

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
FEBRUARY 25, 2020 – 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/Manager 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: FEBRUARY 25, 2020
MOORESTOWN TOWNSHIP**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2019 COMMISSIONERS**

- APPROVAL OF MINUTES:** January 27, 2020 Open Minutes.....Appendix I
January 27, 2020 Closed Minutes **To be distributed**

- CORRESPONDENCE – None**

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**
.Executive Director's Report **Page 2**

 - ATTORNEY – William J. Kearns, Esquire**

 - TREASURER – Thomas Tontarski**
.February 2020 Voucher List - Resolution No. 20-12 **Page 13**
.Treasurer’s Reports..... **Page 15**

 - SAFETY DIRECTOR – J.A. Montgomery Risk Control**
.Monthly Report..... **Page 21**

 - UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
.Monthly Certificate Report **Page 31**
.Annual Certificate Report **To be distributed**

 - MANAGED CARE – Qual Care**
.Monthly Report..... **Page 34**

 - CLAIMS SERVICE – Qual Lynx**

 - OLD BUSINESS**
 - NEW BUSINESS**
 - PUBLIC COMMENT**

 - RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSE:
PERSONNEL - SAFETY - PUBLIC PROPERTY – LITIGATION**

 - Motion to Return to Open Session and Approve Payment Authorization Requests**

 - MEETING ADJOURNED**
-

Professional Municipal Management Joint Insurance Fund
9 Campus Drive – Suite 216
Parsippany, NJ 07054

Date: February 25, 2020

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ❑ **2020 PRIMA Conference** – In the past, the JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in Nashville from June 14-17. Resolution 20-10 authorizing travel expense is on **Page 3**.

❑ ***Motion to Adopt Resolution 20-10 Authorizing Conference Attendance***

- ❑ **Employment Practices Training:** This year, all Managers and Supervisors are required to complete training in Employment Practices and protecting children from molestation. We will work with the Fund Attorney to schedule this training for managers. J.A. Montgomery will conduct this training for Police Command Officers. The Training for non-supervisory employees and volunteers will be ready later in the year. We are expecting to push the deadline to complete all elements of the EPL Compliance program to June 30, 2021. The revised model personnel policy and employee handbook have been drafted and are now being sent to MEL sub-committees for review.
- ❑ **Elected Officials Training Course:** Every year, the MEL holds training seminars for elected officials and reduces a member's assessment by \$250 for each municipal elected officials completing the course by June 1st. This year's elected officials training program will focus on Preventing Child Abuse and Protecting Public Entities from the liabilities imposed by new legislation concerning sexual molestation.

If any member would like to host a session, please contact the Fund Office and Mr. Kearns. We will distribute a notice once the program is posted to the MEL's Learning Management System for the on-line version.

- ❑ **Employees and Volunteers protecting Children Training:** The MEL developed a new training program on protecting children which is already on the Learning Management System. Attached on **Page 4** are the directions to take the course. We are drafting a notice to inform members of the materials on the MEL's webpage for Protecting Our Children which includes this training, model documents and resource guide.

- ❑ **2020 MEL/RCF/EJIF Meeting & Retreat:** The MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. This year’s retreat will be held on March 27th at the Princeton Marriott. The purpose of the retreat is provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF. The local JIF Commissioners are also welcome to attend. Please notify out office if you are interested.

- ❑ **2020 MEL, MR HIF & NJCE Educational Seminar:** The 10th annual seminar is scheduled for Friday, May 1, 2020, beginning at 9:00 AM at the National Conference Center, 399 Monmouth Street, in East Windsor, NJ. The seminar qualifies for an extensive list of Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees and insurance producers associated with the MEL, Municipal Reinsurance Health Insurance Fund (MR HIF) and Counties Excess Liability Fund.

Attached on **Page 5** is the enrollment form. An electronic fillable form will also be distributed via email to fund commissioners and risk managers.

- ❑ **March Meeting Cancellation** – A reminder that the Fund will not be meeting in March, the next meeting will be on April 28th at the Indian Spring Golf Course. Attached on **Page 6** is Resolution 20-11 authoring the Treasurer to process payments & expenses and authorizing Fund Professionals to continue services during months that the Fund does not meet.

❑ *Motion to Adopt Resolution 20-11*

❑ **Due Diligence Reports:**

Financial Fast Track	To be distributed
Income Portfolio	Page 7
Loss Ratio Analysis	Page 8
Claims Activity Report	Page 9
Loss Time Accident Frequency	Page 10
POL/EPL Compliance Report	Page 11
Regulatory Affairs Checklist	Page 12

RESOLUTION NO. 20-10

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

**RESOLUTION AUTHORIZING ADVANCED TRAVEL EXPENSES FOR
AUTHORIZED OFFICIAL TRAVEL**

WHEREAS, N.J.S.A. 40a:5-16.1 permits the governing body of any local unit to authorize payment in advance toward expenses for authorized official travel; and

WHEREAS, certain Commissioner(s) of the Professional Municipal Management Joint Insurance Fund may need to travel to the PRIMA Conference on or about June 14, 2020 for the purpose of attending a seminar on public entity risk management and pooling, and;

WHEREAS, the Treasurer has certified that funds are available from the 2020 miscellaneous contingency budget not to exceed \$3,000 per attending commissioner, and;

WHEREAS, the Commissioner(s) representing the Professional Municipal Management Joint Insurance Fund will verify their expenses and any excess cash will be repaid to the Professional Municipal Management Joint Insurance Fund along with a detailed bill of items or demand, and the certification of affidavit required by N.J.S.A. 40A:5-16 which will be submitted within 10 days after the completion of the travel for which the advance was made;

NOW THEREFORE BE IT RESOLVED, that the Treasurer is hereby instructed to make up to \$3,000 in advance or reimbursement payment for the attending Commissioners of the Professional Municipal Management Joint Insurance Fund.

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND**

CHAIRPERSON

SECRETARY



Protecting Children From Abuse

This on-line course discusses child abuse and the responsibilities of local government to protect children. All employees and volunteers who are unable to attend training in person must complete this on-line course.

1. Click the following link for the MEL Safety Institute's Learning Management System
www.firstnetcampus.com/meljif
2. If you have previously taken MSI classes, enter your username and password. If you do not know your username/password, check with your Training Administrator or call the MSI Help Line.
If you are new, click 'New User Registration.' Complete the fields and you will receive an email with your username and password.
3. Click on the On-Line Training Courses, at bottom right.
4. Click the 'Protecting Children From Abuse' online course.
5. Click 'Enroll'.
6. Click the 'My Training' tab on the top blue tool bar.
7. Click the program name to launch the course.
8. Upon completion of the course and questions you will navigate to the 'Student Center' tab to print your Certificate of Completion. Learning transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

Questions? Contact the MSI Help Line (866) 661-5120

The MEL Safety Institute can also be accessed anytime by going to www.njmel.org.

2020 MEL, MRHIF & NJCE Educational Seminar

Friday, May 1, 9:00 to 4:00

National Conference Center at the East Windsor Holiday Inn
399 Monmouth Street, East Windsor, N.J. 08520, Turnpike Exit 8

The MEL (Municipal Excess Liability Joint Insurance Fund), MRHIF (Municipal Reinsurance Health Fund) and the NJCE (NJ Counties Excess Liability Fund) are sponsoring the 10th annual educational seminar for commissioners, municipal, county and authority personnel, risk managers and other professionals. This seminar is eligible for the following continuing educational credits:

- CFO/CMFO, Public Works and Clerks:
- Insurance Producers and Purchasing Agents:
- Accountants (CPA's) and Lawyers (CLE):
- TCH Water Supply & Wastewater Licensed Operator Training:
- RPPO and QPA

Topics

- Local Government's Role in Addressing the Opioid Crisis (Sheriff James Gannon)
- The Local Officials Ethics Act (Director Melanie Walter and Nick Bennett)
- Protecting Child Abuse and S-477 (Fred Semrau Esq and Joe Hrubash)
- Fire Fighter Cancer Presumption in Workers Compensation (John Geaney Esq.)
- Controlling Health Care Costs (Sean Critchley)
- Ethics in Employment Practices for Governmental Entities (Heather Steinmiller Esq.)

REGISTRATION: RSVP by Friday, April 24 **Space Limited**

Name: _____ Title: _____ Organization: _____

Address: _____

Credits being applied for: _____

Seven digit P/C Insurance Producer License # (if applicable) _____

Phone: _____ cell: _____ e-mail: _____

E-mail registrations to: cdodd@permainc.com

RESOLUTION NO. 20-11

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

**AUTHORIZING FUND TREASURER TO PROCESS
CONTRACTED PAYMENTS & EXPENSES AND
AUTHORIZATION FOR ALL PROFESSIONALS TO CONTINUE SERVICES**

WHEREAS, the Professional Municipal Management Joint Insurance Fund (hereinafter “the Fund”) is duly constituted as an insurance Fund and is subject to all applicable laws and regulations of the State of New Jersey; and

WHEREAS, the Board of Fund Commissioners has deemed it necessary and appropriate to provide authorization to the Fund Treasurer to pay certain Fund contracted payments and expenses during the month(s) when the Fund does not meet; and

WHEREAS, payment by the Fund Treasurer of contracted payments and expenses for the month(s) in which the Fund does not meet shall be ratified by the Fund at its next regularly scheduled meeting; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND that the Fund Treasurer is hereby authorized to process the contracted payments and Fund expenses for all months in which the Fund does not meet during the year 2020.

BE IT FURTHER RESOLVED, that all professionals are directed to proceed in the normal course to take any and all steps necessary to resolve cases which are outstanding for which the Fund will confirm their actions at the next regularly scheduled meeting, the only exception being if there is an item which is deemed to be extraordinary by General Counsel, authorization shall be sought either by the Chairman, Secretary or Executive Director of the Fund before that action is taken by the professional.

ADOPTED: February 25, 2020

BY: _____
CHAIRPERSON

ATTEST:

PROFESSIONAL MUNICIPAL MGMT JIF							
Fixed Income Portfolio Summary and Rate Comparison							
						For Month End	
						12/31/2019	
						Last	This
						Month	Month
						2016	2017
						2018	
PROFESSIONAL MUNICIPAL MGMT JIF							
Total Cash Balance (millions)		4.58	5.29	6.20	6.70	6.43	
Fixed Income Portfolio							
Investments (millions), Book Value		2.13	3.25	3.25	4.65	4.66	
Avg maturity (years)		2.67	0.43	1.48	0.65	0.72	
Unrealized gain/(loss) (%)		-0.28	-0.71	-0.81	0.02	0.08	
Purchase/Book yield (%)		1.20	1.20	1.57	1.66	1.63	
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00	
Total Yield (Market)		0.92	0.49	0.76	1.68	1.71	
M E L PORTFOLIO							
Total Cash Balance (millions)		61.94	59.15	62.76	58.08	68.39	
Fixed Income Portfolio							
Investments (millions), Book Value		53.40	48.74	48.74	23.61	23.60	
Avg maturity (years)		1.64	1.15	1.63	1.21	1.11	
Unrealized gain/(loss) (%) ***		0.03	-0.21	-1.26	0.49	0.57	
Purchase/Book yield (%)		0.82	1.11	1.80	1.39	1.38	
Realized gain/(loss) (%)		0.00	0.00	0.00	0.00	0.00	
Total Yield (Market)		0.85	0.90	0.54	1.88	1.95	
COMPARATIVE RATES (%)							
Cash & Cash Equivalents							
NJ Cash Mgmt Fund *		0.41	0.85	1.81	1.81	1.74	
Investors Bank Deposits		-	-	1.64	1.51	1.51	
Treasury Issues							
1 year bills		0.61	1.20	2.33	1.57	1.55	
3 year notes		1.00	1.58	2.63	1.61	1.63	
5 year notes		1.33	1.83	2.75	1.64	1.68	
Merrill Lynch US Govt 1-3 years ^		0.89	0.44	1.60	3.33	3.55	

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

AS OF January 31, 2020

FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited	61	MONTH	60	MONTH	49	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jan-20		31-Dec-19		31-Jan-19	
PROPERTY	191,000	65,876	34.49%	100.00%	34.49%	100.00%	34.49%	100.00%
GEN LIABILITY	471,685	137,219	29.09%	97.12%	29.09%	97.10%	28.85%	95.99%
AUTO LIABILITY	75,666	68,243	90.19%	96.39%	90.19%	96.17%	90.19%	92.93%
WORKER'S COMP	1,241,000	802,684	64.68%	99.90%	64.68%	99.88%	71.47%	99.46%
TOTAL ALL LINES	1,979,351	1,074,023	54.26%	99.11%	54.26%	99.09%	58.46%	98.44%
NET PAYOUT %	\$1,059,807		53.54%					
FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited	49	MONTH	48	MONTH	37	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jan-20		31-Dec-19		31-Jan-19	
PROPERTY	175,205	70,794	40.41%	100.00%	40.41%	100.00%	40.41%	100.00%
GEN LIABILITY	485,444	199,599	41.12%	95.99%	41.12%	95.70%	36.74%	90.78%
AUTO LIABILITY	63,974	7,856	12.28%	92.93%	12.28%	92.58%	12.28%	87.77%
WORKER'S COMP	1,288,669	1,009,228	78.32%	99.46%	78.32%	99.40%	72.06%	98.27%
TOTAL ALL LINES	2,013,291	1,287,478	63.95%	98.46%	63.95%	98.35%	58.89%	96.28%
NET PAYOUT %	\$1,003,193		49.83%					
FUND YEAR 2017 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited	37	MONTH	36	MONTH	25	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jan-20		31-Dec-19		31-Jan-19	
PROPERTY	185,329	164,630	88.83%	100.00%	88.83%	100.00%	95.47%	100.00%
GEN LIABILITY	483,019	376,807	78.01%	90.78%	83.19%	90.15%	64.72%	80.55%
AUTO LIABILITY	53,346	107,178	200.91%	87.77%	204.25%	87.18%	81.63%	77.72%
WORKER'S COMP	1,332,335	1,068,332	80.18%	98.27%	80.18%	98.10%	63.93%	94.20%
TOTAL ALL LINES	2,054,029	1,716,947	83.59%	96.39%	84.89%	96.12%	67.42%	91.08%
NET PAYOUT %	\$1,092,207		53.17%					
FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited	25	MONTH	24	MONTH	13	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jan-20		31-Dec-19		31-Jan-19	
PROPERTY	181,000	120,188	66.40%	100.00%	66.40%	100.00%	85.86%	95.63%
GEN LIABILITY	428,966	49,987	11.65%	80.55%	11.65%	79.39%	17.58%	62.24%
AUTO LIABILITY	47,555	14,269	30.01%	77.72%	30.01%	76.44%	32.36%	54.16%
WORKER'S COMP	1,313,000	1,465,137	111.59%	94.20%	111.59%	93.51%	82.08%	70.13%
TOTAL ALL LINES	1,970,521	1,649,581	83.71%	91.36%	83.71%	90.62%	67.19%	70.37%
NET PAYOUT %	\$893,735		45.36%					
FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited	13	MONTH	12	MONTH	1	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jan-20		31-Dec-19		31-Jan-19	
PROPERTY	189,999	192,025	101.07%	95.63%	100.38%	95.24%	21.95%	6.00%
GEN LIABILITY	413,752	56,291	13.60%	62.24%	12.68%	60.18%	0.00%	1.00%
AUTO LIABILITY	44,262	14,123	31.91%	54.16%	23.77%	51.17%	0.00%	1.00%
WORKER'S COMP	1,275,000	952,197	74.68%	70.13%	71.40%	64.07%	0.06%	0.50%
TOTAL ALL LINES	1,923,013	1,214,635	63.16%	70.58%	60.53%	66.02%	2.21%	1.16%
NET PAYOUT %	\$597,357		31.06%					
FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited	1	MONTH	0	MONTH	-11	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jan-20		31-Dec-19		31-Jan-19	
PROPERTY	171,000	16,701	9.77%	6.00%	0.00%	0.00%	N/A	N/A
GEN LIABILITY	380,312	600	0.16%	1.00%	0.00%	0.00%	N/A	N/A
AUTO LIABILITY	47,539	0	0.00%	1.00%	0.00%	0.00%	N/A	N/A
WORKER'S COMP	1,257,000	1,500	0.12%	0.50%	0.00%	0.00%	N/A	N/A
TOTAL ALL LINES	1,855,851	18,801	1.01%	1.12%	0.00%	0.00%	N/A	N/A
NET PAYOUT %	\$3,499		0.19%					

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

COVERAGE LINE - PROPERTY

CLAIM COUNT - OPEN CLAIMS

Year	2016	2017	2018	2019	2020	TOTAL
December-19	2	0	4	10	0	16
January-20	2	0	4	9	4	19
NET CHGE	0	0	0	-1	4	3

Limited Reserves

\$4,871

Year	2016	2017	2018	2019	2020	TOTAL
December-19	\$400	\$0	\$26,840	\$51,299	\$0	\$78,539
January-20	\$400	\$0	\$26,840	\$52,107	\$13,202	\$92,549
NET CHGE	\$0	\$0	(\$0)	\$808	\$13,202	\$14,010
Ltd Incurred	\$70,794	\$164,630	\$120,188	\$192,025	\$16,701	\$564,338

COVERAGE LINE - GENERAL LIABILITY

CLAIM COUNT - OPEN CLAIMS

Year	2016	2017	2018	2019	2020	TOTAL
December-19	1	4	7	20	0	32
January-20	1	4	7	19	2	33
NET CHGE	0	0	0	-1	2	1

Limited Reserves

\$11,635

Year	2016	2017	2018	2019	2020	TOTAL
December-19	\$42,814	\$296,135	\$24,571	\$50,002	\$0	\$413,523
January-20	\$39,055	\$270,904	\$24,571	\$48,813	\$600	\$383,943
NET CHGE	(\$3,760)	(\$25,231)	\$0	(\$1,189)	\$600	(\$29,580)
Ltd Incurred	\$199,599	\$376,807	\$49,987	\$56,291	\$600	\$683,284

COVERAGE LINE - AUTO LIABILITY

CLAIM COUNT - OPEN CLAIMS

Year	2016	2017	2018	2019	2020	TOTAL
December-19	0	2	1	1	0	4
January-20	0	1	1	4	0	6
NET CHGE	0	-1	0	3	0	2

Limited Reserves

\$8,662

Year	2016	2017	2018	2019	2020	TOTAL
December-19	\$0	\$46,620	\$5,216	\$500	\$0	\$52,335
January-20	\$0	\$42,654	\$5,216	\$4,100	\$0	\$51,970
NET CHGE	\$0	(\$3,966)	\$0	\$3,600	\$0	(\$366)
Ltd Incurred	\$7,856	\$107,178	\$14,269	\$14,123	\$0	\$143,426

COVERAGE LINE - WORKERS COMP.

CLAIM COUNT - OPEN CLAIMS

Year	2016	2017	2018	2019	2020	TOTAL
December-19	7	10	22	39	0	78
January-20	7	10	21	37	2	77
NET CHGE	0	0	-1	-2	2	-1

Limited Reserves

\$22,974

Year	2016	2017	2018	2019	2020	TOTAL
December-19	\$247,111	\$314,976	\$705,952	\$485,628	\$0	\$1,753,667
January-20	\$244,830	\$311,183	\$699,219	\$512,258	\$1,500	\$1,768,990
NET CHGE	(\$2,281)	(\$3,793)	(\$6,733)	\$26,629	\$1,500	\$15,322
Ltd Incurred	\$1,009,228	\$1,068,332	\$1,465,137	\$952,197	\$1,500	\$4,496,394

TOTAL ALL LINES COMBINED

CLAIM COUNT - OPEN CLAIMS

Year	2016	2017	2018	2019	2020	TOTAL
December-19	10	16	34	70	0	130
January-20	10	15	33	69	8	135
NET CHGE	0	-1	-1	-1	8	5

Limited Reserves

\$17,018

Year	2016	2017	2018	2019	2020	TOTAL
December-19	\$290,325	\$657,730	\$762,580	\$587,429	\$0	\$2,298,065
January-20	\$284,285	\$624,740	\$755,847	\$617,278	\$15,302	\$2,297,451
NET CHGE	(\$6,041)	(\$32,990)	(\$6,733)	\$29,848	\$15,302	(\$613)
Ltd Incurred	\$1,287,478	\$1,716,947	\$1,649,581	\$1,214,635	\$18,801	\$5,887,442

2020 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS				
			January 31, 2020	
FUND	2020 LOST TIME FREQUENCY	2019 LOST TIME FREQUENCY	2018 LOST TIME FREQUENCY	TOTAL RATE * 2020 - 2018
NJ Public Housing Authority	0.00	1.59	2.11	1.77
Camden County	0.00	1.25	1.85	1.48
South Bergen County	0.00	1.34	2.20	1.70
Professional Municipal Management	0.00	1.88	2.48	2.09
Morris County	0.17	1.39	1.62	1.44
Ocean County	0.19	1.66	2.23	1.87
Central New Jersey	0.28	1.20	1.46	1.28
Bergen County	0.43	1.41	1.43	1.38
Monmouth County	0.45	1.32	1.18	1.21
Burlington County Municipal JIF	0.53	1.15	1.69	1.39
Atlantic County Municipal JIF	0.56	2.24	2.25	2.19
NJ Utility Authorities	0.58	2.08	2.17	2.06
Suburban Municipal	0.68	1.52	1.69	1.56
Gloucester, Salem, Cumberland Counties	1.00	1.49	1.91	1.67
Suburban Essex	2.43	1.58	2.05	1.82
AVERAGE	0.49	1.54	1.89	1.66

Professional Municipal Management JOINT INSURANCE FUND										
2020 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS										
		DATA VALUED AS OF								
				January 31, 2020						
MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D. LOST TIME	2020 LOST TIME FREQUENCY	2019 LOST TIME FREQUENCY	2018 LOST TIME FREQUENCY	MEMBER	TOTAL RATE	
		*	1/31/2020	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY		2020 - 2018	
1	304 Evesham		0	0	0.00	2.25	1.55	1 Evesham	1.83	
2	305 Evesham Township Fire District		0	0	0.00	0.00	1.02	2 Evesham Township Fire	0.51	
3	306 Maple Shade		0	0	0.00	0.86	0.86	3 Maple Shade	0.83	
4	307 Moorestown		0	0	0.00	0.69	2.14	4 Moorestown	1.35	
5	308 Willingboro		0	0	0.00	2.95	4.21	5 Willingboro	3.45	
Totals:			0	0	0.00	1.88	2.48		2.09	

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND						
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund						
Data Valued As of :		February 13, 2020				
Total Participating Members		5		5		
Complaint				5		
Percent Compliant				100.00%		
				01/01/20	2020	
	EPL Program ?	Checklist Submitted	Compliant	EPL Deductible	POL Deductible	Co-Insurance 01/01/20
Member Name	*					
EVESHAM	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE DISTRICT	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
MAPLE SHADE	Yes	Yes	Yes	\$ 10,000	\$ 10,000	0%
MOORESTOWN	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
WILLINGBORO	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2020 as of February 1, 2020

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> 2019 Budget	To be Filed
<input type="checkbox"/> Assessments	To be Filed
<input type="checkbox"/> Actuarial Certification	To be Filed
<input type="checkbox"/> Reinsurance Policies	To be Filed
<input type="checkbox"/> Fund Commissioners	To be Filed
<input type="checkbox"/> Fund Officers	To be Filed
<input type="checkbox"/> Renewal Resolutions	None
<input type="checkbox"/> New Members	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> Risk Management Plan	To be Filed
<input type="checkbox"/> Certification of Professional Fees	To be Filed
<input type="checkbox"/> Unaudited Financials	To be Filed
<input type="checkbox"/> Annual Audit	To be Filed
<input type="checkbox"/> State Comptroller Audit Filing	To be Filed
<input type="checkbox"/> Ethics Filing	On Line Filing

RESOLUTION NO. 20-12

FEBRUARY 2020

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 2019

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001482			
001482	PERMA	1099 EFILING - 2019	14.95
			14.95
001483			
001483	ALLSTATE INFORMATION MANAGEMNT	ACCT#413 - ARC & STOR - 12.31.19	65.55
			65.55
		Total Payments FY 2019	80.50

FUND YEAR 2020

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001484			
001484	APEX INSURANCE SRVS c/o XL INS	POLICY# MTP0039494-07	3,191.50
001484	APEX INSURANCE SRVS c/o XL INS	POLICY# WIDF07200401	1,270.00
			4,461.50
001485			
001485	APEX INS SRVS c/o QBE INSURANCE	POLICY# QVN01005-04	1,095.00
001485	APEX INS SRVS c/o QBE INSURANCE	POLICY# QJN01005-04	151,901.50
			152,996.50
001486			
001486	QUAL-LYNX	CLAIM ADJUSTING 2/20	11,542.24
			11,542.24
001487			
001487	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 2/20	1,968.58
			1,968.58
001488			
001488	PERMA	POSTAGE 1/20	2.35
001488	PERMA	EXEC DIRECTOR 2/20	11,302.00
			11,304.35
001489			
001489	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 2/20	3,339.83
			3,339.83
001490			
001490	QUALCARE, INC.	WORKERS COMP 2/20	7,209.28
			7,209.28
001491			
001491	THOMAS TONTARSKI	TREASURER FEE 2/20	1,518.17
			1,518.17
001492			
001492	HELMER, CONLEY & KASSELMAN, PA	LITIGATION FEE 2/20	1,496.08
001492	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY FEE 2/20	1,756.33
			3,252.41
001493			
001493	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 2/20	508.00
			508.00
001494			
001494	INDIAN SPRINGS COUNTRY CLUB	DEPOSIT FOR MTG ON 4.28.20	250.00
			250.00
		Total Payments FY 2020	198,350.86

TOTAL PAYMENTS ALL FUND YEARS \$198,431.36

Chairperson

Attest: _____ **Dated:** _____

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

Treasurer

February 7, 2020

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 one month period ending January 31, 2020 for Closed Fund Years 1987 to 2015, and Fund Years 2016, 2017, 2018, 2019 and 2020. 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 \$9,584.23. This generated an average annual yield of 1.59%. However, we have an unrealized net gain of \$2,250.75 adjusting the reported yield to 1.96% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$5,986.71 as it relates to the market value of \$4,667,333.84 vs. the amount we have invested. If we include accrued interest the market value is adjusted to \$4,694,101.19.

Our asset portfolio with Wilmington Trust has 2 obligations less than one year and 4 obligations greater than one year.

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 3,368.26 /YTD \$ 3,368.26
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 0.00
FY 2020 Premium Assessments \$ 2,015,493.37

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 389 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 \$ 46,454.58.

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 \$ 6,426,730.79 to a closing balance of \$ 8,075,865.77 showing an increase in the fund of \$ 1,649,134.98.

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 MANAGMENT JOINT INSURANCE FUND
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED**

Current Fund Year: 2020											
Month Ending: January											
	Property	Liability	Auto	Workers Comp	LFC	POL/EPL	MEL	EJIF	Admin	TOTAL	
OPEN BALANCE	274,413.47	1,575,283.00	125,544.19	2,621,507.47	0.00	862.94	11,426.15	426.31	1,817,267.26	6,426,730.79	
RECEIPTS											
Assessments	88,352.72	196,500.57	24,562.57	649,469.96	32,403.75	171,275.10	480,185.13	15,548.53	357,195.05	2,015,493.37	
Refunds	0.00	0.00	0.00	3,368.26	0.00	0.00	0.00	0.00	0.00	3,368.26	
Invest Pymnts	322.47	1,833.06	156.33	3,100.10	0.00	1.29	70.66	1.55	2,134.84	7,620.30	
Invest Adj	(21.01)	(120.63)	(10.19)	(200.73)	0.00	(0.06)	(0.88)	(0.04)	(139.16)	(492.70)	
Subtotal Invest	301.46	1,712.43	146.14	2,899.37	0.00	1.23	69.78	1.51	1,995.68	7,127.60	
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	88,654.18	198,213.00	24,708.71	655,737.59	32,403.75	171,276.33	480,254.91	15,550.04	359,190.73	2,025,989.23	
EXPENSES											
Claims Transfers	3,989.55	8,995.70	2,186.50	31,282.83	0.00	0.00	0.00	0.00	0.00	46,454.58	
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	56,679.00	227,116.00	46,604.67	330,399.67	
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	3,989.55	8,995.70	2,186.50	31,282.83	0.00	0.00	56,679.00	227,116.00	46,604.67	376,854.25	
END BALANCE	359,078.10	1,764,500.30	148,066.40	3,245,962.23	32,403.75	172,139.27	435,002.06	(211,139.65)	2,129,853.32	8,075,865.77	
REPORT STATUS SECTION											
Report Month January											
							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				
Accural Balances:			Accural Balances are equal				\$0.00				

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	January					
CURRENT FUND YEAR	2020					
Description:	ASSET MGR	OPERATING ACCT 7307	CLAIMS ACCT. 7326	ADMIN. EXPENSE 7350		
ID Number:						
Maturity (Yrs)						
Purchase Yield:						
TOTAL for All Accts & instruments						
Opening Cash & Investment B	\$6,426,731.10	4,663,857.04	1,661,874.06	100,000.00	1,000.00	
Opening Interest Accrual Bala	\$22,059.99	22,059.99	-	-	-	
1 Interest Accrued	\$6,426.11	\$6,426.11	\$0.00	\$0.00	\$0.00	
2 Interest Accrued	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3 (or Interest Cost)	-\$492.70	-\$492.70	\$0.00	\$0.00	\$0.00	
4 Accretion	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5 Interest Paid - C	\$3,650.82	\$0.00	\$3,650.82	\$0.00	\$0.00	
6 Interest Paid - T	\$1,718.75	\$1,718.75	\$0.00	\$0.00	\$0.00	
7 Realized Gain (L	\$2,250.75	\$2,250.75	\$0.00	\$0.00	\$0.00	
8 Net Investment I	\$11,834.98	\$8,184.16	\$3,650.82	\$0.00	\$0.00	
9 Deposits - Purch	\$2,395,715.88	\$0.00	\$2,018,861.63	\$46,454.58	\$330,399.67	
10 (Withdrawals - S	-\$753,708.50	\$0.00	-\$376,854.25	-\$46,454.58	-\$330,399.67	
Ending Cash & Investment Balance	\$8,075,866.10	\$4,667,333.84	\$3,307,532.26	\$100,000.00	\$1,000.00	
Ending Interest Accrual Balance	\$26,767.35	\$26,767.35	\$0.00	\$0.00	\$0.00	
Plus Outstanding Checks	\$22,247.77	\$0.00	\$0.00	\$16,672.37	\$5,575.40	
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Balance per Bank	\$8,098,113.87	\$4,667,333.84	\$3,307,532.26	\$116,672.37	\$6,575.40	

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

Month	January								
Current Fund Year	2020								
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid January	Monthly Recoveries January	Calc. Net Paid Thru January	TPA Net Paid Thru January	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2020	Property	0.00	3,499.00	0.00	3,499.00	3,499.00	0.00	0.00	0.00
	Liability	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
	Workers Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	3,499.00	0.00	3,499.00	3,499.00	0.00	0.00	0.00
2019	Property	139,426.70	490.55	0.00	139,917.25	139,917.25	0.00	0.00	0.00
	Liability	2,472.75	5,005.20	0.00	7,477.95	7,477.95	0.00	0.00	0.00
	Auto	10,022.81	0.00	0.00	10,022.81	10,022.81	0.00	0.00	0.00
	Workers Comp	424,742.11	18,467.00	3,270.26	439,938.85	439,938.85	0.00	0.00	0.00
	Total	576,664.37	23,962.75	3,270.26	597,356.86	597,356.86	0.00	0.00	0.00
2018	Property	93,347.84	0.00	0.00	93,347.84	93,347.84	0.00	0.00	0.00
	Liability	25,415.54	0.00	0.00	25,415.54	25,415.54	(0.00)	0.00	(0.00)
	Auto	9,053.33	0.00	0.00	9,053.33	9,053.33	0.00	0.00	0.00
	Workers Comp	759,176.33	6,741.66	0.00	765,917.99	765,917.99	0.00	0.00	0.00
	Total	886,993.04	6,741.66	0.00	893,734.70	893,734.70	(0.00)	0.00	(0.00)
2017	Property	164,630.35	0.00	0.00	164,630.35	164,630.35	0.00	0.00	0.00
	Liability	105,672.63	231.00	0.00	105,903.63	105,903.63	0.00	0.00	0.00
	Auto	62,337.64	2,186.50	0.00	64,524.14	64,524.14	0.00	0.00	0.00
	Workers Comp	753,355.97	3,793.02	0.00	757,148.99	757,148.99	0.00	0.00	0.00
	Total	1,085,996.59	6,210.52	0.00	1,092,207.11	1,092,207.11	0.00	0.00	0.00
2016	Property	70,393.99	0.00	0.00	70,393.99	70,393.99	0.00	0.00	0.00
	Liability	156,784.95	3,759.50	0.00	160,544.45	160,544.45	0.00	0.00	0.00
	Auto	7,856.09	0.00	0.00	7,856.09	7,856.09	0.00	0.00	0.00
	Workers Comp	762,215.23	2,281.15	98.00	764,398.38	764,398.38	0.00	0.00	0.00
	Total	997,250.26	6,040.65	98.00	1,003,192.91	1,003,192.91	0.00	0.00	0.00
Closed FY	Property		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liability		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
	Workers Comp		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		3,546,904.26	46,454.58	3,368.26	3,589,990.58	3,589,990.58	0.00	0.00	0.00

Professional Municipal Management JIF Subrogation Report 2020

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
1/14	WILLINGBORO TWP.	2020189945	NORMA HARDY	WC	2019	3,270.26	
1/16	EVESHAM TOWNSHIP	1255655	JOSEPH TAVELLA	WC	2016	98.00	
TOTAL- JAN.						3,368.26	
YTD 2020							3,368.26

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 SAFETY DIRECTOR'S REPORT**

TO: Municipal Fund Commissioners
FROM: J. A. Montgomery Risk Control, JIF Safety Director
DATE: February 5, 2020

JIF SERVICE TEAM

Keith Hummel Associate Public Sector Director khummel@jamontgomery.com Office: 856-552-6862 Fax: 856-552-6863	Glenn Prince Associate Public Sector Director gprince@jamontgomery.com Office: 856-552-4744 Cell: 609-238-3949
Robert Garish Senior Consultant rgarish@jamontgomery.com Office: 856-552-4650	Jonathan Czamecki Risk Control Consultant jczamecki@jamontgomery.com Office: 856-446-9205
Danielle Sanders Administrative Assistant dsanders@jamontgomery.com Office: 856-552-6898 Fax: 732-393-8034	

JANUARY ACTIVITIES

LOSS CONTROL SERVICES

- There were no surveys conducted during the month of January

MEETINGS ATTENDED

- Fund Commissioners Meeting – January 27

UPCOMING EVENTS

- Fund Commissioners Meeting – February 25

SAFETY DIRECTOR'S BULLETINS & SAFETY ANNOUNCEMENTS

- January 21 - 2 New Bulletins: Checking Motor Vehicle Histories of Drivers
- January 22 - Did You Know? – MSI Training Schedule – PMM JIF, February 2020
- January 28 - Annual reminder to post Injury Summary Logs
- January 29 - Safety Director Message - 4 NEW Video Briefings now available

MEL MEDIA LIBRARY

The new MEL Media Library (856-552-4900) is available for borrowing 770+ safety videos in 47 different categories. To view the full media catalog and rent videos, please visit www.njmel.org or email the video library at melvideolibrary@jamontgomery.com.

The following members used the MEL Media Library during January. Please note the new e-mail address: melvideolibrary@jamontgomery.com and telephone number: 856-552-4900.

Municipality **Number of Videos**

No videos were viewed during the months of January

MEL SAFETY INSTITUTE (MSI)

NOTE: We need to keep our list of MSI Training Administrators up-to-date. If there are any changes, deletions, or you need to appoint a new Training Administrator, please advise (afelip@jamontgomery.com).

Listed below are upcoming MSI training programs scheduled for February, March, and April of 2020. **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	LOCATION	TOPIC	TIME
2/3/20	Borough of Lindenwold #1	Dealing with Difficult People	7:30 - 9:30 am
2/4/20	Township of Gloucester	Hoists, Cranes, Rigging Safety	8:00 - 10:00 am
2/5/20	Township of Burlington #3	Fire Safety	8:00 - 9:00 am
2/5/20	Township of Burlington #3	Fire Extinguisher	9:15 - 10:15 am
2/6/20	Deptford Township MUA	HazMat Awareness w/HazCom GHS	7:30 - 10:30 am
2/7/20	Borough of Somerdale	BBP	8:00 - 9:00 am
2/7/20	Borough of Somerdale	Fire Safety	9:15 - 10:15 am
2/7/20	Borough of Somerdale	Fire Extinguisher	10:30 - 11:30 am
2/10/20	Township of Pemberton	Snow Plow/Snow Removal Safety	8:00 - 10:00 am
2/10/20	Township of Pemberton	Ladder Safety/Walking-Working Surfaces	10:30 - 12:30 pm
2/11/20	City of Camden	Flagger/Work Zone Safety	8:00 - 12:00 pm
2/12/20	Borough of Runnemede #1	CMVO	8:00 - 12:00 pm
2/20/20	Township of Winslow	Excavation/Trenching/Shoring	7:30 - 11:30 am
2/21/20	Borough of Somerdale	LOTO	8:00 - 10:00 am
2/21/20	Township of Cherry Hill #4	CDL-Drivers Safety Regulations	12:00 - 2:00 pm
2/25/20	Township of Delran	CDL-Drivers Safety Regulations	8:30 - 10:30 am
2/26/20	Township of Florence	Fall Protection Awareness	8:00 - 10:00 am
2/26/20	Township of Florence	Employee Conduct/Violence Prevention	10:15 - 11:45 am
2/28/20	Township of Bordentown	Fast Track to Safety-2020	9:00 - 1:00 pm
3/2/20	Borough of Glassboro #1	Fire Extinguisher	9:15 - 10:15 am
3/4/20	Evesham Township MUA	Ladder Safety/Walking-Working Surfaces	8:30 - 10:30 am

DATE	LOCATION	TOPIC	TIME
3/4/20	Evesham Township MUA	Back Safety/Material Handling	10:45 - 11:45 am
3/5/20	Township of Gloucester	Fast Track to Safety-2020	8:00 - 12:00 pm
3/6/20	Borough of Somerdale	CDL-Drivers Safety Regulations	8:00 - 10:00 am
3/6/20	Borough of Somerdale	Hearing Conservation	10:15 - 11:15 am
3/9/20	Township of Cherry Hill #4	CMVO	8:30 - 12:30 pm
3/10/20	Township of Gloucester	Jetter/Vacuum Safety	8:30 - 10:30 am
3/11/20	Deptford Township MUA	LOTO	7:30 - 9:30 am
3/11/20	Deptford Township MUA	Asbestos, Lead, Silica Overview	9:45 - 10:45 am
3/11/20	Township of West Deptford	Employee Conduct/Violence Prevention	12:30 - 2:00 pm
3/11/20	Township of West Deptford	Hearing Conservation	2:15 - 3:15 pm
3/13/20	Township of Berlin #2	DDC-6	8:30 - 3:00 pm w/lunch brk
3/17/20	City of Camden	BBP - Administrator Training	8:30 - 10:30 am
3/17/20	City of Camden	Dealing with Difficult People	11:00 - 1:00 pm
3/18/20	Township of Southampton	Hearing Conservation	9:00 - 10:00 am
3/18/20	Township of Southampton	Fire Extinguisher	10:15 - 11:15 am
3/19/20	Township of Hainesport #1	Excavation/Trenching/Shoring	8:30 - 12:30 pm
3/20/20	Borough of Berlin	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
3/23/20	Borough of Magnolia	Driving Safety Awareness	8:30 - 10:00 am
3/23/20	Borough of Magnolia	Sanitation/Recycling Safety	10:15 - 12:15 pm
3/24/20	Township of Washington (Gloucester)	DDC-6	8:30 - 3:00 pm w/lunch brk
3/27/20	Evesham Township #4	Sanitation/Recycling Safety	8:30 - 10:30 am
3/27/20	City of Bordentown	Landscape Safety	12:30 - 3:30 pm
4/1/20	City of Camden	Landscape Safety	8:00 - 11:00 am
4/2/20	Township of Winslow	Ladder Safety/Walking Surfaces	7:30 - 9:30 am
4/2/20	Township of Winslow	Jetter/Vacuum Safety	10:00 - 12:00 pm
4/3/20	Evesham Township #4	Dealing with Difficult People	8:00 - 10:00 am
4/6/20	Borough of Glassboro #1	CMVO	7:30 - 11:30 am
4/7/20	Borough of Collingswood	Playground Safety Inspections	8:30 - 10:30 am
4/7/20	Borough of Collingswood	Hearing Conservation	10:45 - 11:45 am
4/8/20	Logan Twp. MUA #1	HazCom w/GHS	8:00 - 9:30 am
4/8/20	Logan Twp. MUA #1	BBP	9:45 - 10:45 am
4/8/20	Logan Twp. MUA #1	Fire Safety	11:00 - 12:00 pm
4/9/20	Township of Medford #1	Fast Track to Safety-2020	8:30 - 12:30 pm
4/13/20	Township of Cherry Hill #4	Dealing with Difficult People	8:30 - 10:30 am
4/13/20	Township of Cherry Hill #4	Fire Extinguisher	10:45 - 11:45 am
4/14/20	City of Camden	Safety Coordinator's Skills Training	8:30 - 12:30 pm
4/15/20	Township of West Deptford	PPE	7:30 - 9:30 am
4/15/20	Township of West Deptford	Back Safety/Material Handling	10:00 - 11:00 am
4/15/20	Township of Mantua	Hoists, Cranes, Rigging Safety	1:00 - 3:00 pm
4/16/20	Township of Pemberton	CDL-Drivers Safety Regulations	8:00 - 10:00 am
4/16/20	Township of Pemberton	Driving Safety Awareness	10:30 - 12:00 pm
4/17/20	Township of Medford #1	Heavy Equipment Safety	8:30 - 11:30 am
4/20/20	Borough of Glassboro #1	CDL-Drivers Safety Regulations	7:30 - 9:30 am
4/20/20	Borough of Glassboro #1	Hearing Conservation	9:45 - 10:45 am
4/21/20	Township of Delran	Landscape Safety	8:30 - 11:30 am

DATE	LOCATION	TOPIC	TIME
4/22/20	Township of Florence	CSE-Permit Required w/Equipment Demo	8:30 - 12:30 pm
4/23/20	Township of Gloucester	Flagger/Work Zone Safety	8:00 - 12:00 pm
4/24/20	Township of Bordentown	Ladder Safety/Walking-Working Surfaces	9:00 - 11:00 am
4/24/20	City of Bordentown	Playground Safety Inspections	12:30 - 2:30 pm
4/27/20	Township of Tabernacle #1	HazMat Awareness w/HazCom GHS	8:30 - 11:30 am
4/28/20	Township of Washington (Gloucester)	Fast Track to Safety-2020	8:30 - 12:30 pm
4/29/20	City of Camden	Driving Safety Awareness	8:00 - 9:30 am
4/29/20	City of Camden	Employee Conduct/Violence Prevention	9:45 - 11:15 am
4/29/20	Evesham Township MUA	CDL-Supervisors Reasonable Suspicion	1:30 - 3:30 pm

CEU's for Certified Publics Works Managers			
MSI Course	CEU's/Cat.	MSI Course	CEU's/Cat.
Accident Investigation	2 / M	HazCom with Globally Harmonized System	1 / T,G
Advanced Safety Leadership	10 / M	Hazardous Materials Awareness w/ HazCom & GHS	3 / T
Asbestos, Lead & Silica Industrial Health Overview	1 / T,G	Hazard Identification - Making Your Observations Count	1 / T,M
Back Safety/ Material Handling	1 / T	Hearing Conservation	1 / T,G
Bloodborne Pathogens Training	1 / G	Heavy Equipment Safety	1 / G- 2 / T
Bloodborne Pathogens Administrator Training	1 / T,M	Hoists, Cranes and Rigging	2 / T
BOE Safety Awareness	3 / T	Housing Authority Safety Awareness	3 / T
CDL – Supervisors Reasonable Suspicion	2 / M	Jetter Safety	2 / T
CDL - Drivers' Safety Regulations	2 / G	Landscape Safety	2 / T
Coaching the Maintenance Vehicle Operator	2 / T,M	Leaf Collection Safety Awareness	2 / T
Confined Space Entry – Permit Required	3.5 / T	Lockout Tagout	2 / T
Confined Space Awareness	1 / T,G	Personal Protective Equipment (PPE)	2 / T
Dealing With Difficult People	1 / M	Playground Safety Inspections	2 / T
Defensive Driving-6-Hour	6 / M	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	2 / 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
Fire Extinguisher	1 / T	Special Events Management	2 / M
Fire Safety	.5/ T - .5/ G	Shift Briefing Essentials	1 / M
Flagger / Workzone Safety	2 / T,M		
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
Dealing With Difficult People	1 / P	Safety Coordinator's Skills Training	4 / P
Employee Conduct and Violence in the Work Place	1.5 / E	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	HazCom with Globally Harmonized System	1.5 / S
Advanced Safety Leadership	10 / S	Hazardous Materials Awareness w/ HazCom & GHS	3 / S
Asbestos, Lead & Silica Industrial Health Overview	1 / S	Heavy Equipment Safety	3 / S
Back Safety/ Material Handling	1 / S	Housing Authority Safety Awareness	3 / S
Bloodborne Pathogens Training	1 / S	Hazard Identification - Making your Observations Count	1.5 / S
Bloodborne Pathogens Administrator Training	2 / Non S	Hearing Conservation	1 / S
BOE Safety Awareness	3 / S	Hoists, Cranes and Rigging	2 / S
CDL – Supervisors Reasonable Suspicion	1.5 / S	Jetter Safety	2 / S
CDL - Drivers' Safety Regulations	2 / S	Ladder Safety/Walking Working Surfaces	2 / S
Confined Space Awareness	1 / S	Landscape Safety	2 / S
Confined Space Entry - Permit Required	3.5 / S	Leaf Collection Safety Awareness	2 / S
Dealing With Difficult People	1 / 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
Employee Conduct and Violence in the Work Place	1.5 / Non S	Personal Protective Equipment (PPE)	2 / S
Excavation Trenching & Shoring	4 / S	Safety Committee Best Practices	1.5 / S
Fall Protection Awareness	2 / S	Safety Coordinator's Skills Training	4 / Non S
Fast Track to Safety	4 / S	Seasonal Public Works Operations	3 / S
Fire Extinguisher	1 / S	Shift Briefing Essentials	1.5 / S
Fire Safety	1 / S	Snow Plow Safety	2 / S
Flagger / Workzone Safety	2 / S	Special Event Management	2 / 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
Dealing With Difficult People	1 / E, Gen	Dealing With Difficult People	1 / E, M
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 / CRP	Employee Conduct and Violence in the Work Place	1.5 / E
Hazard Recognition- Making your Observations Count	2 / CRP	Dealing With Difficult People	1 / OFF
Heavy Equipment	3 / CRP		
Sanitation and Recycling Safety	2 / CRP		
CEU's for Park and Rec Professionals			
MSI Course	CEU's/Cat.		
Playground Safety Inspections (CEUs for all Park and Rec Professionals)	.2		
***Categories		***Categories(cont)	
E - Ethics		Non S - Non Safety (Management)	
T - Technical		P - Professional Development	
G - Governmental		M - Management	
S - Safety/ Non S - Non Safety		CRP - Certified Recycling Professional Classroom CEU	
GEN - General Secondary Duties		OFF - Office Admin/General Duties	



January 2020

Checking Driving Histories of CDL-Holders and Annual Program Review

There have been several recent changes at the State and Federal level concerning employers of workers with Commercial Drivers' Licenses. The purpose of this Bulletin is to provide information on the new regulations, review other significant regulations, and provide an annual to-do checklist for public employers of CDL drivers.

New Jersey's recent medical marijuana regulations do not change the Federal laws strictly prohibiting the use of marijuana by CDL drivers or employees performing other safety sensitive functions. Drivers should be reminded of their obligation to surrender their CDL if they begin using cannabis, even if under a doctor's care.

On January 6, 2020, the U.S. Department of Transportation's (USDOT) Drug and Alcohol Clearinghouse (Clearinghouse) became fully operational. Along with it came regulations that all employers of drivers with CDLs must follow. Among them is, **at least once a year, employers of CDL-holders must both 1) query the Clearinghouse and 2) check State Motor Vehicle Records about the driving histories of their CDL holders. Starting January 6, 2020 employers and drug and alcohol testing agencies must report test failures or refusals in the Clearinghouse.**

In order to query the Clearinghouse, employers must first go online and register as an employer in the Clearinghouse. The registration period is now open. Employers will also need to purchase a Query Plan in order to start conducting queries. There is a \$1.25 charge for each query. They can be purchased in packages ranging from 1 to more than a 1,000.

Registration in the Clearinghouse is optional for CDL-holders. **The Safety Director recommends employers require registration in the Clearinghouse and granting the employer Limited Access as part of their employment agreement.** Drivers should understand not being registered in the Clearinghouse restricts the driver's employment options, and their ability to monitor their own records. Also, if a query of the Clearinghouse shows a note in the driver's record, the driver has 24 hours to go into the system, register, and grant the employer Full Access or else the employer may not permit the driver to perform any safety sensitive activity.


To grant the employer Limited Access, the driver will need to sign a consent form. A model form is available at the bottom of the MEL CDL webpage, <https://njmel.org/mel-safety-institute/model-policies/driver-policies/>. Again, employers who cannot verify a driver's clean drug and alcohol history in the Clearinghouse may not, by law, allow a driver to operate a CDL vehicle or perform any safety sensitive activity.

The Safety Director recommends employers work with CDL drivers to register in the Clearinghouse and grant the employer Limited Access as quickly as possible. Consider self-imposing a deadline of January 31, 2020. On February 3, query the Clearinghouse and take appropriate actions depending on the results of the query. If a Limited Query indicates a drug or alcohol note in the driver's history, the employer has 24 hours to have the driver grant Full Access online in the Clearinghouse before the driver must not be permitted to operate a CDL-vehicle or perform any other safety sensitive function.

Employers must also check the State's motor vehicle records (MVR) or driver's abstracts of CDL-drivers each year. In New Jersey, MVRs are verified using the NJ Customer Abstract Information Retrieval (NJ CAIR) Program offered through the New Jersey Motor Vehicle Commission. Visit their homepage at <https://www.state.nj.us/mvcbiz/Records/CAIR.htm>. Drivers must also acknowledge, in writing, that MVRs are checked each year by the employer.

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.

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Designate one or two authorized individuals to order the MVRs from the N.J. Motor Vehicle Commission. MVRs may not be obtained through the local Police Department. Authorized individuals may be the Clerk, an Administrator, a Human Resource representative, or the Police Chief. The designated individual must understand they may not share the information with unauthorized individuals as required by the Driver Privacy Protection Act. **Remember, these are confidential reports.** Department heads who review or act upon the MVR reports must also be aware of the confidential nature of driving histories.

As part of a comprehensive risk control program, public employers should establish acceptable and unacceptable criteria for driving histories. Work with the organization's attorney and administration to establish the levels. Educate drivers on your criteria. The policy must be enforced consistently and without discrimination.

The medical evaluation and qualifications regulations for intra-state exempt CDL drivers have not changed. While most drivers who operate commercial motor vehicles solely for a public employer are exempt from having bi-annual physicals by a DOT-certified medical examiner, they are not exempt from meeting the physical requirements of the USDOT as defined in 49 CFR 391, Subpart E. Employers should annually remind workers that under 49 CFR 391.41(a)(1)(i) it is an obligation of the driver to not operate a commercial motor vehicle if they are not physically qualified. Knowingly violating this law exposes the driver to severe consequences. CDL drivers who drive interstate, or hold Hazardous Material or Passenger endorsements are not exempt from the medical evaluations.

The USDOT requires employers of CDL-holders to have a written policy that defines the roles, rights and responsibilities of drivers and the organization's administration. A comprehensive Policy should include the following components:

- Drug and alcohol testing types, test protocols and criteria, and consequences for violations – A Model Program Drug & Alcohol Template is available at <https://njmel.org/mel-safety-institute/model-policies/driver-policies/> CDL drivers should also be required to disclose medications that could affect their ability to operate commercial motor vehicles and the procedures for when a notification is made.
- Identity of the Designated Employer Representatives and Substance Abuse Professionals
- Medical qualifications and evaluations.
- Reporting motor vehicle convictions to the employer

To assist members, the Safety Director provides the following annual To-Do list for your CDL Driving Program.

- Review changes to State or Federal regulations and update the organization's written Policy if needed
- Verify name and contact information of the Designated Employer Representative and their alternate, name and contact information of the Medical Review Officer, and name and contact information of the Substance Abuse Professional.
- Verify vendor(s) responsible for Reasonable Suspicion and Post-Accident drug and alcohol testing is available 24/7/365 and the information is provided to supervisors of CDL drivers.
- Supervisors of CDL drivers have received Reasonable Suspicion training.
- Motor vehicle records of all drivers are checked using the NJMVC CAIR system. A file is maintained with current drivers' signed acknowledgment forms.
- Drug and alcohol violations of CDL drivers are queried in the USDOT Drug and Alcohol Clearinghouse. A file is maintained with signed Limited Access forms for current CDL drivers.
- CDL drivers were reminded verbally and in writing of their obligations to disclose to the employer
 - Suspensions, revocations, or cancellations immediately
 - Moving violation convictions, except parking violations, within 30 days
 - Medical conditions that could affect their ability to operate a commercial motor vehicle
 - Prescription or over-the-counter medications that could affect their ability to operate a commercial motor vehicle.

Please contact the Office of the Safety Director if further information is needed.



January 2020

Annual Reminder to Check Motor Vehicle Records (MVR) of Non-CDL Drivers

Public entities have many employees who operate employer-owned vehicles as part of their duties, or who may occasionally use their private vehicles to conduct official business. As part of a comprehensive risk management program, **public agencies must verify that all employees who drive on the agency's behalf possess a valid driver's license and an acceptable driving record.** An employer is permitted to check MVR on their employees under the Federal Driver's Privacy Act.

The Safety Director's Office recommends Motor Vehicle Records be reviewed at the following times:

- Once a year for all full-time, part-time, seasonal and volunteer employees who drive an agency or personal vehicle as part of their job responsibilities,
- As part of the pre-employment screening process, and
- Before approving volunteer firefighters, EMTs, or OEM personnel's "Blue Light" applications or renewals.

Employees must be made aware their MVR will be checked periodically. The N.J. Motor Vehicle Commission requires employees to sign an acknowledgment that they are aware the employer obtains driving history abstracts before operating a motor vehicle on employer business, and periodically thereafter. The signed consent can be part of your Employee Handbook or a specific Consent form to check the employee's MVRs. A model Consent Form is available at <https://njmel.org/mel-safety-institute/model-policies/driver-policies/>. Work with your solicitor to verify it conforms to the organization's operations and any collective bargaining agreements.

Designate one or two authorized individuals to order the MVR from the N.J. Motor Vehicle Commission. MVRs may not be obtained through the local Police Department. Authorized individuals may be the Clerk, an Administrator, a Human Resource representative, or the Police Chief. The designated individual must understand they may not share the information with unauthorized individuals as required by the Driver Privacy Protection Act. **Remember, these are confidential reports.** Department heads who review or act upon the MVR reports must also be aware of the confidential nature of driving histories.

It is important for public employers to have a written motor vehicle policy that encompasses all the types of drivers under their auspices. The Model Personnel Policies and Procedure Manual on the MEL website, www.njmel.org, includes a basic motor vehicle policy. Department managers will most likely need to supplement the basic policy to fully reflect their operations, such as for CDL drivers, emergency response, or employees who are assigned vehicles or may take department vehicles home.

As part of the driver or fleet policy, public employers should establish evaluation standards for acceptable MVRs in consultation with their agency's attorney. Consider the following criteria:

Acceptable: No moving violations and/or preventable accidents over the last 36 months

Probation: Up to 3 moving violations and/or a preventable accident within the last 36 months.

Unacceptable: 3 or more moving violations and/or a preventable accident within the last 36 months, or serious violations such as, but not limited to, Driving Under the Influence (DWI or DUI), Reckless Driving, Homicide or Assault through the Use of a Motor Vehicle, or attempting to elude a police officer.

The policy must be enforced consistently and without discrimination.

Please contact your Safety Director if you have additional questions concerning Motor Vehicle Record policies.

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NJPEOSH Recordkeeping – Annual Reminder

February 1st is the deadline to tabulate the Log of Work-Related Injuries and Illnesses (NJOSH-300). The Summary Log (NJOSH-300A) must be posted in a visible area for each establishment, where notices to employees are posted, from February 1 to April 30 of each year.

New Jersey requires public employers to **record** certain work-related injuries and illnesses. In addition, certain serious injuries must be **reported** directly to New Jersey PEOSH within specified timeframes. The rules for recording and reporting injuries can be accessed at <https://www.nj.gov/health/workplacehealthandsafety/peosh/peosh-health-standards/record.shtml>. NJPEOSH adopted and enforces the OSHA Recordkeeping Laws and Regulations 29 CFR 1904 which can be accessed at <https://www.osha.gov/laws-regs/regulations/standardnumber/1904>. The MSI provides an online Video Briefing tutorial in the online college of the MEL Safety Institute’s Learning Management System.

Recording of Occupational Injuries

There are two important forms for the recording of injuries. The *Log of Work-Related Injuries and Illnesses (NJOSH-300)* is a listing of work-related injuries and illness that is maintained throughout the year. Injuries and illnesses are entered into the *Log* within 7 days of being notified of the injury / illness. Five years of *NJOSH-300 Logs* must be readily available to NJPEOSH inspectors. The second form is the annual summary of work-related injuries, *NJOSH 300A Summary of Work-Related Injuries and Illnesses*. This summary is posted at each work establishment from February 1 through April 30. Logs should be removed from bulletin boards and filed after April 30. Injury log and summary logs must be maintained for each department.

‘Work-related’ is defined as any event or exposure in the work environment either causing or contributing to the resulting condition, or significantly aggravating a pre-existing injury or illness. ‘Work-related’ is presumed for injuries and illnesses resulting from events occurring in the work environment, unless an exception given in OSHA 1904.5(b)(2) applies. Recordable work-related injuries and illnesses are those that result in:

- Death or loss of consciousness
- Days away from work, placement on restricted work activity, or a job transfer
- Medical treatment beyond first aid

Public employers must also record the following conditions if they have been determined to be work-related:

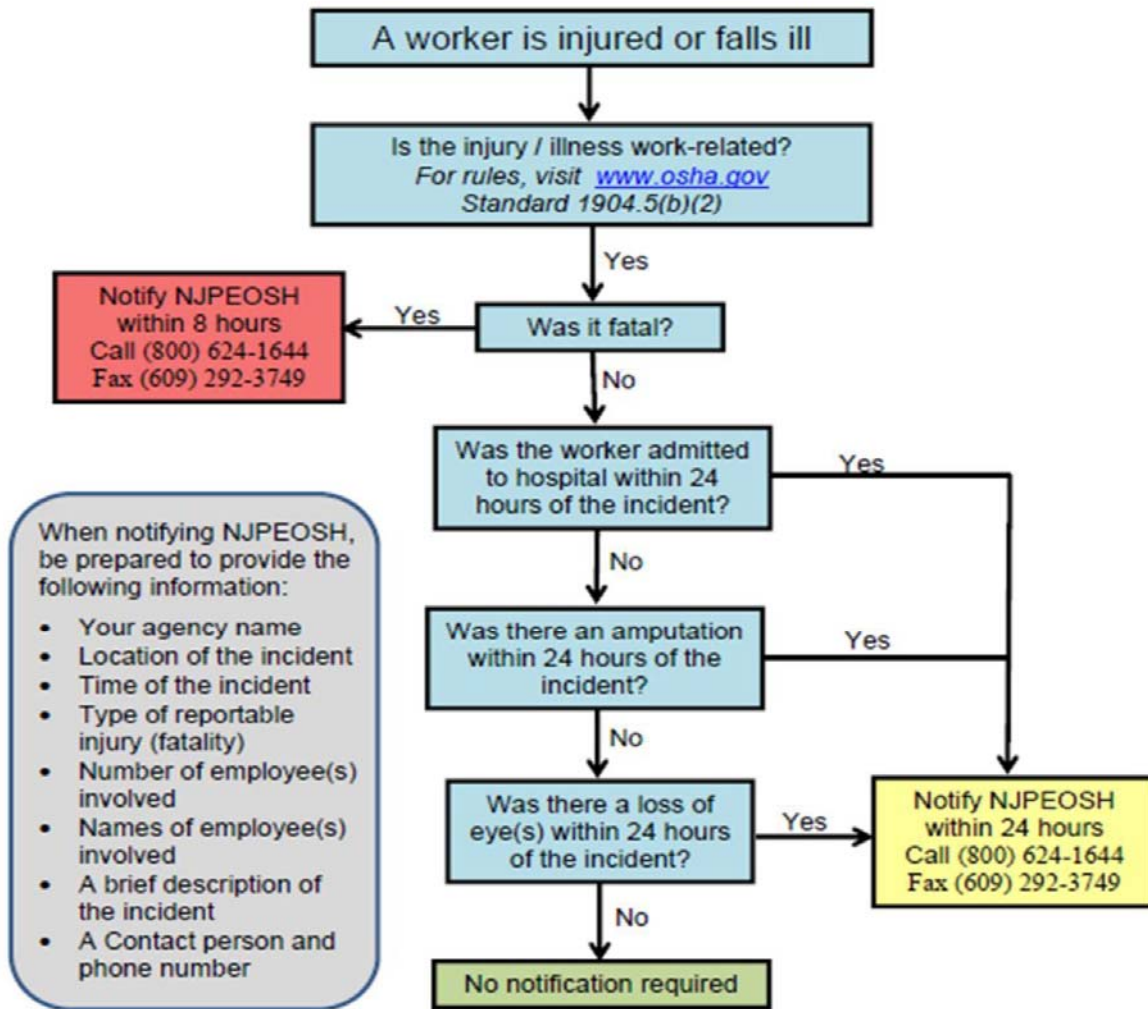
- Any needle stick injury or cut from an object that is contaminated with a potentially infectious material
- Any case requiring an employee to be medically removed under an OSHA health (chemical) standard
- A tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician
- An employee’s audiogram reveals a specified hearing Standard Threshold Shift in one or both ears

Reporting of Serious Occupational Injuries to NJPEOSH

New Jersey Public Employers must report fatalities to NJPEOSH **within eight (8) hours** of the occurrence, and report work-related hospitalizations, amputations, or loss of an eye **within 24 hours** by calling the 24-hour hotline (800)624-1644 or the 24-hour fax line (609)292-3749. Refer to the decision-making flow chart on page 2.

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NJPEOSH Injury Reporting Requirements



Notes:

- OSHA defines amputation as the traumatic loss of a limb or external body part, including a part, such as a limb or appendage, that has been severed, cut off (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of parts that have been reattached. Amputations do not include avulsions, enucleations, degloving, scalping, severed ears, or broken or chipped teeth.
- If a motor vehicle accident occurs in a construction work zone, you must report the fatality, in-patient hospitalization, amputation, or loss of an eye. If the motor vehicle accident occurred on a public street or highway, but not in a construction work zone, you do not have to report the fatality, hospitalization, amputation, or loss of an eye.
- A work-related fatality or in-patient hospitalization caused by a heart attack must be reported

Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 12/22/2019 To 1/22/2020

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Taylor Rental I - Township of Moorestown	3531 Route 38 Mt. Laurel, NJ 08054	RE: Equipment rentals during 2020 Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies and Loss Payee on the Property Policy if required by written contract as respects to equipment rentals during 2020.	1/7/2020 #2399957	GL AU EX WC OTH
H - National Football League I - Township of Moorestown	NFL Properties, LLC Attn: NFL Flag 280 Park Avenue New York, NY 10017	RE: Flag Football League for the Fall of 2020 The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to Flag Football League for the Fall of 2020.	1/7/2020 #2399958	GL AU EX WC
H - Moorestown Public Schools I - Township of Moorestown	Board of Education Administration Building 803 North Stanwick Road Moorestown, NJ 08057	RE: Parks and Recreation sports in 2020 Evidence of insurance as respects to the use of fields and public school gymnasium facilities for Parks and Recreation sports in 2020.	1/7/2020 #2399959	GL AU EX WC
H - Burlington County Board of I - Township of Moorestown	Chosen Freeholders 49 Rancocas Road, PO Box 6000 Eastampton, NJ 08060	RE: 2020 Community events Moorestown Township & Police Dept Evidence of insurance in respect to Moorestown Community Events on Main Street CR537 near Church Street CR607 and Chester Avenue CR603 for 2020 by the Moorestown Township & Police Dept.	1/7/2020 #2399960	GL AU EX WC
H - Golf Cart Services, Inc. I - Township of Evesham	4296 York Road New Oxford, PA 17350	Re: use of a 2016 E-Z-Go Terrain 250 gasoline utility vehicle with Fairway Caf EZ Junior unit (\$14000) The certificate holder is an additional insured on the above referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect use of a 2016 E-Z-Go Terrain 250 gasoline utility vehicle with Fairway Caf EZ Junior unit (\$14000).	1/7/2020 #2400083	GL AU EX WC
H - Verizon Global Real Estate I - Professional Municipal Management JIF	Cushman & Wakefield of Florida, Inc 7701 E. Telecom Parkway Temple Terrace, FL 33637	The Certificate Holder is an additional insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the use of Verizon New Jersey's parking lot located at 5 North Maple Ave., Marlton, NJ 08053.	1/7/2020 #2400089	GL AU EX WC
H - Verizon Global Real Estate I - Township of Evesham	Cushman & Wakefield of Florida, Inc 7701 E. Telecom Parkway Temple Terrace, FL 33637	The Certificate Holder is an additional insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the use of Verizon New Jersey's parking lot located at 5 North Maple Ave., Marlton, NJ	1/7/2020 #2400091	GL AU EX WC

01/28/2020

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Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 12/22/2019 To 1/22/2020

		08053.		
H - Burlington County Board of I - Township of Moorestown	Chosen Freeholders 49 Rancocas Road, PO Box 6000 Eastampton, NJ 08060	RE: 2020 Community events Moorestown Township & Police Dept Evidence of insurance in respect to Moorestown Community Events on Main Street CR537 near Church Street CR607 and Chester Avenue CR603 for 2020 by the Moorestown Township & Police Dept.	1/7/2020 #2400097	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders P.O. Box 6000 Eastampton, NJ 08060	Evidence of insurance as respects to the Township's shared services agreement with the County and 911 calls (Res 284-2010).	1/7/2020 #2400099	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders P.O. Box 6000 Eastampton, NJ 08060	Re: Branch of the County Library The certificate holder is an additional insured on the above referenced Commercial General Liability and Excess Liability Policies if required by written contract as respects Branch of the County Library.	1/7/2020 #2400104	GL AU EX WC
H - Evesham Board of Education I - Township of Evesham	25 S. Maple Avenue Marlton , NJ 08053	Re: June 2nd and November 3rd The certificate holder is an additional insured on the above referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the use of the school facilities for Primary Election on June 2nd and General Election on November 3rd, 2020.	1/7/2020 #2400879	GL AU EX WC
H - Evesham Board of Education I - Township of Evesham	25 S. Maple Avenue Marlton , NJ 08053	Re: June 2nd and November 3rd The certificate holder is an additional insured on the above referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the use of the school facilities for Primary Election on June 2nd and General Election on November 3rd, 2020.	1/7/2020 #2400880	GL AU EX WC
H - State of New Jersey - Dept. of I - Allamuchy Township	Health Office of EMS PO Box 360 Trenton, NJ 08625	Evidence of Insurance with respects to the Willingboro Twp emergency services vehicles. Malpractice & Professional liability included in the general liability and excess liability coverage.	1/9/2020 #2403224	GL AU EX WC
H - State of New Jersey - Dept. of I - Township of Willingboro	Health Office of EMS PO Box 360 Trenton, NJ 08625	Evidence of Insurance with respects to the Willingboro Twp emergency services vehicles. Malpractice & Professional liability included in the general liability and excess liability coverage.	1/9/2020 #2403225	GL AU EX WC

01/28/2020

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Professional Municipal Mgmt JIF
Certificate of Insurance Monthly Report

From 12/22/2019 To 1/22/2020

Total # of Holders: 14				



**Professional Municipal Management JIF
Cumulative Savings Report
2020**

2020	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	%
JANUARY	67	\$28,021.04	\$10,319.06	\$17,701.98	63.2%
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
TOTALS	67	\$28,021.04	\$10,319.06	\$17,701.98	63.2%

2019	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	%
JANUARY	54	\$18,456.01	\$7,732.57	\$10,723.44	58.1%
FEBRUARY	197	\$266,851.20	\$97,145.36	\$169,705.84	63.6%
MARCH	83	\$272,577.36	\$41,182.77	\$231,394.59	84.9%
APRIL	119	\$239,298.49	\$79,079.33	\$160,219.16	67.0%
MAY	80	\$198,539.60	\$109,089.20	\$89,450.40	45.1%
JUNE	127	\$151,492.03	\$64,763.53	\$86,728.50	57.2%
JULY	104	\$103,349.22	\$42,460.47	\$64,727.75	59.3%
AUGUST	104	\$109,128.90	\$58,209.59	\$47,080.31	46.3%
SEPTEMBER	106	\$106,353.28	\$46,519.52	\$59,833.76	56.3%
OCTOBER	119	\$178,650.01	\$58,385.05	\$120,264.96	67.3%
NOVEMBER	144	\$144,475.72	\$53,759.64	\$90,716.08	62.8%
DECEMBER	80	\$58,613.74	\$19,499.46	\$39,114.28	66.7%
TOTALS	1317	\$1,847,785.56	\$677,826.49	\$1,169,959.07	63.3%

2018	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	%
JANUARY	36	\$171,386.29	\$51,320.26	\$120,066.03	70.1%
FEBRUARY	81	\$70,783.00	\$29,690.36	\$41,092.64	58.1%
MARCH	62	\$53,513.34	\$2,226.74	\$31,246.60	58.4%
APRIL	47	\$24,252.28	\$8,995.80	\$15,256.48	62.9%
MAY	129	\$155,397.02	\$46,213.53	\$109,183.49	70.3%
JUNE	46	\$14,892.51	\$6,148.80	\$8,743.71	58.7%
JULY	73	\$44,637.35	\$13,573.42	\$31,063.93	69.6%
AUGUST	163	\$114,771.49	\$47,485.57	\$67,285.92	58.6%
SEPTEMBER	112	\$138,225.75	\$47,896.19	\$90,329.56	65.3%
OCTOBER	75	\$57,634.26	\$23,296.54	\$34,337.72	59.6%
NOVEMBER	97	\$46,462.17	\$13,708.56	\$32,753.61	70.5%
DECEMBER	105	\$58,903.12	\$19,450.11	\$39,453.01	67.0%
TOTALS	1035	\$950,858.58	\$330,045.88	\$620,812.70	65.3%



**PROFESSIONAL MUNICIPAL MANAGEMENT JIF
Savings By Specialty & Top 10 Providers**

SAVINGS BY SPECIALTY

	UNITS OF				
	SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Physical Therapy	33	\$12,191.00	\$2,756.00	\$9,435.00	77%
Occupational Medicine	10	\$3,825.30	\$2,109.41	\$1,715.89	45%
Pain Management	1	\$3,800.00	\$351.72	\$3,448.28	91%
Orthopedic Surgery	9	\$2,533.60	\$1,206.81	\$1,326.79	52%
Hospital	1	\$1,786.70	\$1,677.00	\$109.70	6%
MRI/Radiology	2	\$1,213.00	\$510.29	\$702.71	58%
Medical Transportation	3	\$882.70	\$859.00	\$23.70	3%
Neurosurgery	3	\$800.00	\$321.61	\$478.39	60%
Urgent Care Center	1	\$240.00	\$160.00	\$80.00	33%
Laboratory Services	1	\$228.09	\$31.64	\$196.45	86%
Physical Medicine & Rehabilitation	1	\$203.70	\$135.00	\$68.70	34%
Family Practice	1	\$166.95	\$126.96	\$39.99	24%
Neurology	1	\$150.00	\$73.62	\$76.38	51%
Grand Total	67	\$28,021.04	\$10,319.06	\$17,701.98	63%

TOP 10 PROVIDERS

	UNITS OF		SPECIALTY
	SERVICE	APPROVED	
CONCENTRA MEDICAL CENTERS	10	\$2,109.41	Occupational Medicine
STRIVE PHYSICAL THERAPY	21	\$1,680.00	Physical Therapy
VIRTUA WEST JERSEY HEALTH INC	1	\$1,677.00	Hospital
PREMIER ORTHOPEDIC OF SOUTH JERSEY	6	\$943.60	Orthopedics
WILLINGBORO TOWNSHIP	1	\$789.00	Medical Transportation
NOVACARE REHABILITATION	7	\$651.00	Physical Therapy
ONE CALL CARE DIAGNOSTICS	1	\$485.00	MRI/Radiology
IVY REHAB NETWORK INC	5	\$425.00	Physical Therapy
PROFESSIONAL PAIN MANAGEMENT ASSOC	1	\$351.72	Pain Management
TARIQ S. SIDDIQI, MD	2	\$238.34	Neurosurgery
Grand Total	55	\$9,350.07	

APPENDIX I - MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – JANUARY 27, 2020
111 WEST 2ND STREET
MOORESTOWN TOWNSHIP
1:00 PM**

Meeting of 2019 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2019 FUND COMMISSIONERS:

Thomas Merchel, Chairman	Township of Moorestown	Present
Richard Brevogel, Secretary	Township of Willingboro	Present
Susan Danson	Township of Maple Shade	Present
Robert Corrales	Township of Evesham	Present

SPECIAL FUND COMMISSIONERS:

APPOINTED OFFICIALS PRESENT:

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

ALSO PRESENT:

Maureen Mitchell, Evesham Fire District

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

APPROVAL OF MINUTES: NOVEMBER 25, 2019 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF NOVEMBER 25, 2019:

Moved: Commissioner Brevogel
Second: Commissioner Corrales
Vote: 3 Ayes – 0 Nays (1 Abstention – Danson)

CORRESPONDENCE: NONE.

MOTION TO ADJOURN:

Moved: Commissioner Merchel
Second: Commissioner Brevogel
Vote: 4 Ayes – 0 Nays

Meeting of the 2020 Fund Commissioners called to order by Executive Director, Bradford C. Stokes.

ROLL CALL OF 2020 FUND COMMISSIONERS:

Thomas Merchel, Chairman	Township of Moorestown	Present
Richard Brevogel, Secretary	Township of Willingboro	Present
Susan Danson	Township of Maple Shade	Present
Robert Corrales	Township of Evesham	Present

SPECIAL FUND COMMISSIONERS:

Maryann Knell	Township of Moorestown	Present
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MOTION TO NOMINATE TOM MERCHEL TO SERVE AS CHAIRMAN FOR FUND YEAR 2020:

Moved: Commissioner Brevogel
Second: Commissioner Danson

MOTION TO CLOSE NOMINATIONS FOR CHAIRMAN

Moved: Commissioner Brevogel
Second: Commissioner Danson
Vote: Unanimous

MOTION TO NOMINATE RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2020:

Moved: Commissioner Merchel
Second: Commissioner Danson

MOTION TO CLOSE NOMINATIONS FOR SECRETARY

Moved: Commissioner Merchel
Second: Commissioner Danson
Vote: Unanimous

MOTION TO CONFIRM ELECTION TOM MERCHEL TO SERVE AS CHAIRMAN AND RICHARD BREVOGEL TO SERVE AS SECRETARY FOR FUND YEAR 2020

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

The Fund Attorney administered the Oaths of Office to the Fund Commissioners.

EXECUTIVE DIRECTOR:

Fund Professionals & Professional Service Agreements: At the January 22, 2018 Reorganizational meeting, the Fund appointed professional contracts in accordance with the fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq. for fund years 2018, 2019 and 2020. Enclosed with the reorganization resolutions is Resolution 20-1 establishing compensation for Fund Year 2020.

MOTION TO ADOPT RESOLUTION 20-1

Moved: Commissioner Brevogel
Second: Commissioner Danson
Vote: 4 Ayes – 0 Nays

The Executive Director reviewed Resolution 20-2 Establishment of Public Meeting Procedures, Resolution 20-3 Establishment of a Fiscal Management Plan, Resolution 20-4 2020 Risk Management Plan with the Commissioners, and Resolutions 20-5 thru 20-8 Placement of POL/EPL, VDO & Cyber Security Liability Coverage. Susan Danson volunteered to be a signer on the accounts to complete Resolution 20-3.

MOTION TO ADOPT RESOLUTION 20-2 THROUGH 20-8

Moved: Commissioner Brevogel
Second: Commissioner Corrales
Vote: 4 Ayes – 0 Nays

Residual Claims Fund 2020 Reorganization Meeting: The Residual Claims Fund’s 2019 Reorganization meeting was held on January 6, 2020 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Merchel’s report on the meeting.

E-JIF 2020 Reorganization Meeting: The E-JIF 2019 Reorganization meeting was held on January 6, 2020 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Merchel’s report on the meeting.

MEL 2020 Reorganization Meeting: The MEL 2020 Reorganization meeting was held on January 6, 2020 at the Forsgate Country Club. Enclosed in the agenda was a copy of Commissioner Merchel’s report on the meeting.

JIF Crime Policy Re-Write – The re-write of the JIF Crime Policy has been approved by the MEL Coverage Committee. As such, each JIF is being asked to approve the same. Note, there is no change in coverage.

MOTION TO APPROVE THE JIF CRIME POLICY RE-WRITE EFFECTIVE JANUARY 1, 2020

Moved:	Commissioner Corrales
Second:	Commissioner Brevogel
Vote:	4 Ayes – 0 Nays

Special Fund Commissioner: With the Fund’s membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2020, Moorestown has this privilege and they are appointing Maryann Knell.

2020 Assessments: The 2020 Assessments were mailed to all member towns in mid-December. First Installment payments were due to the Treasurer by January 15, 2020.

2020 Budget: In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund’s official newspaper. In addition, PERMA has sent the budget to member municipalities and will file the same with the State.

Elected Officials Training: This year’s elected officials training program focus is on *Preventing Child Abuse and Protecting Public Entities from the liabilities imposed by new legislation concerning sexual molestation*. As in the past, the MEL will reduce each member’s 2020 liability claims premium by \$250 for each municipal elected official and authority commissioner who completes the course by June 1, 2020. The Fund will be scheduling sessions in the coming months.

The MEL is making available an on-line training program for elected officials to earn the training credit. The Fund office will be sending out instructions on this training option.

Employment Practices Training: In 2020, all Managers and Supervisors are required to complete training in Employment Practices and protecting children from molestation. The Fund Office and Fund Attorney will contact all members to schedule this training. J.A. Montgomery will conduct this training for Police Command Officers. Other employees and volunteers can complete required training online. The updates for the model personnel policies and procedures will be available shortly.

Power of Collaboration – Included in the agenda was the latest in the series of “Power of Collaboration” ads that will appear in the League of Municipalities magazine. The ad highlights the program to address the protection and safe treatment of minors.

Inclement Weather Procedure: As a reminder, PERMA has instituted a procedure for Commissioners to confirm whether or not a meeting has been canceled. The Executive Director will discuss with the Fund Chairman if the meeting should be canceled. In the event of an early morning or evening meeting(s), PERMA will provide a recorded message indicating the status of the meeting. The recorded message can be obtained by calling the Fund's main number (201) 881-7632 at any time of the day or night. For meetings that occur during the course of normal business hours, meeting status can be obtained by utilizing the same number.

Due Diligence Reports: Monthly report submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial report, Claim Activity Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist. The Financial Fast Track, dated November 30, 2019 shows the fund's surplus over \$3 million. The funds Loss Ratio Analysis is on target with the actuary's projection of 66 and the actual at 60. The fund's Loss Time Accident Frequency is 1.67. The Executive Director asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns advised the fund about the news regarding sexual harassment and inappropriate touching/comments. He advised this is all covered in your handbooks, he strongly recommends that all members ensure that their employees read that.

TREASURER: Mr. Tontarski thanked the Fund for his reappointment and then reviewed the treasurer's report with the Fund.

Payment of December 2019 Vouchers Resolution 19-24

Fund Year 2019	267,257.38
Total	267,257.38

MOTION TO APPROVE RESOLUTION 19-24 VOUCHER LIST FOR THE MONTH OF DECEMBER

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

Payment of Dividends Bills List Resolution 19-25

Fund Year 2019	60,147.70
Total	60,147.70

MOTION TO APPROVE RESOLUTION 19-25 PAYMENT OF THE DIVIDEND BILLS LIST

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

Payment of January 2020 Vouchers Resolution 20-9

Fund Year 2019	99.16
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Fund Year 2020	330,300.51
Total	330,399.67

MOTION TO APPROVE RESOLUTION 20-9 VOUCHER LIST FOR THE MONTH OF JANUARY

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

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of November 2019:

2019	48,407.23
2018	74,372.43
2017	50,288.22
2016	4,287.91
2015	0.00
Closed	0.00
TOTAL	177,355.79

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: The Executive Director advised there were 2 certificates issued from 10/22/2019 to 11/22/2019.

SAFETY DIRECTOR:

REPORT: Glenn Prince thanked the fund for their reappointment and advised included in the agenda is all the risk control activities through the month of November and December, as well as a list of MSI Training and Fast Track training information. He advised multiple Safety Bulletins were included - Best Practices for Snow Emergencies, Minimum Age for Fire/EMS Drivers, New Jersey's Domestic Violence for Public Employees, Best Risk Control Practices for Volunteer Youth Coaches and 'First Amendment Audits' Best Practices. There was a discussion about 'First Amendments Audits'. Mr. Prince asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Karen Beatty advised December's reports were included in the agenda. Ms. Beatty reported there were 80 bills during the month of December totaling \$58,613.74, of that amount \$19,499.46 was paid for a savings of \$39,114.28 which is a 66.7% savings. Ms. Beatty then thanked the fund for their reappointment and concluded her report.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

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

Report Part of Minutes.

OLD BUSINESS: Commissioner Brevogel will send around his random drug testing policy. Commissioner Brevogel asked if anyone had any success signing up with the federal registration. Mr. Prince advised the town has to set up the DER first, it should be an HR function, then the individuals can register.

NEW BUSINESS: Commissioner Merchel advised he was at a meeting on 1/10 with Joseph Hrubash, Edward Cooney and the Moody's rating agency about Cyber Security and they were very impressed with what Moorestown is doing.

Commissioner Merchel then asked the Commissioners if they wanted to continue serving lunch at the meetings. They unanimously decided not to continue lunch at the JIF meetings.

Commissioner Brevogel advised Willingboro now has a new security protocol for entering their building. You will need to produce identification and be scanned in and out of the building and go through metal detectors. This procedure will also be implemented at the JFK Center in the coming months.

PUBLIC COMMENT: NONE

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

Motion: Commissioner Brevogel
Second: Commissioner Danson
Vote: Unanimous

MOTION TO RETURN TO OPEN SESSION:

Motion: Commissioner Corrales
Second: Commissioner Danson
Vote: Unanimous

MOTION TO APPROVE CLAIM PAYMENTS AS DISCUSSED IN EXECUTIVE SESSION:

Motion: Commissioner Danson
Second: Commissioner Brevogel
Vote: Unanimous

MOTION TO ADJOURN MEETING:

Motion:	Commissioner Brevogel
Second:	Commissioner Corrales
Vote:	Unanimous

MEETING ADJOURNED: 1:56pm

NEXT REGULAR MEETING: February 25, 2020
Moorestown Town Hall 1:00PM

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY