Regulations	2 / G	Lockout Tagout	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Personal Protective Equipment (PPE)	2 / T
Confined Space Entry – Permit Required	3.5 / T	Playground Safety	2 / T
Confined Space Awareness	1 / T,G	Sanitation and Recycling Safety	2 / T
Driving Safety Awareness	1.5 / T	Safety Committee Best Practices	1.5 / M
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	3 / M,G
Excavation Trenching & Shoring	2 / T,M	Shop and Tool Safety	1 / T
Fall Protection Awareness	2 / T,M	Seasonal Public Works Operations	3 / T
Fast Track to Safety	4 / T	Snow Plow Safety	2 / T
Flagger / Workzone Safety	2 / T,M	Special Events Management	2 / M
HazCom with Globally Harmonized System	1 / T,G	Toolbox Talk Essentials	1 / M
Hazardous Materials Awareness w/ HazCom & GHS	3 / T		
CEU's for Registered Municipal Clerks			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Asbestos, Lead & Silica Industrial Health Overview	1 / P	Hazard Identification - Making your Observations Count	2 / P
Bloodborne Pathogens Training	1 / P	Safety Committee Best Practices	1.5/ P
Employee Conduct and Violence in the Work Place	1.5 / E	Safety Coordinator's Skills Training	6/P
		Special Event Management	2 / P
TCH's For Water/ Wastewater			
MSI Course	TCH's/Cat.	MSI Course	TCH's/Cat.
Accident Investigation	1.5 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Advanced Safety Leadership	10 / S	Heavy Equipment Safety	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Housing Authority Safety Awareness	3 / S
Back Safety / Material Handling	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Training	1 / S	Hearing Conservation	1 / S
Bloodborne Pathogens Train- the- Trainer	2.5 / S	Hoists, Cranes and Rigging	2 / S
BOE Safety Awareness	3 / S	Jetter Safety	2 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Ladder Safety/Walking Working Surfaces	2 / S
CDL - Drivers' Safety Regulations	2 / S	Landscape Safety	2 / S
Confined Space Awareness	1 / S	Leaf Collection Safety Awareness	2 / S
Confined Space Entry - Permit Required	3.5 / S	Lockout Tagout	2 / S
Defensive Driving-6-Hour	5.5 / S	Shop and Tool Safety	1 / S
Driving Safety Awareness	1.5 / S	Office Safety	2 / S
Excavation Trenching & Shoring	4 / S	Personal Protective Equipment (PPE)	2 / S
Fall Protection Awareness	2 / S	Safety Committee Best Practices	1.5 / S
Fast Track to Safety	5 / S	Safety Coordinator's Skills Training	5 / S
Fire Extinguisher	1 / S	Seasonal Public Works Operations	3 / S
Fire Safety	1 / S	Snow Plow Safety	2 / S
Flagger / Workzone Safety	2 / S	Special Event Management	2 / S
HazCom with Globally Harmonized System	1.5 / S	Toolbox Talk Essentials	1 / S
CEU's for Tax Collectors		CEU's for County/Municipal Finance Officers	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Employee Conduct and Violence in the Work Place	1.5 / E	Employee Conduct and Violence in the Work Place	1.5 / E
CEU's for Certified Recycling Professionals		CEU's for Qualified Purchasing Agents	
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Fire Extinguisher Safety	1	Employee Conduct and Violence in the Work Place	1.5 / E
Hazard Recognition- Making your Observations Count	2		
Heavy Equipment	3		
Sanitation and Recycling Safety	2		
***Category			
E- Ethics			
T- Technical			
G- Governmental			
S- Safety			
P- Professional Development			
M- Management			



Ladder Safety

Ladders are one of the most frequently used tools in the workplace and in the home. Familiarity can lead to underestimating the dangers associated with ladder use. According to a recent study by the Centers for Disease Control and Prevention (CDC), falls remain a leading cause of death and nearly half of those falls have been from ladders. When a task requires working above floor level, you need to decide whether to use a ladder or an elevated work platform. Factors to consider in making this decision include:

- The length of time the job will take
- Side-to-side movement of work
- Movement between work areas
- Two hands needed to do work

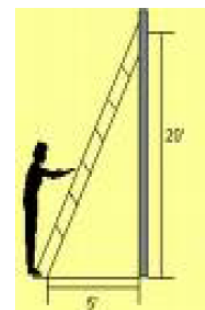
Use a ladder for jobs like wiring a security light or replacing a bulb, but consider using an elevated platform when you have to do strenuous work such as freeing a seized nut, installing a run of cable trays or removing a heavy object. Any sudden movement can cause you to lose your balance.

Twice as many falls occur while descending ladders compared to going up ladders. Managers must reinforce proper climbing body position and basic ladder safety policies:

- Make sure you have the right footwear. Footwear should be clean, in good condition and without dangling laces. Wear shoes with slip-resistant soles and minimum half inch heels.
- Do not hold objects in your hand when moving up or down, or stepping on or off a ladder. Attach objects to your tool belt or use a line after you get to your work spot.
- Always maintain 3-point contact when ascending or descending ladders. Hands should be slid along side rails so as to always be in contact with ladder. Extend arms and keep knees inside the rails when moving up or down ladder. Don't rush.
- Upon nearing the bottom, watch where you place your feet. Make sure you do not miss the lower rungs as you step off.

The main cause of falls from straight and extension ladders is sliding of the ladder base. For stepladders, the main cause is tipping sideways. Proper set-up and positioning should be emphasized as the main control against these hazards.

- Always inspect a ladder before you use it; recheck it if it has been unattended. Ensure that the feet of an extension ladder are set on firm, level surface.
- Extension and straight ladders must be set using the "4:1 Rule." A field test for this is to stand with the balls of your feet against the inside of the rails. Extend your arms to shoulder height. The palms of your hands should be just inside the rails.
- The ladder should extend 3' (3 rungs) past the upper landing, such as a roof, for safe access.
- Do not overreach. Move the ladder so that you can keep your belt buckle (navel) inside the rails and both feet on the same rung throughout the task. Always face the ladder.
- Avoid working side-on from a stepladder, especially when drilling or applying force. Don't place a foot on another surface (window frame) to extend your reach.
- Ladders should be secured top and bottom, for all but the shortest-term tasks.



This bulletin is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877.398.3046.

Safe use of all types of ladders

- Do not use a ladder if you have a medical condition, or are taking medication that could affect your safety. Discuss any of these conditions with your supervisor.
- It is recommended only Type I, IA or IAA ladders be purchased by municipalities.
- Evaluate environmental conditions before and during tasks requiring the use of ladders. High winds, rain or ice, will dramatically increase the risk of using ladders. Decide if the work must be performed under these conditions and if so, take additional precautions.
- When working on or close to electrical equipment that is live or may become live, use ladders that will not conduct electricity, such as those with fiberglass side rails. Maintain a 10 foot clearance from overhead electrical wires, including the arc of the extended ladder.
- Do not place ladders in front of doorways, or at intersections of aisles, unless sufficient means to protect the worker and pedestrians have been established.
- Do not throw things from ladders. Keep the bottom of the ladder clear of debris.

Using an extension ladder

- Extension ladders are primarily for access to higher levels, and not as work platforms.
- If you must work from an extension ladder, consider using a fall protection system attached to a secure anchor point on the building, especially if pushing, pulling, or prying. And keep both feet on the same rung.
- Never work from any of the top 3 steps of a straight or extension ladder.
- Never move a ladder while someone is on it.
- Lower the top section of an extension ladder before you move it.



Using a step ladder

- Make sure the legs are fully open and the spreader bar is locked before you use. All four feet must be on the same level surface. Do not use a step ladder as a straight ladder or to access upper platforms.
- When working from a stepladder do not stand on the top step or cap plate.
- Do not stand on the back leg brace.



Inspection and maintenance of ladders

- Ladders must have a documented inspection “frequently” under OSHA regulations. Follow manufacturer’s recommendations.
- If a ladder is found to be defective, it must be clearly tagged “Dangerous-Do Not Use” and removed from service. Repairs must be made by a qualified technician.
- Ladders should be supported at multiple points when in storage.

Always Use the Right Ladder for the Job!

A message from the JIF Safety Director:

Protect yourself from mosquitoes this summer and stay informed about Zika virus.

The World Health Organization has declared the mosquito-borne Zika virus a global public-health emergency, with locally acquired cases currently occurring in parts of South America, Mexico, Central America, the Caribbean islands (including Puerto Rico), Africa, and the Pacific Islands. To protect yourself, wear a long-sleeved shirt and pants when weather permits. Wear light-colored clothing if possible, since mosquitoes are drawn to darker colors, and don't count on leggings or tights to protect you — mosquitoes can and do bite right through them! On exposed skin, use an EPA-registered repellent that contains DEET, picaridin, oil of lemon eucalyptus, or para-menthane-diol as its active ingredient, and follow package directions for reapplication. If you're using sunscreen too, apply the sunscreen first, then the repellent. Buying clothing or gear treated with the insecticide permethrin — or buying permethrin and carefully treating items yourself — offers additional protection. Zika causes mild illness in most people; the major concern is that it can cause serious brain abnormalities in fetuses. Therefore, women who know or suspect that they may be pregnant are advised to stay up-to-date on recommendations and travel advisories from the Centers for Disease Control and Prevention <http://www.cdc.gov/zika/>.

****Please note the e-mail is being sent “bcc” to Fund Commissioners, Safety Coordinators and Risk Managers.***

A message from the JIF Safety Director:

To assure more efficient, effective, and environmentally friendly distribution of Safety Director Reports, J.A. Montgomery Risk Control will be transitioning to distribution of our loss control reports in electronic format during the next few weeks. We believe sending reports in electronic format will assure more timely distribution of important safety information and allow municipal leaders to more efficiently manage Suggestions for Improvement (SFIs) with the affected departments.

Report distribution will remain: Fund Commissioner, Safety Coordinator, RMC, Executive Director and Safety Director.

Please feel free to contact me with any questions.

****Please note the e-mail is being sent "bcc" to Fund Commissioners, Safety Coordinators and Risk Managers.***



Resources for School Crossing Guard Safety Programs

For police departments and crossing guards across New Jersey, August marks the start of the new school year. While children hurry to squeeze in more vacation, traffic safety officers hurry to inspect school zones and train crossing guards. The position of School Crossing Guard continues to be one of the most dangerous occupations in local government. Over the last decade, the accident rate for crossing guards has increased 65%. The Safety Director would like to remind our members of the available risk control resources to prepare for the coming school year.

MEL WEBSITE www.njmel.org

A good place to start is by visiting the MEL homepage. Under the SAFETY drop-down menu, chose CROSSING GUARDS.

Each year should begin with a review of the town's Crossing Guard policies and procedures, and a survey of guard posts for visual obstructions and glare. The MEL has developed two checklists to assist towns in their evaluations. They can be found on the bottom of the page, titled *Annual Crossing Guard Program Review*.

August is a good time to ramp up community awareness programs to safeguard the school crossing guard and the children they protect. Two videos are available for presentations to parent groups or other community gatherings:

- *Pedestrian Safety* – a 20-minute video discussing strategies a community can use to protect pedestrians
- *School Zone Safety* – an 11-minute video focusing on establishing effective controls in school zones

Also available on the page is a pamphlet titled, *Community Safety Leadership Guide for Crossing Guards* which offers guidance on establishing a Citizens Public Safety Advisory Committee, traffic calming strategies, physical qualifications for crossing guards and a sample press release.

Crossing guard training is the third activity that occurs during the month of August. Training for each school crossing guard should consist of at least two hours of annual classroom instruction and should include information on traffic control methods and the duties and responsibilities of adult school crossing guards. The MEL offers a model lesson plan to assist training officers. Select the *Annual Crossing Guard Training Plan* link on the page.

Informal training, or coaching, should occur during the year. Refer to the *Crossing Guard Job Site Observation* form which lists the best practices and common hazards to consider when making observations. It is a straight forward tool to document the police department's coaching efforts. Experienced guards should be observed at least once during each term. Less experienced guards, or posts with complex traffic situations, should be observed several times. The *Job Site Observation form* is posted on the MEL website.

At the bottom of the page, you will also find a quick link to the many resources available at the *Rutgers Crossing Guard Project*.

This bulletin is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877-398-3046.

Key Points to Emphasize During Training and Job Site Observations:

Do:

- The acceptable technique for guards to use in stopping traffic is the “gap” method which requires waiting for an adequate spacing [gap] between a line of cars. This method is safer because it allows the guard more time to enter the roadway and initiate a stop of traffic.
- Proceed cautiously into the crosswalk as you alert motorists to stop. The guard should attempt to make eye contact with the approaching driver. This eye contact is important because it re-enforces the guard’s intention to the driver and helps assure that the guard has been seen by the driver. A driver not paying attention to the surroundings will usually not make this eye contact, thus alerting the guard that the driver may not be prepared to stop.
- Be alert. Don’t assume a vehicle will stop just because you’re holding a STOP sign. Watch out for passing or turning vehicles.
- Be aware that larger vehicles require longer distances to stop safely. Give vehicles more time to stop during wet and icy conditions.
- Hold up your STOP sign until you and the children have cleared the crosswalk.
- Use hand signals for motorists and verbal signals for children.

Don’t:

- Direct traffic (Unless specifically trained to do so)
- Override a traffic signal

N.J. Safe Routes to School & Crossing Guards www.njcrossingguards.org

Rutgers University along with the New Jersey Department of Transportation and Division of Highway Traffic Safety with funding from the MEL developed a comprehensive risk control plan and a list of resources to protect children and school crossing guards.

The Rutgers University’s Bloustein School of Planning and Public Policy and Civic Eye Collaborative created the training video, *Crosswalk Heroes*, to teach best practices and techniques for crossing children. The video can be shown during training sessions by selecting the blue VIDEOS tab from the above website.

Under the LAWS AND GUIDANCE tab are links to the *Manual on Uniform Traffic Control Devices* (MUTCD), N.J. PEOSHA Department of Health standards, the “Stop and Stay Stopped” Law, and N.J.S.A. Titles 39 and 40A statutes pertaining to crossing guards and school zones.

Requirements in the MUTCD and N.J.S.A. 40A:9-154.3 require guards to wear ANSI 107-2004 (or later) Class 2 or 3 high visibility apparel, a badge, and an identifying uniform and hat. They must use a retroreflective STOP paddle. Whistles are also considered a best practice to gain the attention of children at noisy intersections. Along with whistles, towns are also encouraged to consider high visibility gloves and even traction cleats as slips and falls are the leading type of injury to crossing guards.

Under the TOOLS tab you can find a sample job description with medical examination recommendations, the model policy and the *Crossing Guard Training Manual*. There is also an alternative *Crossing Guard Observation Report*.

Police departments must take a leadership role in addressing pedestrian safety. Consistent enforcement of traffic and pedestrian safety laws can reduce accidents. Communities should have a reputation for strictly enforcing traffic laws such as speeding as well as distracted and impaired driving.



**PMM JIF
CUMULATIVE CLAIMS SUMMARY***

2016

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	77	\$90,269.69	\$31,754.94	\$58,514.75	64.8%
FEBRUARY	88	\$53,424.04	\$21,536.23	\$31,887.81	59.7%
MARCH	99	\$90,381.60	\$28,598.21	\$61,783.39	68.4%
APRIL	82	\$104,251.70	\$34,457.52	\$69,794.18	66.9%
MAY	104	\$127,741.41	\$32,886.89	\$94,854.52	74.3%
JUNE	107	\$118,751.30	\$33,366.11	\$85,385.19	71.9%
JULY	79	\$40,442.57	\$20,142.37	\$20,300.20	50.2%
AUGUST	92	\$32,588.12	\$12,780.16	\$19,807.96	60.8%
SEPT					
OCTOBER					
NOVEMBER					
DECEMBER					
TOTALS	728	\$657,850.43	\$215,522.43	\$442,328.00	67.2%

2015

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	113	\$165,310.10	\$90,766.02	\$74,544.08	45.1%
FEBRUARY	129	\$230,692.36	\$84,816.61	\$145,875.75	63.2%
MARCH	152	\$96,836.26	\$42,041.32	\$54,794.94	56.6%
APRIL	161	\$107,319.66	\$42,081.95	\$65,237.71	60.8%
MAY	192	\$124,860.76	\$44,440.41	\$80,420.35	64.4%
JUNE	187	\$92,811.14	\$34,469.85	\$58,341.29	62.9%
JULY	152	\$106,502.78	\$31,989.55	\$74,513.23	70.0%
AUGUST	114	\$53,791.53	\$21,388.48	\$32,403.05	60.2%
SEPT	175	\$79,210.95	\$30,111.94	\$49,099.01	62.0%
OCTOBER	111	\$56,796.68	\$23,790.96	\$33,005.72	58.1%
NOVEMBER	68	\$80,656.76	\$23,300.05	\$57,356.71	71.1%
DECEMBER	95	\$49,979.96	\$17,794.26	\$32,185.70	64.4%
TOTALS	1649	\$1,244,768.94	\$486,991.40	\$757,777.54	60.9%

2014

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	126	\$132,491.58	\$41,087.95	\$91,403.63	69.0%
FEBRUARY	104	\$100,347.27	\$35,379.91	\$64,967.36	64.7%
MARCH	192	\$343,498.32	\$233,905.30	\$109,593.02	31.9%
APRIL	116	\$112,079.62	\$51,407.16	\$60,672.46	54.1%
MAY	104	\$91,883.52	\$51,015.43	\$40,868.09	44.5%
JUNE	113	\$160,108.79	\$48,496.25	\$111,612.54	69.7%
JULY	104	\$48,047.89	\$17,328.32	\$30,719.57	63.9%
AUGUST	92	\$70,574.34	\$28,810.88	\$41,763.46	59.2%
SEPT	76	\$51,902.23	\$22,848.25	\$29,053.98	56.0%
OCTOBER	153	\$91,171.39	\$34,528.88	\$56,642.51	62.1%
NOVEMBER	126	\$107,756.49	\$39,654.81	\$68,101.68	63.2%
DECEMBER	113	\$92,887.22	\$37,811.89	\$55,075.33	59.3%
TOTALS	1419	\$1,402,748.66	\$642,275.03	\$760,473.63	54.2%



PMM JIF
Top 10 Providers
By Charges
PAR/ NonPAR /MCCI
August 2016

Provider Name	Charges	Approved	Savings	% Savings	Specialty
NovaCare Rehabilitation	\$ 3,650.00	\$ 1,141.89	\$ 2,508.11	68.72%	Physical Therapy/Occupational Therapy
EMERGENCY PHYSICIAN, ASSOCIATES OF SOUTH JERSEY, PC	\$ 2,510.00	\$ 726.83	\$ 1,783.17	68.72%	Emergency Medicine
HAMILTON PHYSICAL THERAPY SVCS, LLC	\$ 2,483.00	\$ 913.00	\$ 1,570.00	71.04%	Physical Therapy/Occupational Therapy
U.S. HEALTHWORKS MEDICAL GROUP OF NEW JERSEY, P.C.	\$ 2,231.40	\$ 972.59	\$ 1,258.81	63.23%	Occ Med/Primary Care
IVY REHAB NETWORK, INC	\$ 2,225.00	\$ 430.00	\$ 1,795.00	56.41%	Physical Therapy/Occupational Therapy
REHAB EXCELLENCE CENTER, LLC	\$ 2,195.00	\$ 819.00	\$ 1,376.00	80.67%	Physical Therapy/Occupational Therapy
OUR LADY OF LOURDES MEDICAL CENTER	\$ 1,857.00	\$ 649.95	\$ 1,207.05	62.69%	Hospital
COASTAL SPINE, PC.	\$ 1,850.00	\$ 651.24	\$ 1,198.76	65.00%	Ortho/Neuro
MEDEXPRESS URGENT CARE- NEW JERSEY, INC	\$ 1,825.00	\$ 800.00	\$ 1,025.00	64.80%	Occ Med/Primary Care
KENNEDY UNIVERSITY HOSPITAL, INC.	\$ 1,776.76	\$ 968.33	\$ 808.43	56.16%	Hospital
OUT OF NETWORK					
N/A					
MCCI NEGOTIATIONS					
Delran Emergency Squad	\$1,012.00	\$714.00	\$298.00	29%	



PMM JIF

Charges/Savings by Specialty

August 2016

Specialty	Charges	Approved	Savings	% Savings
Physical Therapy/Occupational Therapy	\$ 13,838.00	\$ 4,239.89	\$ 9,598.11	69%
Occ Med/Primary Care	\$ 4,372.40	\$ 2,085.59	\$ 2,286.81	52%
Hospital	\$ 3,633.76	\$ 1,618.28	\$ 2,015.48	55%
Ortho/Neuro	\$ 3,573.92	\$ 1,836.53	\$ 1,737.39	49%
Emergency Medicine	\$ 2,510.00	\$ 726.83	\$ 1,783.17	71%
Anesthesia/Pain Management	\$ 1,400.00	\$ 455.00	\$ 945.00	68%
Ambulance	\$ 1,012.00	\$ 714.00	\$ 298.00	29%
Laboratory Services	\$ 825.65	\$ 93.58	\$ 732.07	89%
Home Health Care	\$ 600.00	\$ 540.00	\$ 60.00	10%
Durable Medical Equipment	\$ 494.39	\$ 296.63	\$ 197.76	40%
General Surgery	\$ 184.00	\$ 98.83	\$ 85.17	46%
MRI/Radiology	\$ 144.00	\$ 75.00	\$ 69.00	48%



EMERGENCY CLAIM REPORTING PROCEDURES

QUAL-LYNX
100 Decadon Drive
Egg Harbor Township, NJ 08234
TELEPHONE: 609-653-8400

IN AN EMERGENCY CONTACT QUAL-LYNX IMMEDIATELY

PROCEDURE FOR EMERGENCIES WHICH OCCUR AFTER NORMAL BUSINESS HOURS:

CALL QUAL-LYNX: 609-653-8400 OR 800-367-0138

OUR SERVICE WILL CONTACT THE DESIGNATED QUAL-LYNX MANAGEMENT PERSONNEL TO RESPOND TO ALL EMERGENCY CALLS. HAVE CONTACT NAME AND TELEPHONE NUMBER AVAILABLE FOR RETURN CALL.

EMERGENCY PROPERTY CLAIMS NUMBER:
Cell 609-402-5218

QUAL-LYNX WORKERS' COMPENSATION CLAIMS REPORTING AND EMERGENCY REPORTING PROCEDURE:

Report ALL worker's compensation claims requiring medical treatment as soon as possible by calling your dedicated **QUAL-LYNX HOTLINE:**

1-877-822-9368

Do not delay in reporting the claim, even if you do not have all necessary information. After the First Report of Injury is taken, the First Report representative will ask the caller if they need to speak to the nurse on call. If so, the First Report representative will ask the caller for a number where they can be reached and will page the nurse. The nurse will call the First Report representative and obtain all pertinent information and call you back to review the process for assigning a nurse case manager and how we will obtain follow up for the injured worker. The nurse will also answer any questions you may have.

For **EMERGENCIES**, ask for the 24-hour nurse on call. As part of the **After Hours** services, there is a nurse on call 24 hours a day, 7 days a week. The nurse is available to speak to the caller in the event of a catastrophic injury. The nurse will be paged and you will receive a return telephone call. Have a contact name and telephone number available.

Additional Qual-Lynx Emergency Numbers:
--

Chris Roselli, Account Manager

Phone: 609-653-8400 x2037

Email: croselli@qual-lynx.com

Cell Phone: 609-287-8569

Kathleen Kissane, Director, Account Management

Phone: 609-653-8400 x2040

Email: kkissane@qual-lynx.com

Cell Phone: 609-457-3752

Stephen McNamara, Director, Client Services

Phone: 609-653-8400 x3224

Email: smcnamara@qual-lynx.com

Cell Phone: 609-626-4230

Alice H. Lihou, Vice President, Account Management & Claim Operations

Phone: 609-653-8400 x2036

Email: alihou@qual-lynx.com

Cell Phone: 609-335-2295

APPENDIX I - MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JULY 25, 2016
111 WEST 2ND STREET
MOORESTOWN TOWNSHIP
1:00 PM**

Meeting of 2016 Fund Commissioners called to order by Chairman Carew. Open Public Meetings notice read into record.

ROLL CALL OF 2016 FUND COMMISSIONERS:

Scott Carew, Chairman	Township of Moorestown	Present
Richard Brevogel, Secretary	Township of Willingboro	Absent
Thomas Czerniecki	Township of Evesham	Present
Lou Manchello	Township of Maple Shade	Present

SPECIAL FUND COMMISSIONERS:

Thomas Merchel	Township of Moorestown	Absent
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes, Karen A. Read Rachel Chwastek
Treasurer	Tom Tontarski
Attorney	Kearns, Reale & Kearns, Esquires William Kearns, Esquire
Auditor	Bowman & Company
Claims Service	Qual Lynx Kathy Kissane
Safety Director	J.A. Montgomery Risk Control Glenn Prince
Managed Care Organization	QualCare Stephen McNamara
Underwriting Manager	Conner Strong & Buckelew

ALSO PRESENT:

CORRESPONDENCE: NONE.

APPROVAL OF MINUTES: JUNE 27, 2016 - Open & Closed Minutes.

MOTION TO APPROVE OPEN & CLOSED MINUTES OF JUNE 27, 2016:

Moved: Commissioner Czerniecki
Second: Commissioner Carew
Vote: 3 Ayes – 0 Nays

EXECUTIVE DIRECTOR:

Fund Banking Service & Asset Manager – As discussed at last month’s meeting, the MEL issued a Request for Proposals for Banking and Asset Manager Services. The MEL Investment Committee made its recommendation to the Board. The Board accepted the Investment Committee recommendation to award the Banking contract to Investors Bank and the Asset Manager contract to Wilmington Trust.

Local Affiliated JIFs can participate in this program with the same terms. The applicable Resolution for the PMM JIF was included in the agenda. The recommended change in banking and asset management services had been discussed with the Fund’s Treasurer, who compared the current services versus the new deal and advised the Commissioners.

MOTION TO APPROVE RESOLUTION 16-18, AS AMENDED, APPOINTING INVESTORS BANK AS THE FUND BANK AND WILMINGTON TRUST AS ASSET MANAGER

Moved: Commissioner Czerniecki
Second: Commissioner Manchello
Vote: 3 Ayes – 0 Nays

Employment Practices Program: As a reminder, changes to the 2016/2017 POL/EPL Program are posted on the MEL’s webpage - www.njmel.org - which details changes to the MEL’s Model Personnel Manual and information on training program requirements.

Members have until October 1st to submit the checklist to qualify and/or maintain deductible and co-pay incentives. Compliance includes updating Personnel Manuals, Training Managers & Supervisors, Police Command Staff and offering training to non-supervisory personnel. The checklist appears in the agenda.

Managers & Supervisors Training - Employment Practices Program also includes mandatory training of management. Mr. Kearns held sessions in Willingboro and Moorestown last week.

2017 Renewal Online Underwriting Database: Members have received notification that the database is set up to begin the 2017 underwriting renewal. The deadline to submit schedules is August 15th.

Membership Renewals – The Fund has 3 members up for renewal at the end of the year. Renewal documents will be sent out in August.

2016 Member Manuals – The Fund Office will be distributing the 2016 coverage documents to Fund Commissioners by the end of July.

Audit Report and Actuary Valuation Report as of December 31, 2015 – The 2015 Year End Audit Report, Actuarial Certification & Statement of Actuarial Opinion has been filed with the State. The

Synopsis of the Audit has been advertised in the Fund's newspaper.

Safety Expo – For the ninth year, the MEL is working with the New Jersey Utility Authorities Joint Insurance Fund (NJUA) to conduct its Annual Safety Expo which includes MEL member town's water & sewer employees. The Safety Expo will be held on September 30th at the Camden County Emergency Services Training Center. A notice will be mailed to all members with additional information.

August Meeting Cancellation - Historically, the JIF has voted to cancel the August meeting and to process any necessary claim payments and professional fees for the month. Should the Commissioners wish to follow past procedures, **Resolution 16-19** authorizing this action was included in the agenda.

MOTION TO APPROVE RESOLUTION 16-19 CANCELLING THE AUGUST MEETING

Moved: Commissioner Czerniecki
Second: Commissioner Manchello
Vote: 3 Ayes – 0 Nays

ICMA Representative: - Executive Director advised the Commission push back the September meeting to Tuesday, September 20, 2016 in order to accommodate the ICMA Presentation.

Financial Fast Track Report: As of May 31st, the fund has almost a \$1.6 million surplus. There are case reserves and IBNR in the fund's favor – all good news. The actuary factored the loss ratio analysis at 18.09 and the fund is tracking at 17.32. The fund has had no loss time accidents through June 30th.

The Executive Director then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Nothing for open session.

TREASURER:

Payment of July 2016 Vouchers Resolution 16-20

Fund Year 2015	15,000.00
Fund Year 2016	256,114.81
Total	280,114.81

MOTION TO APPROVE RESOLUTUION 16-20 VOUCHER LISTS FOR THE MONTH OF JULY AS SUBMITTED

Motion: Commissioner Manchello
Second: Commissioner Czerniecki
Vote: 3 Ayes – 0 Nays

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of June 2016:

2016	25,845.80
2015	29,130.38
2014	12,583.84
2013	9,035.16
2012	1,351.16
Closed	0.00
TOTAL	77,946.34

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER REPORT: The Underwriting Manager reported there were 6 certificate issued for the period 5/23/2016 through 6/21/2016.

SAFETY DIRECTOR:

REPORT: Safety Director advised included in his report is all the risk control activities through the month of June, as well as the schedule of MSI Training and Fast Track training information. The Safety Director asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Stephen McNamara, advised June's reports were included in the agenda. Mr. McNamara reported there were 107 bills during the month of June totaling \$118,751.30 of that amount \$33,366.11 was paid for a savings of \$85,385.19 which is a 71.9% savings.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: The Claims Manager advised the report was for closed session.

Report Part of Minutes.

**RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSES:
PERSONNEL - SAFETY & PROPERTY OF PUBLIC LITIGATION**

Moved: Commissioner Czerniecki
 Second: Commissioner Manchello
 Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Moved: Commissioner Czerniecki
 Second: Commissioner Manchello
 Vote: Unanimous

MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE SESSION:

Moved: Commissioner Czerniecki
Second: Commissioner Manchello
Roll Call Vote: 3 Ayes – 0 Nays

OLD BUSINESS: NONE

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Moved: Commissioner Manchello
Second: Commissioner Czerniecki
Vote: Unanimous

MEETING ADJOURNED: 1:59pm

**NEXT REGULAR MEETING: Tuesday, September 20, 2016
Moorestown Town Hall 1:00PM**

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY

***APPENDIX II – RCF, EJIF & MEL
MEETINGS***



Municipal Excess Liability Residual Claims Fund

9 Campus Drive – Suite 216
Parsippany, New Jersey 07054
Tel (201) 881-7632
Fax (201) 881-7633

September 7, 2016

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: Commissioner Scott Carew

Re: Topics Discussed at the RCF September Meeting

2016 Cash Management Plan Amendment: In July, the fund office received notification that Paul Messerschmidt is no longer employed with Lenape Claims Management and would be replaced by Nancy Carrasco. Mr. Messerschmidt was listed as an approved Claim Payment signatory on the RCF Fiscal Management Plan and the Board was asked to take action via email to eliminate the authority of an individual who is no longer affiliated with the fund. The Board of Fund Commissioners adopted a resolution amending the authorized signatories to 2016 Fiscal Management Plan.

2016 Budget Amendment: The Board of Fund Commissioners reviewed the proposed budget amendment for Fund Year 2016, which reflected the transfer of Fund Year 2012. The Board made a motion to introduce on first reading the amendment to the 2016 budget and to schedule a public hearing on October 19, 2016, 10:30 a.m. at the Forsgate Country Club, Jamesburg, New Jersey.

2017 Budget: The Board of Fund Commissioners reviewed the proposed 2017 Budget. Executive Director reported that under the conditions of the Fund, the 2017 expenses cannot be charged directly to the contingency reserve established in the 2016 amended budget and recommended the Fund declare a dividend from the 2016 contingency surplus to offset the 2017 expenses. The Board of Fund Commissioners adopted a resolution returning the surplus from the 2016 Fund Year Contingency Account. In addition, the Board of Fund Commissioners voted to introduce the 2017 budget on first reading and to schedule a public hearing on October 19, 2016, 10:30 a.m. at the Forsgate Country Club, Jamesburg, New Jersey.

Asset Manager: Fund Attorney negotiated with Wilmington Trust on a number of clauses in the Fund's professional service agreement and Wilmington's Account Management Agreement prior to its execution in March. Subsequently, Fund Attorney did additional negotiations on the "order of precedent". The Board of Fund Commissioners moved a motion to authorize the Chairman to execute the contract addendum.

Investments: Executive Director reported a meeting was held with representatives from the Senate Majority Leader's office to discuss legislative initiatives that would expand the MEL's investment

opportunities to improve the portfolio's yield. Included in the agenda was a draft follow-up correspondence to the Senate Majority Leader, which would be amended to eliminate the 10-year limitation on maturity of investment for NJ governmental entity bonds.

Claims Committee: The Claims Review Committee met in June and July and also met the morning of the Commissioner's meeting. Minutes of the June & July meetings were enclosed under separate cover.

Next Meeting: The next meeting of the RCF is scheduled for Wednesday October 19, 2016 at 10:30AM the Forsgate CC, Jamesburg, NJ.



**New Jersey Municipal
Risk Management**

9 Campus Drive, Suite
Parsippany, New Jersey
Tel (201) 881-
Fax (201) 881-

DATE: September 7, 2016

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: Commissioner Scott Carew

Subject: Summary of Topics Discussed at E-JIF Meeting

REGULATORY AFFAIRS - Perma filed the 2015 Year End Audit, Certification of the Audit adopted by the Executive Committee, Actuarial Valuation and Actuarial Certification with the Department of Banking and Insurance. In addition, the Synopsis of Audit was published in the Fund's newspaper.

2017 BUDGET PROCESS – Attached to this report, is the 2017 draft budget. The Finance Committee met on September 6, 2016 and recommended the 2017 budget as presented. The budget was introduced and will be adopted at the Public Hearing scheduled for October 19, 2016.

2016 DIVIDEND - The Finance Committee is recommending a 2016 dividend of \$550,000. The Finance Committee advised the Board that a conservative approach will be taken once again as claims continue to become increasingly complex. Resolution #22-16 authorizing a total return dividend of \$550,000 was adopted by the Executive Board.

STORAGE TANK POLICY – The Storage Tank Policy has been revised and sent to the excess carrier's coverage counsel for their review. Subsequent to review, the fund professionals will perform their own final analysis.

EXCESS INSURANCE – Negotiations have commenced concerning next year's excess coverage. Additional limits of \$9 Million and \$10 Million (currently \$8 Million) are going to be explored.

PROPERTY ACQUISITION AND DIVESTITURE BULLETIN - Attached to this report are copies of a Coverage Bulletin issued to the membership in conjunction with an Environmental Alert regarding Property Acquisitions and Divestitures.

WEB SITE -The EJIF's web site is up and running and can be found at www.NJEJIF.org.

NEXT MEETING- The next meeting of the EJIF is scheduled for October 19, 2016 at the Forsgate CC, Jamesburg.

NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND				
2017 BUDGET BASED ON 2010 CENSUS				
8/30/2016 14:14				
	2016	2017	CHANGE	CHANGE
	TOTAL	TOTAL	\$	%
I. Claims and Excess Insurance				
Claims				
1 Non-Site Specific	385,675	341,896	(43,779)	-11.4%
2 Site Specific	336,967	376,604	39,637	11.8%
3 Legal Defense	1,135,151	1,130,967	(4,184)	-0.4%
4 Superfund Buyout	648,372	652,758	4,386	0.7%
5 LFC	14,569	14,569	-	0.0%
6 Total Loss Fund	2,520,733	2,516,794	(3,939)	-0.2%
7				
8 II. Expenses, Fees & Contingency				
9 Professional Services				
10 Actuary	61,702	61,702	-	0.0%
11 Attorney	72,828	74,285	1,457	2.0%
12 Auditor	15,339	15,646	307	2.0%
13 Executive Director	249,332	254,318	4,987	2.0%
14 Treasurer	18,919	19,297	378	2.0%
15 Lobbyist	45,000	45,000	-	0.0%
16 Underwriting Managers	212,969	217,229	4,259	2.0%
17 Environmental Services	408,790	416,965	8,176	2.0%
18 Claims Administration	25,168	25,671	503	2.0%
19				
20 Subtotal - Contracted Prof Svcs	1,110,046	1,130,113	20,067	1.8%
21				
22 Non-Contracted Services				
23 Postage	5,473	5,473	-	0.0%
24 Printing	4,250	4,250	-	0.0%
25 Telephone	2,423	2,423	-	0.0%
26 Expenses contingency	15,834	15,834	-	0.0%
27 Member Testing	8,233	8,233	-	0.0%
28				
29 Subtotal - Non-contracted svcs	36,213	36,213	-	0.0%
30				
31 Subtotal-Contracted/Non-contra	1,146,259	1,166,326	20,067	1.8%
32				
33 Excess Aggregate Insurance	530,235	551,444	21,209	4.0%
34				
35 General Contingency	72,310	73,756	1,446	2.0%
36				
37 Total Exp, Fees & Contingency	1,748,804	1,791,526	42,722	2.4%
38				
39 TOTAL JIF APPROPRIATIONS	4,269,537	4,308,320	38,783	0.9%



New Jersey Municipal Environmental
Risk Management Fund
9 Campus Drive, Suite 216
Parsippany, NJ 07054
Telephone (201) 881-7632 Fax (201) 881-7633

EJIF BULLETIN #16-01

TO: FUND COMMISSIONERS
FROM: UNDERWRITING MANAGER – Danskin Agency, Conner Strong & Buckelew
DATE: July 11, 2016
SUBJECT: PROPERTY ACQUISITION AND DIVESTITURE

We have seen an increase in the acquisition of property via foreclosure, offer of gift, eminent domain, tax lien, adverse condemnation, and by other means of ownership or occupancy, including lease agreements. Acquiring property by these methods and others can create uninsured liability exposures for existing site conditions.

It is appropriate at this time to emphasize that prior to acquiring or occupying property, it is vitally important that proper due diligence be performed and that one recognize there are several exclusions under the EJIF policy that apply to the types of property described above. **Notably, the EJIF does not cover liability from prior and/or existing pollution.**

Experienced legal counsel is an absolute necessity in negotiating the complicated agreements that are required in these types of transactions. Assumption of liability and other contractual obligations can create uninsured exposures that should be avoided. We urge you to consult with your attorney, municipal engineer, and any other professionals involved with any prospective land acquisition and/or property occupancy.

As part of EJIF services, the Fund offers a property screen as a first step in the due diligence process. **This property screen does not take the place of a Phase I or Phase II, but is an indicator of the level of risk on a particular property. For additional information, please refer to the revised Environmental Alert “The Hidden Cost of Property” included with this bulletin.** To request a property screen please contact your respective Environmental Engineer. Service Team contact information can be found on the accompanying July 2016 Environmental Alert.

Divestiture of property is another potential pitfall if not done with proper disclosure of environmental history to the buyer or recipient of the subject property. **The EJIF currently excludes pollution that commences after the date the covered property is sold, given away, leased, and abandoned or where you have relinquished operational control.**

Please consult with the EJIF Underwriting Managers or your Member’s Risk Management Consultant for potential insurance solutions to the above matters.

This bulletin is for information purposes only. It is not intended to be all-inclusive, but merely an overview. It does not alter, amend or change your coverage. Please refer to specific policies for limits, terms, conditions and exclusions.

Environmental Alert



PROPERTY ACQUISITIONS AND THE EJIF

In 2013, the EJIF issued an Environmental Alert to their members; entitled "The Hidden Cost of Free Property" due to an increase in the number of property acquisition inquiries being received. Many of these properties were abandoned by their owners as a result of impacts from Superstorm Sandy. Now in 2016, as our economy continues to slowly recover, the EJIF is again receiving many requests for the inspection of properties our members are considering acquiring through foreclosures, Open Space acquisitions and donations of land. In addition to property acquisitions, members are also releasing municipal properties for sale and redevelopment. In either case, the EJIF finds it important for members to understand the liabilities associated with the acquisition or sale of a property in order to reduce their exposure to future environmental risk.

EJIF Limited Due Diligence Services

As indicated in our prior Alert, the EJIF provides limited environmental due diligence services to members interested in acquiring a property. The EJIF's limited due diligence service includes a preliminary site review, site audit of the target property noting areas of visual environmental concern, as well as a review of the NJDEP's environmental database and mapping services.

While these services do not comply with the full due diligence requirements under the Federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) or the New Jersey Spill Compensation and Control Act (Spill Act), they do provide an initial analysis of the risk associated with the parcel. The intent is to assist your municipality with making a decision to further investigate the parcel or to terminate the inquiry prior to the direct retention of an environmental professional. In addition, this service assists the EJIF in obtaining quotes for environmental insurance coverages for the member if they choose to move forward with acquisition and request environmental insurance coverage for the property.

Complete Due Diligence

Subsequent to the EJIF Consultants' inspection of the property, a report of the findings and an assessment of the potential environmental risk are submitted to the member and the EJIF Underwriting Managers. Each report issued will always recommend that the member retain an appropriate environmental professional to perform full due diligence of the site to be afforded protection under CERCLA and the Spill Act. Without the completion of full due diligence, environmental liabilities can be assessed to both the former owner, as well as the new owner, of a property.

Critical Disclosure

Conversely, when a member decides to sell or transfer ownership of a municipal property, they have to be prepared that the prospective buyer will likely be performing their own due diligence. As part of this process, the prospective buyer will be requesting available information, which will include, but not be limited to, all permits and any information relative to above and below ground tanks, discharges of hazardous materials, and any environmental investigations performed on the site. It is imperative that the site owner provide all available information to the prospective buyer relative to the above without providing any interpretation of the same. NJDEP No Further Action (NFA) determinations or Response Action Outcomes (RAO) issued by a Licensed Site Remediation Professional may be specific to an area of concern, include the entire site, or could even be conditional where soil and groundwater contamination may still exist on the site. It is important that the member provides copies, documents that this information was provided to the prospective buyer, and allows them or their environmental professional to interpret this information. For example, falsely representing that a property has a NFA or RAO for the entire site, when it's associated with a single area of concern only, such as a discharge from an underground storage tank, can bring on potential liabilities not covered by insurance. Full disclosure without interpretation is necessary along with the representation of legal counsel.

A Final Note

If you are in a position of evaluating a property for acquisition or have questions regarding the potential sale of a municipal property, the EJIF urges you to always contact your Risk Manager and our consultants to assist you with the initial assessments.

Service Team

Members of the Camden, Monmouth, Ocean, PMM, Suburban, Central, TRICO and BURCLO JIFs, please contact Christopher Gulics of PS&S at cgulics@psands.com or 732.430.7012.

Members of the Bergen, Morris, South Bergen, Suburban Essex and NJUA JIFs please contact Richard Erickson of First Environment at rerickson@firstenvironment.com or 973.334.0003.





Municipal Excess Liability Joint Insurance Fund

9 Campus Drive – Suite 216
Parsippany, NJ 07054
Tel (201) 881-7632
Fax (201) 881-7633

Date: September 7, 2016

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: Commissioner Scott Carew

Subject: September MEL Meeting

2017 Budget: Preliminary 2017 MEL Budget, Rate Table and Experience Modification Factors submitted to the Board, reflecting an overall increase of .6% when applying the 2016 exposures and limits against the 2017 rate table to provide a comparison. Preliminary budget establishes the MEL Rate Table and allows the local JIFs to introduce their budgets in October. Underwriting Manager reported favorable renewal negotiations.

Investments: Representatives from the MEL met with the Senate Majority office to discuss legislative initiatives that would expand the MEL's investment opportunities to improve our yield. The MEL was asked to submit correspondence with suggested language for legislation. Executive Director said short term interest rates have not improved and said some part of the world are actually experiencing "negative" short term interest rates. The correspondence to the Senate Majority office will include language to allow JIFs to invest longer term, purchase municipal bonds and form a Joint Cash Management Plan.

POLEPL Task Force: A task force was formed to address issues arising out of the POLEPL policy language on land use claims. Task Force's next step is to meet with attorneys that specialize in land use matters with representatives from North, Central and South Jersey. Meeting will also include coverage counsel. Heather Steinmiller (General Counsel for CSB) will take the lead for the Task Force. Fred Semrau is developing a risk management program, which will include educational seminars targeting elected officials, planning & zoning board members and attorneys. Underwriting Manager is performing a coverage analysis comparing our document to the commercial market and other NJ joint insurance funds.

Marketing RFQ: The MEL issued an RFQ for Marketing. Attached is a summary of the responses received from Brown & Brown, Acrisure, LLC and Princeton Strategic Communications. Management Committee will now schedule interviews with all three proposers.

Risk Management Information/Operation System RFQ: RFQ was released August 30th with an October 4th due date. Commissioner Landolfi and Mike Avalone volunteered to serve with Chairman

Reinhardt as an Ad-hoc Committee to work with local JIF Executive Directors and the Underwriting Manager to evaluate the responses.

Cyber Security: In March, the Board authorized a contract not to exceed \$25,000 for Rutgers University to take the next steps to assist members in managing this risk. At that time, we identified the components of this project – but didn't have a final proposal. Commissioners agreed to amend the contract to reflect the proposal not to exceed \$42,500. XL Insurance, the carriers for Cyber Security, has agreed to contribute \$15,000 to this project.

Asset Manager: The MEL Fund Attorney negotiated with Wilmington Trust on a number of clauses in the Fund's professional service agreement and Wilmington's Account Management Agreement prior to its execution in March. Subsequently, Fund Attorney did additional negotiations on the "order of precedent". Fund Commissioners agreed to amend the contract.

Coverage Committee: The committee met on August 31st and June 28th and submitted reports of those meetings.

Safety & Education Committee: The Safety & Education Committee submitted the minutes of its July 26th meeting.

Audit Committee: The Audit Committee submitted the minutes of its May meeting.

RCF Report: Commissioner Cottman submitted his report on the RCF Board's June meeting for information.

MEL Booth: In June, the Board approved expenditure not to exceed \$10,000 for the replacement of the outdated booth used at the League. Price quotes were obtained from two vendors and a selection was made based on quality, experience and service.

30th Anniversary: We have prepared a publication celebrating the MEL's 30th Anniversary. Fund Commissioner approved an expenditure not to exceed \$5,000 to Action Graphics to produce and mail the newsletter. The Fund's Graphic Designer designed the newsletter.

Claims Committee: The Claims Review Committee met in June and July and is scheduled to meet immediately following the Board meeting. Minutes of the June and July meetings are enclosed under separate cover.

Fund Attorney – Fund Attorney reported that the POLEPL "run-off" claims have been reduced to only 16 open claims.

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND				
2017 BUDGET FOR RATE DEVELOPMENT				
MUNICIPALITIES ONLY - CURRENT DATA				
	A	B	B-A	B-A
	BUDGET	BUDGET		
APPROPRIATIONS	2016 RATES	2017 RATES	\$	%
I. CLAIMS AND EXCESS INSURANCE PREMIUMS	MUNIS ONLY	MUNIS ONLY	CHANGE	CHANGE
CLAIMS				
Excess Liability:				
1 To 500K	2,523,640	2,523,640	0	0.0%
2 1.25MIL Ex 500K	3,332,119	3,332,119	(0)	0.0%
3 Excess WC	7,869,811	7,279,575	(590,236)	-7.5%
4 Excess Property to 500K*	2,098,446	2,365,680	267,234	12.7%
5 Aggregate Excess LFC	15,435	15,435	-	0.0%
6 JIF Faithful Performance Bond	181,884	181,884	-	0.0%
7 Statutory Bonds	283,000	283,000	-	0.0%
8 Sub Total	16,304,335	15,981,333	(323,002)	-2.0%
9 PREMIUMS				
10 3.25MIL ex 1.75 MIL	4,780,635	4,876,248	95,613	2.0%
11 Optional Excess Liability	1,653,189	1,653,189	(0)	0.0%
12 Optional Excess POL/EPL	838,099	838,099	0	0.0%
13 Excess WC	2,527,306	2,464,124	(63,183)	-2.5%
14 Excess Property	6,458,631	6,725,632	267,001	4.1%
15 Boiler and Machinery	562,926	562,926	-	0.0%
16 Loss Fund Contingency	397,510	397,510	-	0.0%
17 Sub Total	17,218,297	17,517,728	299,431	1.7%
18 Total Claims & Premiums	33,522,632	33,499,061	(23,571)	-0.1%
19				
20 II. EXPENSES				
21 Claims Adjustment	990,422	1,010,231	19,808	2.0%
22 Property Adjustment	160,000	163,200	3,200	2.0%
23 Administration	982,676	1,002,330	19,654	2.0%
24 Loss Fund Management	147,900	150,858	2,958	2.0%
25 Actuary	48,170	49,133	963	2.0%
26 Attorney	43,352	44,219	867	2.0%
27 Deputy Attorney	1,446	1,475	29	2.0%
28 Attorney - OPRA	16,320	16,646	326	2.0%
29 Auditor	27,625	28,178	553	2.0%
30 Treasurer	24,424	24,912	488	2.0%
31 Underwriting Manager	508,472	518,641	10,169	2.0%
32 Reinsurance Manager	293,622	299,494	5,872	2.0%
33 Safety and Education Committee	194,275	194,275	-	0.0%
34 Computer Services	138,010	138,010	-	0.0%
35 Legislative Committee	26,409	26,409	-	0.0%
36 Internal Audit Committee	57,856	57,856	-	0.0%
37 Strategic Planning Committee	28,928	28,928	-	0.0%
38 Coverage Committee	38,318	38,318	-	0.0%
39 Communications Committee	119,079	119,079	-	0.0%
40 Misc Expense	(347,915)	(147,915)	200,000	57.5%
41 Subtotal	3,499,389	3,764,278	264,889	8%
42				
43 MEL Safety Institute	902,123	902,123	-	0.0%
44 Total Appropriations	37,924,144	38,165,461	241,318	0.6%