

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
JANUARY 25, 2022 – 1:00 PM**

MEETING BEING HELD TELEPHONICALLY AT:

Call In Number: 312-626-6799
Meeting ID: 913 1991 7147

MEETING ALSO AVAILABLE AT:
<https://permainc.zoom.us/j/91319917147>

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 25, 2022**

- MEETING OF FUND COMMISSIONERS CALLED TO ORDER**
- ROLL CALL OF 2021 COMMISSIONERS**
 - APPROVAL OF MINUTES:**
 - November 23, 2021, Open Session.....**Appendix I**
 - November 23, 2021, 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 2022 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 2021 Voucher List Resolution 21-27.....**Page 33**
 - .December Dividend Voucher List Resolution 21-28.....**Page 35**
 - .January 2022 Voucher List Resolution 22-8.....**Page 36**
 - .Treasurer Reports.....**Page 38**
 - UNDERWRITING MANAGER – Conner Strong & Buckelew**
 - Monthly Certificate Reports.....**Page 47**
 - .Cyber Risk Management Compliance – Version 2 - As of December 31, 2021.....**Page 48**
 - SAFETY DIRECTOR – J.A. Montgomery Risk Control**
 - .Monthly Report**Page 49**
 - MANAGED CARE – Qual Care**
 - .Monthly Report.....**Page 53**
 - CLAIMS SERVICE – Qual Lynx**
-

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

- MEETING ADJOURNED**
 - NEXT MEETING: February 22, 2022**
-

Professional Municipal Management Joint Insurance Fund

2 Cooper Street
Camden, NJ 08102

Date: January 25, 2022

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

2022 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 2022. Enclosed with the reorganization resolutions is Resolution 21-1 reflecting appointments and establishing compensation. **(Page 3)**

Motion to adopt Resolution 22-1

.Resolution 22-2 Establishment of Public Meeting Procedures	Page 6
.Resolution 22-3 Establishment of a Fiscal Management Plan	Page 8
.Resolution 22-4 2022 Risk Management Plan	Page 13
.Resolutions 22-5 thru 22-7 - Placement of POL/EPL, VDO & Cyber Security Liability Coverage	Pages 23-25

Motion to adopt Resolutions 22-2 through 22-7.

- Residual Claims Fund 2022 Reorganization Meeting:** The Residual Claims Fund's 2022 Reorganization meeting was held on January 6, 2022 via Zoom. Enclosed is a copy of Commissioner Merchel's report on the meeting. **(Appendix II)**
- E-JIF 2022 Reorganization Meeting:** The E-JIF 2022 Reorganization meeting was held on January 6, 2022 via Zoom. Enclosed is a copy of Commissioner Merchel's report on the meeting. **(Appendix II)**
- MEL 2022 Reorganization Meeting:** The MEL 2022 Reorganization meeting was held on January 6, 2022 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 2022, Willingboro has this privilege and they are appointing _____.

- ❑ **MEL Cyber Risk Program** – Effective January 1, 2022, only compliance with the 2nd edition of the MEL Cyber Risk Management Program will qualify for deductible recoveries if a member suffers a cyber claim. The compliance checklist appears in the Underwriter’s report on **page 48**.
- ❑ **2022 Assessments:** The 2022 Assessments were mailed to all member towns in mid-December. First Installment payments were due to the Treasurer by January 15, 2022.
- ❑ **2022 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 Conference. The MEL will shortly publish directions for the online version.

- ❑ **Due Diligence Reports:**
 - ❑ **Financial Fast Track Report** **Page 26 & 27**
 - ❑ **Expected Loss Ratio Analysis** **Page 28**
 - ❑ **Lost Time Accident Frequency Report** **Page 29 & 30**
 - ❑ **Regulatory Affairs Checklist** **Page 31**
 - ❑ **2021 EPL/POL Compliance Status** **Page 32**

RESOLUTION NO. 22-1

**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 2022:

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 2022 in the amount of \$141,102.00 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 2022 in the amount of \$21,928.00 for general legal services and the sum of \$18,678.00 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 2022 in the amount of \$18,954.00 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 2022 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 2022 with a basic fee in the amount of \$24,577.00 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 2022 on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$24,542.00

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 2022 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 2022 in accordance with the fee schedule set forth in the Agreement in the amount of \$148,369.00 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 2022 in the amount of \$6,341.00 as set forth specifically in the Agreement.
10. Qual Care as Workers' Compensation Managed Care Organization for calendar year 2022 in the amount of \$92,675.00 as set forth specifically in the Agreement.
11. Russo & Associates as Internal Auditor for calendar year 2022 in the amount of \$4,558.00 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 25, 2022.

CHAIRMAN

SECRETARY

RESOLUTION NO. 22-2

**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 25th day of January 2022, 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 22, 2022	Zoom	2:00 PM
April 26, 2022	Zoom	2:00 PM
May 24, 2022	Zoom	2:00 PM
June 28, 2022	Zoom	2:00 PM
July 26, 2022	Zoom	2:00 PM
September 27, 2022	Zoom	2:00 PM
October 25, 2022	Zoom	2:00 PM
November 22, 2022	Zoom	2:00 PM
January 24, 2023	Zoom	2:00 PM

as the dates and places of its regular meetings and the meeting of January 25, 2022, shall serve as the 2022 Reorganization Meeting; unless otherwise modified by Resolution; all meetings shall begin at 2:00 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 25, 2022.

CHAIRMAN

SECRETARY

RESOLUTION NO. 22-3

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 25, 2022, that:

1. There is hereby established an interest rate to be charged on all delinquent assessments for the year 2022, 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, 2022.
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, 2022 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.
5. The State of New Jersey Cash Management Fund is hereby designated as a legal depository for the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2022.

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
2022 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.

Professional Municipal Management Joint Insurance Fund

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

ESTABLISHING THE 2022 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's Commissioners that the 2022 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, 2022:

- 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, 2021)
- Terrorism

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 \$0 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 MEL also offers Optional JIF Shared Aggregate Excess Liability coverage, with limits of \$10,000,000 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

- Limits and Retention: Please contact your Risk Manager or the MEL

11. Property & Equipment Breakdown

- The Fund provides a \$100,000 limit per occurrence (Property & Time Element combined)
- 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, High Hazard Flood Zone: \$52,500,000
 - a. Aggregate : \$75,000,000
 - Named Storm: Included
 - Vehicles: \$10,000,000
- Unmanned Aircraft Systems: \$100,000
- Member deductibles:
 - All Other: \$2,500
 - Automobile Physical Damage: \$2,500
 - Equipment Breakdown: \$5,000
 - SFHA Flood Maximum available NFIP limit, per location, regardless if member purchases it or not, but no less than \$500,000 building / \$500,000 contents (\$250,000 / \$100,000 for housing authorities and related non-profit buildings), but no more than the value of the building and contents.
 - 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

12. Terrorism

Aggregate: \$125,000,000

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

12. **Terrorism:** \$0

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
9. **Environmental Impairment Liability:** EJIF}
10. **Terrorism:** The Fund purchases this coverage from the MEL

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. 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.
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 _____, 2022 by the Commissioners:*

Professional Municipal Management JOINT INSURANCE FUND

Chairperson

Secretary

RESOLUTION NO. 22-5

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 \$358,498.00 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 2022 budget in the amount of \$358,498.00 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 2022 budget year for primary public officials/employment practices liability coverage in the amount of not to exceed \$358,498.00 inclusive of commission.

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND**

Attest:

CHAIRMAN

SECRETARY

RESOLUTION NO. 22-6

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 2022 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 2022 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. 22-7

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 \$11,952.00 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 2022 budget in the amount of \$11,952.00 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 2022 budget year for primary cyber security liability coverage in the amount of not to exceed \$11,952.00 inclusive of commission.

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND**

Attest:

CHAIRMAN

SECRETARY

PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
AS OF		October 31, 2021			
	THIS MONTH	YTD	PRIOR YEAR END	FUND BALANCE	
1.	UNDERWRITING INCOME	335,546	3,556,906	90,325,733	93,882,639
2.	CLAIM EXPENSES				
	Paid Claims	172,789	1,448,106	40,676,697	42,124,803
	Case Reserves	(124,503)	601,541	2,145,554	2,747,095
	IBNR	117,277	(47,332)	1,808,067	1,760,735
	Recoveries	(3,720)	(122,378)	(303,417)	(425,795)
	TOTAL CLAIMS	161,842	1,879,937	44,326,901	46,206,838
3.	EXPENSES				
	Excess Premiums	120,924	1,209,240	25,052,203	26,261,443
	Administrative	51,941	537,089	12,487,885	13,024,974
	TOTAL EXPENSES	172,865	1,746,329	37,540,088	39,286,417
4.	UNDERWRITING PROFIT (1-2-3)	839	(69,360)	8,458,745	8,389,384
5.	INVESTMENT INCOME	(21,760)	(11,950)	5,259,847	5,247,897
6.	DIVIDEND INCOME	0	0	1,817,919	1,817,919
7.	STATUTORY PROFIT (4+5+6)	(20,920)	(81,311)	15,536,511	15,455,200
8.	DIVIDEND	0	23,000	11,627,576	11,650,576
9.	RCF & MEL Surplus Trigger Assessment	0	0	152,204	152,204
10.	STATUTORY SURPLUS (7-8-9)	(20,920)	(104,311)	3,756,731	3,652,420
SURPLUS (DEFICITS) BY FUND YEAR					
	Closed	(5,785)	(25,487)	2,196,946	2,171,459
	Aggregate Excess LFC	2,636	33,315	230,700	264,014
	2017	(1,879)	56,593	415,407	472,000
	2018	(1,708)	(166,231)	535,532	369,301
	2019	(1,906)	(363,745)	217,211	(146,534)
	2020	(4,473)	396,459	160,935	557,394
	2021	(7,806)	(35,214)		(35,214)
	TOTAL SURPLUS (DEFICITS)	(20,920)	(104,311)	3,756,731	3,652,420
	TOTAL CASH				7,433,048
CLAIM ANALYSIS BY FUND YEAR					
	TOTAL CLOSED YEAR CLAIMS	0	0	36,870,884	36,870,884
	FUND YEAR 2017				
	Paid Claims	2,816	85,397	1,455,804	1,541,201
	Case Reserves	3,537	(117,815)	349,274	231,459
	IBNR	(6,353)	(25,254)	105,467	80,213
	Recoveries	-	0	(59,775)	(59,775)
	TOTAL FY 2017 CLAIMS	0	(57,673)	1,850,771	1,793,098
	FUND YEAR 2018				
	Paid Claims	35,570	375,782	1,140,035	1,515,817
	Case Reserves	(51,845)	(184,865)	522,107	337,241
	IBNR	16,275	(24,300)	177,994	153,694
	Recoveries	-	(795)	(41,156)	(41,951)
	TOTAL FY 2018 CLAIMS	0	165,822	1,798,979	1,964,801
	FUND YEAR 2019				
	Paid Claims	13,063	227,038	1,100,410	1,327,449
	Case Reserves	(7,022)	246,247	684,073	930,320
	IBNR	(6,040)	(33,598)	274,503	240,905
	Recoveries	-	(5,923)	(35,154)	(41,078)
	TOTAL FY 2019 CLAIMS	0	433,764	2,023,832	2,457,596
	FUND YEAR 2020				
	Paid Claims	1,908	311,975	323,577	635,552
	Case Reserves	(13,696)	319,203	386,601	705,804
	IBNR	15,509	(845,167)	1,195,680	350,513
	Recoveries	(3,720)	(66,410)	(123,423)	(189,833)
	TOTAL FY 2020 CLAIMS	0	(280,399)	1,782,435	1,502,036
	FUND YEAR 2021				
	Paid Claims	119,432	447,913		447,913
	Case Reserves	(55,476)	338,772		338,772
	IBNR	97,886	880,987		880,987
	Recoveries	-	(49,250)		(49,250)
	TOTAL FY 2021 CLAIMS	161,842	1,618,422		1,618,422
	COMBINED TOTAL CLAIMS	161,842	1,879,937	44,326,901	46,206,838

PROFESSIONAL MUNICIPAL MANAGEMENT FUND				
FINANCIAL FAST TRACK REPORT				
AS OF November 30, 2021				
	THIS MONTH	YTD	PRIOR YEAR END	FUND BALANCE
1. UNDERWRITING INCOME	335,546	3,892,452	90,325,733	94,218,185
2. CLAIM EXPENSES				
Paid Claims	88,927	1,537,033	40,676,697	42,213,730
Case Reserves	278,309	879,851	2,145,554	3,025,404
IBNR	(194,371)	(241,704)	1,808,067	1,566,363
Recoveries	(11,023)	(133,401)	(303,417)	(436,817)
TOTAL CLAIMS	161,842	2,041,779	44,326,901	46,368,680
3. EXPENSES				
Excess Premiums	120,924	1,330,164	25,052,203	26,382,367
Administrative	51,990	589,080	12,487,885	13,076,964
TOTAL EXPENSES	172,914	1,919,244	37,540,088	39,459,331
4. UNDERWRITING PROFIT (1-2-3)	789	(68,571)	8,458,745	8,390,174
5. INVESTMENT INCOME	6,587	(5,363)	5,259,847	5,254,484
6. DIVIDEND INCOME	115,572	115,572	1,817,919	1,933,491
7. STATUTORY PROFIT (4+5+6)	122,949	41,638	15,536,511	15,578,148
8. DIVIDEND	215,572	238,572	11,627,576	11,866,148
9. RCF & MEL Surplus Trigger Assessment	0	0	152,204	152,204
10. STATUTORY SURPLUS (7-8-9)	(92,623)	(196,934)	3,756,731	3,559,797
SURPLUS (DEFICITS) BY FUND YEAR				
Closed	(98,206)	(123,693)	2,196,946	2,073,254
Aggregate Excess LFC	3,582	36,896	230,700	267,596
2017	580	57,173	415,407	472,580
2018	500	(165,731)	535,532	369,801
2019	580	(363,164)	217,211	(145,953)
2020	1,383	397,842	160,935	558,777
2021	(1,044)	(36,258)		(36,258)
TOTAL SURPLUS (DEFICITS)	(92,623)	(196,934)	3,756,731	3,559,797
TOTAL CASH				7,425,977
CLAIM ANALYSIS BY FUND YEAR				
TOTAL CLOSED YEAR CLAIMS	0	0	36,870,884	36,870,884
FUND YEAR 2017				
Paid Claims	2,149	87,546	1,455,804	1,543,350
Case Reserves	(13,650)	(131,465)	349,274	217,809
IBNR	11,501	(13,753)	105,467	91,714
Recoveries	-	0	(59,775)	(59,775)
TOTAL FY 2017 CLAIMS	0	(57,673)	1,850,771	1,793,098
FUND YEAR 2018				
Paid Claims	9,699	385,481	1,140,035	1,525,516
Case Reserves	(24,206)	(209,071)	522,107	313,036
IBNR	14,506	(9,794)	177,994	168,200
Recoveries	-	(795)	(41,156)	(41,951)
TOTAL FY 2018 CLAIMS	0	165,822	1,798,979	1,964,801
FUND YEAR 2019				
Paid Claims	17,823	244,862	1,100,410	1,345,272
Case Reserves	(93,084)	153,163	684,073	837,236
IBNR	75,261	41,663	274,503	316,166
Recoveries	-	(5,923)	(35,154)	(41,078)
TOTAL FY 2019 CLAIMS	0	433,764	2,023,832	2,457,596
FUND YEAR 2020				
Paid Claims	14,873	326,849	323,577	650,425
Case Reserves	47,922	367,125	386,601	753,726
IBNR	(53,433)	(898,600)	1,195,680	297,080
Recoveries	(9,363)	(75,773)	(123,423)	(199,195)
TOTAL FY 2020 CLAIMS	0	(280,399)	1,782,435	1,502,036
FUND YEAR 2021				
Paid Claims	44,382	492,295		492,295
Case Reserves	361,327	700,098		700,098
IBNR	(242,206)	638,780		638,780
Recoveries	(1,660)	(50,910)		(50,910)
TOTAL FY 2021 CLAIMS	161,842	1,780,264		1,780,264
COMBINED TOTAL CLAIMS	161,842	2,041,779	44,326,901	46,368,680

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

AS OF December 31, 2021

FUND YEAR 2017 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	60	MONTH	59	MONTH	48	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-21		30-Nov-21		31-Dec-20	
PROPERTY	185,329	164,630	88.83%	100.00%	88.83%	100.00%	88.83%	100.00%
GEN LIABILITY	483,019	338,931	70.17%	97.10%	70.17%	97.06%	82.44%	95.70%
AUTO LIABILITY	53,346	101,203	189.71%	96.17%	189.71%	95.94%	189.71%	92.58%
WORKER'S COMP	1,332,335	1,096,620	82.31%	99.88%	82.31%	99.86%	81.16%	99.40%
TOTAL ALL LINES	2,054,029	1,701,384	82.83%	99.14%	82.83%	99.11%	84.97%	98.41%
NET PAYOUT %	\$1,569,833		76.43%					

FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	48	MONTH	47	MONTH	36	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-21		30-Nov-21		31-Dec-20	
PROPERTY	181,000	91,226	50.40%	100.00%	50.40%	100.00%	53.16%	100.00%
GEN LIABILITY	428,966	81,934	19.10%	95.70%	21.43%	95.40%	25.77%	90.15%
AUTO LIABILITY	47,555	66,718	140.30%	92.58%	140.30%	92.21%	98.92%	87.18%
WORKER'S COMP	1,313,000	1,546,919	117.82%	99.40%	117.80%	99.34%	104.13%	98.10%
TOTAL ALL LINES	1,970,521	1,786,796	90.68%	98.49%	91.17%	98.37%	82.26%	96.28%
NET PAYOUT %	\$1,486,169		75.42%					

FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	36	MONTH	35	MONTH	24	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-21		30-Nov-21		31-Dec-20	
PROPERTY	189,999	192,013	101.06%	100.00%	101.06%	100.00%	104.10%	100.00%
GEN LIABILITY	413,752	290,124	70.12%	90.15%	70.12%	89.48%	58.93%	79.39%
AUTO LIABILITY	44,262	11,760	26.57%	87.18%	26.57%	86.58%	26.57%	76.44%
WORKER'S COMP	1,275,000	1,646,601	129.15%	98.10%	129.15%	97.90%	101.64%	93.51%
TOTAL ALL LINES	1,923,013	2,140,499	111.31%	96.32%	111.31%	96.04%	90.97%	90.72%
NET PAYOUT %	\$1,336,329		69.49%					

FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	24	MONTH	23	MONTH	12	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-21		30-Nov-21		31-Dec-20	
PROPERTY	171,000	118,287	69.17%	100.00%	69.17%	99.33%	54.59%	95.24%
GEN LIABILITY	376,171	84,786	22.54%	79.39%	22.57%	78.18%	19.46%	60.18%
AUTO LIABILITY	47,021	20,378	43.34%	76.44%	43.34%	75.06%	42.44%	51.17%
WORKER'S COMP	1,319,715	1,195,444	90.58%	93.51%	74.36%	92.71%	42.67%	64.07%
TOTAL ALL LINES	1,913,907	1,418,895	74.14%	90.90%	62.96%	90.01%	39.17%	65.78%
NET PAYOUT %	\$628,973		32.86%					

FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	12	MONTH	11	MONTH	0	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-21		30-Nov-21		31-Dec-20	
PROPERTY	168,000	250,649	149.20%	95.24%	142.09%	86.00%	N/A	N/A
GEN LIABILITY	333,052	114,670	34.43%	60.18%	33.13%	49.00%	N/A	N/A
AUTO LIABILITY	52,789	11,927	22.59%	51.17%	18.57%	45.00%	N/A	N/A
WORKER'S COMP	1,330,010	851,878	64.05%	64.07%	58.84%	52.00%	N/A	N/A
TOTAL ALL LINES	1,883,851	1,229,124	65.25%	65.80%	60.59%	54.31%	N/A	N/A
NET PAYOUT %	\$490,639		26.04%					

2021 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS				
			November 30, 2021	
FUND	2021 LOST TIME FREQUENCY	2020 LOST TIME FREQUENCY	2019 LOST TIME FREQUENCY	TOTAL RATE * 2021 - 2019
Monmouth County	0.81	0.86	1.28	0.99
Camden County	0.86	1.26	1.42	1.19
Burlington County Municipal JIF	1.06	1.19	1.25	1.17
Morris County	1.16	1.28	1.56	1.34
Suburban Municipal	1.22	1.58	1.81	1.54
Professional Municipal Management	1.23	1.35	2.40	1.67
Central New Jersey	1.30	1.50	1.52	1.44
NJ Public Housing Authority	1.33	1.64	1.80	1.60
Bergen County	1.41	1.25	1.52	1.39
Ocean County	1.46	1.53	1.87	1.62
NJ Utility Authorities	1.48	2.29	2.57	2.13
Gloucester, Salem, Cumberland Counties Municipal JIF	1.61	1.59	1.80	1.67
Suburban Metro	1.62	1.73	1.83	1.74
Atlantic County Municipal JIF	1.62	1.85	2.66	2.05
South Bergen County	1.97	1.84	1.69	1.83
AVERAGE	1.34	1.52	1.80	1.56

Professional Municipal Management JOINT INSURANCE FUND									
2021 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS									
DATA VALUED AS OF November 30, 2021									
MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D. LOST TIME ACCIDENTS	2021 LOST TIME FREQUENCY	2020 LOST TIME FREQUENCY	2019 LOST TIME FREQUENCY	MEMBER	TOTAL RATE 2021 - 2019
1	305 Evesham Township Fire Dist		11/30/2021	0	0.00	0.00	0.00	1 Evesham Township Fire	0.00
2	304 Evesham			0	0.42	0.75	2.25	2 Evesham	1.16
3	307 Moorestown			0	0.66	1.32	1.39	3 Moorestown	1.12
4	308 Willingboro			1	1.62	2.30	4.12	4 Willingboro	2.71
5	306 Maple Shade			1	3.56	0.85	0.86	5 Maple Shade	1.74
Totals:				2	11	1.23	1.35	2.40	1.67

2021 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS				
			December 31, 2021	
FUND	2021 LOST TIME FREQUENCY	2020 LOST TIME FREQUENCY	2019 LOST TIME FREQUENCY	TOTAL RATE * 2021 - 2019
Monmouth County	0.80	0.86	1.28	0.98
Camden County	0.94	1.27	1.43	1.21
Burlington County Municipal JIF	1.15	1.19	1.25	1.20
Morris County	1.16	1.28	1.56	1.34
Suburban Municipal	1.17	1.58	1.81	1.52
NJ Public Housing Authority	1.32	1.64	1.80	1.59
Central New Jersey	1.33	1.50	1.52	1.45
Professional Municipal Management	1.33	1.35	2.40	1.69
Bergen County	1.38	1.25	1.52	1.38
Ocean County	1.49	1.54	1.90	1.65
NJ Utility Authorities	1.50	2.34	2.57	2.13
Suburban Metro	1.53	1.73	1.83	1.72
Atlantic County Municipal JIF	1.59	1.87	2.66	2.03
Gloucester, Salem, Cumberland Counties Municipal JIF	1.61	1.59	1.80	1.67
South Bergen County	1.96	1.86	1.69	1.84
AVERAGE	1.35	1.52	1.80	1.56

Professional Municipal Management JOINT INSURANCE FUND									
2021 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS									
DATA VALUED AS OF December 31, 2021									
			# CLAIMS FOR	Y.T.D. LOST TIME ACCIDENTS	2021 LOST TIME FREQUENCY	2020 LOST TIME FREQUENCY	2019 LOST TIME FREQUENCY		TOTAL RATE 2021 - 2019
MEMBER_ID	MEMBER	**	12/31/2021					MEMBER	
1	305 Evesham Township Fire Dist		0	0	0.00	0.00	0.00	1 Evesham Township Fire	0.00
2	304 Evesham		0	1	0.38	0.75	2.25	2 Evesham	1.13
3	307 Moorestown		1	2	1.21	1.32	1.39	3 Moorestown	1.30
4	308 Willingboro		0	5	1.48	2.30	4.12	4 Willingboro	2.63
5	306 Maple Shade	*	1	5	4.08	0.85	0.86	5 Maple Shade	1.97
Totals:			2	13	1.33	1.35	2.40		1.69

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2021 as of December 31, 2021

<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

Members With 2022 EPL Checklist Submitted			
JIF	Name	Checklist Received	Date Received
PMM	Evesham	Y	12/6/2021
PMM	Evesham Township Fire District	Y	11/12/2021
PMM	Maple Shade	Y	11/1/2021
PMM	Moorestown	Y	10/29/2021
PMM	Willingboro		

RESOLUTION NO. 21-27

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
DECEMBER 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.

<u>FUND YEAR 2021</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<u>CheckNumber</u>			
001767			
001767	MUNICIPAL EXCESS LIABILITY JIF	FPB - 4TH QUARTER 2021	928.75
			928.75
001768			
001768	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 4TH QUARTER 2021	83,219.00
001768	MUNICIPAL EXCESS LIABILITY JIF	MEL - 4TH QUARTER 2021	173,672.00
			256,891.00
001769			
001769	QUAL-LYNX	CLAIM ADJUSTING SERVICES 12/21	12,003.98
			12,003.98
001770			
001770	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 12/21	2,007.92
			2,007.92
001771			
001771	PERMA RISK MANAGEMENT SERVICES	POSTAGE 11/21	32.37
001771	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR/ADMINISTRATION 12/21	11,528.00
			11,560.37
001772			
001772	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 12/21	3,406.67
			3,406.67
001773			
001773	QUALCARE, INC.	WORKERS COMP ACCESS/UM 12/21	7,497.65
			7,497.65
001774			
001774	THOMAS TONTARSKI	TREASURER FEE 12/21	1,548.50
			1,548.50
001775			
001775	HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MANAGEMENT FEE 12/21	1,526.00
001775	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 12/21	1,791.50
			3,317.50
001776			
001776	MUNICIPAL EXCESS LIABILITY JIF	MSI - 4TH QUARTER 2021	4,737.75
			4,737.75
001777			
001777	COURIER TIMES	ACCT# 2-012012000 - BF - 11/21	14.72
			14.72
001778			
001778	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 12/21	508.00
			508.00
001779			
001779	ACCESS	ACCT #413 - ARC. AND STOR. - 11.30.21	54.68
			54.68
		Total Payments FY 2021	304,477.49

TOTAL PAYMENTS ALL FUND YEARS 304,477.49

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. 21-28

**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>
001764			
001764	EVESHAM TOWNSHIP	2021 DIVIDEND	25,521.00
			25,521.00
001765			
001765	MAPLE SHADE TOWNSHIP	2021 DIVIDEND	12,973.00
			12,973.00
001766			
001766	MOORESTOWN TOWNSHIP	2021 DIVIDEND	21,079.00
			21,079.00
		Total Payments FY CLOSED	59,573.00
		TOTAL PAYMENTS ALL FUND YEARS	59,573.00

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. 22-8

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
JANUARY 2022 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 2021</u>			
<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001780			
001780	PERMA RISK MANAGEMENT SERVICES	POSTAGE 12/21	35.19
			35.19
001781			
001781	CONNELL CONSULTING LLC	POLICE TRAINING - MOORESTOWN PD	300.00
			300.00
001782			
001782	COURIER TIMES	AD 12/21	54.04
			54.04
001783			
001783	ACCESS	ACCT #413 - ARC. AND STOR. - 1.19.22	54.68
			54.68
		Total Payments FY 2021	443.91

<u>FUND YEAR 2021</u>			
<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001784			
001784	MUNICIPAL EXCESS LIABILITY JIF	FPB - 1ST QTR 2022	936.50
			936.50
001785			
001785	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 1ST QTR 2022	107,739.75
001785	MUNICIPAL EXCESS LIABILITY JIF	MEL - 1ST QTR 2022	187,113.00
			294,852.75
001786			
001786	N.J. MUNICIPAL ENVIRONMENTAL	EJIF 1ST INSTALL 2022	56,673.00
			56,673.00
001787			
001787	QUAL-LYNX	CLAIM ADJUSTING SERVICES 1/22	12,364.08
			12,364.08
001788			
001788	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 1/22	2,048.08
			2,048.08
001789			
001789	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 1/22	11,758.50
			11,758.50
001790			
001790	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 1/22	3,474.83
			3,474.83
001791			
001791	QUALCARE, INC.	WORKERS COMP ACCESS/UM 1/22	7,722.92
			7,722.92
001792			
001792	THOMAS TONTARSKI	TREASURER FEE 1/22	1,579.50
			1,579.50

001793			
001793	HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MANAGEMENT FEE 1/22	1,556.50
001793	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 1/22	1,827.33
			3,383.83
001794			
001794	MUNICIPAL EXCESS LIABILITY JIF	MSI - 1ST QTR 2022	4,874.25
			4,874.25
001795			
001795	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 1/22	529.00
			529.00
		Total Payments FY 2022	400,197.24
		TOTAL PAYMENTS ALL FUND YEARS	400,641.15

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, 2022

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

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

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the two month period ending December 31, 2021 for Closed Fund Years 1987 to 2016, and Fund Years 2017, 2018, 2019, 2020 and 2021. The reports, where required, are presented in a manner prescribed or permitted by the Department of Insurance and the Division of Local Government Services of the Department of Community Affairs.

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

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

INVESTMENT INTEREST:

Interest received or accrued for the period totaled \$ 9,156.51. This generated an average annual yield of .75%. However, we have an unrealized net loss of \$ 7,895.81 adjusting the reported yield to -.89% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,783.147.13.

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$2,278.15 /YTD \$ 67,370.04
Salvage Receipts \$ 1,660.00
Overpayment Reimbursements \$ 0.00
E-JIF Closed Year Dividend \$ 115,572.00

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 259 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 \$ 262,345.48.

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 \$ 7,433,050.61 to a closing balance of \$ 6,886,779.22 showing a decrease in the fund of \$ 546,271.39.

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 2021**

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
2/16	WILLINGBORO	2020177802	MONICA POGORZELSKI	WC	2019	664.00	
TOTAL- FEB. YTD 2021						664.00	664.00
TOTAL- MAR YTD 2021						0.00	664.00
4/16	WILLINGBORO	2020206475	RICHARD COUPE	WC	2020	1,258.00	
4/7	WILLINGBORO	2020189945	NORMA HARDY	WC	2019	2,315.00	
TOTAL- APR. YTD 2021						3,573.00	4,237.00
TOTAL- MAY YTD 2021						0.00	4,237.00
TOTAL- JUNE YTD 2021						0.00	4,237.00
TOTAL- JULY YTD 2021						0.00	4,237.00
8/6	WILLINGBORO	2019154402	MALIK JOHNSON	WC	2018	1,212.50	
8/6	MOORESTOWN TWP.	2021219685	MOORESTOWN TWP.	PR	2020	7,467.35	
8/23	MAPLE SHADE TWP.	2021227769	MAPLE SHADE TWP.	PR	2021	49,250.00	
TOTAL- AUG. YTD 2021						57,929.85	62,166.85
9/2	MAPLE SHADE TWP.	2021222594	MAPLE SHADE TWP.	PR	2020	1,993.00	
TOTAL- SEPT YTD 2021						1,993.00	64,159.85
10/8	EVESHAM TWP	2020184925	RICHARD KERR	WC	2019	932.04	
TOTAL- OCT. YTD 2021						932.04	65,091.89
TOTAL- NOV YTD 2021						0.00	65,091.89
12/8	MAPLE SHADE TWP.	2020206032	ADRIAN RODRIGUEZ	WC	2020	2,278.15	
TOTAL- DEC. YTD 2021						2,278.15	67,370.04

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

Current Fund Year: 2021										
Month Ending: November										
	Property	Liability	Auto	Workers Comp	LFC	POL/EPL	MEL	EJIF	Admin	TOTAL
OPEN BALANCE	78,112.43	1,556,769.93	52,581.84	2,780,413.42	107,239.21	14,015.86	336,889.08	(410,058.47)	2,917,087.31	7,433,050.61
RECEIPTS										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	1,660.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,660.00
Invest Pymnts	100.59	1,319.35	98.48	2,356.40	90.89	11.88	285.52	0.38	2,472.22	6,735.71
Invest Adj	(2.22)	(29.11)	(2.17)	(51.99)	(2.01)	(0.26)	(6.30)	0.00	(54.54)	(148.60)
Subtotal Invest	98.37	1,290.24	96.31	2,304.41	88.88	11.62	279.22	0.38	2,417.68	6,587.11
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	115,572.00	115,572.00
TOTAL	1,758.37	1,290.24	96.31	2,304.41	88.88	11.62	279.22	0.38	117,989.68	123,819.11
EXPENSES										
Claims Transfers	19,699.36	17,565.25	626.25	51,036.35	0.00	0.00	0.00	0.00	0.00	88,927.21
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,963.58	41,963.58
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	19,699.36	17,565.25	626.25	51,036.35	0.00	0.00	0.00	0.00	41,963.58	130,890.79
END BALANCE	60,171.44	1,540,494.92	52,051.90	2,731,681.48	107,328.09	14,027.48	337,168.30	(410,058.09)	2,993,113.41	7,425,978.93

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
Accural Balances:	Accural Balances are equal \$0.00

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS							
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND							
ALL FUND YEARS COMBINED							
CURRENT MONTH	November						
CURRENT FUND YEAR	2021						
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 & Investm	\$7,433,051.26	-	2,548,180.17	100,000.00	1,000.00	4,783,871.09	
Opening Interest Accrua	\$0.00	0.00	-	-	-	-	
1 Interest Accrued and/or	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Interest Accrued - discor	\$0.00	\$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	\$0.00
4 Accretion	-\$148.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$148.60
5 Interest Paid - Cash Inst	\$4,747.96	\$0.00	\$995.32	\$0.00	\$0.00	\$0.00	\$3,752.64
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	\$1,987.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,987.71
8 Net Investment Income	\$6,587.07	\$0.00	\$995.32	\$0.00	\$0.00	\$0.00	\$5,591.75
9 Deposits - Purchases	\$248,122.79	\$0.00	\$117,232.00	\$88,927.21	\$41,963.58	\$0.00	\$0.00
10 (Withdrawals - Sales)	-\$261,781.58	\$0.00	-\$130,890.79	-\$88,927.21	-\$41,963.58	\$0.00	\$0.00
Ending Cash & Investment	\$7,425,979.54	\$0.00	\$2,535,516.70	\$100,000.00	\$1,000.00	\$4,789,462.84	
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$403,844.57	\$0.00	\$0.00	\$49,697.01	\$354,147.56	\$0.00	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$7,829,824.11	\$0.00	\$2,535,516.70	\$149,697.01	\$355,147.56	\$4,789,462.84	

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

Month		November							
Current Fund Year		2021							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid November	Monthly Recoveries November	Calc. Net Paid Thru November	TPA Net Paid Thru November	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2021	Property	185,059.99	17,706.36	1,660.00	201,106.35	201,106.35	(0.00)	0.00	(0.00)
	Liability	1,618.78	7,164.66	0.00	8,783.44	8,783.44	0.00	0.00	0.00
	Auto	3,051.82	626.25	0.00	3,678.07	3,678.07	(0.00)	(0.00)	0.00
	Workers Comp	208,932.86	18,884.58	0.00	227,817.44	227,817.44	0.00	0.00	0.00
	Total	398,663.45	44,381.85	1,660.00	441,385.30	441,385.30	(0.00)	(0.00)	(0.00)
2020	Property	116,283.76	1,993.00	0.00	118,276.76	118,276.76	(0.00)	(0.00)	0.00
	Liability	50,478.04	0.00	0.00	50,478.04	50,478.04	0.00	0.00	0.00
	Auto	13,901.92	0.00	0.00	13,901.92	13,901.92	0.00	0.00	0.00
	Workers Comp	433,863.00	12,880.39	0.00	446,743.39	446,743.39	0.00	0.00	0.00
	Total	614,526.72	14,873.39	0.00	629,400.11	629,400.11	(0.00)	(0.00)	0.00
2019	Property	190,469.66	0.00	0.00	190,469.66	190,469.66	0.00	0.00	0.00
	Liability	107,535.18	3,919.00	0.00	111,454.18	111,454.18	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	975,673.91	13,904.44	0.00	989,578.35	989,578.35	0.00	0.00	0.00
	Total	1,285,439.03	17,823.44	0.00	1,303,262.47	1,303,262.47	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	49,307.49	6,011.46	0.00	55,318.95	55,318.95	(0.00)	(0.00)	0.00
	Auto	66,717.52	0.00	0.00	66,717.52	66,717.52	(0.00)	(0.00)	0.00
	Workers Comp	1,266,615.42	3,688.00	0.00	1,270,303.42	1,270,303.42	0.00	0.00	0.00
	Total	1,473,866.12	9,699.46	0.00	1,483,565.58	1,483,565.58	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	322,809.63	470.13	0.00	323,279.76	323,279.76	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	892,782.59	1,678.94	0.00	894,461.53	894,461.53	0.00	0.00	(0.00)
	Total	1,481,425.94	2,149.07	0.00	1,483,575.01	1,483,575.01	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	5,253,921.26	88,927.21	1,660.00	5,341,188.47	5,341,188.47	0.00	0.00	(0.00)

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

Current Fund Year: 2021										
Month Ending: December										
	Property	Liability	Auto	Workers Comp	LFC	POL/EPL	MEL	EJIF	Admin	TOTAL
OPEN BALANCE	60,171.44	1,540,494.92	52,051.90	2,731,681.48	107,328.09	14,027.48	337,168.30	(410,058.09)	2,993,113.41	7,425,978.93
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	2,278.15	0.00	0.00	0.00	0.00	0.00	2,278.15
Invest Pymnts	(76.76)	(995.46)	(74.75)	(1,765.20)	(69.35)	(9.06)	(217.87)	(0.29)	(1,934.15)	(5,142.89)
Invest Adj	(2.74)	(35.53)	(2.66)	(62.99)	(2.47)	(0.33)	(7.77)	(0.01)	(69.00)	(183.50)
Subtotal Invest	(79.50)	(1,030.99)	(77.41)	(1,828.19)	(71.82)	(9.39)	(225.64)	(0.30)	(2,003.15)	(5,326.39)
Other *	0.00	0.00	0.00	932.04	0.00	0.00	0.00	0.00	0.00	932.04
TOTAL	(79.50)	(1,030.99)	(77.41)	1,382.00	(71.82)	(9.39)	(225.64)	(0.30)	(2,003.15)	(2,116.20)
EXPENSES										
Claims Transfers	9,643.91	20,978.56	0.00	142,410.55	0.00	0.00	0.00	0.00	0.00	173,033.02
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	257,819.75	0.00	106,230.74	364,050.49
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	9,643.91	20,978.56	0.00	142,410.55	0.00	0.00	257,819.75	0.00	106,230.74	537,083.51
END BALANCE	50,448.03	1,518,485.37	51,974.49	2,590,652.93	107,256.27	14,018.09	79,122.91	(410,058.39)	2,884,879.52	6,886,779.22

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	2021						
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 & Investm	\$7,425,979.54	-	2,535,516.70	100,000.00	1,000.00	4,789,462.84	
Opening Interest Accrua	\$0.00	0.00	-	-	-	-	
1 Interest Accrued and/or	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2 Interest Accrued - discov	\$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	-\$183.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$183.50	
5 Interest Paid - Cash Inst	\$4,740.65	\$0.00	\$989.34	\$0.00	\$0.00	\$3,751.31	
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7 Realized Gain (Loss)	-\$9,883.52	\$0.00	\$0.00	\$0.00	\$0.00	-\$9,883.52	
8 Net Investment Income	-\$5,326.37	\$0.00	\$989.34	\$0.00	\$0.00	-\$6,315.71	
9 Deposits - Purchases	\$540,293.70	\$0.00	\$3,210.19	\$173,033.02	\$364,050.49	\$0.00	
10 (Withdrawals - Sales)	-\$1,074,167.02	\$0.00	-\$537,083.51	-\$173,033.02	-\$364,050.49	\$0.00	
Ending Cash & Investment	\$6,886,779.85	\$0.00	\$2,002,632.72	\$100,000.00	\$1,000.00	\$4,783,147.13	
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Plus Outstanding Checks	\$393,953.31	\$0.00	\$0.00	\$51,679.04	\$342,274.27	\$0.00	
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Balance per Bank	\$7,280,733.16	\$0.00	\$2,002,632.72	\$151,679.04	\$343,274.27	\$4,783,147.13	

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

Month		December							
Current Fund Year		2021							
Policy Year	Coverage	1.	2.	3.	4.	5.	6.	7.	8.
		Calc. Net Paid Thru Last Month	Monthly Net Paid December	Monthly Recoveries December	Calc. Net Paid Thru December	TPA Net Paid Thru December	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2021	Property	201,106.35	9,643.91	0.00	210,750.26	210,750.26	(0.00)	(0.00)	0.00
	Liability	8,783.44	816.75	0.00	9,600.19	9,600.19	0.00	0.00	0.00
	Auto	3,678.07	0.00	0.00	3,678.07	3,678.07	(0.00)	(0.00)	0.00
	Workers Comp	227,817.44	38,793.44	0.00	266,610.88	266,610.88	0.00	0.00	0.00
	Total	441,385.30	49,254.10	0.00	490,639.40	490,639.40	(0.00)	(0.00)	0.00
2020	Property	118,276.76	0.00	0.00	118,276.76	118,276.76	(0.00)	(0.00)	0.00
	Liability	50,478.04	0.00	0.00	50,478.04	50,478.04	0.00	0.00	0.00
	Auto	13,901.92	0.00	0.00	13,901.92	13,901.92	0.00	0.00	0.00
	Workers Comp	446,743.39	1,851.29	2,278.15	446,316.53	446,316.53	(0.00)	0.00	(0.00)
	Total	629,400.11	1,851.29	2,278.15	628,973.25	628,973.25	(0.00)	(0.00)	(0.00)
2019	Property	190,469.66	0.00	0.00	190,469.66	190,469.66	0.00	0.00	0.00
	Liability	111,454.18	19,433.50	0.00	130,887.68	130,887.68	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	989,578.35	13,632.82	0.00	1,003,211.17	1,003,211.17	(0.00)	0.00	(0.00)
	Total	1,303,262.47	33,066.32	0.00	1,336,328.79	1,336,328.79	(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	55,318.95	82.50	0.00	55,401.45	55,401.45	(0.00)	(0.00)	0.00
	Auto	66,717.52	0.00	0.00	66,717.52	66,717.52	(0.00)	(0.00)	0.00
	Workers Comp	1,270,303.42	2,521.00	0.00	1,272,824.42	1,272,824.42	0.00	0.00	0.00
	Total	1,483,565.58	2,603.50	0.00	1,486,169.08	1,486,169.08	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	323,279.76	645.81	0.00	323,925.57	323,925.57	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	894,461.53	85,612.00	0.00	980,073.53	980,073.53	0.00	0.00	0.00
	Total	1,483,575.01	86,257.81	0.00	1,569,832.82	1,569,832.82	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	5,341,188.47	173,033.02	2,278.15	5,511,943.34	5,511,943.34	0.00	0.00	(0.00)

Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 10/22/2021 To 11/22/2021

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Willingboro Library I - Township of Willingboro	220 Willingboro Parkway Willingboro, NJ 08046	RE: Souls to the Polls Evidence of Insurance as respects to Souls to the Polls taking place at the Town Center/Library during the current calendar year.	10/27/2021 #3088512	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	Chosen Freeholders Attn: Ins. & Risk Mgmt. Div. 49 Rancocas Road PO Box 6000 Eastampton, NJ 08060	RE: Turkey Trot The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the use of Main St for annual Turkey Trot taking place during the current calendar year. Does not include amusements and/or fireworks.	10/29/2021 #3099672	GL AU EX WC
H - Burlington County Board of I - Township of Evesham	County Commissioners Attn: Ins. & Risk Mgmt. Div. 49 Rancocas Road PO Box 6000 Eastampton, NJ 08060	RE: Turkey Trot The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the use of Main St for annual Turkey Trot taking place during the current calendar year. Does not include amusements and/or fireworks.	11/12/2021 #3127961	GL AU EX WC
Total # of Holders: 3				

**Cyber Risk Management Compliance Report as of December 31, 2021
Version 2**

JIF	Tier 1			Tier 2			Tier 3		
	Approved	Incomplete	No Response	Approved	Incomplete	No Response	Approved	Incomplete	No Response
Professional Municipal Management	2	2	1	2	2	1	1	3	1

JIF	Member	Approval Status - Tier 1	Approval Status - Tier 2	Approval Status - Tier 3
Professional Municipal Management	Evesham	Incomplete	Incomplete	Incomplete
Professional Municipal Management	Evesham Township Fire District			
Professional Municipal Management	Maple Shade	Incomplete	Incomplete	Incomplete
Professional Municipal Management	Moorestown	Approved	Approved	Incomplete
Professional Municipal Management	Willingboro	Approved	Approved	Approved



Professional Municipal Management Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers

FROM: Keith Hummel, JIF Safety Director

DATE: January 5, 2022

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>Glenn Prince Assistant Public Sector Director gprince@jamontgomery.com Office: 856-552-4744</p>	<p>Chief Harry Earle (Ret.) Law Enforcement Risk Control Consultant hearle@jamontgomery.com Office: 856-446-9277</p>
<p>Robert Garish Senior Risk Control Consultant rgarish@jamontgomery.com Office: 856-552-4650</p>	<p>Melissa Meccariello Administrative Assistant mmeccariello@jamontgomery.com Office: 856-479-2070</p>	<p>John Saville Senior Risk Control Consultant jsaville@jamontgomery.com Office: 732-660-5009</p>
<p>Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18th Floor Camden, NJ 08102</p> <p>P.O. Box 99106 Camden, NJ 08101</p>		

LOSS CONTROL SURVEYS

- No Loss Control Surveys were completed in November and December

LAW ENFORCEMENT LOSS CONTROL SURVEYS

- Township of Evesham on December 8, 2021

MEETINGS ATTENDED

November

- Claims Committee Meeting on November 23, 2021
- Fund Commissioners Meeting on November 23, 2021

December

- No meetings were attended in December

MEL SAFETY INSTITUTE (MSI)

All MSI communications will be distributed exclusively through the NJ MEL app, and an MSI Newsletter will be emailed to summarize the communications sent through the app.

If you wish to continue to receive communications as soon as they are released, please be sure to download the [NJ MEL App](#) and select "Role Content" to receive communications related only to your operations and responsibilities.

MSI SAFETY DIRECTOR

November

- Avoiding Deer – Vehicle Collisions
- Hayrides – Best Practices
- Safety Recall Alert – Stihl TS 410 and Stihl TS 420 Cut-off Saw
- Law Enforcement Bulletin
- Winter Ice Activity Best Practices
- Temporary Ice Skating Rink Best Practices

December

- MSI Leadership Academy
- Law Enforcement Message: NJOHSP
- Safety Recall Alert: 3M DBI-Sala® Nano-Lok™ Self Retracting Life Line with Anchor Hook
- Non-Firefighters on Fire Apparatus
- Law Enforcement Bulletin
- Training Announcement: Designated Employer Representative Training
- Preparing Buildings for Cold Weather
- Managing Slips and Falls in Winter Months
- MSI LIVE Schedule

MSI LAW ENFORCEMENT

November

- After Market Police Vehicle Theft Prevention Devices – MSI LE Message
- Recall 56100 Tactec Plate carriers – MSI LE Alert
- Firefighter Cameras – MSI LE Bulletin

December

- No Bulletins were sent out in December

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.

November

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

December

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 you can view them at your convenience. A prepaid self-addressed envelope is included to return the DVD.

November

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

December

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

MSI LIVE

[MSI LIVE](#) features real-time, instructor-led in-person, and virtual classes. 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. Please register early, under-attended classes will be canceled.

To maintain the integrity of the MSI classes and our ability to offer CEUs, we must abide by the rules of the State agency that issued the designation. Chief among those rules is the attendee of the class must attend the whole session. **Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion.**

For virtual classes, the MSI utilizes the Zoom platform to track the time each attendee logs in and logs out. Also, we can track participation, to demonstrate to the State agency the student also participated in polls, quizzes, and question & answer activities during the class. The MSI maintains these records to document our compliance with the State agency.

If you need assistance using the MSI Learning Management System, please call the MSI Helpdesk 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 Felip at afelip@iamontgomery.com.



**Professional Municipal Management JIF
Cumulative Savings Summary
1/1/2021 – 12/31/2021**

2021	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	71	\$49,418.31	\$18,116.06	\$31,302.25	63%
FEBRUARY	53	\$100,192.29	\$38,782.95	\$61,409.34	61%
MARCH	117	\$107,299.91	\$36,605.79	\$70,694.12	66%
APRIL	82	\$57,978.50	\$17,851.88	\$40,126.62	69%
MAY	148	\$328,523.97	\$89,924.87	\$238,599.10	73%
JUNE	133	\$193,453.35	\$71,157.92	\$122,295.43	63%
JULY	67	\$30,631.51	\$8,409.85	\$22,221.66	73%
AUGUST	97	\$75,211.07	\$21,514.42	\$53,696.65	71%
SEPTEMBER	64	\$107,120.45	\$34,394.77	\$72,725.68	68%
OCTOBER	54	\$132,579.04	\$64,070.60	\$68,508.44	52%
NOVEMBER	57	\$50,971.13	\$12,537.63	\$38,433.50	75%
DECEMBER	76	\$53,896.48	\$21,702.31	\$32,194.17	60%
TOTALS	1019	\$1,287,276.01	\$435,069.05	\$852,206.96	66%

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%



**Professional Municipal Management JIF
Savings By Specialty
1/1/2021 – 10/31/2021**

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Hospital	32	\$418,925.50	\$147,982.35	\$270,943.15	65%
Physical Therapy	466	\$220,452.00	\$47,929.00	\$172,523.00	78%
Neurosurgery	42	\$109,310.00	\$24,623.65	\$84,686.35	77%
Orthopedic Surgery	104	\$93,435.67	\$27,850.06	\$65,585.61	70%
Ambulatory Surgical Center	6	\$89,955.00	\$38,246.00	\$51,709.00	57%
Physical Medicine & Rehab	14	\$52,253.50	\$15,345.43	\$36,908.07	71%
Pain Management	22	\$46,575.00	\$6,406.63	\$40,168.37	86%
MRI/Radiology	28	\$33,458.01	\$14,035.93	\$19,422.08	58%
Occupational Medicine	56	\$22,656.64	\$10,541.44	\$12,115.20	53%
Anesthesiology	14	\$19,795.00	\$11,514.24	\$8,280.76	42%
Emergency Medicine	21	\$19,527.00	\$16,915.11	\$2,611.89	13%
Neurology	3	\$17,542.50	\$12,408.70	\$5,133.80	29%
Behavioral Health	27	\$14,355.00	\$9,910.00	\$4,445.00	31%
General Surgery	1	\$6,000.00	\$3,944.60	\$2,055.40	34%
Durable Medical Equipment	10	\$3,643.89	\$2,771.41	\$872.48	24%
Laboratory Services	8	\$3,038.85	\$2,592.56	\$446.29	15%
Ambulance	3	\$2,749.20	\$2,663.00	\$86.20	3%
Internal Medicine	6	\$2,140.00	\$976.56	\$1,163.44	54%
Urgent Care Center	8	\$2,135.64	\$1,411.26	\$724.38	34%
Pulmonary Medicine	5	\$1,630.00	\$1,062.96	\$567.04	35%
Sports Medicine	4	\$1,260.00	\$299.50	\$960.50	76%
Optometrists	2	\$960.00	\$960.00	\$0.00	0%
Hand Surgery	2	\$385.00	\$262.12	\$122.88	32%
Ophthalmology	1	\$200.00	\$161.74	\$38.26	19%
Cardiology	1	\$25.00	\$14.86	\$10.14	41%
Grand Total	886	\$1,182,408.40	\$400,829.11	\$781,579.29	66%



Professional Municipal Management JIF
Top 10 Providers
1/1/2021 – 12/31/2021

	UNITS OF SERVICE	APPROVED	SPECIALTY
VIRTUA WILLINGBORO HOSPITAL, INC.	11	\$54,387.37	Hospital
FELLOWSHIP SURGICAL CENTER, LLC	5	\$30,421.00	Ambulatory Surgery Center
VIRTUA WEST JERSEY HEALTH INC	10	\$27,046.47	Hospital
EMERGENCY PHYSICIAN ASSOC OF SJ	21	\$24,204.00	Emergency Medicine
STRIVE PHYSICAL THERAPY SPECIALISTS, LLC	288	\$23,716.60	Physical Therapy
COASTAL SPINE, PC.	15	\$23,714.50	Neurology/Neurosurgery
ATLANTICARE REGIONAL MEDICAL CENTER	2	\$18,934.68	Hospital
VIRTUA MEMORIAL HOSPITAL BURLINGTON	4	\$18,387.98	Hospital
IVY REHAB NETWORK, INC	188	\$17,823.00	Physical Therapy
COOPER HEALTH SYSTEMS	1	\$16,757.25	Hospital
Grand Total	545	\$255,392.85	

APPENDIX I
MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
OPEN SESSION MINUTES
MEETING – NOVEMBER 23, 2021
ZOOM
1:00 PM**

Meeting of 2021 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2021 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 COMMISSIONER:

Nelson Wiest	Township of Maple Shade	Present
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APPOINTED OFFICIALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Bradford Stokes Karen A. Read Rachel Chwastek
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Treasurer	Tom Tontarski
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Attorney	Helmer, Conley & Kasselmann William Kearns, Esquire
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Auditor	Bowman & Company
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Claims Service	Qual Lynx Claudia Acosta
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	PERMA Jennifer Conicella
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Safety Director	J.A. Montgomery Risk Control Glenn Prince
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Managed Care Organization	QualCare Karen Beatty
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Underwriting Manager	Conner Strong & Buckelew Edward Cooney
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ALSO PRESENT:

Maureen Mitchell, Evesham Fire District

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

APPROVAL OF MINUTES: OCTOBER 26, 2021 - Open & Closed Minutes

MOTION TO APPROVE OPEN AND CLOSED MINUTES OF OCTOBER 26, 2021:

Moved: Commissioner Brevogel
Second: Commissioner Corrales
Vote: 5 Ayes, 0 Nays

CORRESPONDENCE: None.

EXECUTIVE DIRECTOR:

2022 Budget Introduction – The Executive Director advised enclosed in the agenda was the proposed 2022 Budget. The 2022 Budget represents a 4.38% increase over last year’s budget.

MOTION TO OPEN THE PUBLIC HEARING OF THE 2022 BUDGET

Moved: Commissioner Wiest
Second: Commissioner Danson
Vote: 5 Ayes, 0 Nays

The Executive Director reported the Fund did review this last month, but he’d do a quick review today. There was a reduction on the loss funds from the actuary. A new line is included, Workers’ Compensation Pension, due to the DOL policy change that will potentially increase workers compensation claims 10%. To offset that, the loss fund contingency for the sexual abuse and fire fighter presumption legislation has been eliminated. The Fund has not seen any activity for those items. Additionally, the aggregate loss fund contingency for the MEL has also been eliminated. Overall an increase of 3.76% on the loss funds. The EJIF came in at 1% increase, slightly offset by their dividend. For the expenses, there are contractual increases of 2% for all of the professionals and a new line item for Right to Know Services, to be performed by JA Montgomery.

Chairman Merchel asked how they would be notified about the Right to Know.

Mr. Prince advised the assigned Right to Know Consultant will contact each member’s Safety Coordinator to get that process scheduled.

The Executive Director advised overall the budget is an increase of 4.38% for a total of \$4,119,387.00.

MOTION TO CLOSE THE PUBLIC HEARING OF THE 2022 BUDGET

Moved: Commissioner Corrales
Second: Commissioner Danson
Vote: 5 Ayes, 0 Nays

MOTION TO ADOPT THE 2022 BUDGET & CERTIFY ASSESSMENTS

Moved: Commissioner Danson
Second: Commissioner Brevogel
Vote: 5 Ayes, 0 Nays

Residual Claims Fund (RCF): The public hearing on the RCF 2022 budget was held on October 20, 2021 at the Forsgate Country Club and the 2022 budget was adopted. A copy of Chairman Merchel’s report was enclosed.

Environmental JIF: The public hearing on the EJIF 2022 budget was held on October 20, 2021 at the Forsgate Country Club and the 2022 budget was adopted. Enclosed was a copy of Chairman Merchel’s report.

MEL Report: The MEL met on October 20, 2021 at the Forsgate Country Club and scheduled its public hearing at its next meeting at 12:30 on November 17, 2021 in the Steel Pier Room at the Sheraton Hotel, Atlantic City. Enclosed was a copy of Chairman Merchel’s report.

MEL, RCF & EJIF Representative - The fund should elect its representative to the MEL, RCF & EJIF for the 2022 Fund Year.

MOTION TO ELECT THOMAS MERCHEL AS THE PMM JIF’S 2022 REPRESENTATIVE TO THE MEL, EJIF & RCF

Moved: Commissioner Danson
Second: Commissioner Corrales
Vote: 5 Ayes, 0 Nays

RCF 2017 Fund Year Rollover – The Residual Claims Fund board adopted a resolution accepting the transfer of member JIF’s Fund Year 2017. Enclosed was Resolution 21- 25 authorizing the transfer of the PMM JIF’s 2017 claim liabilities to the RCF.

MOTION TO APPROVE RESOLUTION 21-25

Moved: Commissioner Brevogel
Second: Commissioner Wiest
Vote: 5 Ayes, 0 Nays

Employment Practices Compliance Program: Please visit the MEL webpage to review all the elements of the MEL’s EPL Compliance Program. Please note the deadline to complete the program requirements has been extended to November 1, 2021. Please use the following link to view an outline of the MEL program and its model documents:

<https://njmel.org/insurance/public-officials/risk-management-program/>

This year, the Managers & Supervisors Training can be met by attending the Instructor led webinar: “Protecting Children from Abuse – Managers/Supervisors”. The course for Managers includes an Employment Practices component. Included in the agenda was the notice distributed from JA Montgomery.

League Magazine Ad: Enclosed was the latest in the series of “Power of Collaboration ads that will appear in the League of Municipalities magazine. The ad highlights the MEL Safety Institute Leadership Academy, which is a four-part course to review risk management and workplace challenges facing public sector managers. Enrollment in the MEL Safety Institute Leadership Academy will be available February 2022.

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 21-11 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 Danson
 Second: Commissioner Corrales
 Vote: 5 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 Financial Fast Track, dated September 30, 2021 shows the fund’s surplus of \$3.6 million, a little dip from the prior month about \$40,000 from reserve changes. The Fund’s Expected Loss Ratio Analysis shows the Fund at 39% the actuary target was 45%. The Fund has 12 more open claims from the prior month. The Loss Time Accident Frequency is 1.11. The Executive Director asked if there were any questions, hoped everyone would have a great holiday season and then concluded his report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Mr. Kearns advised the courts have been very quiet.

TREASURER: Mr. Tontarski reviewed the treasurer’s report with the Fund and wished everyone a happy and safe holiday season.

Payment of November 2021 Vouchers Resolution 21-26

Fund Year 2021	41,963.58
Total	41,963.58

MOTION TO APPROVE RESOLUTION 21-26 VOUCHER LIST FOR THE MONTH OF NOVEMBER

Motion: Commissioner Brevogel
 Second: Commissioner Corrales
 Vote: 5 Ayes – 0 Nays

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of October 2021:

2021	119,532.53
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2020	6,705.65
2019	13,062.50
2018	35,570.12
2017	2,815.93
Closed	0.00
TOTAL	177,686.73

Treasurer's Report Made Part of Minutes.

SAFETY DIRECTOR:

REPORT: Mr. Glenn Prince advised included in the agenda is all the risk control activities and all bulletins distributed through the month of October. The MEL website includes all currently scheduled training through January 2022. The MEL Leadership Academy was also included in the agenda. Mr. Prince asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: Mr. Cooney of the Underwriting Manager's Office advised there was one certificate issued from 9/22/2021 to 10/22/2021. Also included in the agenda were the Fund's Cyber Compliance reports. Those members with grandfathered status will need to be recertified under the Version 2 standards by 1/1/22.

Mr. Cooney advised he would check on the Moorestown information and get back to Chairman Merchel.

Commissioner Brevogel asked what incomplete means.

Mr. Cooney advised it meant you worked on the application or checklist but had a "no" response in one or more of the questions. He advised he would check on Willingboro's as well.

MANAGED CARE:

REPORT: Ms. Beatty reported there were 54 bills for October; and for the year had a 66% of savings which is \$781,579.29. Also included in the agenda were the reports for Savings by Specialty and Top 10 Providers. Ms. Beatty then asked if there were any questions.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Claudia Acosta advised the claims committee met prior to this meeting and asked for approval of the 7 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 Corrales
Vote: 5 Ayes, 0 Nays

Report Part of Minutes.

OLD BUSINESS: NONE.

NEW BUSINESS: Chairman Merchel wished everyone a happy holiday season..

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion: Commissioner Brevogel
Second: Commissioner Corrales
Vote: Unanimous

MEETING ADJOURNED: 1:22pm

NEXT REGULAR MEETING: January 25, 2022
ZOOM Conference Call 1:00PM

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, 2022

Memo to: Executive Committee
 Professional Municipal Management Joint Insurance Fund

From: Chairman Thomas Merchel

Re: RCF 2022 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 2022 Executive Committee and Alternates.

2022 Executive Committee
John Clarke, MEL JIF, Chairperson
Megan Champney, Suburban Municipal, Secretary
Paul Tomasko, Bergen JIF
Tom Nolan, Monmouth JIF
Joseph Wolk, Camden JIF
Brian Bigler, NJUA JIF
Joseph Catenaro, Suburban Metro JIF

Alternates - Executive Committee
Richard Hirsch, Atlantic JIF
Tom Merchel, PMM JIF
Sherry Sims, NJPHA JIF
Veronica Laureigh, Ocean JIF
William Northgrave, Central JIF
Robert Law, Trico JIF
Meghan Jack, Burlco JIF
Brian McNeilly, Morris JIF
Gregory Franz, South Bergen JIF

RCF Claims Committee: The following commissioners were submitted to serve on the 2022 RCF Claims Committee:

RCF Claims Committee
John Clarke, MEL JIF, Chairperson
Megan Champney, Suburban Municipal, Secretary
Sherry Sims, NJPHA JIF
Tom Merchel, PMM JIF

Veronica Laureigh, Ocean JIF
Richard Hirsch, Atlantic JIF
Robert Law, Trico JIF
Gregory Franz, South Bergen JIF

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

Resolution 1-22 Appointing Fund Depository: The RCF Board 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 2-22 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 3-22 Public Meeting Procedures: The Board of Fund Commissioners confirmed the following meeting schedule:

2022 Meeting Schedule & 2023 Reorganization		
March 25, 2022	Princeton Marriot	9:00 am
June 2, 2022	Forsgate Country Club	10:30 am
September 8, 2022	Forsgate County Club	10:30 am
October 19, 2022	Forsgate County Club	10:30 am
January 5, 2023	Forsgate County Club	10:30 am

The RCF Claims Committee will meet on the same day as the Board of Fund Commissioners / Executive Committee at the above listed locations at 9:30AM before the Fund meeting with the exception of the March meeting. The RCF Claims Committee will also meet at 9:30AM on March 2, May 4, July 20 and December 7, 2022 and will be held at PERMA’s Camden office at 2 Cooper Street, Camden, NJ and via teleconference.

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

Resolution 4-22 Remote Meeting Procedures: The Board adopted a resolution establishing procedures for including public comment during a remote meeting.

Resolution 5-22 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 6-22 Risk Management Plan: The Board adopted the 2022 Risk Management Plan which detailed coverage, assessment methodology and procedure for closure of fund years.

RCF Membership Renewals: All sixteen current members of the RCF have passed resolutions to renew their membership with the RCF for the 2022 – 2024 term

Annual Commissioner Retreat: The Board of Fund Commissioners Annual Retreat has been scheduled for March 25, 2022 starting at 9:00AM at Princeton Marriott at Forrestal, Princeton, N.J. Registration information and agenda will be distributed prior to the Retreat.

Claims Committee: The Claims Review Committee met on December 3, 2021 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 25, 2022 at 9:00AM at Princeton Marriott.



**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, 2022
Memo to: Executive Committee
Professional Municipal Management Joint Insurance Fund
From: Chairman Thomas Merchel
SUBJECT: Summary of Topics Discussed at E-JIF Meeting

2022 REORGANIZATION- The election of the slate was confirmed. Below is a listing of the 2022 Executive Committee and the 2022 Fund Professionals.

		<u>2022</u>
Chairman:	NJUA	Bernie Rutkowski
Secretary:	PMM	Thomas Merchel
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	Bergen	Paul Tomasko
#2	Ocean	Veronica Laureigh
#3	Central	William Northgrave
#4	Sub-Muni	Megan Champney
#5	Morris	Brian McNeilly

REORGANIZATIONAL RESOLUTIONS – The Resolutions necessary to undertake the 2022 Reorganization of the Fund were reviewed and adopted by the Board.

STORMWATER TRAINING VIDEO CONTRACT ADDENDUM – The Environmental Engineer has informed the Fund that the not-to-exceed amount may need to be amended due to unforeseen delays and additional costs being incurred to complete the project.

FUND PROFESSIONALS & PROFESSIONAL SERVICE AGREEMENTS – The E-JIF Board previously 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. 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 E-JIF Board also awarded professional service agreements in accordance with a non-fair and open process pursuant to N.J.S.A. 19:44A-21.4 et. seq. Contracts will be forwarded to each Fund Professional which will outline adjustments to compensation for Fund year 2022.

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 (1/1/22- 1/1/22)
Qualified Purchasing Agent	The Canning Group (As per the agreed pricing. 1/1/22- 1/1/22)

2022 STANDING COMMITTEES - Five standing committees were established for the 2022 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 E-JIF will be issued in 2022 by Ascot Specialty Insurance Company. 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

2022 MEETING SCHEDULE:

2022 Meeting Schedule		
March 25, 2022	*Zoom Virtual Meeting	9:20 am
June 2, 2022	*Zoom Virtual Meeting	10:50 am
September 1, 2022	*Zoom Virtual Meeting	10:50 am
October 19, 2022	*Zoom Virtual Meeting	10:50 am
**November 9, 2022	*Zoom Virtual Meeting	9:30 am
January 5, 2023	*Forsgate Country Club	10:50 am

**Meeting Format Subject to Change*

***Meeting Date and Time Subject to Change*



Municipal Excess Liability Joint Insurance Fund
 9 Campus Drive – Suite 216
 Parsippany, New Jersey 07054
 Tel (201) 881-7632
 Fax (201) 881-7633

January 6, 2022

Memo to: Executive Committee
 Professional Municipal Management Joint Insurance Fund

From: Chairman Thomas Merchel

Subject: MEL 2022 Reorganization

2022 Reorganization - The MEL conducted its 2022 Reorganization. The Board of Fund Commissioners held elections for officers and board members, noted below.

1	JOY TOZZI - Chair	Mid-Jersey
2	PAUL TOMASKO - Secretary	Bergen
3	ROBERT LAW	Trico
4	CHARLES CUCCIA	South Bergen
5	RICHARD HIRSCH	Atlantic
6	JOSEPH WOLK	Camden
7	TOM MERCHEL	PMM
8	JOSEPH CATENARO	Sub Essex
9	TOM NOLAN	Monmouth
10	JOSEPH D'ARCO	Self-Insurers
11	BERNARD RUTKOWSKI	NJUA
12	JOHN CLARKE	PHA
13	VERONICA LAUREIGH	Ocean
14	WILLIAM NORTHGRAVE	Central
15	MEGAN CHAMPNEY	Suburban Municipal
16	KEVIN DAVIS	PAIC
17	MEGHAN JACK	Burlco
18	STEVEN SCHOLEY	FRESP
19	JOSEPH ZANGA	Middlesex
20	ADAM BREWER	Morris
21	SHERRY SIMS	PHA - SPECIAL COMMISSIONER - TIE BREAKER *
		*Special FC is 1-year appointment

Chairwoman Tozzi thanked outgoing chair - Thomas Merchel for the service he provided as Chairman through 2020 and 2021 - which were 2 very challenging years. She said she hopes she was able to learn from watching him during her time serving as Secretary.

2022 Meeting Schedule		
March 25, 2022 (Friday)	Princeton Marriott	9:40 am
June 2, 2022 (Thurs)	Forsgate Country Club	11:15 am
September 8, 2022 (Thurs)	Forsgate Country Club	11:15 am
October 19, 2022 (Wed)	Forsgate Country Club	11:15 am
November 16, 2022 (Wed)	Sheraton Hotel, Atlantic City	12:30 pm
January 5, 2023 (Thurs)	Forsgate Country Club	11:15 am

2022 Standing Committees Chairpersons

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

In accordance with prior practice, Chairwoman to serve as Chair of Management Committee and Secretary to serve as Chair of Coverage Committee. Chairwoman asked existing Chairs for remainder of committee to contact her if they needed to make any changes.

The Board of Fund Commissioner then reorganized for Fund year 2022 and adopted the resolutions noted below.

- Resolution #1-22 Fiscal Management Plan
- Resolution #2-22 Designation of Meeting Dates & Designation of Official Newspapers
- Resolution #3-22 Designation of Secretary as Custodian of Records
- Resolution #4-22 2022 Plan of Risk Management
- Resolution #5-22 2022 Named Storm Deductible Risk Sharing Program
- Resolution #6-22 2022 Remote Meeting Procedures/Public Access
- Resolution #7-22 Appointment of Asset Manager, Custodial & Accounting, Financial Advisory
- Resolution #8-22 Designation of Investors as Official Depository
- Resolution #9-22 Authorizing agreement with The Canning Group
- Resolution #10-22 Appointment of Special Legal Counsel - Thomas J. Germinario, Esq.
- Resolution #11-22 Appointment of Special Legal Counsel – Matthew Giacobbe, Esq.
- Resolution #13-22 Establishing Excess Insurance Rates
- Resolution #14-22 Award Excess Property
- Resolution #15-22 Award Excess Workers’ Compensation
- Resolution #16-22 Award Excess Flood
- Resolution #17-22 Award Non-owned Aircraft Liability

Resolution #18-22 Award Optional Excess Liability, Optional Shared Aggregate and Optional Public Officials/Employment Practices
Resolution #19-22 Award Excess Cyber Liability

Renewal: Executive Director said the Underwriting Manager had a very difficult market and said negotiations would normally have concluded sooner. A meeting of the Management Committee will be scheduled in the coming days to review the details. Underwriting Manager said he also plans to conduct several webinars to review changes with members and risk management consultants.

2022 Membership: Effective Jan 1st, South Bound Brook and Metuchen Parking Authority joined the Central Jersey JIF, the Borough of East Newark joined the Suburban Metro JIF, Washington Township BOFC joined First Responders JIF, Atlantic City MUA joined the NJUA JIF, Pennsauken in Camden JIF and Middlesex JIF's membership is now expanded to include all lines. We are waiting on final membership count for Middlesex JIF before we compute the 2022 assessment.

Competitive Contracts Request for Proposals (CCRFP), Contracts & Professional Services: The MEL procures contracts and services via the competitive contract process and/or professional services as guided by the QPA and NJ Local Public Contracts Law.

Historically the MEL adopts a resolution each year re-confirming contract awards. However, this action is not necessary for competitive contracts as the initial resolution confirms the procurement. Memorandum submitted providing a summary of contracts that are currently in force.

Learning Management System (LMS): The MEL awarded a 3-year contract (2020-2022) to FirstNet Learning to provide an LMS for MEL members. FirstNet provided notification that they are phasing out the current platform as of 12/31/22. Safety Director submitted a memorandum on recommended next steps. Board accepted the recommendation and authorized the release of a Competitive Contracting RFP.

2021/2022 Elected Officials Seminar: The MEL's Annual Elected Officials Seminar was held as part of the League of Municipalities Conference. The MEL will shortly publish directions for the online version.

RCF: The Residual Claims Fund scheduled its 2022 Reorganization meeting for Thursday January 6, 2022 at 10:30AM via Zoom audio/video. Commissioner John Clarke is the designated MEL representative for the 2022 Fund Year.

Legislative Committee: Committee met on November 17, 2021; Minutes of the meeting submitted for information.

Safety & Education Committee: Committee is scheduled to meet next on February 4, 2022.

Coverage Committee: Committee met on November 12, 2021; Minutes of the meeting submitted for information.

Cyber Task Force: On March 8, 2021 the Task Force issued the 2nd edition of the MEL Cyber Risk Management Program, which provided clarity and added a Tier 3. Members must be in compliance with the tiers at the time of the claim in order to be eligible for reimbursement.

Chairwoman Tozzi appointed volunteers to serve on a special committee to research the creation of a special JIF to insure cyber beginning in 2023.

Claims Committee: The Claims Review Committee met on December 1, 2021 and is scheduled to meet immediately following today's board meeting.

Fund Attorney: Mr. Semrau recognized Russell Huntington – who was participating in the MEL call. Mr. Huntington served as the Fund Attorney for the Bergen JIF and was instrumental in its formation – setting forth a process where fund professionals are in constant communication with each other in the operations of the Joint Insurance Funds.