

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND  
MEETING AGENDA  
FEBRUARY 22, 2022 – 2:00 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 and electronic notice of this meeting was filed with the Clerk/Manager of all member municipalities and, posting electronic notice of this meeting on the Fund's website.**
- III. Posting this notice on the Public Bulletin Board of all member municipalities**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
MEETING: FEBRUARY 22, 2022**

- ☐ **MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ☐ **ROLL CALL OF 2022 COMMISSIONERS**

- ☐ **APPROVAL OF MINUTES:** January 25, 2022 Open Minutes ..... **Appendix I**  
January 25, 2022 Closed Minutes ..... **Distributed**

- ☐ **CORRESPONDENCE: None**

**REPORTS**

- ☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**  
.Executive Director's Report ..... **Page 1**

- ☐ **ATTORNEY – William J. Kearns, Esquire**

- ☐ **TREASURER – Thomas Tontarski**  
.Treasurer's Reports ..... **Page 13**  
.February 2022 Voucher List - Resolution Nos. 22-10..... **Page 15**

- ☐ **SAFETY DIRECTOR – J.A. Montgomery Risk Control**  
.Monthly Report..... **Page 20**

- ☐ **UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**  
.Monthly Certificate Report ..... **Page 23**  
.Cyber Risk Management Compliance – Version 2 - As of January 2022 ..... **Page 26**

- ☐ **MANAGED CARE – Qual Care**  
.Monthly Report..... **Page 27**

- ☐ **CLAIMS SERVICE – Qual Lynx**

- ☐ **OLD BUSINESS**

- ☐ **NEW BUSINESS**

- ☐ **PUBLIC COMMENT**

- ☐ **EXECUTIVE SESSION – If Needed**

- ☐ **MEETING ADJOURNED**
-

## Professional Municipal Management Joint Insurance Fund

2 Cooper Street  
Camden, NJ 08102

Date: February 22, 2022

Memo to: Fund Commissioners  
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

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- ❑ **2022 MEL/RCF/EJIF March 25th Meeting & Retreat:** The MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. This year's retreat will be held on March 25<sup>th</sup> at the Princeton Marriott. The purpose of the retreat is to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF.
  - ❑ **2022 MEL, MR HIF & NJCE JIF Educational Seminar:** The 11<sup>th</sup> annual seminar will be conducted virtually on two half-day sessions: Friday, April 29<sup>th</sup> and Friday, May 6<sup>th</sup> from 9AM to 12PM. The seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF). We are in the process of preparing to distribute this notice to all members and risk managers.
- Enclosed on **page 3** is the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine that highlights the educational seminar.
- ❑ **MEL Cyber JIF Initiative:** The MEL is in the early stages of exploring the feasibility of a creating a Cyber JIF which would be based off the E JIF model that would provide statewide JIF self-funding, excess insurance coverage as well as consistency in compliance with minimum standards, available risk control services, training, and education for membership.
  - ❑ **MEL Cyber Committee:** The Committee issued a story that focuses on Third Party Vulnerabilities, which is one of our top 3 causes of claims. Included are four stories our members have experienced. The story finishes by pointing to which MEL Cyber Program items directly address the four claims examples. **Page 4.**
  - ❑ **2021/2022 Elected Officials Seminar:** The MEL's Annual Elected Officials Seminar is available through the MEL Safety Institute. Attached on **page 5** are the directions to follow to complete the course.

The MEL will provide a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2022. The credit will continue to be extended to the member's municipal manager/administrator or authority executive director.

- ❑ **Meeting Schedule** – As discussed at the last meeting, starting in April we will start to meet in person. Attached on **page 6** is the proposed meeting schedule and locations. Please note that the meetings will start at 2 PM.

- ❑ **Motion to Approve Resolution 22-9 Establishing Meeting Dates & Locations**

- ❑ **Due Diligence Reports:**

<b>Financial Fast Track</b>	<b>Page 7</b>
<b>Loss Ratio Analysis</b>	<b>Page 8</b>
<b>Claims Activity Report</b>	<b>Page 9</b>
<b>Loss Time Accident Frequency</b>	<b>Page 10</b>
<b>POL/EPL Compliance Report</b>	<b>Page 11</b>
<b>Regulatory Affairs Checklist</b>	<b>Page 12</b>



## AVAILABLE ONLINE AT NO COST ...

### 11th Annual MEL, MRHIF & NJCE Educational Seminar

FRIDAY, APRIL 29 ▶ 9:00 A.M. – NOON

FRIDAY, MAY 6 ▶ 9:00 A.M. – NOON

Designed specifically for elected officials, commissioners, municipal, county and authority personnel, risk managers and related professionals.

The seminar is eligible for the following continuing education credits:

- CFO/CMFO Public Works and Clerks
- Insurance Producers and Purchasing Agents
- Accountants (CPA) and Lawyers (CLE)
- Water Supply and Wastewater Licensed Operators (Total Contact Hours)
- Registered Public Purchasing Official (RPPO)
- Qualified Purchasing Agent (QPA)

#### TO REGISTER

Connect to [njmel.org](http://njmel.org)...or email Jaine Testa at [jainet@permainc.com](mailto:jainet@permainc.com)

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**MEL**



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#### AGENDA

##### FRIDAY, APRIL 29

###### KEYNOTE

The Local Government  
Ethics Law

Jacquelyn Suarez,  
Director NJ Division of Local  
Government Services

###### CYBER ISSUES

Combating Cyber Attacks

###### BENEFITS ISSUES

Controlling Benefits Costs

##### FRIDAY, MAY 6

###### ETHICS

Ethics in Local Elections

###### SAFETY

Safety in the COVID Era

###### RISK MANAGEMENT

Local Government Risk  
Management

#### THE POWER OF COLLABORATION

[njmel.org](http://njmel.org)

NEW JERSEY COUNTIES  
EXCESS JOINT INSURANCE FUND



In “The Rock”, Sean Connery and team made their way into the drainage tunnels of Alcatraz in order to breach the prison. Despite its high walls and rocky cliffs, the drainage tunnels were a necessary weakness of operating the prison. In so many more movies about breaches of castles or prisons, it is common to see tunnels (or even a wooden horse gift from “your friends”) being the chink in the chain. We have these same **necessary weaknesses** in cybersecurity.

### Third Party Vulnerabilities

Do you employ an outside Information Technology consultant? Or maybe your payroll is managed by another company? How about health insurance management for your employees? Purchasing software from other companies? Following are events experienced by MEL members surrounding third party vulnerabilities. Each event above resulted in **weeks of lost or diminished productivity, hundreds of thousands of dollars** in extra expenses and even more in **ransom payments**.

**1.IT Company:** You may recall a MEL story from a few years back regarding an outsourced IT company. As is customary, the IT company had access (password protected) to their customers’ networks; however, the password of an employee of the company was compromised by an attacker. Multiple MEL members were hit at once.

**2.Payroll Manager:** Maybe you were one of the 8 Million affected by Kronos in 2021. Kronos is a very popular payroll manager, including the likes of NYC Public Employees and Tesla, as well as many NJ public entities. In December, Kronos was crippled by ransomware resulting in people not receiving paychecks; and the delays continue to today.

**3.Software:** Maybe you have heard of a company called Microsoft; their software is on over 1 Billion computers. In March, a Zero Day vulnerability was discovered in its Exchange software, allowing attackers access to users’ systems. The result was countless organizations finding themselves crippled by ransomware.

**4.Software of Software:** Maybe you heard of “Log4j”. Log4j is software in other software; in fact, it is in a TON of other software, and can be found in everything from routers, to servers to video games. Log4j had a critical vulnerability attackers were able to exploit to gain access to users’ systems, and millions were affected by different attacks.

### MEL Cyber Program

Here are items in the MEL’s Cyber Program that directly help address these third party vulnerabilities, while other controls can address tertiary damage from these events:

- ✓ Patch Management (Tier 1) – [Stories 3 & 4](#)
- ✓ Defensive Software (Tier 1) – [Story 1](#)
- ✓ 3<sup>rd</sup> Party Risk Management (Tier 1) – [Stories 1 & 2](#)
- ✓ Remote Access (Tiers 2 and 3) – [Story 1](#)
- ✓ Business Continuity (Tier 2) – [Stories 2,3 & 4](#)
- ✓ Network Segmentation (Tier 3) – [Story 1](#)

For details, contact the MEL Underwriting  
Manager or your local JIF Executive Director







The MEL will provide a credit of \$250 against each member's assessment for each municipal elected official and authority commissioner who completes the course by May 1, 2022. The credit will continue to be extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit is approximately 5% of the member's MEL assessment.

1. Click the MEL Safety Institute's **Learning Management System (LMS)** link:  
[www.firstnetcampus.com/meliif](http://www.firstnetcampus.com/meliif)
2. **Login to LMS**
  - If you have previously taken MSI classes, enter your username and password.
  - If you do not know your username/password, check with your Training Administrator or call the MSI Help Line at (866) 661-5120
  - If you are new, click **New User Registration**, complete the fields and you will receive an email with your username and password.
3. Click **MSI NOW** on the bottom right.
4. Click the course: **2021-2022 Elected Officials Risk Management Seminar**
5. Click **Enroll**.
6. Click **My Training** tab on the top blue tool bar.
7. Click the **Program Name** to launch the course.
8. Upon completion of the course and questions navigate to the **Student Center** tab to **print your Certificate of Completion**. Learning transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

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

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

**RESOLUTION NO. 22-9**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
ESTABLISH PUBLIC MEETING DATES AND LOCATIONS  
FOR FUND YEAR 2022**

**WHEREAS**, Under the Open Public Meetings Act of New Jersey, each public entity is required to publish the date and place for its public meetings;

**NOW THEREFORE BE IT RESOLVED**, by the Professional Municipal Management Joint Insurance Fund, that the Fund shall hold public meetings during the year 2022 as listed below:

<u>TIME</u>	<u>DATE</u>	<u>LOCATION</u>	<u>PURPOSE</u>
2:00 PM	April 26, 2022	Moorestown Town Hall	Regular Meeting
2:00 PM	May 24, 2022	Moorestown Town Hall	Regular Meeting
2:00 PM	June 28, 2022	Maple Shade Municipal Building	Regular Meeting
2:00 PM	July 26, 2022	Maple Shade Municipal Building	Regular Meeting
2:00 PM	September 27, 2022	Evesham Municipal Building	Regular Meeting
2:00 PM	October 25, 2022	Evesham Municipal Building	Regular Meeting
2:00 PM	November 22, 2022	Willingboro Municipal Complex	Regular Meeting
2:00 PM	January 24, 2023	Willingboro Municipal Complex	Re-Organization

**BE IT FURTHER RESOLVED**, that the Fund Office is hereby directed to publish a copy of this Resolution in the official newspapers of the Fund and 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.

**ADOPTED: February 22, 2022**

**BY:**

\_\_\_\_\_  
**THOMAS MERCHEL, CHAIRPERSON**

**ATTEST:**

\_\_\_\_\_  
**SUSAN DANSON, SECRETARY**



PROFESSIONAL MUNICIPAL MANAGEMENT FUND						
FINANCIAL FAST TRACK REPORT						
AS OF December 31, 2021						
			THIS MONTH	YTD	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME		395,156	4,287,608	90,325,733	94,613,341
2.	CLAIM EXPENSES					
	Paid Claims		169,823	1,706,856	40,676,697	42,383,553
	Case Reserves		(100,272)	779,579	2,145,554	2,925,132
	IBNR		(106,573)	(348,277)	1,808,067	1,459,790
	Recoveries		(617)	(134,018)	(303,417)	(437,435)
	TOTAL CLAIMS		(37,639)	2,004,140	44,326,901	46,331,041
3.	EXPENSES					
	Excess Premiums		120,924	1,451,088	25,052,203	26,503,291
	Administrative		48,358	637,437	12,487,885	13,125,322
	TOTAL EXPENSES		169,282	2,088,525	37,540,088	39,628,613
4.	UNDERWRITING PROFIT (1-2-3)		263,513	194,942	8,458,745	8,653,687
5.	INVESTMENT INCOME		(5,326)	(10,689)	5,259,847	5,249,157
6.	DIVIDEND INCOME		0	115,572	1,817,919	1,933,491
7.	STATUTORY PROFIT (4+5+6)		258,187	299,825	15,536,511	15,836,335
8.	DIVIDEND		0	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)		258,187	61,253	3,756,731	3,817,984
SURPLUS (DEFICITS) BY FUND YEAR						
	Closed		(1,526)	(125,219)	2,196,946	2,071,728
	Aggregate Excess LFC		3,177	40,073	230,700	270,773
	2017		18,362	75,535	415,407	490,942
	2018		55,426	(110,305)	535,532	425,227
	2019		76,595	(286,570)	217,211	(69,359)
	2020		49,990	447,832	160,935	608,767
	2021		56,164	19,906		19,906
TOTAL SURPLUS (DEFICITS)			258,187	61,253	3,756,731	3,817,984
TOTAL CASH						
6,886,777						
CLAIM ANALYSIS BY FUND YEAR						
TOTAL CLOSED YEAR CLAIMS			0	0	36,870,884	36,870,884
FUND YEAR 2017						
	Paid Claims		86,258	173,804	1,455,804	1,629,608
	Case Reserves		(86,258)	(217,723)	349,274	131,551
	IBNR		(12,472)	(26,225)	105,467	79,242
	Recoveries		-	0	(59,775)	(59,775)
TOTAL FY 2017 CLAIMS			(12,472)	(70,144)	1,850,771	1,780,626
FUND YEAR 2018						
	Paid Claims		2,604	388,085	1,140,035	1,528,120
	Case Reserves		(12,409)	(221,480)	522,107	300,627
	IBNR		(46,014)	(55,808)	177,994	122,186
	Recoveries		-	(795)	(41,156)	(41,951)
TOTAL FY 2018 CLAIMS			(55,819)	110,003	1,798,979	1,908,982
FUND YEAR 2019						
	Paid Claims		32,134	276,996	1,100,410	1,377,406
	Case Reserves		(33,066)	120,097	684,073	804,170
	IBNR		(68,691)	(27,028)	274,503	247,475
	Recoveries		-	(5,923)	(35,154)	(41,078)
TOTAL FY 2019 CLAIMS			(69,623)	364,142	2,023,832	2,387,974
FUND YEAR 2020						
	Paid Claims		(427)	326,422	323,577	649,999
	Case Reserves		(331)	366,795	386,601	753,395
	IBNR		(515)	(899,115)	1,195,680	296,565
	Recoveries		(363)	(76,135)	(123,423)	(199,558)
TOTAL FY 2020 CLAIMS			(1,635)	(282,034)	1,782,435	1,500,401
FUND YEAR 2021						
	Paid Claims		49,254	541,549		541,549
	Case Reserves		31,791	731,890		731,890
	IBNR		21,119	659,899		659,899
	Recoveries		(254)	(51,164)		(51,164)
TOTAL FY 2021 CLAIMS			101,910	1,882,174		1,882,174
COMBINED TOTAL CLAIMS			(37,639)	2,004,140	44,326,901	46,331,041

## Professional Municipal Mgmt Joint Insurance Fund

## CLAIMS MANAGEMENT REPORT

## EXPECTED LOSS RATIO ANALYSIS

AS OF

January 31, 2022

## FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred	49 Actual	MONTH TARGETED	48 Actual	MONTH TARGETED	37 Actual	MONTH TARGETED
		Current	31-Jan-22		31-Dec-21		31-Jan-21	
PROPERTY	181,000	91,226	50.40%	100.00%	50.40%	100.00%	53.16%	100.00%
GEN LIABILITY	428,966	78,206	18.23%	95.99%	19.10%	95.70%	25.77%	90.78%
AUTO LIABILITY	47,555	66,718	140.30%	92.93%	140.30%	92.58%	98.92%	87.77%
WORKER'S COMP	1,313,000	1,546,724	117.80%	99.46%	117.82%	99.40%	104.86%	98.27%
TOTAL ALL LINES	1,970,521	1,782,873	90.48%	98.60%	90.68%	98.49%	82.75%	96.54%
NET PAYOUT %	\$1,486,169		75.42%					

## FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred	37 Actual	MONTH TARGETED	36 Actual	MONTH TARGETED	25 Actual	MONTH TARGETED
		Current	31-Jan-22		31-Dec-21		31-Jan-21	
PROPERTY	189,999	190,473	100.25%	100.00%	101.06%	100.00%	104.10%	100.00%
GEN LIABILITY	413,752	290,124	70.12%	90.78%	70.12%	90.15%	58.93%	80.55%
AUTO LIABILITY	44,262	11,760	26.57%	87.77%	26.57%	87.18%	26.57%	77.72%
WORKER'S COMP	1,275,000	1,646,601	129.15%	98.27%	129.15%	98.10%	105.64%	94.20%
TOTAL ALL LINES	1,923,013	2,138,958	111.23%	96.59%	111.31%	96.32%	93.62%	91.45%
NET PAYOUT %	\$1,348,741		70.14%					

## FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred	25 Actual	MONTH TARGETED	24 Actual	MONTH TARGETED	13 Actual	MONTH TARGETED
		Current	31-Jan-22		31-Dec-21		31-Jan-21	
PROPERTY	171,000	118,487	69.29%	100.00%	69.17%	100.00%	56.41%	95.63%
GEN LIABILITY	376,171	89,886	23.89%	80.55%	22.54%	79.39%	19.12%	62.24%
AUTO LIABILITY	47,021	20,378	43.34%	77.72%	43.34%	76.44%	50.56%	54.16%
WORKER'S COMP	1,319,715	1,289,092	97.68%	94.20%	90.58%	93.51%	30.71%	70.13%
TOTAL ALL LINES	1,913,907	1,517,843	79.31%	91.63%	74.14%	90.90%	31.22%	70.47%
NET PAYOUT %	\$630,247		32.93%					

## FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred	13 Actual	MONTH TARGETED	12 Actual	MONTH TARGETED	1 Actual	MONTH TARGETED
		Current	31-Jan-22		31-Dec-21		31-Jan-21	
PROPERTY	168,000	250,140	148.89%	95.63%	149.20%	95.24%	43.93%	6.00%
GEN LIABILITY	333,052	117,828	35.38%	62.24%	34.43%	60.18%	1.20%	1.00%
AUTO LIABILITY	52,789	10,927	20.70%	54.16%	22.59%	51.17%	0.00%	1.00%
WORKER'S COMP	1,330,010	953,868	71.72%	70.13%	64.05%	64.07%	0.56%	0.50%
TOTAL ALL LINES	1,883,851	1,332,763	70.75%	70.56%	65.25%	65.80%	4.53%	1.09%
NET PAYOUT %	\$535,690		28.44%					

## FUND YEAR 2022 -- LOSSES CAPPED AT RETENTION

	Budget	Limited Incurred	1 Actual	MONTH TARGETED	0 Actual	MONTH TARGETED	-11 Actual	MONTH TARGETED
		Current	31-Jan-22		31-Dec-21		31-Jan-21	
PROPERTY	164,000	31,169	19.01%	6.00%	0.00%	0.00%	N/A	N/A
GEN LIABILITY	286,842	7,100	2.48%	1.00%	0.00%	0.00%	N/A	N/A
AUTO LIABILITY	55,642	0	0.00%	1.00%	0.00%	0.00%	N/A	N/A
WORKER'S COMP	1,353,000	2,250	0.17%	0.50%	0.00%	0.00%	N/A	N/A
TOTAL ALL LINES	1,859,484	0	0.00%	1.08%	0.00%	0.00%	N/A	N/A



Professional Municipal Mgmt Joint Insurance Fund						
CLAIM ACTIVITY REPORT						
AS OF 44592						
COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2018	2019	2020	2021	2022	TOTAL
December-21	0	4	6	14	0	24
January-22	0	4	6	13	3	26
NET CHGE	0	0	0	-1	3	2
Limited Reserves						\$2,646
Year	2018	2019	2020	2021	2022	TOTAL
December-21	\$0	\$1,544	\$10	\$39,899	\$0	\$41,453
January-22	\$0	\$3	\$210	\$38,298	\$30,296	\$68,808
NET CHGE	\$0	(\$1,541)	\$200	(\$1,601)	\$30,296	\$27,355
Ltd Incurred	\$91,226	\$190,473	\$118,487	\$250,140	\$31,169	\$681,495
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2018	2019	2020	2021	2022	TOTAL
December-21	2	4	8	35	0	49
January-22	1	4	9	28	2	44
NET CHGE	-1	0	1	-7	2	-5
Limited Reserves						\$7,632
Year	2018	2019	2020	2021	2022	TOTAL
December-21	\$26,532	\$159,237	\$34,308	\$105,070	\$0	\$325,146
January-22	\$22,805	\$158,826	\$39,408	\$107,681	\$7,100	\$335,819
NET CHGE	(\$3,728)	(\$410)	\$5,100	\$2,611	\$7,100	\$10,673
Ltd Incurred	\$78,206	\$290,124	\$89,886	\$117,828	\$7,100	\$583,144
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2018	2019	2020	2021	2022	TOTAL
December-21	0	0	3	4	0	7
January-22	0	0	3	3	0	6
NET CHGE	0	0	0	-1	0	-1
Limited Reserves						\$2,285
Year	2018	2019	2020	2021	2022	TOTAL
December-21	\$0	\$0	\$6,476	\$8,249	\$0	\$14,725
January-22	\$0	\$0	\$6,476	\$7,237	\$0	\$13,713
NET CHGE	\$0	\$0	\$0	(\$1,012)	\$0	(\$1,012)
Ltd Incurred	\$66,718	\$11,760	\$20,378	\$10,927	\$0	\$109,783
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2018	2019	2020	2021	2022	TOTAL
December-21	7	16	32	41	0	96
January-22	7	16	31	42	3	99
NET CHGE	0	0	-1	1	3	3
Limited Reserves						\$24,169
Year	2018	2019	2020	2021	2022	TOTAL
December-21	\$274,095	\$643,390	\$749,127	\$585,267	\$0	\$2,251,879
January-22	\$273,900	\$631,388	\$841,502	\$643,857	\$2,049	\$2,392,696
NET CHGE	(\$195)	(\$12,002)	\$92,375	\$58,590	\$2,049	\$140,817
Ltd Incurred	\$1,546,724	\$1,646,601	\$1,289,092	\$953,868	\$2,250	\$5,438,536
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2018	2019	2020	2021	2022	TOTAL
December-21	9	24	49	94	0	176
January-22	8	24	49	86	8	175
NET CHGE	-1	0	0	-8	8	-1
Limited Reserves						\$16,063
Year	2018	2019	2020	2021	2022	TOTAL
December-21	\$300,627	\$804,170	\$789,921	\$738,485	\$0	\$2,633,203
January-22	\$296,704	\$790,217	\$887,596	\$797,072	\$39,445	\$2,811,035
NET CHGE	(\$3,923)	(\$13,953)	\$97,675	\$58,588	\$39,445	\$177,833
Ltd Incurred	\$1,782,873	\$2,138,958	\$1,517,843	\$1,332,763	\$40,519	\$6,812,957

**2022 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS**

		January 31, 2022		
	2022	2021	2020	TOTAL
	LOST TIME	LOST TIME	LOST TIME	RATE *
FUND	FREQUENCY	FREQUENCY	FREQUENCY	2022 - 2020
Professional Municipal Management	0.00	1.43	4.05	2.64
Suburban Metro	0.00	1.74	4.12	3.02
Suburban Municipal	0.00	1.23	2.93	2.00
NJ Utility Authorities	0.00	1.59	3.14	2.27
Morris County	0.00	1.26	2.69	1.90
Monmouth County	0.00	0.84	1.46	1.11
Gloucester, Salem, Cumberland Counties Municipal JIF	0.00	1.72	2.85	2.21
Camden County	0.00	1.11	3.88	2.41
Bergen County	0.00	1.47	2.95	2.13
Atlantic County Municipal JIF	0.38	1.73	5.53	3.50
Burlington County Municipal JIF	0.57	1.15	3.14	2.09
Ocean County	0.61	1.62	3.02	2.26
NJ Public Housing Authority	0.68	1.32	1.85	1.55
Central New Jersey	0.77	1.46	2.69	2.02
South Bergen County	0.98	2.03	4.61	3.24
AVERAGE	0.27	1.45	3.26	2.29

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND					
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund					
Data Valued As of :		February 14, 2022			
Total Participating Members		5			
Complaint		5			
Percent Compliant		100.00%			
			01/01/22	2022	
	Checklist Submitted	Compliant	EPL	POL	Co-Insurance
Member Name			Deductible	Deductible	01/01/22
EVESHAM	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE DISTRICT	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
MAPLE SHADE	Yes	Yes	\$ 10,000	\$ 10,000	0%
MOORESTOWN	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
WILLINGBORO	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K



**Professional Municipal Management Joint Insurance Fund**  
**Annual Regulatory Filing Check List**  
**Year 2022 as of February 1, 2022**

<b><u>Item</u></b>	<b><u>Filing Status</u></b>
<input type="checkbox"/> <b>2021 Budget</b>	<b>To be filed</b>
<input type="checkbox"/> <b>Assessments</b>	<b>To be filed</b>
<input type="checkbox"/> <b>Actuarial Certification</b>	<b>To be filed</b>
<input type="checkbox"/> <b>Reinsurance Policies</b>	<b>UW Manager Filing</b>
<input type="checkbox"/> <b>Fund Commissioners</b>	<b>To be filed</b>
<input type="checkbox"/> <b>Fund Officers</b>	<b>To be filed</b>
<input type="checkbox"/> <b>Renewal Resolutions</b>	<b>None</b>
<input type="checkbox"/> <b>New Members</b>	<b>None</b>
<input type="checkbox"/> <b>Withdrawals</b>	<b>None</b>
<input type="checkbox"/> <b>Risk Management Plan</b>	<b>To be filed</b>
<input type="checkbox"/> <b>Certification of Professional Fees</b>	<b>To be filed</b>
<input type="checkbox"/> <b>Unaudited Financials</b>	<b>To be filed</b>
<input type="checkbox"/> <b>Annual Audit</b>	<b>To be filed</b>
<input type="checkbox"/> <b>State Comptroller Audit Filing</b>	<b>To be filed</b>
<input type="checkbox"/> <b>Ethics Filing</b>	<b>On Line Filing</b>

February 9, 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 one month period ending January 31, 2022 for Closed Fund Years 1987 to 2017, and Fund Years 2018, 2019, 2020, 2021 and 2022. 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 \$ 4,902.46. This generated an average annual yield of .75%. However, we have an unrealized net loss of \$ -59,983.52 adjusting the reported yield to -8.45% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,726.894.25.

#### RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 0.00/YTD \$ 0.00  
Salvage Receipts \$ 0.00  
Overpayment Reimbursements \$ 100.10  
FY 2022 Premium Assessments \$ 2,380,188.00

#### CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 107 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 \$ 61,848.99.

#### CASH ACTIVITY FOR THE PERIOD:

The enclosed report shows that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$ 6,886,779.85 to a closing balance of \$ 8,751,434.74 showing an increase in the fund of \$ 1,864,654.89.

**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

## RESOLUTION NO. 22-10

### PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND BILLS LIST - FEBRUARY 2022

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

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

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

#### FUND YEAR 2021

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001796			
001796	PERMA RISK MANAGEMENT SERVICES	A.ATRIX - 1099 EFILING 2021	24.95
			<b>24.95</b>
		<b>Total Payments FY 2021</b>	<b>24.95</b>

#### FUND YEAR 2022

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001797			
001797	APEX INS SRVS c/o QBE INSURANCE	VOLUNTEER POL/EPL QVN01005-06	1,095.00
001797	APEX INS SRVS c/o QBE INSURANCE	POL&EPL - QJN01005-06	188,025.50
			<b>189,120.50</b>
001798			
001798	QUAL-LYNX	CLAIM ADJ SERVICES 2/22	12,364.08
			<b>12,364.08</b>
001799			
001799	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 2/22	2,048.08
			<b>2,048.08</b>
001800			
001800	PERMA RISK MANAGEMENT SERVICES	POSTAGE 1/22	35.54
001800	PERMA RISK MANAGEMENT SERVICES	EXEC DIRECTOR 2/21	11,758.50
			<b>11,794.04</b>
001801			
001801	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 2/22	3,474.83
			<b>3,474.83</b>
001802			
001802	QUALCARE, INC.	WORKERS COMP ACCESS/UM 2/22	7,722.92
			<b>7,722.92</b>
001803			
001803	THOMAS TONTARSKI	TREASURER 2/22	1,579.50
			<b>1,579.50</b>
001804			
001804	HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION 2/22	1,556.50
001804	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 2/22	1,827.33
			<b>3,383.83</b>
001805			
001805	COURIER TIMES	AD 7419744	43.00
			<b>43.00</b>
001806			
001806	CONNER STRONG & BUCKELEW	UNDERWRITING 2/22	529.00
			<b>529.00</b>
		<b>Total Payments FY 2022</b>	<b>232,059.78</b>

**TOTAL PAYMENTS ALL FUND YEARS      232,084.73**

\_\_\_\_\_  
Chairperson

Attest:

Dated: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Treasurer



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

Current Fund Year: 2022 Month Ending: January										
	Property	Liability	Auto	Workers Comp	LFC	POL/EPL	MEL	EJIF	Admin	TOTAL
OPEN BALANCE	107,567.05	1,315,316.00	114,075.16	2,222,277.09	107,949.09	8,033.75	8,909.83	326.36	3,002,325.52	6,886,779.85
RECEIPTS										
Assessments	95,098.81	166,331.29	32,265.17	784,565.15	0.00	219,330.90	695,934.22	(1,292.53)	387,955.00	2,380,188.00
Refunds	0.00	0.00	0.00	100.10	0.00	0.00	0.00	0.00	0.00	100.10
Invest Pymnts	(1,191.06)	(10,414.69)	(921.70)	(17,596.03)	(854.74)	(63.61)	(72.42)	(2.59)	(23,772.47)	(54,889.31)
Invest Adj	(4.17)	(36.39)	(3.23)	(61.47)	(2.98)	(0.22)	(0.25)	(0.01)	(83.04)	(191.76)
Subtotal Invest	(1,195.23)	(10,451.08)	(924.93)	(17,657.50)	(857.72)	(63.83)	(72.67)	(2.60)	(23,855.51)	(55,081.07)
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	93,903.58	155,880.21	31,340.24	767,007.75	(857.72)	219,267.07	695,861.55	(1,295.13)	364,099.49	2,325,207.03
EXPENSES										
Claims Transfers	1,964.51	957.07	12.25	56,977.16	0.00	0.00	0.00	0.00	0.00	59,910.99
Expenses	936.50	0.00	0.00	0.00	0.00	0.00	294,852.75	56,673.00	48,178.90	400,641.15
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	2,901.01	957.07	12.25	56,977.16	0.00	0.00	294,852.75	56,673.00	48,178.90	460,552.14
END BALANCE	198,569.62	1,470,239.14	145,403.15	2,932,307.68	107,091.37	227,300.82	409,918.63	(57,641.77)	3,318,246.11	8,751,434.74
<b>REPORT STATUS SECTION</b>										
<b>Report Month January</b>										
						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 MANAGMENT JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	January					
CURRENT FUND YEAR	2022					
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 & Investment B	\$6,886,779.85	-	2,002,632.72	100,000.00	1,000.00	4,783,147.13
Opening Interest Accrual Bala	\$0.00	-	-	-	-	-
1 Interest Accrued	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Interest Accrued	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 (or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	-\$191.74	\$0.00	\$0.00	\$0.00	\$0.00	-\$191.74
5 Interest Paid - C	\$5,094.20	\$0.00	\$1,171.82	\$0.00	\$0.00	\$3,922.38
6 Interest Paid - T	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (L	-\$59,983.52	\$0.00	\$0.00	\$0.00	\$0.00	-\$59,983.52
8 Net Investment I	-\$55,081.06	\$0.00	\$1,171.82	\$0.00	\$0.00	-\$56,252.88
9 Deposits - Purch	\$2,840,840.24	\$0.00	\$2,380,288.10	\$59,910.99	\$400,641.15	\$0.00
10 (Withdrawals - S	-\$921,104.28	\$0.00	-\$460,552.14	-\$59,910.99	-\$400,641.15	\$0.00
Ending Cash & Investment Balance	\$8,751,434.75	\$0.00	\$3,923,540.50	\$100,000.00	\$1,000.00	\$4,726,894.25
Ending Interest Accrual Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$388,324.47	\$0.00	\$0.00	\$31,287.34	\$357,037.13	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$9,139,759.22	\$0.00	\$3,923,540.50	\$131,287.34	\$358,037.13	\$4,726,894.25

CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES									
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND									
Month		January							
Current Fund Year		2022							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid January	Monthly Recoveries January	Calc. Net Paid Thru January	TPA Net Paid Thru January	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2022	Property	0.00	873.17	0.00	873.17	873.17	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	201.09	0.00	201.09	201.09	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>1,074.26</b>	<b>0.00</b>	<b>1,074.26</b>	<b>1,074.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2021	Property	210,750.26	1,091.34	0.00	211,841.60	211,841.60	(0.00)	0.00	(0.00)
	Liability	9,600.19	546.82	0.00	10,147.01	10,147.01	0.00	0.00	0.00
	Auto	3,678.07	12.25	0.00	3,690.32	3,690.32	(0.00)	0.00	(0.00)
	Workers Comp	266,610.88	43,500.72	100.10	310,011.50	310,011.50	0.00	0.00	0.00
	<b>Total</b>	<b>490,639.40</b>	<b>45,151.13</b>	<b>100.10</b>	<b>535,690.43</b>	<b>535,690.43</b>	<b>(0.00)</b>	<b>0.00</b>	<b>(0.00)</b>
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	446,316.53	1,273.50	0.00	447,590.03	447,590.03	(0.00)	0.00	(0.00)
	<b>Total</b>	<b>628,973.25</b>	<b>1,273.50</b>	<b>0.00</b>	<b>630,246.75</b>	<b>630,246.75</b>	<b>(0.00)</b>	<b>0.00</b>	<b>(0.00)</b>
2019	Property	190,469.66	0.00	0.00	190,469.66	190,469.66	0.00	0.00	0.00
	Liability	130,887.68	410.25	0.00	131,297.93	131,297.93	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	1,003,211.17	12,001.85	0.00	1,015,213.02	1,015,213.02	(0.00)	0.00	(0.00)
	<b>Total</b>	<b>1,336,328.79</b>	<b>12,412.10</b>	<b>0.00</b>	<b>1,348,740.89</b>	<b>1,348,740.89</b>	<b>(0.00)</b>	<b>0.00</b>	<b>(0.00)</b>
2018	Property	91,225.69	0.00	0.00	91,225.69	91,225.69	0.00	0.00	0.00
	Liability	55,401.45	0.00	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	1,272,824.42	0.00	0.00	1,272,824.42	1,272,824.42	0.00	0.00	0.00
	<b>Total</b>	<b>1,486,169.08</b>	<b>0.00</b>	<b>0.00</b>	<b>1,486,169.08</b>	<b>1,486,169.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Closed FY	Property		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liability		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Workers Comp		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL</b>		<b>3,942,110.52</b>	<b>59,910.99</b>	<b>100.10</b>	<b>4,001,921.41</b>	<b>4,001,921.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>





## Professional Municipal Management Joint Insurance Fund

**TO:** Fund Commissioners, Safety Coordinators, and Risk Managers

**FROM:** Keith Hummel, JIF Safety Director

**DATE:** February 8, 2022

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

<p>Keith Hummel Associate Public Sector Director <a href="mailto:khummel@jamontgomery.com">khummel@jamontgomery.com</a> Office: 856-552-6862</p>	<p>Glenn Prince Assistant Public Sector Director <a href="mailto:gprince@jamontgomery.com">gprince@jamontgomery.com</a> Office: 856-552-4744</p>	<p>Chief Harry Earle (Ret.) Law Enforcement Risk Control Consultant <a href="mailto:hearle@jamontgomery.com">hearle@jamontgomery.com</a> Office: 856-446-9277</p>
<p>Robert Garish Senior Risk Control Consultant <a href="mailto:rgarish@jamontgomery.com">rgarish@jamontgomery.com</a> Office: 856-552-4650</p>	<p>Melissa Meccariello Administrative Assistant <a href="mailto:mmeccariello@jamontgomery.com">mmeccariello@jamontgomery.com</a> Office: 856-479-2070</p>	<p>John Saville Senior Risk Control Consultant <a href="mailto:jsaville@jamontgomery.com">jsaville@jamontgomery.com</a> Office: 732-660-5009</p>
<p style="text-align: center;">Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18<sup>th</sup> Floor Camden, NJ 08102</p> <p style="text-align: center;">P.O. Box 99106 Camden, NJ 08101</p>		

### **LOSS CONTROL SURVEYS**

- No Loss Control Surveys were completed in January

### **LAW ENFORCEMENT LOSS CONTROL SURVEYS**

- Township of Evesham on January 18, 2022

### ***MEETINGS ATTENDED***

- Claims Committee Meeting on January 25, 2022
- Fund Commissioners / Reorganization Meeting on January 25, 2022

### ***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***

- 2022 MSI Expo
- Training Announcement: Designated Employee Representative Training
- Best Practices for Snow Emergencies
- Fitness Room Best Practices
- Virtual Leadership Skills Training
- Law Enforcement Bulletin
- Motor Vehicle Record Check CDL Drivers Best Practices
- Motor Vehicle Records Check: Non-CDL Best Practices
- New CDL Entry-Level Driver Training Regulation
- COVID – 2022 UPDATE\* (Virtual)
- Covid 19: Executive Order No. 280 & No. 281
- Reporting & Recording Covid-Related Illnesses
- Space Heater Safety
- NJ PEOSH Recordkeeping Annual Reminder
- MSI LIVE Schedule

### ***MSI LAW ENFORCEMENT MESSAGES***

- Resource Considerations for Reducing Officer-Involved Motor Vehicle Crashes
- Winter Weather Considerations for the Law Enforcement Leader – MSI LE Message
- Roll Call Training Video for Law Enforcement on Flammable Liquids and the use of CEDs
- Facility Self-Assessment Tool
- Vehicle Fire Safety

### ***MSI NOW & MSI DVD***

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



MSI NOW	
Municipality	Number of Videos
Willingboro	1

[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.

MSI DVD	
Municipality	Number of Videos
Willingboro	1

### *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@jamontgomery.com](mailto:afelip@jamontgomery.com).

## Professional Municipal Mgmt JIF

### Certificate of Insurance Monthly Report

From 12/22/2021 To 1/22/2022

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - State of New Jersey Dept. of I - Township of Willingboro	Health Office of EMS PO Box 360 Trenton, NJ 08625	Evidence of Insurance as respects to Willingboro Twp. emergency services vehicles Professional Liability language is included within the Member Manual (General Liability). The Umbrella Liability Policy sits excess of the General Liability Policy The Professional Liability exclusion in the General Liability does not apply to nurses, EMTs, paramedics, first aid squads, rescue squads or emergency response teams while acting in the scope of their duties on behalf of the insured, including volunteers of the insureds first aid squads, rescue squads and emergency response teams arising out of the rendering or failure to render medical emergency services at the scene of a medical emergency immediately following the occurrence of such emergency.	1/5/2022 #3236319	GL AU EX WC
H - Evesham Township Board of I - Township of Evesham	Education 25 South Maple Avenue Marlton , NJ 08053	RE: AAA Summer Camp Evidence of insurance with respects to the AAA Summer Camp.	1/12/2022 #3241369	GL AU EX WC OTH
H - Golf Cart Services, Inc. I - Township of Evesham	4296 York Road New Oxford, PA 17350	Re: 2021 Cushman Hauler 1200 EFI Gas Utility Vehicle Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies and Loss Payee on the Property Policy if required by written contract as respects to lease of a 2021 Cushman Hauler 1200 EFI Gas Utility Vehicle, valued at \$13,526, for use at Indian Springs Country Club.	1/13/2022 #3242167	GL AU EX WC OTH
H - Board of County Commissioners of I - Township of Evesham	the County of Burlington PO Box 6000 Eastampton, NJ 08060	Evidence of insurance as respects to Municipal Alliance Grant Agreement	1/14/2022 #3244958	GL AU EX WC
H - Board of County Commissioners of I - Township of Evesham	the County of Burlington PO Box 6000 Eastampton, NJ 08060	Evidence of insurance as respects to Shared Services Agreement for snow plow removal of county roads in Evesham Township.	1/14/2022 #3244959	GL AU EX WC
H - Board of County Commissioners of I - Township of Evesham	the County of Burlington P.O. Box 6000 Eastampton, NJ 08060	RE: Shared Service 911 Calls (Res 328-2020) Evidence of insurance as respects to the Township's shared services agreement with the County and 911 calls (Res 328-2020).	1/14/2022 #3244960	GL AU EX WC

01/24/2022

1 of 1

## Professional Municipal Mgmt JIF

### Certificate of Insurance Monthly Report

From 12/22/2021 To 1/22/2022

H - Board of County Commissioners of I - Township of Evesham	the County of Burlington P.O. Box 6000 Eastampton, NJ 08060	Re: Branch of the County Library The certificate holder is an additional insured on the above referenced Commercial General Liability and Excess Liability Policies if required by written contract as respects Branch of the County Library.	1/14/2022 #3244961	GL AU EX WC
H - Board of County Commissioners of I - Township of Evesham	the County of Burlington PO Box 6000 Mt. Holly, NJ 08060	RE: Project #0613-219 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 Project #0613-219: Agreement for Sub-Grant of Community Development Block Grant Funds Professional Liability language is included within the Member Manual (General Liability). The Umbrella Liability Policy sits excess of the General Liability Policy The Professional Liability exclusion in the General Liability does not apply to nurses, EMTs, paramedics, first aid squads, rescue squads or emergency response teams while acting in the scope of their duties on behalf of the insured, including volunteers of the insureds first aid squads, rescue squads and emergency response teams arising out of the rendering or failure to render medical emergency services at the scene of a medical emergency immediately following the occurrence of such emergency.	1/14/2022 #3244962	GL AU EX WC
H - Board of County Commissioners of I - Township of Evesham	the County of Burlington Attn: Ins. & Risk Mgmt. Div. 49 Rancocas Road PO Box 6000 Eastampton, NJ 08060	RE: Harvest Fest along Main Street 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 Harvest Fest along Main Street during the current calendar year.	1/14/2022 #3244963	GL AU EX WC
H - Board of County Commissioners of I - Township of Evesham	the County of Burlington 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.	1/14/2022 #3244964	GL AU EX WC
H - Board of County Commissioners of the County of Burlington I - Township of Evesham	Attn: Insurance Risk Management Division 49 Rancocas Road; PO Box 6000 Mt. Holly, NJ 08060	RE: participation in Marlton Day 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 participation in Marlton Day during the current calendar year. Does not include amusements or fireworks.	1/14/2022 #3244965	GL AU EX WC
<b>Total # of Holders: 11</b>				

01/24/2022

1 of 1

From 12/22/2021 To 1/22/2022

***Professional Municipal Mgmt JIF***  
***Certificate of Insurance Monthly Report***

01/24/2022

1 of 1

## Professional Municipal Management JIF Status of Cyber Compliance Version 2 as of January 31, 2022

JIF	Tier 1			Tier 2			Tier 3		
	Approved	Incomplete	No Response	Approved	Incomplete	No Response	Approved	Incomplete	No Response
Professional Municipal Management	2	3	0	2	3	0	1	4	0

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	Incomplete	Incomplete	Incomplete
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 JIF  
Cumulative Savings Summary  
1/1/2022 – 1/31/2022**

2022	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	49	\$84,549.75	\$27,474.50	\$57,075.25	68%
FEBRUARY					
MARCH					
APRIL					
MAY					
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
<b>TOTALS</b>	<b>49</b>	<b>\$84,549.75</b>	<b>\$27,474.50</b>	<b>\$57,075.25</b>	<b>68%</b>

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%
<b>TOTALS</b>	<b>1019</b>	<b>\$1,287,276.01</b>	<b>\$435,069.05</b>	<b>\$852,206.96</b>	<b>66%</b>



**Professional Municipal Management JIF  
Savings By Specialty  
1/1/2022 – 1/31/2022**

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Ambulatory Surgical Center	1	\$23,716.00	\$6,807.50	\$16,908.50	71%
Behavioral Health	4	\$950.00	\$880.00	\$70.00	7%
Durable Medical Equipment	2	\$2,604.95	\$2,030.15	\$574.80	22%
Emergency Medicine	1	\$1,149.00	\$1,073.00	\$76.00	7%
MRI/Radiology	3	\$3,475.00	\$1,974.63	\$1,500.37	43%
Neurosurgery	4	\$2,650.00	\$664.46	\$1,985.54	75%
Occupational Medicine	1	\$475.00	\$89.76	\$385.24	81%
Optometrists	1	\$220.00	\$180.00	\$40.00	18%
Orthopedic Surgery	11	\$42,958.80	\$11,334.00	\$31,624.80	74%
Physical therapy	16	\$5,085.00	\$1,280.00	\$3,805.00	75%
Urgent Care	5	\$1,266.00	\$1,161.00	\$105.00	8%
<b>Grand Total</b>	<b>49</b>	<b>\$84,549.75</b>	<b>\$27,474.50</b>	<b>\$57,075.25</b>	<b>68%</b>



**Professional Municipal Management JIF  
Top 10 Providers  
1/1/2022 – 1/31/2022**

	UNITS OF SERVICE	APPROVED	SPECIALTY
PREMIER ORTHOPAEDIC & SPORTS MEDICINE ASSOC OF SNJ	4	\$10,153.47	Orthopedics
PREMIER ORTHO ASSOC SURGERY CENTER	1	\$6,807.50	Ambulatory Surgery Center
FUSION HEALTHCARE SOLUTIONS	1	\$1,928.00	Durable Medical Equipment
STRIVE PHYSICAL THERAPY SPECIALISTS, LLC	16	\$1,280.00	Physical Therapy
EMERGENCY PHYSICIAN ASSOCIATES OF SOUTH JERSEY, PC	1	\$1,073.00	Emergency Medicine
LARCHMONT IMAGING ASSOCIATES LLC	1	\$1,004.63	MRI/Radiology
ONE CALL CARE DIAGNOSTICS	2	\$970.00	MRI/Radiology
BURLINGTON COUNTY ORTHOPAEDIC SPECIALIST P A	6	\$966.20	Orthopedics
RIVERSIDE URGENT CARE	4	\$855.00	Urgent Care
LAWRENCE P CLINTON MD	2	\$500.00	Behavioral Health
<b>Grand Total</b>	<b>38</b>	<b>\$25,537.80</b>	

# ***APPENDIX I - MINUTES***

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – JANUARY 25, 2022  
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

**ALTERNATE FUND COMMISSIONER:**

Dwyane Harris	Township of Willingboro	Present
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**SPECIAL FUND COMMISSIONER:**

Nelson Wiest	Township of Maple Shade	Absent
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**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Bradford C. Stokes,</b> <b>Karen A. Read</b>
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Treasurer	<b>Tom Tontarski</b>
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Attorney	Helmer, Conley & Kasselmann <b>William Kearns, Esquire</b>
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Auditor	Bowman & Company
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Claims Service	Qual Lynx <b>Kathy Kissane</b>
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	PERMA <b>Jennifer Conicella</b>
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Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b> <b>Keith Hummel</b> <b>Robert Garish</b>
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Managed Care Organization	QualCare <b>Karen Beatty</b>
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Underwriting Manager	Conner Strong & Buckelew <b>Ed Cooney</b>
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**ALSO PRESENT:**

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

Meredith Storch, Conner Strong & Buckelew  
Tom Fitzpatrick, Fairview Insurance  
Larry Graham, Fairview

**APPROVAL OF MINUTES: NOVEMBER 23, 2021 - Open & Closed Minutes**

**MOTION TO APPROVE OPEN & CLOSED MINUTES OF NOVEMBER 23, 2021:**

Moved: Commissioner Danson  
Second: Commissioner Corrales  
Vote: Unanimous – Dwayne Harris – Abstain

**CORRESPONDENCE:** NONE.

**MOTION TO ADJOURN:**

Moved: Commissioner Merchel  
Second: Commissioner Corrales  
Vote: Unanimous

Meeting of the 2022 Fund Commissioners called to order by Executive Director, Bradford C. Stokes.

**ROLL CALL OF 2022 FUND COMMISSIONERS:**

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

**SPECIAL FUND COMMISSIONER:**

Not Appointed Township of Willingboro

**MOTION TO NOMINATE TOM MERCHEL TO SERVE AS CHAIRMAN FOR FUND YEAR 2022:**

Moved: Commissioner Danson  
Second: Commissioner Corrales

**MOTION TO NOMINATE SUSAN DANSON TO SERVE AS SECRETARY FOR FUND YEAR 2022:**

Moved: Commissioner Merchel  
Second: Commissioner Corrales

**MOTION TO CLOSE NOMINATIONS FOR CHAIRMAN AND SECRETARY**

Moved: Commissioner Corrales  
Second: Commissioner Danson  
Vote: Unanimous

**MOTION TO CONFIRM ELECTION TOM MERCHEL TO SERVE AS CHAIRMAN AND SUSAN DANSON TO SERVE AS SECRETARY FOR FUND YEAR 2022**

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

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

Executive Director thanked Richard Brevogel for his many years of service to the Fund and we would like to show our support and appreciation to him for his contributions to the Fund over the years.

#### **EXECUTIVE DIRECTOR:**

**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 was Resolution 22-1 reflecting appointments and establishing compensation.

#### **MOTION TO ADOPT RESOLUTION 22-1**

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

The Executive Director reviewed Resolution 22-2 Establishment of Public Meeting Procedures and Resolution 22-3 and said the meetings are listed a Zoom for now and the Fund will possibly revise starting in April to meeting in person at each member municipality and rotate locations every two months. The meeting schedule will be revised once the JIF decides to begin meeting in person.

Establishment of a Fiscal Management Plan. The Executive Director advised Susan Danson will be added as the new Secretary and Commissioner Corrales said he would be willing to be the additional signer on the bank account. Those adjustment will be made to the Plan.

The Executive Director advised the Underwriting Manager was in attendance to review Resolution 22-4 2022 Risk Management Plan with the Commissioners.

The Underwriting Manager advised the Risk Management Plan is reflective of all the renewal items and there will be a Zoom session for Managers and Commissioners and anyone one else that would like to attend to discuss the renewal itself and changes which all relates back to the Risk Management Plan. Information on the sessions will be sent out shortly.

The Executive Director then reviewed Resolutions 22-5 thru 22-7, placement of POL/EPL, VDO & Cyber Security Liability Coverage. The Executive Director asked if there were any questions and then requested a motion for the resolutions.

#### **MOTION TO ADOPT RESOLUTION 22-2 THROUGH 22-7**

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



**Residual Claims Fund 2022 Reorganization Meeting:** The Residual Claims Fund's 2022 Reorganization meeting was held on January 6, 2022 via Zoom. Enclosed in the agenda was a copy of Commissioner Merchel's report on the meeting.

**E-JIF 2022 Reorganization Meeting:** The E-JIF 2022 Reorganization meeting was held on January 6, 2022 via Zoom. Enclosed in the agenda was a copy of Commissioner Merchel's report on the meeting.

**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. Chairman Merchel said MEL had a good meeting and the Cyber Security subcommittee is working hard on getting more detail with the cyber developments and is looking forward continue to work on this coverage. Executive Director said Mr. Merchel was the Chairman of the MEL for the last two years and led during some trying times and did a great job and we appreciate that.

**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. Commissioner Harris said Willingboro will make an appointing and report back at the next meeting.

**MEL Cyber Risk Program** – Effective January 1, 2022, only compliance with the 2<sup>nd</sup> 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**. Executive Director called on Underwriting Manager Edward Cooney to discuss the cyber deductible recovery program. Mr. Cooney said effective January 1, 2022 version 2 of the MEL Cyber Risk Management program will be in effect, version one is no longer applicable. As an incentive for everyone to become compliant with at least one of the tiers if not all three which come is in the form of a deductible reimbursement. This year the deductible is \$25,000 so depending on the tier your town is compliant with there is a possibility of received \$10,000, \$20,000 or \$25,000 back as a reimbursement. If members have any questions on the program please reach out to the MEL Underwriting office.

**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:** 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 October 2021 shows the fund's surplus over \$3.6 million, showing a slight reduction of \$21,000, and some minor reserve changes in various year. The November 2021 Financial Fast Track shows a surplus of \$3.5 million with a reduction of \$90,000. However, most of that was due to the dividend, which is a good reason for the reduction. The funds Loss Ratio Analysis is trending right on target, the actuary's projection of 65% and the actual is 65%. This is reflected in the fund's Loss Time Accident Frequency, which in November

was 1.23, and December was 1.33, with a couple more lost time accidents, giving us 13 for the year. The Executive Director advised the EPL POL checklist compliance report has been updated and Willingboro is working on their checklist. Executive Director said he will reach out to Mr. Harris to update on what needs to be completed. The Executive Director thanked the commissioners for the reappointment for 2022. In response to Chairman Merchel, Glenn Prince from JA Montgomery Consulting said representatives from his office will be making contact with each municipal member and making appointments to complete the Right to Know inventory, surveys and provide consultation on the visits which has already started this months. Executive Director asked if there were any other questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** Mr. Kearns thanked the fund for his reappointment and advised it is a pleasure to work with this group of people. Mr. Kearns said there is nothing specific to report this month regarding decisions coming from the US Supreme Court but there may be some controversial decisions later in the year and concluded his report.

**TREASURER:** Mr. Tontarski thanked the Fund for his reappointment and said this year will be entering his 35th year serving the JIF and thanked the JIF for their confidence in him over that period of time and then reviewed the treasurer's report with the Fund.

**Payment of December 2021 Vouchers Resolution 21-27**

Fund Year 2021	304,477.49
<b>Total</b>	<b>304,477.49</b>

**Payment of Dividends Bills List Resolution 21-28**

Fund Year Closed	59,573.00
<b>Total</b>	<b>59,572.00</b>

**Payment of January 2022 Vouchers Resolution 22-8**

Fund Year 2021	443.91
Fund Year 2022	400,197.24
<b>Total</b>	<b>400,641.15</b>

**MOTION TO APPROVE RESOLUTION 21-27 VOUCHER LIST FOR THE MONTH OF DECEMBER, RESOLUTION 21-28 PAYMENT OF THE DIVIDEND BILLS LIST**

Motion:	Commissioner Danson
Second:	Commissioner Brevogel
Vote:	4 Ayes – 0 Nays 1 Abstain - Harris

**MOTION TO APPROVE RESOLUTION 22-8 VOUCHER LIST FOR THE MONTH OF JANUARY**

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

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

<b>2021</b>	44,381.85
<b>2020</b>	14,873.39
<b>2019</b>	17,823.44
<b>2018</b>	9,699.46
<b>2017</b>	2,149.07
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>88,927.21</b>

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

<b>2021</b>	0.00
<b>2020</b>	1,851.29
<b>2019</b>	33,066.32
<b>2018</b>	2,603.50
<b>2017</b>	86,257.81
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>173,033.02</b>

Treasurer's Report Made Part of Minutes.

**UNDERWRITING MANAGER:**

**REPORT:** The Underwriting Manager advised there was 3 certificate issued from 10/22/2021 to 11/22/2021. Also included in the agenda was the cyber compliance report for the second version of the MEL Cyber Risk Management Program. Mr. Cooney said if anyone has questions regarding the cyber program to contact his office. The MEL will also be hosting meetings to review the 2022 renewal news and cyber coverage and encouraged members to attend. Chairman Merchel said the Cyber Task Force team has been doing a phenomenal job and it is a currently changing environment and is important to keep our staff up to date and keep working with employees.

**SAFETY DIRECTOR:**

**REPORT:** Glenn Prince thanked the fund for their reappointment and advised included in the agenda is all the risk control activities through the month of December, as well as a list of MSI Training and Fast Track training information. Mr. Prince reported retired Chief Earle met with Evesham Township police department command staff. Chief Chew who is retiring invited Chief Earle to meet with his command staff to encourage them to continue their participation in the safety program and to inform them of all the resources available in terms of law enforcement training and we look forward to their participation. Mr. Prince thanked the fund for the reappointment asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

## **MANAGED CARE:**

**REPORT:** Karen Beatty wished everyone a happy new year and thanked the fund for their reappointment. Ms. Beatty reported enclosed on page 53 of the agenda is the cumulative saving summary for the year showing a 66% savings, in the amount of \$852,206 for the year. Ms. Beatty then asked if there were any questions and concluded her report.

### Monthly Activity Report Part of Minutes.

## **CLAIMS ADMINISTRATOR:**

**REPORT:** The Claims Manager thanked the fund for their reappointment. Ms. Kissane said the claims committee convened prior to this call and reviewed five payment authorization request and asked for approval of the pars reviewed and recommended by the claims committee.

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

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

### Report Part of Minutes.

## **OLD BUSINESS:** NONE.

**NEW BUSINESS:** Chairman Merchel thanked Richard Brevogel for his commitment and service as a Commissioner. Mr. Brevogel said it has been a pleasure to serve with all everyone in this format and he is excited for Mr. Harris to be participating in the JIF and will help in any way. Mr. Brevogel said he was blessed to work with a great group of professionals, both with his peers, as well as the professionals that are managing this group. Executive Director and Karen Read said it was a pleasure to work with Mr. Brevogel on the JIF and wished him well in the future.

## **PUBLIC COMMENT:** NONE

## **MOTION TO ADJOURN MEETING:**

Motion:	Commissioner Corrales
Second:	Commissioner Danson
Vote:	Unanimous

**MEETING ADJOURNED: 1:45pm**

**NEXT REGULAR MEETING: February 22, 2022**  
**ZOOM Conference Call 2:00PM**

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Karen A. Read, Assisting Secretary for  
**SUSAN DANSON, SECRETARY**

