

The Professional Municipal Management Joint Insurance Fund will conduct its January 26, 2021 meeting telephonically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey.

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
JANUARY 26, 2021 – 1:00 PM**

MEETING BEING HELD TELEPHONICALLY AT:

Call In Number: 312-626-6799
Meeting ID: 923 5178 3841

MEETING ALSO AVAILABLE AT:

<https://permainc.zoom.us/j/92351783841>

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: JANUARY 26, 2021**

- ☐ **MEETING OF FUND COMMISSIONERS CALLED TO ORDER**
- ☐ **ROLL CALL OF 2020 COMMISSIONERS**
 - ☐ **APPROVAL OF MINUTES:**
 - November 24, 2020, Open Session.....Appendix I
 - November 24, 2020, Closed Session.....To be distributed
- ☐ **CORRESPONDENCE.....None**
- ☐ **ADJOURN MEETING**
 - Chair vacated - Chairman asks Executive Director to run meeting
- ☐ **EXECUTIVE DIRECTOR CALLS MEETING TO ORDER**
- ☐ **ROLL CALL OF 2021 FUND COMMISSIONERS**
- ☐ **ELECTION OF CHAIRMAN AND SECRETARY**
- ☐ **ATTORNEY SWEARS IN COMMISSIONERS**

REPORTS

- ☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA**
 - .Executive Director's Report..... Page 1
- ☐ **ATTORNEY - William J. Kearns, Esquire**
- ☐ **TREASURER - Thomas Tontarski**
 - .December 2020 Voucher List Resolution 20-28.....Page 34
 - .December Dividend Voucher List Resolution 20-29.....Page 36
 - .January 2021 Voucher List Resolution 21-8.....Page 37
 - .Treasurer Reports.....Page 39
- ☐ **UNDERWRITING MANAGER – Conner Strong & Buckelew**
 - Monthly Certificate Reports.....Page 48
- ☐ **SAFETY DIRECTOR – J.A. Montgomery Risk Control**
 - .Monthly ReportPage 49
- ☐ **MANAGED CARE – Qual Care**
 - .Monthly Report.....Page 52
- ☐ **CLAIMS SERVICE – Qual Lynx**
 - .Monthly Report.....Page 54
- ☐ **OLD BUSINESS**
- ☐ **NEW BUSINESS**
- ☐ **PUBLIC COMMENT**

**MOTION FOR EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSE:
PERSONNEL, SAFETY, PROPERTY OR PUBLIC LITIGATION**

☐ **MEETING ADJOURNED**

☐ **NEXT MEETING: February 23, 2021**

Professional Municipal Management Joint Insurance Fund

2 Cooper Street
Camden, NJ 08102

Date: January 26, 2021

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

☐ 2021 Reorganization Resolutions

Fund Professionals & Professional Service Agreements: In July 2020, the board authorized the advertisement of RFQ's for professional positions in accordance with the non-fair and open process pursuant to NJSA 19:44A-20.1 et. seq. for fund year 2021. Enclosed with the reorganization resolutions is Resolution 21-1 reflecting appointments and establishing compensation. **(Page 3)**

☐ Motion to adopt Resolution 21-1

.Resolution 21-2 Establishment of Public Meeting Procedures	Page 6
.Resolution 21-3 Establishment of a Fiscal Management Plan	Page 8
.Resolution 21-4 2021 Risk Management Plan	Page 13
.Resolutions 21-5 thru 21-7 - Placement of POL/EPL, VDO & Cyber Security Liability Coverage	Pages 24-26

☐ Motion to adopt Resolutions 21-2 through 21-7.

- ☐ **Residual Claims Fund 2021 Reorganization Meeting:** The Residual Claims Fund's 2021 Reorganization meeting was held on January 6, 2021 via Zoom. Enclosed is a copy of Commissioner Merchel's report on the meeting. **(Appendix II)**
- ☐ **E-JIF 2021 Reorganization Meeting:** The E-JIF 2021 Reorganization meeting was held on January 6, 2021 via Zoom. Enclosed is a copy of Commissioner Merchel's report on the meeting. **(Appendix II)**
- ☐ **MEL 2021 Reorganization Meeting:** The MEL 2021 Reorganization meeting was held on January 6, 2021 via Zoom. Enclosed is a copy of Commissioner Merchel's report on the meeting. **(Appendix II)**
- ☐ **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 2021, Maple Shade has this privilege and they are appointing Mayor Nelson Wiest.

- ❑ **2021 Assessments:** The 2021 Assessments were mailed to all member towns in mid-December. First Installment payments were due to the Treasurer by January 15, 2021.
- ❑ **2021 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:** The MEL's Annual Elected Officials Seminar was held as part of the League of Municipalities Virtual Conference. The program has now been uploaded and can be accessed through the MEL Safety Institute. Enclosed on **Page 27** are directions to take the course.
- ❑ **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:**
 - ❑ **Financial Fast Track Report** **Page 28**
 - ❑ **Expected Loss Ratio Analysis** **Page 29**
 - ❑ **Lost Time Accident Frequency Report** **Page 30**
 - ❑ **Regulatory Affairs Checklist** **Page 32**
 - ❑ **2020 EPL/POL Status** **Page 33**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
APPOINTING PROFESSIONAL AND SERVICE ORGANIZATIONS**

Whereas, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the *Local Public Contracts Law*, and

Whereas, the Commissioners of the Professional Municipal Management Joint Insurance Fund have determined that it is in the best interest of the Professional Municipal Management Joint Insurance Fund to have the terms of appointment and contracts with its professionals begin as of February 1st each year, so that the terms begin after the annual reorganization meeting of the Professional Municipal Management Joint Insurance Fund,

Whereas, after careful consideration by the Fund Commissioners of the Fund, it has been determined to be in the best interest of the Fund to obtain these services following a "non-fair and open" process pursuant to NJSA 19:44A-20.1 et seq. so as to eliminate the possibility of any of the Fund's professionals from making reportable contributions to any elected officials in any member town and so as to guarantee the continuity of the Fund's professionals; many of which have been servicing the Fund since its inception and have directly contributed to its success; and

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Professional Municipal Management Joint Insurance Fund, that the following be appointed for Fund Year 2021:

1. **PERMA Risk Management Services** is hereby appointed as **Administrator**, with **Bradford C. Stokes** as **Executive Director** and **Joseph Hrubash** as **Deputy Executive Director** and **Karen Read** as **Account Manager** and all as agents for process of service.
2. **Mr. William John Kearns, Jr** of the law firm of **Helmer, Conley & Kasselmann**, is appointed as the **Fund Attorney** and shall receive a retainer for administrative services, legal research and legal opinions. In addition, **William Kearns** shall provide **Litigation Management Services** for the Fund.
3. **Thomas Tontarski** is appointed as **Treasurer** for the Fund.
4. **The Actuarial Advantage** is appointed as **Actuary** for the Fund.
5. **J.A. Montgomery Risk Control** is appointed as **Safety Director** for the Fund.
6. **Bowman & Company** is appointed as **Auditor** for the Fund.
7. **Conner Strong & Buckelew** is appointed as **Underwriting Manager** for the Fund.
8. **Qual-Lynx** is appointed as **Claims Administrator** for the Fund.
9. **Investors Bank** is appointed as **Banking Manager** for the Fund.

10. **Qual Care** is appointed as **Workers' Compensation Managed Care Organization** for the Fund.
11. **Russo & Associates** is appointed as **Internal Auditor** for the Fund.

Be It Further Resolved, that the Commissioners of the Professional Municipal Management Joint Insurance Fund find and determine that the appointments herein specified require either professional services for which the individuals designated are licensed to practice a profession or for extraordinary and unspecifiable services that cannot be adequately described in specifications that would make solicitation of bids for those services meaningful or advisable, and

Be It Further Resolved, that the compensation for the services shall be in accordance with the amounts budgeted for the services and contracts hereby authorized and approved by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

Be It Further Resolved, that the Chairman and Secretary of the Professional Municipal Management Joint Insurance Fund are hereby authorized to execute Agreements with the individuals, partnerships and corporations hereby appointed for the performance of professional or for extraordinary and unspecifiable services and providing for compensation, as follows:

1. PERMA as Administrator for the Professional Municipal Management Joint Insurance Fund for calendar year 2021 in the amount of \$138,336.00 as set forth specifically in the Agreement.
2. The law firm of, Helmer, Conley & Kasselmann, with William John Kearns, Jr., Esquire as the designated attorney, as the Attorney for the Professional Municipal Management Joint Insurance Fund for calendar year 2021 in the amount of \$22,498.00 for general legal services and the sum of \$18,312.00 for litigation management, plus expenses, as set forth specifically in the Agreement.
3. Thomas Tontarski as Treasurer for the Professional Municipal Management Joint Insurance Fund for calendar year 2021 in the amount of \$18,582.00 as set forth specifically in the Agreement.
4. The Actuarial Advantage, with Kyle Mrotek, as its designated representative, as Actuary for the Professional Municipal Management Joint Insurance Fund for calendar year 2021 at a rate not to exceed \$40,880.00, as set forth specifically in the Agreement.
5. J.A. Montgomery Risk Control, with Glenn Prince as its designated representative, as Safety Director for the Professional Municipal Management Joint Insurance Fund for calendar year 2021 with a basic fee in the amount of \$24,095.00 as Safety Director and reimbursement of expenses for postage not to exceed \$500.00 as set forth specifically in the Agreement.
6. Bowman & Company with James Miles as its designated representative, as Auditor for the Professional Municipal Management Joint Insurance Fund for calendar year 2021 on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$24,061.00 without the specific approval of the Commissioners, as set forth specifically in the Agreement.

7. Investors Bank as Banking Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2021 at an earning rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn the higher end federal funds rate less .25% with a floor of .50%.
8. Qual Lynx as Claims Service Company for the Professional Municipal Management Joint Insurance Fund for calendar year 2021 in accordance with the fee schedule set forth in the Agreement in the amount of \$144,047 plus the actual cost of a performance bond as set forth specifically in the Agreement.
9. Conner Strong & Buckelew as Underwriting Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2021 in the amount of \$6,217.00 as set forth specifically in the Agreement.
10. Qual Care as Workers' Compensation Managed Care Organization for calendar year 2021 in the amount of \$89,971.00 as set forth specifically in the Agreement.
11. Russo & Associates as Internal Auditor for calendar year 2021 in the amount of \$4,469.00 as set forth specifically in the Agreement.

Be It Further Resolved, that all of the Agreements set forth above are subject to specific approval by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

Be It Further Resolved, that notice of the appointments and the Agreements for professional shall be published as required by law, and

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 26, 2021.

CHAIRMAN

SECRETARY

RESOLUTION NO. 21-2

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND ADOPTING PROCEDURES IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

Whereas, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., and

Whereas, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Board of Fund Commissioners of the Professional Municipal Management Joint Insurance Fund, and

Whereas, the Open Public Meetings Act provides that upon the adoption by a public body of a schedule of meetings to be held during the calendar year that no further notice of those meetings will be necessary, and

Whereas, it is necessary for the Commissioners of the Professional Municipal Management Joint Insurance Fund to make certain administrative and organizational determinations for the proper operation of the Professional Municipal Management Joint Insurance Fund,

Now, THEREFORE, BE IT RESOLVED by the Commissioners of the Professional Municipal Management Joint Insurance Fund, assembled in public session on this 26th day of January 2021, that:

1. The Professional Municipal Management Joint Insurance Fund hereby designates the Fourth Tuesday (unless otherwise noted) of each Month, in the Municipal Buildings of the member municipalities set forth for each date, specifically:

February 23, 2021	Zoom	1:00 PM
April 26, 2021	Zoom	1:00 PM
May 25, 2021	Zoom	1:00 PM
June 22, 2021	Zoom	1:00 PM
July 27, 2021	Zoom	1:00 PM
September 28, 2021	Zoom	1:00 PM
October 26, 2021	Zoom	1:00 PM
November 23, 2021	Zoom	1:00 PM
January 25, 2022	Zoom	1:00 PM

as the dates and places of its regular meetings and the meeting of January 26, 2021, shall serve as the 2021 Reorganization Meeting; unless otherwise modified by Resolution; all meetings shall begin at 1:00 PM unless otherwise noted.

2. A copy of all advance notices of special meetings of the Professional Municipal Management Joint Insurance Fund shall, at least forty-eight (48) hours in advance of the special meeting be mailed to the newspaper designated in this Resolution; be filed with the Clerk of each of the municipalities which are members of the Professional Municipal Management Joint Insurance Fund and be posted in the Municipal Buildings of each of the member municipalities in the same manner as notices of other public meetings are posted.
3. Any person may request, in writing, that the Professional Municipal Management Joint Insurance Fund mail to him or her a copy of the schedule of meetings and/or advance written notice of regular, special or re-scheduled meetings of the Professional Municipal Management Joint Insurance Fund. Upon prepayment by such person of the applicable fee set forth in this Resolution, the schedule and/or advance notice shall be mailed to that person. All requests made pursuant to this paragraph shall terminate at midnight, December 31st of the current year, subject to renewal thereafter upon filing of a new written request to the Board together with the prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.
4. The following newspapers are hereby designated as the official newspapers for transmittal of all notices of the Professional Municipal Management Joint Insurance Fund required pursuant to the Open Public Meetings Act:

Burlington County Times

In addition, the Fund's webpage is designated for official notices - www.pmmjif.org

5. Upon the affirmative vote of three-fourths of the Commissioners present, the Professional Municipal Management Joint Insurance Fund may hold a meeting without compliance with the notice requirements of this Resolution if such a meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest, and

Be It Further Resolved, that copies of this Resolution shall be provided to the newspapers designated above to receive notice of meetings and to the Clerks of the municipalities participating in the Professional Municipal Management Joint Insurance Fund for posting as required by law and to the Administrator and Treasurer of the Professional Municipal Management Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 26, 2021.

CHAIRMAN

SECRETARY

RESOLUTION NO. 21-3

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

ADOPTING FISCAL POLICIES AND PROCEDURES

Whereas, the Professional Municipal Management Joint Insurance Fund has been organized in accordance with the provisions of *N.J.S.A. 40A:10-36 et seq.*, and

Whereas, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Governing Body of the Professional Municipal Management Joint Insurance Fund, and

Whereas, the Commissioners of the Professional Municipal Management Joint Insurance Fund find that it is necessary and appropriate to make decisions regarding the operations of the Professional Municipal Management Joint Insurance Fund,

Now, Therefore, Be It Resolved by the Commissioners of the Professional Municipal Management Joint Insurance Fund, meeting in public session on January 26, 2021, that:

1. There is hereby established an interest rate to be charged on all delinquent assessments for the year 2021, of ten (10%) per cent per annum from the due date for any such assessments, except that no interest shall be charged prior to January 15, 2021.
2. Bradford C. Stokes, Executive Director and/or the Account Manager so designated by the Executive Director is designated as the person authorized to accept service of process on behalf of the Professional Municipal Management Joint Insurance Fund at 9 Campus Drive Parsippany NJ 07054 and at 2 Cooper Street, Camden, NJ 08102.
3. The Executive Director of the Professional Municipal Management Joint Insurance Fund is hereby designated as the custodian of the records which shall be maintained at the office of the Administrator located at 2 Cooper Street, Camden, NJ 08102.
4. Investors Bank, having principal offices within the State of New Jersey, and organized under the laws of the United States or of the State of New Jersey is hereby designated as the primary depository of the Professional Municipal Management Joint Insurance Fund and any Bank, Trust Company, Savings Bank or Savings and Loan Association, having its principal place of business in the State of New Jersey and organized under the laws of the United States of the State of New Jersey is hereby designated as an investment depository of the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2021 with a “30 – day cancellation clause”, provided that prior to the deposit of any funds in any depository authorized herein, the designated institution shall file with the Treasurer of the Professional Municipal Management Joint Insurance Fund a statement certifying that the institution is covered under the provisions of the Government Units Deposit Protection Act, N.J.S.A. 18:9-41, et seq.

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
2021 CASH MANAGEMENT AND INVESTMENT POLICY**

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 investments authorized under **N.J.S.A. 40A:5-15.1**. Joint Insurance Funds and Chapter 38, Joint Insurance Funds, Subchapter 1. Investments 5:38-1.1, 5:38-1.2 and 5:38-1.3 of the New Jersey Administrative Code.

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 include but are not limited to:

Investors 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 identify the investment that is the most advantageous to the fund, unless otherwise directed by the FUND. 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.

RESOLUTION NO. 21-4

Professional Municipal Management Joint Insurance Fund 2021 Plan of Risk Management

Professional Municipal Management Joint Insurance Fund

(hereinafter the "Fund" or the "PMM JIF")

ESTABLISHING THE 2021 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's Commissioners that the 2021 Plan of Risk Management shall be:

Definitions:

"Commissioners" mean: The Board of Fund Commissioners or the Executive Committee thereof as appropriate

"Member" means: A local unit of government that has joined the Fund

"Sexual Abuse" means: An action brought pursuant to Section 1 of P.L. 1992, c.109 (C.2A:61B-1), paragraph (1) of subsection c. of section 1 of P.L.1959 (C.2A:53A-7) or section 1 of P.L.2005, c.264 (C.2A:53A-7.4)

Section I – Coverage

Insurance Coverages

The following coverages are provided to the Fund's members, effective January 1, 2021:

- Workers' Compensation
- Liability (including optional excess)
- Public Officials Liability / Employment Practices Liability (including optional excess)
- Optional Volunteer Directors & Officers Liability
- Crime
- Non-Owned Aircraft Liability
- Environmental Impairment Liability
- Cyber
- Property & Equipment Breakdown (effective December 31, 2020)

Limits of Coverage

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles . All references to the "MEL" stand for the "Municipal Excess Liability Joint Insurance Fund". **Please note, the following is a general discussion of the coverages and limits provided via the Fund; however, the actual terms and conditions are defined in the policy documents and all issues shall be decided on such. Additional coverages, limits and conditions may apply. Please also note, deductibles may differ for individual members; please refer to your policy(ies) for full details.**

1. Workers' Compensation

- Workers' Compensation: \$250,000
- Employer's Liability: \$250,000
- USL&H, Harbor Marine/Jones Act, Incidental Foreign Workers' Compensation
- Communicable Disease: **Per Person**
- MEL Excess Limit: Statutory
- Employer's Liability Excess Limit: \$6,750,000

2. Liability *(includes General, Automobile, Employee Benefits and Law Enforcement Liability)*

- Fund Limit: \$250,000
- MEL Excess Limit: \$4,750,000
 - The \$3,000,000 layer excess of \$2,000,000 is subject to a \$3,000,000 per local member unit annual aggregate (Automobile Liability is not aggregated)
- Sublimits: The following sublimits are part of, and not in addition to, the limits above:
 - Good Samaritan Liability: Included
 - Quasi Municipal Organization Liability: Included (if approved)
 - Fungus or Spores: \$1,000,000
 - Disinfectants Release Hazard Coverage: \$1,000,000
 - Dam and Reservoir: \$5,000,000
 - a. \$5,000,000 per occurrence for any member entity owned dams defined as Class III or IV in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8;
 - b. Included for premises owned, occupied or controlled by the member entity on which a dam or reservoir is located, or from the operations conducted on such premises;
 - c. \$2,000,000 per occurrence for any member entity owned dam defined as Class I or II in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8; and
 - d. \$2,000,000 per occurrence for any Class III or IV member entity owned dam involved with a Class I or II member entity owned dam.
 - Sanitary/Storm Water System Sewerage Backup and/or Sanitary System Sewerage Backup, Escape or Release: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
 - Subsidence: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
 - Quasi Entities Coverage: \$5,000,000

-
- Skateboard Facilities: \$5,000,000 Per Occurrence (where approved)
 - a. Subject to 20% member coinsurance of the first \$100,000
 - Riot, Civil Commotion or Mob Action: \$5,000,000 Per Occurrence
 - Failure to Supply Utility: \$5,000,000 Per Occurrence
 - Garagekeepers Liability: \$2,000,000 Per Occurrence
 - New Jersey Personal Injury Protection (NJ PIP): \$250,000
 - New Jersey Uninsured/Underinsured Motorist (NJ UM/UIM): \$15,000 / \$30,000 / \$5,000

3. Optional Excess Liability Limit

The MEL offers Optional Excess Liability Limits excess of the MEL Excess Limit.

- The following limits are the Optional Excess Limits:
 - \$2,000,000 (equals \$7,000,000 total);
 - \$5,000,000 (equals \$10,000,000 total);
 - \$10,000,000 (equals \$15,000,000 total); and
 - \$15,000,000 (equals \$20,000,000 total);

The Fund purchases Optional JIF Shared Aggregate Excess Liability Limits excess of \$20,000,000 from the MEL. This coverage is only available to members of the Fund who purchase all \$20,000,000 available to them from the Optional Excess Liability Limits.

- \$10,000,000 aggregate (equals \$30,000,000 total)

4. Public Officials Liability / Employment Practices Liability

Each local member unit is 100% commercially insured with QBE Specialty Insurance Company for \$2,000,000 in the aggregate per member on a claims made and reported basis for each Fund year.

- Retentions and Coinsurance:
 - \$20,000 is the standard retention per claim and 20% of the first \$250,000 of the loss is the standard coinsurance, although other retentions and coinsurances may apply.
 - Local member units may qualify based on certain criteria to have options to purchase a lower retention and/or coinsurance contribution.
 - Members with adverse loss experience may be subject to higher retention and/or coinsurance.

5. Optional Excess Public Officials Liability / Employment Practices Liability

The MEL offers Optional Excess Public Officials Liability / Employment Practices Liability limits excess of the local member units' primary \$2,000,000 Public Officials Liability / Employment Practices Liability policies with QBE Specialty Insurance Company as follows:

- \$1,000,000 (equals \$3,000,000 total);
- \$2,000,000 (equals \$4,000,000 total);
- \$3,000,000 (equals \$5,000,000 total);
- \$4,000,000 (equals \$6,000,000 total); and
- \$8,000,000 (equals \$10,000,000 total).

6. Optional Volunteer Directors & Officers Liability

Fire companies and Emergency Service Units have the option of purchasing optional Volunteer Directors & Officers Liability coverage. The coverage is 100% commercially insured with QBE Specialty Insurance Company and applies to the non-firematic/emergency activities of such entity per the following options:

Option	Limit of Liability	Deductible
1	\$1,000,000	\$1,000
2	\$1,000,000	\$2,000
3	\$1,000,000	\$5,000
4	\$2,000,000	\$1,000
5	\$2,000,000	\$2,000
6	\$2,000,000	\$5,000

7. Crime

- The Fund provides Crime coverage with a limit of \$50,000 for: Loss of Assets, Credit Card Forgery, Loss of Employee Benefit Plan Assets and Public Employee Dishonesty
- The member deductible is \$2,500
- MEL Crime
 - MEL Crime Excess: \$950,000 excess of the Fund Crime limit
 - MEL Crime Statutory Position:
 - a. The MEL provides primary employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$1,000,000 per occurrence per position. The MEL can provide MEL Crime Statutory Position limits, based on underwriting and via endorsement, above \$1,000,000, matching the

member's auditor's recommendation, but no more than \$2,000,000. Such additional limit is available upon request and approval by the MEL.

- b. The deductible is \$1,000
- MEL Crime Excess Public Officials:
 - a. The MEL provides excess employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have not applied or have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000
 - b. The deductible is the greater of the underlying bond/policy in place or the statutory limit required

8. Non-Owned Aircraft Liability

- \$5,000,000; and
- Medical Expense for each passenger: \$5,000
- The coverage is 100% commercially insured with Endurance

9. Environmental Impairment Liability

- Environmental Impairment Liability is provided to the Fund's local member units by the New Jersey Environmental Risk Management Fund (EJIF). Please refer to the EJIF's Plan of Risk Management.

10. Cyber

The Fund purchases Cyber insurance with Indian Harbor Insurance Company (primary insurer) for the following limits:

- Limits:
 - Fund Annual Aggregate: \$6,000,000
 - Third Party, Per Claim: \$3,000,000
 - First Party, Per Claim: \$3,000,000
- Retention, Per Claim: \$200,000

The MEL provides \$175,000 excess of the member's deductible of \$25,000.

The Fund also purchases Excess Cyber limits via the MEL with total limits of \$6,000,000 Each Claim / \$9,000,000 Aggregate

11. Property & Equipment Breakdown

- The Fund provides a \$100,000 limit per occurrence (Property & Time Element combined)

*Professional Municipal Management Joint Insurance Fund
2021 Plan of Risk Management*

-
- The MEL provides a \$900,000 limit excess of the Fund's limit
 - The MEL purchases additional excess property limits, as follows: \$125,000,000, including certain sublimits, including, but not limited, to:
 - Aggregate, Earth Movement: \$100,000,000
 - Aggregate, Flood (includes Storm Surge): \$100,000,000
 - a. Per Location, Special Flood Hazard Area (SFHA): \$52,500,000
 - Named Storm: Included
 - Vehicles: \$15,000,000
 - Unmanned Aircraft Systems: \$100,000
 - Member deductibles:
 - All Other: \$2,500
 - Automobile Physical Damage: \$2,500
 - Equipment Breakdown: \$5,000
 - SFHA Flood :
 - a. Building: \$500,000
 - b. Contents: \$500,000
 - c. Time Element: \$500,000
 - Named Storm (Covered Property in Atlantic, Ocean, Monmouth and Burlington counties east of the Garden State Parkway, and any covered property in Cape May County):
 - a. Property Damage: 1% of TIV at location, per occurrence
 - b. Time Element: 1% of 12 months gross earnings at location, per occurrence
 - c. Minimum, per location: \$1,000,000
 - d. Maximum, per occurrence: \$2,500,000

Individual Self-Insured Retentions

Optional Individual Self-Insured Retentions:

Amount of Risk to be Retained by the Fund

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles.

1. **Workers' Compensation:** \$250,000
2. **Liability:** \$250,000
 - NJ Uninsured/Underinsured Motorist: \$15,000 / \$30,000 / \$5,000
 - NJ Personal Injury Protection: \$250,000
3. **Optional Excess Liability Limit:** \$0
4. **Public Officials Liability / Employment Practices Liability:** \$0
5. **Optional Excess Public Officials Liability / Employment Practices Liability:** \$0
6. **Optional Volunteer Directors & Officers Liability:** \$0
7. **Crime:** \$50,000
 - MEL Crime Excess: None
 - MEL Crime Statutory Position: None
 - MEL Crime Excess Public Officials: None
8. **Non-Owned Aircraft Liability:** \$0
9. **Environmental Impairment Liability :** \$0
10. **Cyber:** \$0
11. **Property:** \$100,000
 - Equipment Breakdown: \$0
 - SFHA Flood: \$0
 - Named Storm (Covered Property in Atlantic, Ocean, Monmouth and Burlington counties east of the Garden State Parkway, and any covered property in Cape May County): \$0
 - Unmanned Aircraft Systems (UAS):\$100,000

Commercial Insurance / Reinsurance Purchased

The insurance/reinsurance listed below may contain sublimits, retentions and deductibles in addition to such already stated.

1. **Non-Owned Aircraft Liability:** The Fund purchases this coverage through the MEL from Endurance
2. **Excess Property & Equipment Breakdown:** The Fund purchases this coverage from the MEL
3. **Excess Liability:** The Fund purchases this coverage from the MEL
4. **Excess Workers' Compensation:** The Fund purchases this coverage from the MEL
5. **Excess Crime:** The Fund purchases this coverage from the MEL
6. **Public Officials Liability / Employment Practices Liability:** The Fund purchases this coverage from QBE Specialty Insurance Company
7. **Optional Volunteer Directors & Officers Liability:** The Fund purchases this coverage from QBE Specialty Insurance Company
8. **Cyber:** The Fund purchases this coverage from Indian Harbor Insurance Company and the MEL
9. **Environmental Impairment Liability:** The Fund purchases this coverage through the Environmental Joint Insurance Fund

Section II – Conditions

The Amount of Unpaid Claims to be Established

1. The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund has adequate reserves to pay all claims and allocated loss adjusted expense liability.
2. Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Commissioners and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.

The Method of Assessing Contributions to be Paid by Each Member of the Fund

1. By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating member is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
2. The calculation of pro rata shares is based on each member's experience modified manual premium for that line of coverage. The Commissioners also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the Commissioners. The total amount of each member's annual assessment is certified by majority vote of the Commissioners at least one (1) month prior to the beginning of the next fiscal year.
3. The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
4. If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
5. The Commissioners may by majority vote levy upon the participating members additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating members by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.
6. Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Commissioners.
7. Sexual Abuse Liability Account: The Commissioners may establish a sexual abuse liability account. Reserves, IBNR, expenses, assets, assessments and other assets for this account shall be accounted for separately. After the end of the year before the Fund has finalized its year end accounting, the Commissioners may levy a supplementary assessment if the sexual abuse claims account is negative on a statutory basis.
8. At the discretion of the Commissioners, any supplemental assessments may be payable in equal installments for up to ten years. Deferred assessments shall become due and immediately payable if a member leaves the Fund.

Procedures Governing Loss Adjustment and Legal Expenses

-
1. The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL and Volunteer D&O, which are handled by Summit Risk Services representing QBE Specialty Insurance Company. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers (i.e. General Re and Munich Re for liability, and Safety National for workers' compensation). Every three years, the MEL's internal auditors also conduct an audit.
 2. Each member is provided with a claims reporting procedure and appropriate forms.
 3. In order to control workers' compensation medical costs, the Fund has engaged a managed care organization (MCO) whose procedures are integrated into the Fund's claims process.
 4. To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in governmental claims. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

Procedures for the Closure of Fund Years, including the Maintenance of All Relevant Accounting Records

1. The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
2. Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
3. Each year, the Commissioners will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Banking and Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
4. In the event a member leaves the Fund, the Commissioners may assess the member's closed Fund Year account an amount not exceeding three (3) years stranded costs that the Fund incurs as a result of the member's withdraw. Stranded costs are those expenses incurred by the Fund that would otherwise have been paid from the withdrawing member's assessments had the member remained in the Fund. The dividend of any member that is no longer a member of the Fund and that member's share of the closed fund year account shall be held in escrow until the later of the tolling of the statute of limitations for all potential claims incurred during the membership period or the closure of all incurred claims by the Fund during the period of membership. A former member may apply to the Commissioners for a return of that member's remaining share of the closed Fund year account no sooner than when five (5) years have passed since the last Fund year in which the member participated has been closed. The Commissioners will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.
5. All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
6. The Fund will retain all records in accordance with the Fund's record retention program.

Assumptions and Methodology Used for the Calculation of Appropriate Reserve Requirements to be Established and Administered in Accordance with Sound Actuarial Principles

1. The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or funding requirement.

*Professional Municipal Management Joint Insurance Fund
2021 Plan of Risk Management*

-
2. The following is an overview of the two actuarial methods used to project the ultimate losses.
 - a. Paid Loss Development Method - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.
 - b. Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.

The Maximum Amount a Certifying and Approving Officer May Approve Pursuant to N.J.A.C. 11:15-2.22

1. \$10,000 for General and automobile liability
2. \$10,000 for workers compensation
3. With the advance approval of the Fund Attorney, the certifying and approving officer may also pay provider bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.
4. \$50,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting.

ADOPTED: *this ____ day of _____, 2021 by the Commissioners:*

Professional Municipal Management JOINT INSURANCE FUND

Chairperson

Secretary

RESOLUTION NO. 21-5

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

RESOLUTION AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH QBE SPECIALTY INSURANCE COMPANY FOR PRIMARY PUBLIC OFFICIALS/EMPLOYMENT PRACTICES LIABILITY

WHEREAS, there is a need for public officials/employment practices coverage for the Professional Municipal Management Joint Insurance Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, the Underwriting Manager is recommending award to QBE Specialty Insurance Company for primary public officials/employment practices liability coverage in the amount of \$348,585.00 inclusive of commission; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, QBE Specialty Insurance Company will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that QBE Specialty Insurance Company has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit QBE Specialty Insurance Company from making any reportable contributions through the term of the contract, and

WHEREAS, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2021 budget in the amount of \$348,585.00 inclusive of commission from:

Line Items: POL/EPL Premium and Land Use Liability

NOW, THEREFORE, BE IT RESOLVED, that the Professional Municipal Management Joint Insurance Fund authorizes the Executive Director to enter into a contract with QBE Specialty Insurance Company for the 2021 budget year for primary public officials/employment practices liability coverage in the amount of not to exceed \$348,585.00 inclusive of commission.

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND**

Attest:

CHAIRMAN

SECRETARY

RESOLUTION NO. 21-6

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

**RESOLUTION AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES
CONTRACT WITH QBE SPECIALTY INSURANCE COMPANY FOR OPTIONAL
VOLUNTEER DIRECTOR'S AND OFFICER'S LIABILITY COVERAGE**

WHEREAS, there is a need for optional volunteer director's and officer's liability coverage for the Professional Municipal Management Joint Insurance Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, the Underwriting Manager is recommending award to QBE Specialty Insurance Company for optional volunteer director's and officer's liability coverage in the amount of \$2,190.00 inclusive of commission; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, QBE Specialty Insurance Company will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that QBE Specialty Insurance Company has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit QBE Specialty Insurance Company from making any reportable contributions through the term of the contract, and

WHEREAS, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2021 budget in the amount of \$2,190.00 inclusive of commissions from:

Line Items: Volunteer Director's and Officer's Liability

NOW, THEREFORE, BE IT RESOLVED, that the Professional Municipal Management Joint Insurance Fund authorizes the Executive Director to enter into a contract with QBE Specialty Insurance Company for the 2021 budget year for optional volunteer director's and officer's liability coverage in the amount of not to exceed \$2,190.00 inclusive of commissions.

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND**

Attest:

CHAIRMAN

SECRETARY

RESOLUTION NO. 21-7

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

**RESOLUTION AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES
CONTRACT WITH INDIAN HARBOR INSURANCE COMPANY FOR PRIMARY CYBER
SECURITY LIABILITY COVERAGE**

WHEREAS, there is a need for primary cyber security liability coverage for the Professional Municipal Management Joint Insurance Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, the Underwriting Manager is recommending award to Indian Harbor Insurance Company for primary cyber security liability coverage in the amount of \$7,470.00 inclusive of commission; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, Indian Harbor Insurance Company will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that Indian Harbor Insurance Company has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit Indian Harbor Insurance Company from making any reportable contributions through the term of the contract, and

WHEREAS, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2021 budget in the amount of \$7,470.00 inclusive of commission from:

Line Items: Cyber Security Liability

NOW, THEREFORE, BE IT RESOLVED, that the Professional Municipal Management Joint Insurance Fund authorizes the Executive Director to enter into a contract with Indian Harbor Insurance Company for the 2021 budget year for primary cyber security liability coverage in the amount of not to exceed \$7,470.00 inclusive of commission.

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND**

Attest:

CHAIRMAN

SECRETARY



This online course details ways to prevent Employment Practices lawsuits.

Municipal elected officials, authority commissioners and a member's CEO (i.e. municipal manager/ administrator or executive director) who completes this course by May 1, 2021 will qualify for a \$250 credit in their local unit assessment.

1. Click the MEL Safety Institute's **Learning Management System (LMS)** link:
www.firstnetcampus.com/meljif
- 2 **Login to LMS**
 - 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 at (866) 661-5120
 - If you are new, click **New User Registration**, complete the fields and you will receive an email with your username and password.
3. Click **MSI Now** on the bottom right.
4. Click the course: **2020-2021 Elected Officials Risk Management Seminar: Employment Practices Liability**.
5. Click **Enroll**.
6. Click **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 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.

IMPORTANT: You must **complete the entire program and the affidavit** at the end of the program to receive credit.

If you have questions or need assistance contact the **MSI Help Line (866) 661-5120**, during business hours. The MEL Safety Institute can also be accessed anytime by going to www.njmel.org.

PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
		AS OF	November 30, 2020		
		THIS MONTH	YTD CHANGE	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	332,008	3,854,456	86,135,357	89,989,813
2.	CLAIM EXPENSES				
	Paid Claims	143,355	1,251,067	39,196,596	40,447,663
	Case Reserves	(60,545)	(95,935)	2,298,065	2,202,130
	IBNR	65,958	423,639	1,393,527	1,817,166
	Recoveries	(3,519)	(55,663)	(149,962)	(205,625)
	TOTAL CLAIMS	145,248	1,523,107	42,738,226	44,261,333
3.	EXPENSES				
	Excess Premiums	113,134	1,244,473	23,694,596	24,939,069
	Administrative	51,174	583,130	11,842,143	12,425,272
	TOTAL EXPENSES	164,308	1,827,602	35,536,739	37,364,341
4.	UNDERWRITING PROFIT (1-2-3)	22,452	503,747	7,860,392	8,364,139
5.	INVESTMENT INCOME	3,610	84,275	5,167,248	5,251,523
6.	DIVIDEND INCOME	96,366	96,366	1,721,553	1,817,919
7.	STATUTORY PROFIT (4+5+6)	122,428	684,388	14,749,193	15,433,581
8.	DIVIDEND	196,366	219,366	11,408,210	11,627,576
9	RCF Surplus Trigger Assessment	0	0	39,633	39,633
10	STATUTORY SURPLUS (7-8-9)	(73,938)	465,022	3,301,350	3,766,372
SURPLUS (DEFICITS) BY FUND YEAR					
	Closed	(99,350)	(107,054)	1,610,697	1,503,643
	Aggregate Excess LFC	4,278	48,456	236,051	284,507
	2016	472	15,709	718,886	734,595
	2017	362	58,747	339,597	398,344
	2018	439	96,128	336,585	432,713
	2019	525	157,181	59,534	216,714
	2020	19,336	195,856		195,856
TOTAL SURPLUS (DEFICITS)		(73,938)	465,022	3,301,350	3,766,372
TOTAL CASH					7,571,073
CLAIM ANALYSIS BY FUND YEAR					
TOTAL CLOSED YEAR CLAIMS		0	0	35,499,730	35,499,730
FUND YEAR 2016					
	Paid Claims	1,926	63,116	1,041,159	1,104,275
	Case Reserves	20,504	(25,124)	290,325	265,201
	IBNR	(22,429)	(41,362)	81,860	40,498
	Recoveries	0	(814)	(43,909)	(44,724)
TOTAL FY 2016 CLAIMS		1	(4,185)	1,369,436	1,365,251
FUND YEAR 2017					
	Paid Claims	7,561	316,833	1,134,785	1,451,618
	Case Reserves	(5,507)	(304,270)	657,730	353,460
	IBNR	(2,054)	(113,614)	219,346	105,732
	Recoveries	0	(10,986)	(48,788)	(59,775)
TOTAL FY 2017 CLAIMS		(0)	(112,037)	1,963,073	1,851,035
FUND YEAR 2018					
	Paid Claims	4,314	217,180	920,059	1,137,240
	Case Reserves	(35,826)	(223,461)	762,580	539,119
	IBNR	31,512	(69,817)	335,376	265,559
	Recoveries	0	(8,090)	(33,066)	(41,156)
TOTAL FY 2018 CLAIMS		0	(84,188)	1,984,949	1,900,761
FUND YEAR 2019					
	Paid Claims	97,196	455,840	600,862	1,056,702
	Case Reserves	(87,593)	163,332	587,429	750,762
	IBNR	(9,603)	(482,426)	756,945	274,519
	Recoveries	0	(10,957)	(24,198)	(35,154)
TOTAL FY 2019 CLAIMS		0	125,790	1,921,039	2,046,829
FUND YEAR 2020					
	Paid Claims	32,357	198,097		198,097
	Case Reserves	47,877	293,587		293,587
	IBNR	68,533	1,130,859		1,130,859
	Recoveries	(3,519)	(24,816)		(24,816)
TOTAL FY 2020 CLAIMS		145,248	1,597,727		1,597,727
COMBINED TOTAL CLAIMS		145,248	1,523,107	42,738,226	44,261,333

Professional Municipal Mgmt Joint Insurance Fund								
CLAIMS MANAGEMENT REPORT								
EXPECTED LOSS RATIO ANALYSIS								
AS OF November 30, 2020								
FUND YEAR 2015 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited Incurred Current	71 Actual 30-Nov-20	MONTH TARGETED	70 Actual 31-Oct-20	MONTH TARGETED	59 Actual 01-Dec-19	MONTH TARGETED
PROPERTY	191,000	65,876	34.49%	100.00%	34.49%	100.00%	34.49%	100.00%
GEN LIABILITY	471,685	137,199	29.09%	96.64%	29.09%	96.75%	29.09%	97.06%
AUTO LIABILITY	75,666	68,243	90.19%	97.08%	90.19%	97.18%	90.19%	95.94%
WORKER'S COMP	1,241,000	802,675	64.68%	100.00%	64.68%	100.00%	64.68%	99.86%
TOTAL ALL LINES	1,979,351	1,073,994	54.26%	99.09%	54.26%	99.12%	54.26%	99.06%
NET PAYOUT %	\$1,060,219		53.56%					
FUND YEAR 2016 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited Incurred Current	59 Actual 30-Nov-20	MONTH TARGETED	58 Actual 31-Oct-20	MONTH TARGETED	47 Actual 01-Dec-19	MONTH TARGETED
PROPERTY	175,205	71,144	40.61%	100.00%	40.61%	100.00%	40.41%	100.00%
GEN LIABILITY	485,444	249,599	51.42%	97.06%	51.42%	97.02%	41.12%	95.40%
AUTO LIABILITY	63,974	7,856	12.28%	95.94%	12.28%	95.69%	12.28%	92.21%
WORKER'S COMP	1,288,669	996,154	77.30%	99.86%	75.56%	99.83%	78.75%	99.34%
TOTAL ALL LINES	2,013,291	1,324,753	65.80%	99.07%	64.69%	99.04%	64.23%	98.22%
NET PAYOUT %	\$1,059,552		52.63%					
FUND YEAR 2017 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited Incurred Current	47 Actual 30-Nov-20	MONTH TARGETED	46 Actual 31-Oct-20	MONTH TARGETED	35 Actual 01-Dec-19	MONTH TARGETED
PROPERTY	185,329	164,630	88.83%	100.00%	88.83%	100.00%	88.83%	100.00%
GEN LIABILITY	483,019	398,199	82.44%	95.40%	82.44%	95.07%	83.72%	89.48%
AUTO LIABILITY	53,346	101,203	189.71%	92.21%	189.71%	91.84%	164.88%	86.58%
WORKER'S COMP	1,332,335	1,081,271	81.16%	99.34%	81.00%	99.28%	82.43%	97.90%
TOTAL ALL LINES	2,054,029	1,745,304	84.97%	98.29%	84.87%	98.16%	85.45%	95.82%
NET PAYOUT %	\$1,391,843		67.76%					
FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited Incurred Current	35 Actual 30-Nov-20	MONTH TARGETED	34 Actual 31-Oct-20	MONTH TARGETED	23 Actual 01-Dec-19	MONTH TARGETED
PROPERTY	181,000	96,226	53.16%	100.00%	53.16%	100.00%	66.40%	99.33%
GEN LIABILITY	428,966	117,212	27.32%	89.48%	26.09%	88.77%	11.65%	78.18%
AUTO LIABILITY	47,555	47,043	98.92%	86.58%	98.92%	85.94%	30.01%	75.06%
WORKER'S COMP	1,313,000	1,374,722	104.70%	97.90%	107.50%	97.68%	111.12%	92.71%
TOTAL ALL LINES	1,970,521	1,635,202	82.98%	95.99%	84.58%	95.67%	83.40%	89.73%
NET PAYOUT %	\$1,096,084		55.62%					
FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited Incurred Current	23 Actual 30-Nov-20	MONTH TARGETED	22 Actual 31-Oct-20	MONTH TARGETED	11 Actual 01-Dec-19	MONTH TARGETED
PROPERTY	189,999	197,783	104.10%	99.33%	104.10%	98.69%	98.54%	86.00%
GEN LIABILITY	413,752	246,024	59.46%	78.18%	57.50%	76.91%	12.17%	49.00%
AUTO LIABILITY	44,262	11,760	26.57%	75.06%	26.57%	73.57%	25.13%	45.00%
WORKER'S COMP	1,275,000	1,316,743	103.27%	92.71%	103.16%	91.80%	59.36%	52.00%
TOTAL ALL LINES	1,923,013	1,772,310	92.16%	89.83%	91.66%	88.86%	52.29%	54.55%
NET PAYOUT %	\$1,021,548		53.12%					
FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION								
	Budget	Limited Incurred Current	11 Actual 30-Nov-20	MONTH TARGETED	10 Actual 31-Oct-20	MONTH TARGETED	-1 Actual 01-Dec-19	MONTH TARGETED
PROPERTY	171,000	70,851	41.43%	86.00%	31.96%	76.00%	N/A	N/A
GEN LIABILITY	380,312	20,200	5.31%	49.00%	7.91%	42.00%	N/A	N/A
AUTO LIABILITY	47,539	12,606	26.52%	45.00%	26.52%	40.00%	N/A	N/A
WORKER'S COMP	1,257,000	363,211	28.90%	52.00%	23.29%	42.00%	N/A	N/A
TOTAL ALL LINES	1,855,851	466,868	25.16%	54.34%	21.02%	45.08%	N/A	N/A
NET PAYOUT %	\$173,281		9.34%					

2020 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS				
			November 30, 2020	
FUND	2020 LOST TIME FREQUENCY	2019 LOST TIME FREQUENCY	2018 LOST TIME FREQUENCY	TOTAL RATE * 2020 - 2018
Monmouth County	0.71	1.28	1.14	1.05
Professional Municipal Management	0.79	2.29	2.48	1.89
Burlington County Municipal JIF	1.06	1.25	1.69	1.34
Bergen County	1.07	1.47	1.43	1.33
Morris County	1.09	1.59	1.68	1.46
Camden County	1.19	1.39	1.91	1.50
Gloucester, Salem, Cumberland Counties Municipal JIF	1.20	1.74	1.97	1.64
Central New Jersey	1.22	1.54	1.49	1.41
Ocean County	1.29	1.77	2.28	1.79
NJ Public Housing Authority	1.44	1.80	2.06	1.77
Suburban Essex	1.44	1.80	2.12	1.79
South Bergen County	1.46	1.62	2.27	1.79
Atlantic County Municipal JIF	1.50	2.52	2.31	2.13
Suburban Municipal	1.53	1.81	1.74	1.70
NJ Utility Authorities	1.79	2.62	2.22	2.22
AVERAGE	1.25	1.77	1.92	1.65

Professional Municipal Management JOINT INSURANCE FUND									
2020 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS									
DATA VALUED AS OF November 30, 2020									
			# CLAIMS	Y.T.D.	2020	2019	2018		TOTAL
		**	FOR	LOST TIME	LOST TIME	LOST TIME	LOST TIME		RATE
MEMBER_ID	MEMBER	*	11/30/2020	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY	MEMBER	2020 - 2018
1	305 Evesham Township Fire Dist			0	0.00	0.00	1.02	1 Evesham Township Fire	0.38
2	304 Evesham			0	0.41	2.25	1.55	2 Evesham	1.43
3	308 Willingboro			0	0.63	3.83	4.21	3 Willingboro	2.95
4	306 Maple Shade			0	0.93	0.86	0.86	4 Maple Shade	0.88
5	307 Moorestown			1	2.17	1.39	2.14	5 Moorestown	1.89
Totals:				1	7	0.79	2.48		1.89

2020 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS				
			December 31, 2020	
FUND	2020 LOST TIME FREQUENCY	2019 LOST TIME FREQUENCY	2018 LOST TIME FREQUENCY	TOTAL RATE * 2020 - 2018
Monmouth County	0.71	1.28	1.14	1.04
Burlington County Municipal JIF	1.02	1.25	1.69	1.32
Bergen County	1.02	1.47	1.43	1.31
Professional Municipal Management	1.04	2.29	2.48	1.94
Morris County	1.10	1.59	1.68	1.45
Gloucester, Salem, Cumberland Counties Municipal JIF	1.12	1.74	1.97	1.61
Central New Jersey	1.23	1.56	1.49	1.42
Ocean County	1.28	1.79	2.28	1.78
Camden County	1.32	1.39	1.91	1.54
NJ Public Housing Authority	1.32	1.80	2.06	1.72
Atlantic County Municipal JIF	1.43	2.53	2.32	2.10
Suburban Municipal	1.46	1.81	1.74	1.67
South Bergen County	1.46	1.64	2.27	1.79
Suburban Essex	1.47	1.80	2.12	1.79
NJ Utility Authorities	1.83	2.62	2.22	2.22
AVERAGE	1.25	1.77	1.92	1.65

Professional Municipal Management JOINT INSURANCE FUND									
2020 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS									
		DATA VALUED AS OF				December 31, 2020			
		# CLAIMS	Y.T.D.	2020	2019	2018			TOTAL
		FOR	LOST TIME	LOST TIME	LOST TIME	LOST TIME			RATE
MEMBER_ID	MEMBER	*	12/31/2020	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY	MEMBER	2020 - 2018
1	305 Evesham Township Fire Dist		0	0	0.00	0.00	1.02	1 Evesham Township Fire	0.37
2	304 Evesham		0	1	0.37	2.25	1.55	2 Evesham	1.39
3	306 Maple Shade		0	1	0.85	0.86	0.86	3 Maple Shade	0.86
4	308 Willingboro		3	5	1.43	3.83	4.21	4 Willingboro	3.16
5	307 Moorestown		0	3	1.99	1.39	2.14	5 Moorestown	1.84
Totals:			3	10	1.04	2.29	2.48		1.94

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2020 as of December 31, 2020

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> 2020 Budget	Filed
<input type="checkbox"/> Assessments	Filed
<input type="checkbox"/> Actuarial Certification	Filed
<input type="checkbox"/> Reinsurance Policies	Filed
<input type="checkbox"/> Fund Commissioners	Filed
<input type="checkbox"/> Fund Officers	Filed
<input type="checkbox"/> Renewal Resolutions	None
<input type="checkbox"/> New Members	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> Risk Management Plan	Filed
<input type="checkbox"/> Certification of Professional Fees	Filed
<input type="checkbox"/> Unaudited Financials	Filed
<input type="checkbox"/> Annual Audit	Filed
<input type="checkbox"/> State Comptroller Audit Filing	Filed
<input type="checkbox"/> Ethics Filing	On Line Filing

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND						
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund						
Data Valued As of :		January 20, 2021				
Total Participating Members		5	5			
Complaint			5			
Percent Compliant			100.00%			
				01/01/20	2020	
	EPL Program ?	Checklist Submitted	Compliant	EPL	POL	Co-Insurance
Member Name	*			Deductible	Deductible	01/01/20
EVESHAM	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE D	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

RESOLUTION NO. 20-28

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND DECEMBER 2020 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.

<u>FUND YEAR 2020</u>			
<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001614			
001614	MUNICIPAL EXCESS LIABILITY JIF	MEL PROPERTY Q4 2020	73,787.00
001614	MUNICIPAL EXCESS LIABILITY JIF	MEL FPB Q4	938.25
			74,725.25
001615			
001615	MUNICIPAL EXCESS LIABILITY JIF	MEL Q4 2020	150,829.00
			150,829.00
001616			
001616	QUAL-LYNX	TPA FEE 12/20	11,542.29
			11,542.29
001617			
001617	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 12/20	1,968.58
			1,968.58
001618			
001618	PERMA RISK MANAGEMENT SERVICES	POSTAGE 11/20	6.50
001618	PERMA RISK MANAGEMENT SERVICES	EXEC DIRECTOR 12/20	11,302.00
			11,308.50
001619			
001619	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 12/20	3,339.83
			3,339.83
001620			
001620	VOID	WRONG CHECK AMT	0.00
001621			
001621	THOMAS TONTARSKI	TREASURER FEE 12/20	1,518.13
			1,518.13
001622			
001622	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY RETAINER 12/20	1,756.33
001622	HELMER, CONLEY & KASSELMAN, PA	LITIGATION MGMT 12/20	1,496.08
			3,252.41
001623			
001623	CONNELL CONSULTING LLC	POLICE TRAINING MOORSETOWN 2 ATTENDED	200.00
			200.00
001624			
001624	MUNICIPAL EXCESS LIABILITY JIF	MEL SAFETY INSTITUTE Q4 2020	4,786.25
			4,786.25
001625			
001625	ALLSTATE INFORMATION MANAGEMNT	STORAGE&SERVICE FEE 10/20	52.47
			52.47
001626			
001626	CONNER STRONG & BUCKELEW	UNDERWRITING MGR 12/20	507.00
			507.00
001627			
001627	QUALCARE, INC.	WC CLAIMS 12/20	7,209.28
			7,209.28
		Total Payments FY 2020	271,238.99

TOTAL PAYMENTS ALL FUND YEARS \$271,238.99

Chairperson

Attest:

_____ **Dated:** _____

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

Treasurer

RESOLUTION NO. 20-29

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
DIVIDEND 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.

<u>FUND YEAR CLOSED</u>			
<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001628			
001628	EVESHAM TOWNSHIP	DIVIDEND 12/20	25,509.00
			25,509.00
001629			
001629	MOORESTOWN TOWNSHIP	DIVIDEND 12/20	21,156.00
			21,156.00
		Total Payments FY CLOSED	46,665.00
		TOTAL PAYMENTS ALL FUND YEARS	\$46,665.00

Chairperson

Attest:

Dated:_____

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

Treasurer

RESOLUTION NO. 21-8

PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND JANUARY 2021 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 2020

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001630			
001630	PERMA RISK MANAGEMENT SERVICES	POSTAGE 12/20	46.50
			46.50
001631			
001631	COURIER TIMES INC	AD 12/20	54.04
			54.04
001632			
001632	ALLSTATE INFORMATION MANAGEMNT	ARC SERVICE&STORAGE 12/20	52.47
001632	ALLSTATE INFORMATION MANAGEMNT	ARC SERVICE&STORAGE 11/20	52.47
			104.94
		Total Payments FY 2020	205.48

FUND YEAR 2021

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001633			
001633	MUNICIPAL EXCESS LIABILITY JIF	FPB Q1 2021	928.75
			928.75
001634			
001634	MUNICIPAL EXCESS LIABILITY JIF	PROP Q1 2021	83,219.00
001634	MUNICIPAL EXCESS LIABILITY JIF	MEL Q1 2021	158,201.50
			241,420.50
001635			
001635	N.J. MUNICIPAL ENVIRONMENTAL	EJIF FIRST INSTALLMENT 2021	56,100.00
			56,100.00
001636			
001636	QUAL-LYNX	TPA 1/21	12,003.93
			12,003.93
001637			
001637	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 1/21	2,007.92
			2,007.92
001638			
001638	PERMA RISK MANAGEMENT SERVICES	ED 1/21	11,373.75
			11,373.75
001639			
001639	THE ACTUARIAL ADVANTAGE	TREASURER 1/21	3,406.67
			3,406.67
001640			
001640	QUALCARE, INC.	MANAGED CARE - WC 1/21	7,497.64
			7,497.64
001641			
001641	THOMAS TONTARSKI	TREASURER 1/21	1,548.50
			1,548.50
001642			
001642	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY RETAINER 1/21	1,791.50
001642	HELMER, CONLEY & KASSELMAN, PA	LITIGATION MGT 1/21	1,526.00
			3,317.50

001643			
001643	MUNICIPAL EXCESS LIABILITY JIF	MSI Q1 2021	4,737.75
			4,737.75
001644			
001644	CONNER STRONG & BUCKELEW	UNDERWRITING MGR 1/21	519.00
			519.00
		Total Payments FY 2021	344,861.91
		TOTAL PAYMENTS ALL FUND YEARS	\$345,067.39

Chairperson

Attest:

Dated: _____

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

Treasurer

January 17, 2021

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 December 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 \$ 2553.16. This generated an average annual yield of 0.42%. However, we have an unrealized net loss of \$1,890.42 adjusting the reported yield to .11% for the period. The total overview of the asset portfolio for the fund shows an overall unrealized gain of \$6,629.68 as it relates to the market value of \$ 780,167.89 vs. the amount we have invested. If we include accrued interest the market value is adjusted to \$ 783,251.93.

Our Portfolio Investment with J.C.M.I. is valued at \$ 4,009.706.24.

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

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 48.00 /YTD \$ 44,573.82
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 0.00

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 104 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 \$ 229,896.41.

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 \$ 7,571,075.17 to a closing balance of \$ 7,026,977.85 showing a decrease in the fund of \$544,097.32.

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 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. YTD 2020						3,368.26	3,368.26
2/14	WILLINGBORO TWP.	2020185811	WILLINGBORO TWP.	PR	2019	994.67	
TOTAL- FEB. YTD 2020						994.67	4,362.93
3/12	EVESHAM TOWNSHIP	2020194068	EVESHAM TOWNSHIP	PR	2020	5,999.00	
TOTAL- MAR YTD 2020						5,999.00	10,361.93
4/2	EVESHAM TOWNSHIP	2019170512	EVESHAM TOWNSHIP	PR	2019	394.91	
TOTAL- APR YTD 2020						394.91	10,756.84
5/1	EVESHAM TOWNSHIP	2019170512	EVESHAM TOWNSHIP	PR	2019	866.93	
TOTAL- MAY YTD 2020						866.93	11,623.77
6/1	EVESHAM TOWNSHIP	2018146530	BRYAN STROCKBINE	WC	2018	3,467.61	
6/2	EVESHAM TOWNSHIP	1255655	JOSEPH TAVELLA	WC	2016	28.00	
6/18	EVESHAM TOWNSHIP	2019170497	EVESHAM TOWNSHIP	PR	2019	8,700.00	
TOTAL- JUNE YTD 2020						12,195.61	23,819.38
7/2	EVESHAM TOWNSHIP	2020195686	EVESHAM TOWNSHIP	PR	2020	5,000.00	
7/7	MAPLE SHADE	2019157579	MAPLE SHADE	PR	2018	4,622.15	
TOTAL-JULY YTD 2020						9,622.15	33,441.53
TOTAL-AUG. YTD 2020						0.00	33,441.53
9/1	EVESHAM TOWNSHIP	1255655	JOSEPH TAVELLA	WC	2016	98.00	
9/8	WILLINGBORO TWP.	2018109912	ANESIA DUPREE	WC	2017	10,986.29	
TOTAL-SEP. YTD 2020						11,084.29	44,525.82
TOTAL-OCT. YTD 2020						0.00	44,525.82
TOTAL-NOV. YTD 2020						0.00	44,525.82
12/1	EVESHAM TOWNSHIP	1255655	JOSEPH TAVELLA	WC	2016	48.00	
TOTAL-DEC. YTD 2020						48.00	44,573.82

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

Current Fund Year: 2020 Month Ending: November										
	Property	Liability	Auto	Workers Comp	LFC	POL/EPL	MEL	EJIF	Admin	TOTAL
OPEN BALANCE	365,306.79	1,724,989.66	106,384.21	3,234,048.84	62,316.69	(2,885.01)	421,971.25	(253,579.10)	1,986,882.41	7,645,435.74
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invest Pymnts	557.04	2,594.37	240.67	4,920.31	77.92	6.57	596.43	1.15	3,158.59	12,153.05
Invest Adj	76.07	359.17	31.83	673.38	12.98	0.18	87.86	0.09	413.70	1,655.26
Subtotal Invest	633.11	2,953.54	272.50	5,593.69	90.90	6.75	684.29	1.24	3,572.29	13,808.31
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96,366.00	96,366.00
TOTAL	633.11	2,953.54	272.50	5,593.69	90.90	6.75	684.29	1.24	99,938.29	110,174.31
EXPENSES										
Claims Transfers	14,507.15	7,797.91	0.00	121,049.60	0.00	0.00	0.00	0.00	0.00	143,354.66
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,180.22	41,180.22
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	14,507.15	7,797.91	0.00	121,049.60	0.00	0.00	0.00	0.00	41,180.22	184,534.88
END BALANCE	351,432.75	1,720,145.29	106,656.71	3,118,592.93	62,407.59	(2,878.26)	422,655.54	(253,577.86)	2,045,640.48	7,571,075.17
REPORT STATUS SECTION										
Report Month: November										
						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	November						
CURRENT FUND YEAR	2020						
	Description:	ASSET MGR	OPERATING ACCT 7307	CLAIMS ACCT. 7326	ADMIN. EXPENSE 7350	JCMI	
	ID Number:						
	Maturity (Yrs)						
	Purchase Yield:						
	TOTAL for All Accts & instruments						
Opening Cash & Investn	\$7,645,436.03	1,824,280.32	5,720,155.71	100,000.00	1,000.00	-	
Opening Interest Accrua	\$8,613.98	8,613.98	-	-	-	-	
1 Interest Accrued and/or	\$2,163.19	\$2,163.19	\$0.00	\$0.00	\$0.00	\$0.00	
2 Interest Accrued - discor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4 Accretion	\$1,655.27	\$1,189.45	\$0.00	\$0.00	\$0.00	\$465.82	
5 Interest Paid - Cash Inst	\$752.72	\$0.00	\$752.72	\$0.00	\$0.00	\$0.00	
6 Interest Paid - Term Ins	\$12,361.73	\$8,531.25	\$0.00	\$0.00	\$0.00	\$3,830.48	
7 Realized Gain (Loss)	-\$961.38	-\$2,894.55	\$0.00	\$0.00	\$0.00	\$1,933.17	
8 Net Investment Income	\$3,609.80	\$458.09	\$752.72	\$0.00	\$0.00	\$2,398.99	
9 Deposits - Purchases	\$4,280,900.88	\$0.00	\$96,366.00	\$143,354.66	\$41,180.22	\$4,000,000.00	
10 (Withdrawals - Sales)	-\$4,369,069.76	\$0.00	-\$4,184,534.88	-\$143,354.66	-\$41,180.22	\$0.00	
Ending Cash & Investment	\$7,571,075.49	\$1,831,106.47	\$1,632,739.55	\$100,000.00	\$1,000.00	\$4,006,229.47	
Ending Interest Accrual Bal	-\$1,584.56	\$2,245.92	\$0.00	\$0.00	\$0.00	-\$3,830.48	
Plus Outstanding Checks	\$78,404.60	\$0.00	\$0.00	\$44,463.42	\$33,941.18	\$0.00	
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Balance per Bank	\$7,649,480.09	\$1,831,106.47	\$1,632,739.55	\$144,463.42	\$34,941.18	\$4,006,229.47	

CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES									
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND									
Month		November							
Current Fund Year		2020							
Policy Year	Coverage	1. Calc. Net Paid Thru Last Month	2. Monthly Net Paid November	3. Monthly Recoveries November	4. Calc. Net Paid Thru November	5. TPA Net Paid Thru November	6. Variance To Be Reconciled	7. Delinquent Unreconciled Variance From	8. Change This Month
2020	Property	38,147.94	14,507.15	0.00	52,655.09	52,655.09	0.00	(0.00)	0.00
	Liability	394.29	35.25	0.00	429.54	429.54	0.00	0.00	0.00
	Auto	7,506.33	0.00	0.00	7,506.33	7,506.33	0.00	0.00	0.00
	Workers Comp	108,692.16	17,815.08	0.00	126,507.24	126,507.24	0.00	0.00	0.00
	Total	154,740.72	32,357.48	0.00	187,098.20	187,098.20	0.00	(0.00)	0.00
2019	Property	185,220.99	0.00	0.00	185,220.99	185,220.99	0.00	0.00	0.00
	Liability	49,708.95	23.50	0.00	49,732.45	49,732.45	0.00	0.00	0.00
	Auto	11,760.28	0.00	0.00	11,760.28	11,760.28	(0.00)	(0.00)	0.00
	Workers Comp	677,662.02	97,172.28	0.00	774,834.30	774,834.30	0.00	0.00	0.00
	Total	924,352.24	97,195.78	0.00	1,021,548.02	1,021,548.02	0.00	0.00	0.00
2018	Property	91,225.69	0.00	0.00	91,225.69	91,225.69	0.00	0.00	0.00
	Liability	35,895.54	3,078.75	0.00	38,974.29	38,974.29	(0.00)	(0.00)	0.00
	Auto	28,991.82	0.00	0.00	28,991.82	28,991.82	0.00	0.00	0.00
	Workers Comp	935,656.40	1,235.54	0.00	936,891.94	936,891.94	0.00	0.00	0.00
	Total	1,091,769.45	4,314.29	0.00	1,096,083.74	1,096,083.74	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	263,131.50	3,861.64	0.00	266,993.14	266,993.14	0.00	0.00	0.00
	Auto	101,203.37	0.00	0.00	101,203.37	101,203.37	(0.00)	(0.00)	0.00
	Workers Comp	855,317.42	3,699.00	0.00	859,016.42	859,016.42	0.00	0.00	0.00
	Total	1,384,282.64	7,560.64	0.00	1,391,843.28	1,391,843.28	0.00	0.00	0.00
2016	Property	70,793.99	0.00	0.00	70,793.99	70,793.99	0.00	0.00	0.00
	Liability	188,228.05	798.77	0.00	189,026.82	189,026.82	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	790,747.20	1,127.70	0.00	791,874.90	791,874.90	0.00	0.00	(0.00)
	Total	1,057,625.33	1,926.47	0.00	1,059,551.80	1,059,551.80	0.00	0.00	(0.00)
Closed FY	Property	0.00	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	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	4,612,770.38	143,354.66	0.00	4,756,125.04	4,756,125.04	0.00	0.00	(0.00)

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

Current Fund Year: 2020										
Month Ending: December										
	Property	Liability	Auto	Workers Comp	LFC	POL/EPL	MEL	EJIF	Admin	TOTAL
OPEN BALANCE	351,433.20	1,720,158.52	106,654.54	3,118,600.27	62,412.97	(2,879.88)	422,670.62	(253,578.01)	2,045,602.95	7,571,075.18
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	0.00	0.00	0.00	48.00	0.00	0.00	0.00	0.00	0.00	48.00
Invest Pymnts	146.97	719.41	64.04	1,304.27	26.10	0.37	176.78	0.19	855.51	3,293.64
Invest Adj	16.13	78.95	7.03	143.13	2.86	0.04	19.39	0.02	93.88	361.43
Subtotal Invest	163.10	798.36	71.07	1,447.40	28.96	0.41	196.17	0.21	949.39	3,655.07
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	163.10	798.36	71.07	1,495.40	28.96	0.41	196.17	0.21	949.39	3,703.07
EXPENSES										
Claims Transfers	15,254.32	30,576.92	0.00	184,065.17	0.00	0.00	0.00	0.00	0.00	229,896.41
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	225,554.25	0.00	92,349.74	317,903.99
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	15,254.32	30,576.92	0.00	184,065.17	0.00	0.00	225,554.25	0.00	92,349.74	547,800.40
END BALANCE	336,341.98	1,690,379.96	106,725.61	2,936,030.50	62,441.93	(2,879.47)	197,312.54	(253,577.80)	1,954,202.60	7,026,977.85
REPORT STATUS SECTION										
Report Month: December										
						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	December					
CURRENT FUND YEAR	2020					
Description:	ASSET MGR	OPERATING ACCT 7307	CLAIMS ACCT. 7326	ADMIN. EXPENSE 7350	JCMI	
ID Number:						
Maturity (Yrs)						
Purchase Yield:						
TOTAL for All Accts & instruments						
Opening Cash & Investn	\$7,571,075.49	1,831,106.47	1,632,739.55	100,000.00	1,000.00	4,006,229.47
Opening Interest Accrua	\$6,076.40	2,245.92	-	-	-	3,830.48
1 Interest Accrued and/or	-\$2,992.36	\$838.12	\$0.00	\$0.00	\$0.00	-\$3,830.48
2 Interest Accrued - discou	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	\$361.44	\$0.00	\$0.00	\$0.00	\$0.00	\$361.44
5 Interest Paid - Cash Inst	\$5,184.08	\$0.47	\$1,116.91	\$0.00	\$0.00	\$4,066.70
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	-\$1,890.42	-\$939.05	\$0.00	\$0.00	\$0.00	-\$951.37
8 Net Investment Income	\$662.74	-\$100.46	\$1,116.91	\$0.00	\$0.00	-\$353.71
9 Deposits - Purchases	\$1,597,848.40	\$0.00	\$1,050,048.00	\$229,896.41	\$317,903.99	\$0.00
10 (Withdrawals - Sales)	-\$2,145,600.80	-\$1,050,000.00	-\$547,800.40	-\$229,896.41	-\$317,903.99	\$0.00
Ending Cash & Investment	\$7,026,978.19	\$780,167.89	\$2,136,104.06	\$100,000.00	\$1,000.00	\$4,009,706.24
Ending Interest Accrual Bal	\$3,084.04	\$3,084.04	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$102,993.08	\$0.00	\$0.00	\$82,935.84	\$20,057.24	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$7,129,971.27	\$780,167.89	\$2,136,104.06	\$182,935.84	\$21,057.24	\$4,009,706.24

CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES									
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND									
Month		December							
Current Fund Year		2020							
Policy Year	Coverage	1. Calc. Net Paid Thru Last Month	2. Monthly Net Paid December	3. Monthly Recoveries December	4. Calc. Net Paid Thru December	5. TPA Net Paid Thru December	6. Variance To Be Reconciled	7. Delinquent Unreconciled Variance From	8. Change This Month
2020	Property	52,655.09	9,995.00	0.00	62,650.09	62,650.09	0.00	0.00	0.00
	Liability	429.54	0.00	0.00	429.54	429.54	0.00	0.00	0.00
	Auto	7,506.33	0.00	0.00	7,506.33	7,506.33	0.00	0.00	0.00
	Workers Comp	126,507.24	115,484.49	0.00	241,991.73	241,991.73	0.00	0.00	0.00
	Total	187,098.20	125,479.49	0.00	312,577.69	312,577.69	0.00	0.00	0.00
2019	Property	185,220.99	5,259.32	0.00	190,480.31	190,480.31	0.00	0.00	0.00
	Liability	49,732.45	25,422.25	0.00	75,154.70	75,154.70	0.00	0.00	0.00
	Auto	11,760.28	0.00	0.00	11,760.28	11,760.28	(0.00)	(0.00)	0.00
	Workers Comp	774,834.30	13,026.35	0.00	787,860.65	787,860.65	0.00	0.00	0.00
	Total	1,021,548.02	43,707.92	0.00	1,065,255.94	1,065,255.94	0.00	0.00	0.00
2018	Property	91,225.69	0.00	0.00	91,225.69	91,225.69	0.00	0.00	0.00
	Liability	38,974.29	883.74	0.00	39,858.03	39,858.03	(0.00)	(0.00)	0.00
	Auto	28,991.82	0.00	0.00	28,991.82	28,991.82	0.00	0.00	0.00
	Workers Comp	936,891.94	1,911.18	0.00	938,803.12	938,803.12	0.00	0.00	0.00
	Total	1,096,083.74	2,794.92	0.00	1,098,878.66	1,098,878.66	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	266,993.14	4,185.95	0.00	271,179.09	271,179.09	0.00	0.00	0.00
	Auto	101,203.37	0.00	0.00	101,203.37	101,203.37	(0.00)	(0.00)	0.00
	Workers Comp	859,016.42	0.00	0.00	859,016.42	859,016.42	0.00	0.00	0.00
	Total	1,391,843.28	4,185.95	0.00	1,396,029.23	1,396,029.23	0.00	0.00	0.00
2016	Property	70,793.99	0.00	0.00	70,793.99	70,793.99	0.00	0.00	0.00
	Liability	189,026.82	84.98	0.00	189,111.80	189,111.80	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	791,874.90	53,643.15	48.00	845,470.05	845,470.05	0.00	0.00	0.00
	Total	1,059,551.80	53,728.13	48.00	1,113,231.93	1,113,231.93	0.00	0.00	0.00
Closed FY	Property	0.00	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	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	4,756,125.04	229,896.41	48.00	4,985,973.45	4,985,973.45	0.00	0.00	0.00

Professional Municipal Mgmt JIF

Certificate of Insurance Monthly Report

From 10/22/2020 To 11/22/2020

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Sunbelt Rentals, Inc. I - Township of Maple Shade	1275 West Mound Street Columbus, OH 43223	RE: Leased/Rented Equipment 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 Leased/Rented Equipment	11/10/2020 #2671505	GL AU EX WC OTH
Total # of Holders: 1				

11/30/2020

1 of 1

SAFETY DIRECTOR REPORT

Professional Municipal Management Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers

FROM: Robert Garish, JIF Safety Director

DATE: January 5, 2021

J. A. MONTGOMERY CONSULTING SERVICE TEAM & LOSS CONTROL ACTIVITIES

<p>Keith Hummel Associate Public Sector Director khummel@jamontgomery.com Office: 856-552-6862</p>	<p>Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18th Floor Camden, NJ 08102 P.O. Box 99106 Camden, NJ 08101</p>	<p>Glenn Prince Assistant Public Sector Director gprince@jamontgomery.com Office: 856-552-4744 Cell: 609-238-3949</p>
<p>Robert Garish Senior Consultant rgarish@jamontgomery.com Office: 856-552-4650</p>	<p>Lauren Gershman Administrative Assistant lgershman@jamontgomery.com Office: 856-446-9279</p>	<p>Jonathan Czarnecki Risk Control Consultant jczarnecki@jamontgomery.com Office: 856-446-9205</p>

LOSS CONTROL SURVEYS

- There were no Loss Control Surveys conducted in the month of December

MEETINGS ATTENDED

- There were no meetings attended during December

UPCOMING MEETING SCHEDULE

DATE	TOPIC	LOCATION
January 26, 2021	Reorganization Meeting	Telephonic

MEL SAFETY INSTITUTE (MSI)

MSI SAFETY DIRECTOR'S BULLETINS AND MESSAGES

MSI Safety Director Bulletins and Messages are distributed by email to Fund Commissioners, Safety Coordinators, and Risk Consultants. They can be viewed at <https://njmel.org/mel-safety-institute/bulletins/> or NJ MEL App.

If you are not receiving updates or would like to add other names to the distribution list, please let us know.

- December 3- New Fire Service Resource- Seatbelts
- December 10- PEOSH Reporting and Recording COVID-related illness Guidance
- December 16, 2020- Employers of CDL Holders- Designated Employer Representative Training 2021

MSI NOW & MSI DVD

MSI NOW provides on-demand streaming videos and online classes that can be viewed 24/7 by our members. Topics pertain to many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes.

MSI NOW	
Municipality	Number of Videos
-0-	-0-

MSI DVD includes a vast library of DVDs topics on many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes. The DVDs can be requested free of charge for MEL members and held for up to 2 weeks so that you can view them at your convenience. A prepaid self-addressed envelope is included to return the DVD. Please visit www.njmel.org or email the video library at melvideolibrary@jamontgomery.com.

MSI DVD	
Municipality	Number of Videos
-0-	-0-

MSI LIVE

MSI LIVE features real-time, instructor-led classes and webinars. Experienced instructors provide an interactive experience for the attendee on a broad spectrum of safety and risk control topics. Most MSI LIVE offerings have been awarded continuing education credits for municipal designations and certifications. The MSI LIVE catalog provides a description of the course, the intended audience, and available credits.

The MSI LIVE schedule is available for registration through the MEL website at www.NJMEL.org by clicking **MSI LIVE**. Please register early, under-attended classes will be canceled.

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

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 Andrea Felipe afelip@jamontgomery.com.



**PROFESSIONAL MUNICIPAL MANAGEMENT JIF
Cumulative Savings Report**

2020	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	67	\$28,021.04	\$10,319.06	\$17,701.98	63%
FEBRUARY	132	\$151,717.37	\$43,060.69	\$108,656.68	72%
MARCH	105	\$119,083.23	\$43,582.43	\$75,500.80	63%
APRIL	88	\$62,501.40	\$22,871.72	\$39,629.68	63%
MAY	33	\$152,097.78	\$66,171.88	\$85,925.90	56%
JUNE	47	\$30,499.85	\$9,561.20	\$20,938.65	69%
JULY	38	\$24,782.42	\$14,905.06	\$9,877.36	40%
AUGUST	72	\$111,444.18	\$42,755.00	\$68,689.18	62%
SEPTEMBER	65	\$52,754.14	\$20,010.87	\$32,743.27	62%
OCTOBER	106	\$87,200.87	\$38,988.19	\$48,212.68	55%
NOVEMBER	52	\$257,199.49	\$98,529.09	\$158,670.36	62%
DECEMBER	68	\$332,012.87	\$115,770.20	\$216,242.67	65%
TOTALS	873	\$1,409,314.64	\$526,525.39	\$882,789.21	63%

2019	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	54	\$18,456.01	\$7,732.57	\$10,723.44	58%
FEBRUARY	197	\$266,851.20	\$97,145.36	\$169,705.84	64%
MARCH	83	\$272,577.36	\$41,182.77	\$231,394.59	85%
APRIL	119	\$239,298.49	\$79,079.33	\$160,219.16	67%
MAY	80	\$198,539.60	\$109,089.20	\$89,450.40	45%
JUNE	127	\$151,492.03	\$64,763.53	\$86,728.50	57%
JULY	104	\$103,349.22	\$42,460.47	\$64,727.75	59%
AUGUST	104	\$109,128.90	\$58,209.59	\$47,080.31	46%
SEPTEMBER	106	\$106,353.28	\$46,519.52	\$59,833.76	56%
OCTOBER	119	\$178,650.01	\$58,385.05	\$120,264.96	67%
NOVEMBER	144	\$144,475.72	\$53,759.64	\$90,716.08	63%
DECEMBER	80	\$58,613.74	\$19,499.46	\$39,114.28	67%
TOTALS	1317	\$1,847,785.56	\$677,826.49	\$1,169,959.07	63%



PROFESSIONAL MUNICIPAL MANAGEMENT JIF
Savings By Specialty & Top 10 Providers
1/1/2020 – 12/31/2020

SAVINGS BY SPECIALTY

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Hospital	34	\$569,016.00	\$223,845.20	\$345,170.80	61%
Ambulatory Surgical Center	14	\$256,099.00	\$99,952.67	\$156,146.33	61%
Physical Therapy	365	\$157,846.36	\$35,033.00	\$122,813.36	78%
Orthopedic Surgery	84	\$95,793.78	\$28,180.57	\$67,613.21	71%
Neurosurgery	33	\$90,675.00	\$26,316.08	\$64,358.92	71%
Occupational Medicine	93	\$37,290.78	\$19,193.81	\$18,096.97	49%
Pain Management	17	\$34,017.50	\$3,872.13	\$30,145.37	89%
Neurology	5	\$32,554.00	\$14,675.82	\$17,878.18	55%
Anesthesiology	21	\$31,345.45	\$17,965.52	\$13,379.93	43%
Physical Medicine & Rehab	17	\$25,634.90	\$3,886.90	\$21,748.00	85%
Radiology	43	\$21,810.37	\$9,888.60	\$11,921.77	55%
Urgent Care Center	54	\$13,298.01	\$8,411.08	\$4,886.93	37%
Durable Medical Equipment	11	\$12,751.14	\$11,427.73	\$1,323.41	10%
Behavioral Health	23	\$6,871.47	\$5,533.89	\$1,337.58	19%
Emergency Medicine	6	\$6,849.00	\$5,206.41	\$1,642.59	24%
Hand Surgery	9	\$3,762.00	\$2,286.33	\$1,475.67	39%
Ambulance	4	\$3,406.70	\$3,196.20	\$210.50	6%
Hospitalist	8	\$3,379.00	\$2,660.15	\$718.85	21%
Physicians Fees	12	\$3,340.00	\$2,726.09	\$613.91	18%
Medical Transportation	14	\$2,020.00	\$1,795.00	\$225.00	11%
Sports Medicine	2	\$945.00	\$220.22	\$724.78	77%
Laboratory Services	4	\$609.14	\$251.99	\$357.15	59%
Grand Total	873	\$1,409,314.60	\$526,525.39	\$882,789.21	63%

TOP 10 PROVIDERS

	UNITS OF SERVICE	APPROVED	SPECIALTY
KENNEDY HEALTH	4	\$97,154.73	Hospital
VIRTUA WEST JERSEY HEALTH INC	9	\$62,415.25	Hospital
MILLENNIUM SURGICAL CENTER, LLC	1	\$52,811.17	Ambulatory Surgery Center
VIRTUA MEMORIAL HOSPITAL BURLINGTON COUNTY	7	\$39,701.48	Hospital
TARIQ S. SIDDIQI, MD	22	\$23,882.64	Neurosurgery
CONCENTRA MEDICAL CENTERS	83	\$17,010.85	Occupational Medicine
MEMORIAL AMBULATORY SURGERY CENTER	2	\$16,369.00	Ambulatory Surgery Center
VIRTUA WILLINGBORO HOSPITAL	9	\$13,219.21	Hospital
IVY REHAB NETWORK INC	135	\$12,995.00	Physical Therapy
BURLINGTON COUNTY ORTHOPAEDIC SPECIALIST	21	\$12,518.70	Orthopedic Surgery
Grand Total	293	\$348,078.03	



**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
QUAL-LYNX ACCOUNT SERVICE TEAM**

OVERALL ACCOUNT RESPONSIBILITY

Kathleen M. Kissane Assistant Vice President, Account Management	Ph: 609-833-2178 Fax: 609-653-2928 Cell: 609-457-3752	kkissane@qual-lynx.com
---	---	------------------------

WORKERS' COMPENSATION

Kimberly DeLaurentis WC Supervisor	Ph: 609-833-2912 Fax: 609-601-3196	kdeLaurentis@qual-lynx.com
Katie Perry WC Assistant Supervisor	Ph: 609-833-9218 Fax: 609-601-3196	kperry@qual-lynx.com
William Loder WC Lost Time Adjuster	Ph: 804-546-3877 Fax: 609-601-3196	William.Loder@qual-lynx.com
Cynthia DiPasquale WC Lost Time Adjuster	Ph: 609-833-9346 Fax: 609-601-3196	cdipasquale@qual-lynx.com

LIABILITY

Karen Berenato Liability Manager	Ph: 609-833-2931 Fax: 609-601-3173	kberenato@qual-lynx.com
Susan Lovett Liability Assistant Supervisor	Ph: 609-833-2185 Fax: 609-601-3173	slovett@qual-lynx.com
Mark Rudisill Liability Senior Claim Analyst	Ph: 609-833-2910 Fax: 609-601-3173	mrudisill@qual-lynx.com
Donna Crosson Liability Adjuster	Ph: 860-907-8999 Fax: 855-816-3496	dcrosson@qual-lynx.com
Lillian Hulse Liability Adjuster	Ph: 609-365-4005 Fax: 609-601-3173	lhulse@qual-lynx.com

PROPERTY

Joseph Lisciandri Property Supervisor	Ph: 609-601-3191 Fax: 609-601-3192 Cell: 609-402-5218	jisciandri@qual-lynx.com
Eileen Stasuk Property Adjuster	Ph: 609-833-2091 Fax: 609-601-3193	estasuk@qual-lynx.com
Doris Moore Property Adjuster	Ph: 609-833-2903 Fax: 609-601-3194	dmoore@qual-lynx.com
Diane Payne Property Adjuster	Ph: 609-833-2202 Fax: 609-601-3194	dpayne@qual-lynx.com



**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
QUAL-LYNX ACCOUNT SERVICE TEAM**

WORKERS' COMPENSATION MANAGED CARE

Karen Beatty Client Services Manager	Ph: 609-365-4999 Cell: 609-626-1023	kbeatty@qual-lynx.com
--	--	-----------------------

NURSE CASE MANAGEMENT

Diane Belanger Nurse Case Manager Supervisor	Ph: 732-562-7728	dbelanger@qual-lynx.com
Wendie Szamreta Nurse Case Manager	Ph: 877-822-9368 Ext. 312842	wszamreta@qual-lynx.com

SENIOR MANAGEMENT

Kathleen M. Kissane Assistant Vice President, Account Management	Ph: 609-833-2178 Fax: 609-653-2928 Cell: 609-457-3752	kkissane@qual-lynx.com
Stephen McNamara Assistant Vice President, Client Services	Ph: 609-833-9256 Fax: 609-653-2928 Cell: 609-626-4230	smcnamara@qual-lynx.com
Eileen Luterzo Assistant Vice President, WC Clinical Services	Ph: 732-465-7342 Fax: 732-562-2825 Cell: 908-242-7202	eluterzo@qual-lynx.com
Shelly Long Director, Claims Operations	Ph: 609-833-9267 Fax: 609-653-2928	shellyl@qual-lynx.com

<u>Office Address:</u> 100 Decadon Drive Egg Harbor Township, NJ 08234

APPENDIX I

MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – NOVEMBER 24, 2020
TELEPHONIC MEETING
1:00 PM**

Meeting of 2020 Fund Commissioners called to order. Open Public Meetings notice read into record.

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
---------------	------------------------	---------

APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford C. Stokes Karen Read Brandon Tracy
----------------------------------	--

Treasurer	Tom Tontarski
-----------	----------------------

Attorney	Helmer, Conley & Kasselmann
----------	-----------------------------

Auditor	Bowman & Company
---------	------------------

Claims Service	Qual Lynx Kathy Kissane
----------------	-----------------------------------

PERMA

Safety Director	J.A. Montgomery Risk Control Glenn Prince Jonathan Czarnecki
-----------------	--

Managed Care Organization	QualCare Karen Beatty
---------------------------	---------------------------------

Underwriting Manager	Conner Strong & Buckelew
----------------------	--------------------------

ALSO PRESENT:

Maureen Mitchell, Evesham Fire
Michael Avalone, Conner Strong & Buckelew

APPROVAL OF MINUTES: October 27, 2020 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF OCTOBER 27, 2020

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

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR: The Executive Director hoped everyone is doing well and advised the primary focus of today's meeting is the adoption of the 2021 Budget.

2021 Budget – At the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2021 in the amount of \$3,946,549 that represents a 0.83% increase over last year's budget. In accordance with state regulations, the proposed budget has been advertised in the Fund's official newspaper and sent to each member municipality/entity.

The Executive Director advised the budget has not changed since introduction, with a total of \$3,946,549. This is the public hearing for the 2021 Budget.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2021 BUDGET

Moved:	Commissioner Brevogel
Second:	Commissioner Corrales
Vote:	Unanimous

The Executive Director reviewed the budget. Regarding the claims and loss funds, the Fund is down \$45,000. The Fund is lowering the funding in regards to the new legislation, about 25%, for the fire fighter presumption bill and the sexual molestation legislation. Overall that brings the claims down 2%. Good news on the premiums for the JIF. The EJIF budget went down, so our portion of that went down 1% and their dividend, also included in the budget, went up 15%. There is a MEL Property increase, which was statewide, but barely 1% for the PMM JIF. In Professional Fees, the claims adjustment was increased 4%, managed care 3% and the other professionals 2%. Property appraisals are finished so that line item has been decreased to zero and the Fund should have them shortly. Overall the fund expenses and contingencies are down 1%. The POL/EPL premiums had a substantial increase of 8%, strictly from the loss history. The MEL average was 2.25% and the PMM JIF is at 8.61%. Cyber Liability has an increase of 100%, the market being very volatile and that is throughout the whole MEL system as claims drastically increase for cyber. Overall a 0.83% increase. Assessments were circulated last month, if any one needs another copy please contact Ms. Read in the Fund Office.

MOTION TO CLOSE THE PUBLIC HEARING

Moved:	Commissioner Brevogel
Second:	Commissioner Corrales
Vote:	Unanimous

MOTION TO APPROVE THE 2021 BUDGET AND CERTIFY THE ASSESSMENTS

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

MEL, RCF & EJIF Representative - The Executive Director advised the fund should elect its representative to the MEL, RCF & EJIF for the 2021 Fund Year. He reported the current representative for the Fund is Thomas Merchel. Commissioner Brevogel asked if Mr. Merchel was still interested and Mr. Merchel advised he would, and reported he is in the first of a two year Chairmanship of the MEL.

Motion to elect Thomas Merchel as the Professional Municipal Management Joint Insurance Fund's 2021 representative to the Municipal Excess Liability Joint Insurance Fund, to the Residual Claims Fund Joint Insurance Fund and Environmental Joint Insurance Fund.

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

Residual Claims Fund, EJIF & MEL Meetings – The RCF, EJIF & MEL all met on October 21, 2020 via conference call. Chairman Merchel's meeting minutes were included in the agenda. The MEL & EJIF also met last week and those minutes will appear in our next agenda.

Cyber Security Challenges and COVID 19: Included in the agenda was a copy of an article published in the League of Municipalities Magazine, written by Ed Cooney, MEL's Underwriting Manager and Michael Geraghty, Chief Information Officer for the State of New Jersey. The article covers network safety in the office and also working from home.

SEM Website - The New Jersey Sustainable Energy Joint Meeting (SEM) recently launched their updated website. A copy of the announcement was included in the agenda. Some members of the PMM JIF participate in this program that group purchases natural gas and electric for its members providing significant savings. The Executive Director advised any member not in the SEM but interested, please contact the Fund Office.

December Meeting – The JIF has historically cancelled the December Fund meeting; if the Commissioners wish to follow past procedure, a motion to cancel the meeting would be in order.

The Commissioners did pass Resolution 20-7 in February that authorizes fund professionals to continue services and process payments for the months that the Fund does not meet.

MOTION TO CANCEL THE DECEMBER MEETING

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

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 Executive Director reported the Financial Fast Track, dated

September 30, 2020 shows the fund's surplus of \$3.8 million, with \$180,000 increase over the prior month. The fund's Loss Time Accident Frequency for October is the lowest of all MEL Funds at 0.75, and only one new accident for the month.

The Executive Director wished everyone a Happy Thanksgiving and a great holiday season, asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: NONE

TREASURER: Mr. Tontarski reviewed the treasurer's report and bills list with the Fund. Mr. Tontarski advised on November 2nd, he transferred \$4,000,000 to the JCMI and he will report more on that at the next meeting. Mr. Tontarski wished everyone a happy holiday season, asked if there were any questions and concluded his report.

Payment of November 2020 Vouchers Resolution 20-27

Fund Year 2020	\$41,180.22
Total	\$41,180.22

MOTION TO APPROVE RESOLUTION 20-27 VOUCHER LIST FOR THE MONTH OF NOVEMBER

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

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of October 2020:

2020	56,867.84
2019	26,520.94
2018	15,639.51
2017	23,064.48
2016	1,485.19
Closed	0.00
TOTAL	101,380.47

Treasurer's Report Made Part of Minutes

SAFETY DIRECTOR:

REPORT: Glenn Prince reported the Safety Directors Report for October was included in the agenda. Mr. Prince previously reported they have suspended the in person training programs at this time and encourage all members to visit the MEL website to review their list of training topics. Included in the agenda packet is courses through December 18th and the

instructions for how to sign on and register. Mr. Prince asked if there were any questions and then concluded his report.

Mr. Brevogel asked if Mr. Prince had hear about PEOSHA having any issues about training not being completed.

Mr. Prince advised there had been a lot of PEOSHA activity up North and they are continuing to inspect. Mr. Prince advised they are trying to make it as easy as possible with the webinars and avoiding having employees congregating.

Mr. Brevogel asked about webinar recordings and although they are recorded for in house purposes, the recording does not satisfy the training requirement. Mr. Prince advised he would let the Fund know if that changes.

Mr. Stokes advised the live streaming requirement has to do with the interaction of the attendees with the instructor.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: NONE

MANAGED CARE:

REPORT: Karen Beatty advised October's reports were included in the agenda. Ms. Beatty reported there were 753 bills so far this year, totaling \$820,102.28, of that amount \$312,226.10 was paid for a savings of \$507,876.18 which is a 62% savings. Ms. Beatty wished everyone a happy and safe holiday season, asked if there were any questions and concluded her report.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Kathy Kissane advised the claims committee met prior to this meeting and asked for approval of the five PARS as recommended by the claims committee.

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

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

Kathy Kissane then wished everyone a happy and healthy holiday season with their families.

OLD BUSINESS: NONE

NEW BUSINESS: Mr. Brevogel advised everyone how much he appreciates the Safety Bulletins that have been distributed. They are wonderful and he forwards them to the Acting Township Manager and Public Safety Director. They're very helpful and keep them grounded on what they need to be doing.

PUBLIC COMMENT: NONE

Chairman Merchel advised he and all the Commissioners would like to wish the Professionals a Happy Thanksgiving and Happy Holidays and thanked them for all the work they have done during this difficult year.

MOTION TO ADJOURN MEETING

Motion:	Commissioner Brevogel
Second:	Commissioner Danson
Vote:	Unanimous

MEETING ADJOURNED: 1:25pm

NEXT REGULAR MEETING: January 26, 2021

Rachel Chwastek, Assisting Secretary for
RICHARD BREVOGEL, SECRETARY

APPENDIX II
RCF, EJIF & MEL REPORTS



Municipal Excess Liability Residual Claims Fund

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

January 6, 2021

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: Commissioner Thomas Merchel

Re: RCF 2021 Reorganization Meeting

Executive Committee Nominations: Although the RCF conducts its meetings as a Board of Commissioners, regulations require the election of an Executive Committee. Below is a listing of the 2021 Executive Committee and Alternates.

2021 Executive Committee
Gregory Franz, South Bergen JIF, Chairman
John Clarke, MEL JIF, Secretary
Paul Tomasko, Bergen JIF
Tom Nolan, Monmouth JIF
Joseph Wolk, Camden JIF
Brian Bigler, NJUA JIF
Joseph Catenaro, Suburban Essex JIF

Alternates - Executive Committee
David Matchett, Burlco JIF
Richard Hirsch, Atlantic JIF
Jon Rheinhardt, Morris JIF
Tom Merchel, PMM JIF
Sherry Sims, NJPHA JIF
Veronica Laureigh, Ocean JIF
William Northgrave, Central JIF
Megan Champney, Suburban Municipal
Robert Law, Trico JIF

RCF Claims Committee: The following commissioners were submitted to serve on the 2021 RCF Claims Committee:

RCF Claims Committee
Gregory Franz, South Bergen JIF, Chairman
John Clarke, MEL JIF, Secretary
Sherry Sims, NJPHA JIF
Jon Rheinhardt, Morris JIF
Megan Champney, Suburban Municipal JIF

Tom Merchel, PMM JIF
Veronica Laureigh, Ocean JIF
Richard Hirsch, Atlantic JIF
Robert Law, Trico JIF

Reorganizational Resolutions: The Board adopted the following resolutions as part of the reorganization process:

Resolution 1-21 Fund Professionals & Professional Service Agreements: The RCF Board awarded competitive contracts in accordance with the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.1et. Seq. for fund years 2021, 2022 and 2023. Contracts will be forwarded to each Fund Professional which will outline adjustments to compensation for Fund year 2021.

The Board of Fund Commissioners confirmed the following:

2021 Fund Professionals	
Administrator	Joseph Hrubash, PERMA Risk Mgmt. Services
Deputy Administrator	Arthur J. Gallagher Risk Mgmt. Services
Attorney	Fred Semrau, Esq. of Dorsey & Semrau
Excess Claims Supervisor	CB Claims LLC
Treasurer	Charles Cuccia
Actuary	The Actuarial Advantage
Auditor	Wielkotz & Company, LLC

Resolution 2-21 Appointing Fund Depository: The RCF Board also awarded a professional service agreement in accordance with a fair and open process pursuant to N.J.S.A. 19:44A –20.4 et. seq. appointing Investors Bank as the Fund’s Banking Manager.

Resolution 3-21 Fiscal Management Plan: Resolution submitted designating Official Depositories and approving a Cash Management Plan; authorizing Signatories on Administrative Accounts; authorizing Signatories on Claim Accounts; establishing a rate of interest for delinquent assessments; establishing a wire transfer procedure; and certifying Approval Officer for all Fund expenses. In addition to the Chair, Secretary and Treasurer, Commissioner Joseph Catenaro was designated as the additional RCF Commissioner signatory.

Resolution 4-21 Public Meeting Procedures: The Board of Fund Commissioners confirmed the following meeting schedule:

2021 Meeting Schedule & 2022 Reorganization		
March 26, 2021	Zoom teleconference	9:00 am
June 2, 2021	Forsgate Country Club	10:30 am
September 1, 2021	Forsgate County Club	10:30 am
October 20, 2021	Forsgate County Club	10:30 am
January 5, 2022	Forsgate County Club	10:30 am

The RCF Claims Committee will meet on the same day as the Executive Committee at the above listed locations at 9:00AM before the Fund meeting with the exception of the March meeting. The RCF Claims Committee will also meet via Zoom at 9:30AM on March 3 and May 5, 2021. Claims

meetings for July 7 and December 1, 2021 will be held at PERMA's Camden office at 2 Cooper Street, Camden, NJ and via teleconference at 9:30AM.

The Fund's newspaper is The Star Ledger (Newark). In addition, the MEL's webpage is designated for official notices – www.njmel.org.

Resolution 5-21 Remote Meeting Procedures: The Board adopted a resolution establishing procedures for including public comment during a remote meeting.

Resolution 6-21 Fund Records: The Board confirmed the establishment of a Fund Records program appointing the Fund Secretary as custodian of records and Account Manager as Assistant Fund Secretary.

Resolution 7-21 Risk Management Plan: The Board adopted the 2021 Risk Management Plan which detailed coverage, assessment methodology and procedure for closure of fund years.

Annual Commissioner Retreat: The Board of Fund Commissioners Annual Retreat has been scheduled for March 26, 2021 starting at 9:00AM and will be held via Zoom teleconference. Registration information and agenda will be distributed prior to the Retreat.

Claims Committee: The Claims Review Committee met on December 2, 2020 and met the morning of the Commissioner's meeting. Minutes of the December meeting were enclosed under separate cover.

Next Meeting: The next meeting of the RCF will be March 26, 2021 at 9:00AM via Zoom teleconference.



**New Jersey Municipal Environmental
Risk Management Fund**

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

DATE: January 6, 2021

TO: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

FROM: Commissioner Thomas Merchel

SUBJECT: Summary of Topics Discussed at E-JIF Meeting

2021 REORGANIZATION- The election of the slate was confirmed. Below is a listing of the 2021 Executive Committee and the 2021 Fund Professionals.

		<u>2021</u>
Chairman:	Bergen	Paul Tomasko
Secretary:	NJUA	Bernie Rutkowski
Executive Committee:	Burlco	Meghan Jack
	Sub Essex JIF	Joe Catenaro
	Monmouth	Thomas Nolan
	Camden	Joe Wolk
	South Bergen	Greg Franz
	Trico	Robert Law
Alternates:		
#1	Morris	Jon Rheinhardt
#2	Ocean	Veronica Laureigh
#3	Central	William Northgrave
#4	PMM	Thomas Merchel
#5	Sub-Muni	Megan Champney

REORGANIZATIONAL RESOLUTIONS – The Resolutions necessary to undertake the 2021 Reorganization of the Fund were reviewed and adopted by the Board.

STORMWATER TRAINING VIDEO – The E-JIF Coverage Committee is recommending the remake of the stormwater training videos. The Environmental Engineer and Fund QPA will request quotes for video production services. The quotes will be presented to the Board at the March meeting.

FUND PROFESSIONALS & PROFESSIONAL SERVICE AGREEMENTS – The EJIF Board awarded competitive contracts in accordance with the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.1 et. Seq. for fund years 2021, 2022 and 2023. The fund reserves the right to extend the competitive contract for an added two (2) years under the authority of N.J.S.A. 40A:11-4.2. The EJIF Board also awarded professional service agreements in accordance with a fair and open process pursuant to N.J.S.A. 19:44A –20.4 et. seq. Contracts will be forwarded to each Fund Professional which will outline adjustments to compensation for Fund year 2021.

The Board of Fund Commissioners made the following appointments:

Executive Director	Stephen Sacco, Perma Risk Management Services
Fund Treasurer	Charles Cuccia
Banking Manager	Investors Bank
Fund Auditor	Nisivoccia LLP
Underwriting Manager	Danskin Insurance Agency and Conner Strong & Buckelew
Actuary	AON Worldwide, Inc.
Environmental Engineer	First Environment
Claims Supervisor	Peter King, Esquire
Legislative Agent	Princeton Public Affairs Group (9/4/19- 9/4/24)
Fund Attorney	Fred Semrau, Esquire (1/1/21- 1/1/21)
Qualified Purchasing Agent	The Canning Group (As per the agreed pricing. 1/1/21- 1/1/21)

2021 STANDING COMMITTEES - Five standing committees were established for the 2021 Fund year. The five (5) committees are Coverage committee, Rules & Contracts committee, Budget & Finance committee, Nominating committee, and Claims committee.

EXCESS AGGREGATE INSURANCE - The Underwriting Manager indicated that excess coverage for the EJIF will be issued in 2021 by Ascot Specialty Insurance Company, through an intermediary, R-T Specialty in Hamilton. A summary is as follows:

EXCESS COVERAGE RENEWAL

COVERAGE:	Follow Form Excess Pollution Liability – Claims Made Coverage	
COMPANY:	Ascot Specialty Insurance Company	
LIMIT OF LIABILITY:	\$ 9,000,000	Pollution Incident Limit
	\$ 9,000,000	Aggregate Limit
SELF INSURED RETENTION:	\$3,000,000	Aggregate of All Losses Incurred

2021 MEETING SCHEDULE:

2021 Meeting Schedule		
March 26, 2021	Zoom Teleconference	9:20 am
June 2, 2021	Forsgate Country Club	10:50 am
September 1, 2021	Forsgate Country Club	10:50 am
October 20, 2021	Forsgate Country Club	10:50 am
November 17, 2021	Sheraton Hotel-Atlantic City	12:00 pm
January 5, 2022	Forsgate Country Club	10:50 am



Municipal Excess Liability Joint Insurance Fund

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

Date: January 6, 2021

To: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: Chairman Thomas Merchel

Subject: MEL January Report

Moment of Silence – Executive Director opened the meeting asking everyone to observe a moment of silence in memory of municipal colleagues and volunteers that passed away during 2020 as a result of Covid 19.

2021 Reorganization - The MEL conducted its 2021 Reorganization. The Board of Fund Commissioners held elections for officers and board members, noted below.

Chairman	1	Thomas Merchel	PMM Fund
Secretary	2	Joy Tozzi	Mid Jersey Fund
	3	Robert Law	Trico Fund
	4	Jon Rheinhardt	Morris Fund
	5	Charles Cuccia	South Bergen
	6	Richard Hirsh	Atlantic Fund
	7	Joseph Wolk	Camden Fund
	1	Joseph Catenaro	Suburban Metro Fund (formerly Sub Essex)
	2	Thomas Nolan	Monmouth Fund
	3	Joseph D'Arco	NJSI
	4	Bernie Rutkowski	NJUA Fund
	5	Paul Tomasko	Bergen Fund
	6	John Clarke	NJPHA
	7	Veronica Laureigh	Ocean Fund
		William Northgrave	Central Fund
		Megan Champney	Suburban Fund
		Kevin Davis	PAIC
		Meghan Jack	Burlco Fund
		Steven Scholey	First Responders Fund

2021 MEETING SCHEDULE:

2021 Meeting Schedule		
March 26, 2021 (Friday)	Virtual Via Zoom	9:00 am
June 2, 2021 (Wed)	Virtual Via Zoom	11:15 am
September 1, 2021 (Wed)	Forsgate Country Club	11:15 am
October 20, 2021 (Wed)	Forsgate Country Club	11:15 am
November 17, 2021 (Wed)	Sheraton Hotel, Atlantic City	12:30 pm
January 5, 2022 (Wed)	Forsgate Country Club	11:15 am

2021 Standing Committees Chairpersons

Management Committee	Thomas Merchel
Marketing Committee	Richard Hirsch
Coverage Committee	Joy Tozzi
Investment Committee	Jon Rheinhardt
Legislative Committee	Charles Cuccia
Nominating Committee	Charles Cuccia
Safety & Education Committee	Bernard Rutkowski
Audit Committee	Jon Rheinhardt
Claims Review Committee	Richard Hirsh

Chairman Merchel asked all existing chairpersons and committee members to continue serving. Anyone wishing to join, switch or be removed from any committee should contact the Fund office.

2021 Fund Professionals & Professional Service Agreements – In 2020, the MEL authorized the use of Competitive Contracting RFPs for the majority of the MEL's contracts that were set to expire December 31, 2020. The respective committees met in either November or December to evaluate and score responses; Adopted Reorganization Resolution #1-21 reflects these contract awards.

Since not all contracts expired at year-end, attached memorandum provides a summary of other contracts in force.

Purchase of Excess Insurance – At the December Board meeting, the Board of Fund Commissioners adopted resolutions confirming the placement of excess coverage, in accordance with updated procedures. The MEL commercial carrier for excess workers' compensation is Safety National, the MEL will now increase its liability retention, replacing the layer than had been provided by Brit in 2020; Munich Re will continue to provide the optional excess liability and will now also provide the optional public officials/employment practices liability; Chubb provides the optional shared aggregate; Endurance American provides the non-owned aircraft and the commercial carrier for excess property and

boiler/machinery is Zurich and multiple carriers are providing excess flood coverage. Effective January 1, 2021, the MEL will participate in the primary deductible for cyber and will process premium payments to the excess cyber carriers.

Underwriting Manager submitted his annual renewal marketing memorandum. Underwriting Manager said the hard market prompted the changes in retentions; noting the cost to self-insure additional layers of coverage was less than requested premium increases. Executive Director (Grubb) said the market is the hardest it has been since the condition of the market in the 1980s -that resulted in the formation of the Joint Insurance Funds. Executive Director (Hrubash) said the MEL has faced hard markets over its life but those were single coverage lines; this year the hard market impacted all lines of coverage. Executive Directors thanked Underwriting Manager and his team for all their efforts. Fund Attorney added that Underwriting Manager also documented his marketing efforts and was able to get pre-approval from the comptroller's office for the placement of policies in excess of \$2,000,000 and \$10,000,000.

Covid 19 – Executive Director talked about the difficulties faced by members, the JIF and the MEL during 2020 as a result of Covid 19. In 2020, the excess workers' compensation policy had an endorsement that treats all claims arising out of a communicable disease as "one occurrence". For the 2021, Safety National is no longer providing that endorsement. To date, they have not confirmed that they will view Covid 19 claims as one occurrence. The MEL may have to book the entirety of this claim while pursuing clarification. Executive Director said the total cost is only a fraction of the JIF and MEL system-wide surplus.

Board approved the excess premium rate table, as negotiated by the Underwriting Manager. Fund office will rely on the approved rates to process adjustments to premiums, as necessary. Initial payments are based on underwriting data as of October.

Risk Management Plan - The Board of Fund Commissioners adopted the 2021 MEL Risk Management Plan prepared by the Underwriting Manager. The plan has been amended to reflect changes in retentions, coverages and excess rates and carriers for 2021.

Designation of Professional Services: Services for Asset Manager, Custodial Services/Accounting and Financial Advisor were procured via a Request for Proposals and awarded in March 2020 for a 1-year term. Resolution #8-21 awards professional service agreements for the period of March 27, 2021 to March 27, 2022. In addition, Reorganization Resolution #9-21 designates Investors Bank as the Financial Depository.

Reorganization Resolutions included the professional service appointment of the Canning Group as the Qualified Purchasing Agent (QPA) and an inter-local agreement with Rutgers/Bloustein for special cyber liability risk management information services.

Special Counsel: Board adopted Resolution #12-21 appoints a professional services agreement to Tom Germinario, Esquire as Special Counsel in land use matters for a fee not to exceed \$7,500 – as recommended by the Fund Attorney. Fund Attorney said MEL members have faced some difficult land use litigation and he recommended Mr. Germinario as Special Counsel, noting he has been helpful in providing advice, oversight, legal strategy, etc but will not serve as defense counsel.

Board adopted Resolution 15-21 appointed Brown & Connery as Special Counsel to draft an Amicus Brief in the matter of Richter vs Jersey City Board of Education for a flat fee of \$10,000. Fund Attorney said it is the best interest of members of the MEL that New Jersey Law Against Discrimination (LAD) claims be subject to the exclusive remedy provision of Workers' Compensation and whether employees making such LAD claims must prove an intentional wrong pursuant to the Workers' Compensation Claims Act.

Membership: The MEL and its affiliated local Joint Insurance Funds accepted two new members as of January 1, 2021.

Annual Commissioner Retreat: The Board of Fund Commissioner's Annual Retreat has been scheduled virtually for March 26, 2021 - beginning at 9:00 am. Registration and agenda will be distributed prior to the Retreat.

2020/2021 Elected Officials Seminar: The MEL's Annual Elected Officials Seminar was held as part of the League of Municipalities Virtual Conference. The program has now been uploaded and can be accessed through the MEL Safety Institute.

RCF: The Residual Claims Fund scheduled its 2021 Reorganization meeting for Wednesday January 6, 2021 at 10:30AM via Zoom audio/video. Commissioner John Clarke is the designated MEL representative for the 2021 Fund Year.

Legislative Committee: Committee is scheduled to meet on February 5, 2021 at 10:30AM.

Safety & Education Committee: Committee is scheduled to meet next on January 22, 2021. Safety Director thanked the Board for their support during 2020 as the delivery method for safety and regulatory training had to be entirely revamped. He added that the level of Fund Commissioner involvement during 2020 highlights the value of a Joint Insurance Fund – run by and for its members.

Coverage Committee: Committee met on December 23, 2020 at 11:15AM and submitted minutes of its meeting for information.

Cyber Task Force: The MEL's Cyber Task Force met on October 30th to finalize clarifications on Tier 1 and Tier 2 of the Cyber Risk Management Program, as well as, review a third Tier option. Committee anticipates release of the updated program during 1st quarter of 2021.

Claims Committee: The Claims Review Committee met on December 2nd and is scheduled to meet immediately following today's board meeting.

Workers' Compensation Claims Manager took a moment to recognize the efforts of her staff, the MEL Fund Commissioners, Fund Professionals and member entities in managing workers' compensation Covid claims.

Fund Attorney: Fund Attorney provided the board with an overview of 2020 highlighting the MEL's participation in a Supreme Court matter; the members, the local JIFs and the MEL's handling of covid-19 claims and related matters; efforts to strengthen state comptroller's office filings; the formation of the MEL's Joint Cash Management and Investment Program and the update of the Personnel Manual and Employee Handbook.

Fund Attorney said Mr. Giacobbe has a manual for volunteers in draft form and it is expected to be ready to provide to the board at its March meeting.

Fund Attorney also said that he had contacted Mr. Giacobbe to research the matter of vaccinations and the workplace and expects to have a report shortly. Commissioner Rheinhardt said employers faced workers' compensation issues in the 1918 pandemic when some employees suffered a reaction to vaccinations after employers required them to be vaccinated.