

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
JUNE 28, 2022 – 2:00 PM**

**MAPLE SHADE MUNICIPAL BUILDING
200 STILES AVENUE
MAPLE SHADE, NJ 08052**

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: JUNE 28, 2022**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2022 COMMISSIONERS**
- APPROVAL OF MINUTES:** May 24, 2022 Open Minutes..... **Appendix I**
May 24, 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**
.June 2022 Voucher List – Resolution Nos. 22-20.....**Page 15**
 - SAFETY DIRECTOR – J.A. Montgomery Risk Control**
.Monthly Report.....**Page 21**
 - UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
.Monthly Certificate Report.....**Page 24**
.Cyber Risk Management Compliance – Version 2 - As of May 31, 2022.....**Page 25**
 - MANAGED CARE – Qual Care**
.Monthly Report.....**Page 26**
 - CLAIMS SERVICE – Qual Lynx**
 - OLD BUSINESS**
 - NEW BUSINESS**
 - PUBLIC COMMENT**
 - RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSE:
PERSONNEL - SAFETY - PUBLIC PROPERTY – LITIGATION**
 - Motion to Return to Open Session and Approve Payment Authorization Requests**
 - MEETING ADJOURNMENT**
-

Professional Municipal Management Joint Insurance Fund

2 Cooper Street
Camden, NJ 08102

Date: June 28, 2022

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ❑ **Audit Report as of December 31, 2021** – The Auditor’s Report as of December 31, 2021 has been sent under separate cover to the Fund Commissioners. Representatives from Bowman & Company will give a report at the meeting and following that, the Board will be asked to formally approve Resolution 22-19 approving year end financials along with the Group Affidavit. **(Pages 3-5)**
 - ❑ **Motion to Approve Year-End Financials as of December 31, 2021 as Presented, Adopt Resolution 22-19 and execute the Group Affidavit indicating that members of the Executive Committee have read the General Comments Section of the Audit Report**
- ❑ **Cyber Training D2** – A cyber security webinar was held last week to kick-off our Cyber Security Program. The first important task is for members to complete a user list of all employees’ name and email address.
- ❑ **Residual Claims Fund** – The RCF met on June 2, 2022 at Forsgate Country Club. Chairman Merchel’s report is attached in Appendix II.
- ❑ **EJIF**- The EJIF met on June 2, 2022 at Forsgate. Chairman Merchel’s report is attached in Appendix II.
- ❑ **MEL JIF** – The MEL also met on June 2, 2022 at Forsgate. Chairman Merchel’s report is attached in Appendix II.
- ❑ **2022 Coverage Documents** - Fund office is in the final stages of preparing coverage documents, which will be posted to Origami during the month of June.
- ❑ **2022 MEL, MR HIF & NJCE JIF Educational Seminar** – The Executive Director’s office has issued the approved CEU/TCHs for municipal personnel and provided attendance records. If you have not received a certificate, please contact the fund office.
- ❑ **Meeting Schedule** – As a reminder our next meeting will be at the Maple Shade Municipal Building on July 26, 2022 at 2 pm.

□ **Due Diligence Reports:**

Financial Fast Track	Page 6
Loss Ratio Analysis	Page 7
Claims Activity Report	Page 8
Loss Time Accident Frequency	Page 9
POL/EPL Compliance Report	Page 11
Regulatory Affairs Checklist	Page 12

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
Resolution of Certification
Annual Audit Report for Period Ending December 31, 2021**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2021 has been filed by the appointed Fund Auditor with the Secretary of the Fund as per the requirements of N.J.S.A. 40A:5-6 and N.J.S.A. 40A:10-36, and a copy has been received by each member of the EXECUTIVE COMMITTEE, and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the EXECUTIVE COMMITTEE of the Fund shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the EXECUTIVE COMMITTEE have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments and Recommendations

and

WHEREAS, the members of the EXECUTIVE COMMITTEE have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments and Recommendations

as evidenced by the group affidavit form of the EXECUTIVE COMMITTEE.

WHEREAS, such resolution of certification shall be adopted by the EXECUTIVE COMMITTEE no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, all members of the EXECUTIVE COMMITTEE have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the EXECUTIVE COMMITTEE to the penalty provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE, BE IT RESOLVED, that the EXECUTIVE COMMITTEE of the Professional Municipal Management Joint Insurance Fund, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey, dated July 30, 1968, and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

WE HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON JUNE 28, 2022.

THOMAS MERCHEL, CHAIRMAN

SUSAN DANSON, SECRETARY

Date

GROUP AFFIDAVIT FORM
CERTIFICATION OF EXECUTIVE COMMITTEE

of the
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

We members of the Executive Committee of the Professional Municipal Management Joint Insurance Fund, of full age, being duly sworn according to law, upon our oath depose and say:

- 1.) We are duly elected members of the Executive Committee of the Professional Municipal Management Joint Insurance Fund.
- 2.) In the performance of our duties, and pursuant to the Local Finance Board Regulation, we have familiarized ourselves with the contents of the Annual Fund Audit filed with the Secretary of the Fund pursuant to N.J.S.A. 40A:5-6 and N.J.S.A. 40A:10-36 for the year 2021.
- 3.) We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled:

GENERAL COMMENTS - RECOMMENDATIONS

_____(L.S.)
_____(L.S.)
_____(L.S.)
_____(L.S.)

Attest:

SUSAN DANSON, Secretary to the Fund

The Secretary of the Fund shall set forth the reason for the absence of signature of any members of the Executive Committee.

Important: This certificate must be sent to the Division of Local Government Services, PO Box 803, Trenton, NJ 08625.

PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
		AS OF	April 30, 2022		
		THIS	YTD	PRIOR	FUND
		MONTH		YEAR END	BALANCE
1.	UNDERWRITING INCOME	351,688	1,406,753	94,613,341	96,020,094
2.	CLAIM EXPENSES				
	Paid Claims	212,449	523,446	42,383,553	42,906,999
	Case Reserves	(98,688)	(155,172)	2,931,727	2,776,555
	IBNR	40,941	248,076	1,463,319	1,711,395
	Recoveries	(7,629)	(9,658)	(437,180)	(446,838)
	TOTAL CLAIMS	147,073	606,691	46,341,419	46,948,110
3.	EXPENSES				
	Excess Premiums	139,562	558,247	26,500,042	27,058,289
	Administrative	55,468	215,401	13,125,792	13,341,193
	TOTAL EXPENSES	195,030	773,648	39,625,834	40,399,482
4.	UNDERWRITING PROFIT (1-2-3)	9,585	26,413	8,646,088	8,672,501
5.	INVESTMENT INCOME	(69,633)	(259,805)	5,249,157	4,989,352
6.	DIVIDEND INCOME	0	0	1,933,491	1,933,491
7.	STATUTORY PROFIT (4+5+6)	(60,048)	(233,392)	15,828,737	15,595,344
8.	DIVIDEND	0	23,000	11,866,148	11,889,148
9.	RCF & MEL Surplus Strengthening	0	0	503,963	503,963
10.	STATUTORY SURPLUS (7-8-9)	(60,048)	(256,392)	3,458,626	3,202,234
SURPLUS (DEFICITS) BY FUND YEAR					
	Closed	(24,757)	(117,454)	2,481,684	2,364,230
	Aggregate Excess LFC	0	0	(0)	(0)
	2018	(4,749)	(12,619)	425,227	412,608
	2019	(4,919)	(21,468)	(69,359)	(90,826)
	2020	(10,390)	(58,601)	608,767	550,166
	2021	(11,091)	(49,289)	12,307	(36,982)
	2022	(4,142)	3,039		3,039
	TOTAL SURPLUS (DEFICITS)	(60,048)	(256,392)	3,458,626	3,202,234
TOTAL CASH					7,231,533
CLAIM ANALYSIS BY FUND YEAR					
	TOTAL CLOSED YEAR CLAIMS	0	0	38,651,510	38,651,510
	FUND YEAR 2018				
	Paid Claims	3,003	9,408	1,528,120	1,537,528
	Case Reserves	(20,903)	(29,061)	300,627	271,566
	IBNR	17,900	13,945	122,186	136,131
	Recoveries	-	0	(41,951)	(41,951)
	TOTAL FY 2018 CLAIMS	0	(5,708)	1,908,982	1,903,274
	FUND YEAR 2019				
	Paid Claims	99,103	157,848	1,377,406	1,535,255
	Case Reserves	(99,103)	(123,790)	804,170	680,380
	IBNR	0	(32,488)	247,475	214,987
	Recoveries	-	0	(41,078)	(41,078)
	TOTAL FY 2019 CLAIMS	0	1,570	2,387,974	2,389,544
	FUND YEAR 2020				
	Paid Claims	83,660	150,462	649,999	800,460
	Case Reserves	(84,911)	(70,134)	753,395	683,262
	IBNR	8,880	(53,024)	296,565	243,541
	Recoveries	(7,629)	(9,658)	(199,558)	(209,216)
	TOTAL FY 2020 CLAIMS	0	17,646	1,500,401	1,518,047
	FUND YEAR 2021				
	Paid Claims	24,802	184,132	541,549	725,682
	Case Reserves	(25,542)	(112,238)	738,485	626,247
	IBNR	740	(67,004)	663,428	596,424
	Recoveries	-	0	(50,910)	(50,910)
	TOTAL FY 2021 CLAIMS	(0)	4,891	1,892,552	1,897,443
	FUND YEAR 2022				
	Paid Claims	1,881	21,596		21,596
	Case Reserves	131,771	180,050		180,050
	IBNR	13,421	386,646		386,646
	Recoveries	-	0		0
	TOTAL FY 2022 CLAIMS	147,073	588,292		588,292
COMBINED TOTAL CLAIMS					46,948,110

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

Fund Year 2020 Claims reflect anticipated recoverable amounts from the MEL of \$287,983 (Paid: \$188,190, Reserves: \$99,792)

Professional Municipal Mgmt Joint Insurance Fund

**CLAIMS MANAGEMENT REPORT
EXPECTED LOSS RATIO ANALYSIS**

AS OF **April 30, 2022**

FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	52	MONTH	51	MONTH	40	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-22		31-Mar-22		30-Apr-21	
PROPERTY	181,000	91,226	50.40%	100.00%	50.40%	100.00%	50.40%	100.00%
GEN LIABILITY	428,966	58,306	13.59%	96.51%	17.77%	96.38%	25.16%	92.48%
AUTO LIABILITY	47,555	66,718	140.30%	93.94%	140.30%	93.62%	140.98%	89.30%
WORKER'S COMP	1,313,000	1,550,894	118.12%	99.62%	118.12%	99.57%	118.71%	98.70%
TOTAL ALL LINES	1,970,521	1,767,143	89.68%	98.84%	90.59%	98.77%	92.61%	97.24%
NET PAYOUT %	\$1,495,577		75.90%					

FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	40	MONTH	39	MONTH	28	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-22		31-Mar-22		30-Apr-21	
PROPERTY	189,999	190,474	100.25%	100.00%	100.25%	100.00%	101.75%	100.00%
GEN LIABILITY	413,752	285,624	69.03%	92.48%	69.03%	91.95%	57.18%	83.56%
AUTO LIABILITY	44,262	11,760	26.57%	89.30%	26.57%	88.81%	26.57%	81.06%
WORKER'S COMP	1,275,000	1,686,699	132.29%	98.70%	132.29%	98.57%	122.74%	95.79%
TOTAL ALL LINES	1,923,013	2,174,557	113.08%	97.27%	113.08%	97.06%	104.35%	93.24%
NET PAYOUT %	\$1,494,177		77.70%					

FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	28	MONTH	27	MONTH	16	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-22		31-Mar-22		30-Apr-21	
PROPERTY	171,000	118,685	69.41%	100.00%	69.41%	100.00%	65.26%	96.65%
GEN LIABILITY	376,171	115,000	30.57%	83.56%	32.09%	82.70%	18.01%	67.85%
AUTO LIABILITY	47,021	20,378	43.34%	81.06%	43.34%	80.03%	42.32%	62.03%
WORKER'S COMP	1,319,715	1,020,443	77.32%	95.79%	77.42%	95.33%	36.43%	81.73%
TOTAL ALL LINES	1,913,907	1,274,506	66.59%	93.40%	66.96%	92.89%	35.53%	79.85%
NET PAYOUT %	\$591,244		30.89%					

FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	16	MONTH	15	MONTH	4	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-22		31-Mar-22		30-Apr-21	
PROPERTY	168,000	241,985	144.04%	96.65%	144.04%	96.43%	49.35%	30.00%
GEN LIABILITY	333,052	114,631	34.42%	67.85%	35.39%	66.07%	4.32%	10.00%
AUTO LIABILITY	52,789	14,710	27.87%	62.03%	20.70%	59.58%	9.81%	10.00%
WORKER'S COMP	1,330,010	929,692	69.90%	81.73%	70.00%	78.67%	4.18%	6.00%
TOTAL ALL LINES	1,883,851	1,301,019	69.06%	80.05%	69.10%	77.49%	8.39%	8.96%
NET PAYOUT %	\$674,772		35.82%					

FUND YEAR 2022 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	4	MONTH	3	MONTH	-8	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-22		31-Mar-22		30-Apr-21	
PROPERTY	164,000	28,809	17.57%	30.00%	20.10%	23.00%	N/A	N/A
GEN LIABILITY	286,842	36,072	12.58%	10.00%	6.42%	6.00%	N/A	N/A
AUTO LIABILITY	55,642	3,125	5.62%	10.00%	2.02%	6.00%	N/A	N/A
WORKER'S COMP	1,353,000	133,639	9.88%	6.00%	1.15%	3.00%	N/A	N/A
TOTAL ALL LINES	1,859,484	201,646	10.84%	8.85%	0.00%	5.32%	N/A	N/A
NET PAYOUT %	\$21,596		1.16%					

Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT
AS OF 44681

COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2018	2019	2020	2021	2022	TOTAL
March-22	0	4	5	12	4	25
April-22	0	4	4	12	2	22
NET CHGE	0	0	-1	0	-2	-3
Limited Reserves						\$1,335
Year	2018	2019	2020	2021	2022	TOTAL
March-22	\$0	\$4	\$9	\$19,693	\$14,078	\$33,784
April-22	\$0	\$4	\$8	\$19,693	\$9,660	\$29,364
NET CHGE	\$0	\$0	(\$1)	\$0	(\$4,418)	(\$4,420)
Ltd Incurred	\$91,226	\$190,474	\$118,685	\$241,985	\$28,809	\$671,179
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2018	2019	2020	2021	2022	TOTAL
March-22	1	4	10	20	17	52
April-22	1	4	7	17	21	50
NET CHGE	0	0	-3	-3	4	-2
Limited Reserves						\$6,571
Year	2018	2019	2020	2021	2022	TOTAL
March-22	\$20,805	\$136,709	\$68,305	\$106,092	\$17,875	\$349,785
April-22	\$1,586	\$136,709	\$55,851	\$98,872	\$35,534	\$328,551
NET CHGE	(\$19,219)	\$0	(\$12,454)	(\$7,220)	\$17,660	(\$21,234)
Ltd Incurred	\$58,306	\$285,624	\$115,000	\$114,631	\$36,072	\$609,634
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2018	2019	2020	2021	2022	TOTAL
March-22	0	0	3	3	1	7
April-22	0	0	3	2	3	8
NET CHGE	0	0	0	-1	2	1
Limited Reserves						\$1,839
Year	2018	2019	2020	2021	2022	TOTAL
March-22	\$0	\$0	\$6,476	\$7,237	\$1,125	\$14,838
April-22	\$0	\$0	\$6,476	\$5,112	\$3,125	\$14,713
NET CHGE	\$0	\$0	\$0	(\$2,125)	\$2,000	(\$125)
Ltd Incurred	\$66,718	\$11,760	\$20,378	\$14,710	\$3,125	\$116,691
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2018	2019	2020	2021	2022	TOTAL
March-22	7	16	27	46	15	111
April-22	7	16	27	46	20	116
NET CHGE	0	0	0	0	5	5
Limited Reserves						\$17,835
Year	2018	2019	2020	2021	2022	TOTAL
March-22	\$271,664	\$642,770	\$691,480	\$518,767	\$15,201	\$2,139,883
April-22	\$269,980	\$543,667	\$620,927	\$502,571	\$131,731	\$2,068,876
NET CHGE	(\$1,684)	(\$99,103)	(\$70,554)	(\$16,196)	\$116,530	(\$71,007)
Ltd Incurred	\$1,550,894	\$1,686,699	\$1,020,443	\$929,692	\$133,639	\$5,321,367
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2018	2019	2020	2021	2022	TOTAL
March-22	8	24	45	81	37	195
April-22	8	24	41	77	46	196
NET CHGE	0	0	-4	-4	9	1
Limited Reserves						\$12,457
Year	2018	2019	2020	2021	2022	TOTAL
March-22	\$292,469	\$779,483	\$766,271	\$651,788	\$48,279	\$2,538,290
April-22	\$271,566	\$680,380	\$683,262	\$626,247	\$180,050	\$2,441,504
NET CHGE	(\$20,903)	(\$99,103)	(\$83,009)	(\$25,542)	\$131,771	(\$96,786)
Ltd Incurred	\$1,767,143	\$2,174,557	\$1,274,506	\$1,301,019	\$201,646	\$6,718,870

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

April 30, 2022				
	2022	2021	2020	TOTAL
	LOST TIME	LOST TIME	LOST TIME	RATE *
FUND	FREQUENCY	FREQUENCY	FREQUENCY	2022 - 2020
Monmouth County	0.18	0.88	0.88	0.78
Professional Municipal Manager	0.35	1.43	1.35	1.26
Morris County	0.79	1.31	1.32	1.24
NJ Utility Authorities	0.80	1.69	2.20	1.77
NJ Public Housing Authority	0.84	1.48	1.64	1.46
Ocean County	0.86	1.71	1.56	1.53
Atlantic County Municipal JIF	0.96	1.75	2.01	1.75
Bergen County	0.98	1.54	1.27	1.35
Burlington County Municipal JIF	1.00	1.28	1.15	1.19
Suburban Municipal	1.08	1.29	1.58	1.38
Camden County	1.14	1.38	1.41	1.36
Gloucester, Salem, Cumberland	1.32	1.92	1.62	1.71
Suburban Metro	1.36	1.37	2.06	1.66
Central New Jersey	1.59	1.43	1.59	1.52
South Bergen County	1.96	2.06	1.93	1.99
AVERAGE	1.01	1.50	1.57	1.46

Professional Municipal Management JOINT INSURANCE FUND									
2022 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS									
DATA VALUED AS OF April 30, 2022									
		**	# CLAIMS	Y.T.D.	2022	2021	2020		TOTAL
MEMBER_ID	MEMBER	*	FOR	LOST TIME	LOST TIME	LOST TIME	LOST TIME	MEMBER	RATE
			4/30/2022	ACCIDENTS	FREQUENCY	FREQUENCY	FREQUENCY		2022 - 2020
1	305 Evesham Township Fire Dist		0	0	0.00	0.00	0.00	1 Evesham Township Fire	0.00
2	306 Maple Shade		0	0	0.00	4.08	0.85	2 Maple Shade	2.14
3	307 Moorestown		0	0	0.00	1.21	1.32	3 Moorestown	1.10
4	308 Willingboro		0	0	0.00	1.78	2.30	4 Willingboro	1.80
5	304 Evesham		1	1	1.30	0.38	0.75	5 Evesham	0.66
Totals:				1	1	0.35	1.43		1.26

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

May 31, 2022				
	2022	2021	2020	TOTAL
	LOST TIME	LOST TIME	LOST TIME	RATE *
FUND	FREQUENCY	FREQUENCY	FREQUENCY	2022 - 2020
Monmouth County	0.14	0.92	0.88	0.77
Professional Municipal Manager	0.56	1.43	1.35	1.26
NJ Utility Authorities	0.75	1.73	2.20	1.75
Burlington County Municipal JIF	0.80	1.28	1.15	1.15
NJ Public Housing Authority	0.81	1.48	1.64	1.44
Ocean County	0.81	1.74	1.54	1.50
Morris County	0.83	1.31	1.34	1.24
Atlantic County Municipal JIF	0.96	1.79	2.02	1.75
Camden County	0.98	1.38	1.44	1.33
Bergen County	1.08	1.54	1.31	1.37
Suburban Metro	1.18	1.33	2.10	1.62
Gloucester, Salem, Cumberland	1.48	1.92	1.65	1.73
Suburban Municipal	1.58	1.29	1.58	1.45
Central New Jersey	1.73	1.41	1.62	1.55
South Bergen County	2.03	2.06	2.06	2.05
AVERAGE	1.05	1.51	1.59	1.46

Professional Municipal Management JOINT INSURANCE FUND

2022 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS

DATA VALUED AS OF May 31, 2022										
		**	# CLAIMS FOR	Y.T.D. LOST TIME	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	2020 LOST TIME FREQUENCY	MEMBER	TOTAL RATE 2022 - 2020	
MEMBER_ID	MEMBER	*	5/31/2022	ACCIDENTS						
1	305 Evesham Township Fire Dist			0	0	0.00	0.00	0.00	1 Evesham Township Fire	0.00
2	307 Moorestown			0	0	0.00	1.21	1.32	2 Moorestown	1.07
3	308 Willingboro			0	0	0.00	1.78	2.30	3 Willingboro	1.74
4	304 Evesham			0	1	1.04	0.38	0.75	4 Evesham	0.64
5	306 Maple Shade			1	1	1.98	4.08	0.85	5 Maple Shade	2.41
Totals:				1	2	0.56	1.43	1.35		1.26

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND					
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund					
Data Valued As of : June 17, 2022					
Total Participating Members		5			
Complaint		5			
Percent Compliant		100.00%			
				01/01/22	2022
		Compliant	EPL	POL	Co-Insurance
Member Name	* Checklist Submitted		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 June 1, 2022

<input type="checkbox"/>	<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/>	2022 Budget	Filed
<input type="checkbox"/>	Assessments	Filed
<input type="checkbox"/>	Actuarial Certification	Filed
<input type="checkbox"/>	Reinsurance Policies	UW Manager Filing
<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	To be filed
<input type="checkbox"/>	State Comptroller Audit Filing	To be filed
<input type="checkbox"/>	Ethics Filing	On Line Filing

June 20, 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 May 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 \$ 5,078.84. This generated an average annual yield of .76%. However, we have an unrealized net gain of \$24,951.59 adjusting the reported yield to 4.49% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,547.199.26.

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 0.00
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 0.00
FY 2022 Premium Assessments \$1,744,934.00

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 216 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 \$153,055.89.

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 \$7,231,536.55 to a closing balance of \$ 8,810,304.15 showing an increase in the fund of \$1,578,767.80.

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. 22-20

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
BILLS LIST - JUNE 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 AGGREGATE

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001845			
001845	MUNICIPAL EXCESS LIABILITY JIF	FY 16-21 RETRO PREMIUM CANCELLATION	329,711.95
001845	MUNICIPAL EXCESS LIABILITY JIF	2020 SURPLUS TRIGGER CORRECTION	289.73
			330,001.68
		Total Payments FY Aggregate	330,001.68

FUND YEAR CLOSED

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001846			
001846	MUNICIPAL EXCESS LIABILITY RCF	SUPP ASSMNT FY 2007 (CY 2003)	12,276.30
001846	MUNICIPAL EXCESS LIABILITY RCF	21 ASSMNT TO RCF-CLOSE OUT OF FY 17	210,793.48
			223,069.78
		Total Payments FY Closed	223,069.78

FUND YEAR 2021

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001847			
001847	BOWMAN & COMPANY, LLP	2021 AUDITOR FEE	20,400.00
			20,400.00
		Total Payments FY 2021	20,400.00

FUND YEAR 2022

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001848			
001848	N.J. MUNICIPAL ENVIRONMENTAL	EJIF - 2ND INSTALL 2022	56,669.00
			56,669.00
001849			
001849	QUAL-LYNX	CLAIMS ADMIN SERVICES 6/22	12,364.08
			12,364.08
001850			
001850	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 6/22	2,048.08
			2,048.08
001851			
001851	PERMA RISK MANAGEMENT SERVICES	POSTAGE 5/22	36.33
001851	PERMA RISK MANAGEMENT SERVICES	EXEC DIRECTOR 6/22	11,758.50
			11,794.83

001852			
001852	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 6/22	3,474.83
			3,474.83
001853			
001853	QUALCARE, INC.	WORKERS COMP 6/22	7,722.92
			7,722.92
001854			
001854	THOMAS TONTARSKI	TREASURER FEE 6/22	1,579.50
			1,579.50
001855			
001855	HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION FEE 6/22	1,556.50
001855	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 6/22	1,827.33
			3,383.83
001856			
001856	CONNELL CONSULTING LLC	PROACTIVE POL TRAINING 5/22	100.00
			100.00
001857			
001857	COURIER TIMES	ORDER# 107422263 & 107429394	92.44
			92.44
001858			
001858	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 6/22	529.00
			529.00
001859			
001859	RICHARD A. BREVOGEL	PRIMA 2022 CONFERENCE 6/22	2,620.65
			2,620.65
001860			
001860	ACCESS	ACCT# 413 - ARC & STOR - 5.31.22	11.75
001860	ACCESS	ACCT# 413 - ARC & STOR - 5.31.22	48.52
001860	ACCESS	ACCT#413 - ARC & STOR - 4.30.22	47.39
001860	ACCESS	ACCT#413 - ARC & STOR - 4.30.22	11.56
			119.22
		Total Payments FY 2022	102,498.38
		TOTAL PAYMENTS ALL FUND YEARS	675,969.84

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 MANAGEMENT JIF
SUBROGATION REPORT 2022**

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
3/7	EVESHAM TWP. FIRE DIST.	2022262211	EVESHAM TWP. FIRE DIST.	PR	2022	10,231.92	
TOTAL- JAN.						10,231.92	
YTD 2022							10,231.92

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

Current Fund Year: 2022										
Month Ending: May										
	Property	Liability	Auto	Workers Comp	LFC	POL/EPL	MEL	EJIF	Admin	TOTAL
OPEN BALANCE	160,403.64	1,396,792.17	135,072.07	2,449,226.44	104,500.27	(158,152.02)	86,850.18	(57,614.82)	3,114,458.40	7,231,536.35
RECEIPTS										
Assessments	69,717.66	121,938.74	23,653.84	575,170.70	0.00	160,793.16	510,194.69	(947.57)	284,412.77	1,744,934.00
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invest Pymnts	864.46	5,621.32	552.97	9,856.79	420.56	31.31	350.47	1.27	12,533.99	30,233.14
Invest Adj	(5.79)	(37.70)	(3.72)	(66.09)	(2.82)	(0.21)	(2.34)	(0.01)	(84.06)	(202.74)
Subtotal Invest	858.67	5,583.62	549.25	9,790.70	417.74	31.10	348.13	1.26	12,449.93	30,030.40
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	70,576.33	127,522.36	24,203.09	584,961.40	417.74	160,824.26	510,542.82	(946.31)	296,862.70	1,774,964.40
EXPENSES										
Claims Transfers	744.71	20,320.16	500.00	131,491.02	0.00	0.00	0.00	0.00	0.00	153,055.89
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,140.71	43,140.71
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	744.71	20,320.16	500.00	131,491.02	0.00	0.00	0.00	0.00	43,140.71	196,196.60
END BALANCE	230,235.26	1,503,994.37	158,775.17	2,902,696.82	104,918.01	2,672.24	597,393.01	(58,561.12)	3,368,180.40	8,810,304.15

REPORT STATUS SECTION

Report Month: May

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	May					
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 & Investm	\$7,231,536.37	-	2,612,146.83	100,000.00	1,000.00	4,518,389.54
Opening Interest Accrua	\$0.00	-	-	-	-	-
1 Interest Accrued and/or	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Interest Accrued - discou	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	-\$202.72	\$0.00	\$0.00	\$0.00	\$0.00	-\$202.72
5 Interest Paid - Cash Inst	\$5,281.56	\$0.00	\$1,220.71	\$0.00	\$0.00	\$4,060.85
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	\$24,951.59	\$0.00	\$0.00	\$0.00	\$0.00	\$24,951.59
8 Net Investment Income	\$30,030.43	\$0.00	\$1,220.71	\$0.00	\$0.00	\$28,809.72
9 Deposits - Purchases	\$1,941,130.60	\$0.00	\$1,744,934.00	\$153,055.89	\$43,140.71	\$0.00
10 (Withdrawals - Sales)	-\$392,393.20	\$0.00	-\$196,196.60	-\$153,055.89	-\$43,140.71	\$0.00
Ending Cash & Investment	\$8,810,304.20	\$0.00	\$4,162,104.94	\$100,000.00	\$1,000.00	\$4,547,199.26
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$65,838.36	\$0.00	\$0.00	\$40,827.05	\$25,011.31	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$8,876,142.56	\$0.00	\$4,162,104.94	\$140,827.05	\$26,011.31	\$4,547,199.26

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

Month	May								
Current Fund Year	2022								
Policy Year	Coverage	1. Calc. Net Paid Thru Last Month	2. Monthly Net Paid May	3. Monthly Recoveries May	4. Calc. Net Paid Thru May	5. TPA Net Paid Thru May	6. Variance To Be Reconciled	7. Delinquent Unreconciled Variance From	8. Change This Month
2022	Property	19,149.56	744.71	0.00	19,894.27	19,894.27	(0.00)	(0.00)	0.00
	Liability	538.25	25.50	0.00	563.75	563.75	0.00	0.00	0.00
	Auto	0.00	500.00	0.00	500.00	500.00	0.00	0.00	0.00
	Workers Comp	1,908.02	22,797.20	0.00	24,705.22	24,705.22	0.00	0.00	0.00
	Total	21,595.83	24,067.41	0.00	45,663.24	45,663.24	(0.00)	(0.00)	0.00
2021	Property	222,292.75	0.00	0.00	222,292.75	222,292.75	(0.00)	(0.00)	0.00
	Liability	15,759.41	13,978.50	0.00	29,737.91	29,737.91	0.00	0.00	0.00
	Auto	9,598.93	0.00	0.00	9,598.93	9,598.93	0.00	0.00	0.00
	Workers Comp	427,120.73	18,799.80	0.00	445,920.53	445,920.53	0.00	0.00	(0.00)
	Total	674,771.82	32,778.30	0.00	707,550.12	707,550.12	(0.00)	0.00	(0.00)
2020	Property	118,676.76	0.00	0.00	118,676.76	118,676.76	(0.00)	(0.00)	0.00
	Liability	59,149.18	460.41	0.00	59,609.59	59,609.59	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	587,707.24	15,506.63	0.00	603,213.87	603,213.87	0.00	0.00	0.00
	Total	779,435.10	15,967.04	0.00	795,402.14	795,402.14	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	148,915.30	5,855.75	0.00	154,771.05	154,771.05	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	1,143,031.60	72,703.39	0.00	1,215,734.99	1,215,734.99	(0.00)	(0.00)	0.00
	Total	1,494,176.84	78,559.14	0.00	1,572,735.98	1,572,735.98	(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	56,720.19	0.00	0.00	56,720.19	56,720.19	(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	1,280,913.92	1,684.00	0.00	1,282,597.92	1,282,597.92	0.00	0.00	0.00
	Total	1,495,577.32	1,684.00	0.00	1,497,261.32	1,497,261.32	0.00	0.00	0.00
Closed FY	Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Workers Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		4,465,556.91	153,055.89	0.00	4,618,612.80	4,618,612.80	0.00	0.00	(0.00)

SAFETY DIRECTOR REPORT

Professional Municipal Management Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Keith Hummel, JIF Safety Director
DATE: June 13, 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 Director Public Sector 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 Assistant Director Public Sector rgarish@jamontgomery.com Office: 856-552-4650</p>	<p>Melissa Meccariello Administrative Assistant mmeccariello@jamontgomery.com Office: 856-479-2070</p>	<p>John Saville Assistant Director Public Sector 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 May

LAW ENFORCEMENT LOSS CONTROL SURVEYS

- No Law Enforcement Loss Control Surveys were completed in May

MEETINGS ATTENDED

- Claims Committee Meeting on May 24, 2022
- Executive Fund Commissioner Meeting on May 24, 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 would like to receive communications from MEL and MSI related to your position or operations, follow the directions to select from the list of available Push Notification “subscriptions.” Click here for [NJ MEL App Directions](#).

MSI SAFETY DIRECTOR

- How to Receive Push Notifications on the NJ MEL Mobile App
- Training Announcement: Leadership Skills for Supervisors
- Safety Recall Alert: MTD Craftsman 30” mini and Troy-Bilt TB30 Riding Lawn Mowers
- Safety Director Message: Covid-19 and Youth Summer Camps
- Workplace Violence Prevention
- 2022 MSI Expo: In-Person Training on May 24, 2022
- Risk Management Strategies For Lifeguard Operations
- Bounce House & Inflatable Best Practices
- Training Announcement: Public Works & Utility: Safety & Regulatory Awareness Training
- Automated External Defibrillator (AED) Program
- MSI LIVE Schedule

MSI LAW ENFORCEMENT MESSAGES

- LE Message - National Missing Children’s Day – May 25th

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
Maple Shade	4

[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
-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@jamontgomery.com.

Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 4/22/2022 To 5/22/2022

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Kennedy Center I - Township of Willingboro	429 John F Kennedy Way Willingboro, NJ 08046	RE: all programs, events & activities Evidence of Insurance as respects to JFK Programs, events at Kennedy Center, activities at Kennedy Center.	4/28/2022 #3452612	GL AU EX WC OTH
H - Maple Shade Township BOE I - Township of Maple Shade	170 Frederick Avenue Maple Shade, NJ 08052	RE: Sustainable Maple Shade Green Fair 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 Sustainable Maple Shade Green Fair during the current calendar year.	5/11/2022 #3460741	GL AU EX WC
H - Mill Creek Park I - Township of Willingboro	300 Bev Rancocas Road Willingboro, NJ 08046	Evidence of insurance as respects to Memorial Day Parade	5/18/2022 #3464255	GL AU EX WC
H - Reva Foster Center I - Township of Willingboro	429 John F. Kennedy Way Willingboro, NJ 08046	RE: Memorial Day Event Evidence of insurance as respects to Memorial Day Event in Mill Creek Park - 300 Bev. Rancocas Rd. DOES NOT INCLUDE AMUSEMENTS OR FIREWORKS	5/19/2022 #3465991	GL AU EX WC
Total # of Holders: 4				

Professional Municipal Mgmt. JIF Cyber Compliance



Tier 1: Basic Controls
 Tier 2: Enhanced Controls
 Tier 3: Advanced Controls

MEL Cyber Page: <https://njmel.org/mel-safety-institute/resource-center/public-officials/public-officials-cyber-risk-control/>

Tier JIF	Tier 1			Tier 2			Tier 3		
	Approved	Incomplete	No Response	Approved	Incomplete	No Response	Approved	Incomplete	No Response
Suburban Municipal	80%	20%	0%	70%	30%	0%	60%	40%	0%
Professional Municipal Management	80%	20%	0%	60%	40%	0%	20%	80%	0%
NJ Self Insurers	80%	0%	20%	60%	20%	20%	40%	40%	20%
Mid Jersey JIF	75%	25%	0%	58%	33%	8%	50%	42%	8%
Suburban Metro	73%	9%	18%	64%	18%	18%	55%	27%	18%
Monmouth County	68%	5%	27%	63%	7%	29%	51%	20%	29%
Morris County	62%	27%	11%	58%	33%	9%	36%	56%	9%
Gloucester, Salem, Cumberland Counties Municipal JIF	54%	8%	38%	41%	13%	46%	36%	15%	49%
Burlington County Municipal JIF	54%	11%	36%	46%	18%	36%	36%	29%	36%
South Bergen County	52%	43%	4%	52%	43%	4%	13%	83%	4%
NJ Public Housing Authority	56%	27%	17%	49%	34%	17%	44%	39%	17%
Atlantic County Municipal JIF	45%	29%	26%	43%	31%	26%	29%	45%	26%
Bergen County	42%	37%	21%	37%	42%	21%	13%	63%	24%
Camden County	37%	18%	45%	32%	24%	45%	21%	34%	45%
NJ Utility Authorities	36%	27%	37%	27%	34%	38%	21%	41%	38%
Ocean County	35%	10%	55%	26%	13%	61%	10%	26%	65%
Central New Jersey	33%	13%	53%	33%	13%	53%	13%	33%	53%
Public Alliance Insurance Coverage Fund	33%	48%	19%	33%	48%	19%	29%	52%	19%
First Responders	24%	33%	42%	24%	33%	42%	15%	42%	42%
Total #	286	137	175	250	166	182	175	238	185
Total %	48%	23%	29%	42%	28%	30%	29%	40%	31%

Analytics

What security questions are most often unanswered or have a “No” response?

- Incident Response Plan
- Technology Practices Policy
- Disaster Recovery Plan
- Email Warning Label
- Government Cyber Memberships
- Password Strength
- Encrypt or Password Protect PII/PHI
- MFA for Remote Access
- Third Party Risk Management Tool

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	Approved	Incomplete	Incomplete
Professional Municipal Management	Maple Shade	Approved	Approved	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 – 5/31/2022**

2022	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	49	\$84,549.75	\$27,474.50	\$57,075.25	68%
FEBRUARY	107	\$289,735.55	\$89,817.94	\$199,917.61	69%
MARCH	74	\$168,041.50	\$34,019.12	\$134,022.38	80%
APRIL	68	\$596,408.04	\$157,868.30	\$438,539.74	74%
MAY	128	\$103,917.17	\$41,808.43	\$62,108.71	60%
JUNE					
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
TOTALS	426	\$1,242,652.01	\$350,988.29	\$891,663.72	72%

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%



**Professional Municipal Management JIF
Savings By Specialty
1/1/2022 – 5/31/2022**

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Ambulatory Surgical Center	7	\$391,598.00	\$103,641.14	\$287,956.86	74%
Orthopedic Surgery	40	\$206,787.61	\$43,569.22	\$163,218.39	79%
Neurosurgery	15	\$198,085.00	\$28,725.88	\$169,359.12	85%
Hospital	7	\$154,837.14	\$26,854.38	\$127,982.76	83%
Neurology	6	\$123,065.00	\$68,353.63	\$54,711.37	44%
Physical therapy	222	\$73,034.00	\$18,496.00	\$54,538.00	75%
Durable Medical Equipment	9	\$19,283.67	\$14,191.17	\$5,092.50	26%
Behavioral Health	42	\$16,815.00	\$10,958.48	\$5,856.52	35%
Emergency Medicine	9	\$13,672.00	\$12,455.00	\$1,217.00	9%
Anesthesiology	5	\$12,663.00	\$6,694.27	\$5,968.73	47%
Occupational Medicine	27	\$10,469.14	\$5,299.13	\$5,170.01	49%
Inpatient Rehabilitation	1	\$9,690.32	\$2,830.00	\$6,860.32	71%
MRI/Radiology	7	\$3,863.00	\$1,560.04	\$2,302.96	60%
Urgent Care	11	\$3,426.00	\$3,295.00	\$131.00	4%
Family Practice	5	\$1,620.01	\$1,594.01	\$26.00	2%
Ambulance	1	\$1,005.00	\$804.00	\$201.00	20%
Sports Medicine	2	\$764.50	\$167.37	\$597.13	78%
Optometrists	4	\$600.00	\$560.00	\$40.00	7%
Internal Medicine	3	\$590.00	\$352.06	\$237.94	40%
Laboratory Services	2	\$508.62	\$507.66	\$0.96	0%
Radiology	1	\$275.00	\$79.85	\$195.15	71%
Grand Total	426	\$1,242,652.01	\$350,988.29	\$891,663.72	72%



**Professional Municipal Management JIF
Top 10 Providers
1/1/2022 – 5/31/2022**

	UNITS OF SERVICE	APPROVED	SPECIALTY
NEUROPHYSIOLOGIC INTERPRETIVE SPECIALISTS LLC	2	\$42,140.00	Neuro-monitoring
FELLOWSHIP SURGICAL CENTER, LLC	1	\$38,669.00	Ambulatory Surgery Center
PREMIER SURGICAL CENTER, LLC	2	\$36,324.75	Ambulatory Surgery Center
COASTAL SPINE, PC.	8	\$30,360.69	Neurosurgery
ACCURATE MONITORING, LLC	2	\$25,134.00	Neuro-monitoring
KENNEDY HEALTH	4	\$21,427.98	Hospital
PREMIER ORTHOPEDIC OF SOUTH JERSEY	16	\$20,244.23	Orthopedics
STRIVE PHYSICAL THERAPY SPECIALISTS, LLC	192	\$15,880.00	Physical Therapy
PREMIER ORTHO ASSOC SURGERY CENTER	3	\$15,375.00	Ambulatory Surgery Center
MEMORIAL AMBULATORY SURGERY CENTER	1	\$13,272.39	Ambulatory Surgery Center
Grand Total	231	\$258,828.04	

APPENDIX I - MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – MAY 24, 2022
 MOORESTOWN TOWN HALL
 2:00 PM**

Meeting of 2022 Fund Commissioners called to order. Open Public Meetings notice read into record.

ROLL CALL OF 2022 FUND COMMISSIONERS:

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

ALTERNATE FUND COMMISSIONER:

Richard Brevogel, Secretary	Township of Willingboro	Absent
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SPECIAL FUND COMMISSIONER:

Unappointed

APPOINTED OFFICIALS PRESENT:

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

ALSO PRESENT:

Maureen Mitchell, Evesham Fire District
Meredith Storch, Conner Strong & Buckelew
Larry Graham, Fairview

APPROVAL OF MINUTES: April 26, 2022 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF APRIL 26, 2022:

Moved: Commissioner Corrales
Second: Commissioner Merchel
Vote: 2 Ayes - 0 Nays. Abstain – Commissioner Danson
and Commissioner Harris

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

Cyber Security – Fund Commissioners have agreed to reallocate safety incentive awards to enable the JIF to hire a cyber security company to perform employee training and simulated phishing exercises. Last month, representatives from D2 CyberSecurity conducted a presentation for Commissioners and I.T. staff members. They have submitted a proposal to perform these services for the PMM JIF, that has been sent to Commissioners under separate cover. Resolution 22-16 appointing D2 appears on page 3. Executive Director said the \$2,500 safety incentive award per member will pay for cost of the program. Chairman Merchel said the program is beneficial to the members of the JIF and to make sure that the police and public works departments are involved in the training as well as there is an uptick of cyber claims going around and the ransomware is increasing.

**MOTION TO APPROVE RESOLUTION 22-16 APPOINTING D2
CYBERSECURITY FOR CYBER SECURITY SERVICES**

Moved: Commissioner Danson
Second: Commissioner Corrales
Vote: Unanimous

MEL Membership Renewal - The Fund is scheduled to renew their MEL membership effective July 1, 2022. Enclosed in the agenda on **Page 5** is Resolution 22-17 renewing the Fund's membership in the Municipal Excess Liability Joint Insurance Fund for the period of July 1, 2022 through June 30, 2025.

**MOTION TO ADOPT RESOLUTION 22-17 AND EXECUTE THE AGREEMENT
RENEWING THE FUND'S MEMBERSHIP IN THE MUNICIPAL EXCESS
LIABILITY JOINT INSURANCE FUND FOR THE PERIOD OF JULY 1, 2022
THROUGH JUNE 30, 2025.**

Moved: Commissioner Harris

Second: Commissioner Corrales
Vote: Unanimous

2022 PRIMA Conference – The JIF has authorized the attendance of Board Members at the annual risk management conference for the purpose of attending seminars. The next PRIMA convention will take place in San Antonio from June 5-8. Please notify the Fund office if you are interested in attending.

2021/2022 Elected Officials Seminar: The MEL’s Annual Elected Officials Seminar is available through the MEL Safety Institute. Attached on **Page 7** 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 31, 2022. The credit will continue to be extended to the member’s municipal manager/administrator or authority executive director.

Power of Collaboration: Enclosed on **Page 8** is the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine. The ad highlights a variety of factors that will affect municipal insurance budgets and asks municipalities to adopt a resolution to urge the New Jersey legislature to amend the budget cap law.

MEL – Cyber News: Included on **Pages 9 & 10** in the agenda is a copy of May’s MEL Cyber News. This focuses on two members claims (anonymized of course) with special attention to the claims process. Princeton pushed this out on njmel.org and the MEL app last week.

Auto IDs/WC Posters/Certificates: The underwriting team is in the process of uploading these 2022 documents into Origami for members to download on an as-needed basis.

To access please follow these steps after logging in:

1. Click on Members (ignore menu that appears)
2. Click on MEL ID (orange color)
3. On Right-hand panel look for Files and click on All Files

Auditor & Actuary Year-End Reports: The financial audit for the period ending December 31, 2021, will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30th deadline.

Meeting Schedule – As a reminder our next meeting will be at the Maple Shade Municipal Building on June 28, 2022 at 2 pm.

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 March 31, 2022 shows the fund’s surplus over \$3.2 million and \$8 million in cash. The funds Loss Ratio Analysis is trending ahead

of the actuary's projection at 5.32% and we stand at 3.66% slightly better than anticipated. The fund's Loss Time Accident Frequency, for March is at 0 which is great to report.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Attorney Kearns said in the next few months he will have a report on upcoming controversial Supreme Court decisions.

TREASURER:

Payment of May 2022 Vouchers Resolution 22-18

Fund Year 2022	43,140.71
Total	43,140.71

MOTION TO APPROVE RESOLUTIONS 22-18 VOUCHER LIST FOR THE MONTH OF MAY

Motion: Commissioner Danson
Second: Commissioner Corrales
Vote: Unanimous

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of April 2022:

2022	1,880.78
2021	24,801.55
2020	83,660.28
2019	99,103.22
2018	3,002.74
Closed	0.00
TOTAL	212,448.57

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: Executive Director advised there was 2 certificates issued from 3/22/2022 to 04/22/2022. Also included in the agenda was the cyber compliance report for the second version of the MEL Cyber Risk Management Program with 80% of our members approved.

SAFETY DIRECTOR:

REPORT: Glenn Prince reviewed the risk control activities through the month of April, as well as a list of MSI Training and Fast Track training information.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Ms. Beatty reported on the cumulative saving summary for the year showing a monthly savings of 74% and a year to date savings of 73%. Ms. Beatty then asked if there were any questions and concluded her report.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Claims Manager Kathy Kissane said there is no report for open session and will discuss the PARs in executive session.

Report Part of Minutes.

OLD BUSINESS: NONE.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO GO INTO EXECUTIVE SESSION

Motion:	Commissioner Corrales
Second:	Commissioner Danson
Vote:	Unanimous

MOTION TO INTO OPEN SESSION

Motion:	Commissioner Corrales
Second:	Commissioner Danson
Vote:	Unanimous

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

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

MOTION TO ADJOURN MEETING:

Motion: Commissioner Danson
Second: Commissioner Corrales
Vote: Unanimous

MEETING ADJOURNED: 2:35pm
NEXT REGULAR MEETING: June 28, 2022
Maple Shade Township at 2:00PM

Crystal Chuck, Assisting Secretary for
SUSAN DANSON, SECRETARY

APPENDIX II

RCF, EJIF and 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

June 2, 2022

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: Chairman Thomas Merchel

Re: RCF June Meeting

Auditor and Actuary Year-End Reports: The Audit Report as of December 31, 2021 and Actuarial Analysis and Loss Adjustment Reserves report were presented for review.

Fund Auditor said the Fund had to establish higher reserves than prior years due to several factors including changes in legislation, storm damage and Covid. Actions to be taken later in the meeting will help address the finances. Comments and Recommendations are consistent with previous years, noting the deficit years and that management is consistent in monitoring and taking necessary action as needed.

Fund Actuary said the total discounted reserves as of December 31, 2021 is \$126 million and is made up of \$96 million in case reserves and \$30 million in IBNR reserves. Fund Actuary reported the loss reserves are consistent with their estimate of unpaid claim liabilities.

Following the reports, the Board approved the year-end financials as presented and adopted resolution 16-22 and executed the group affidavit indicating that members of the Executive Committee have read the general comments section of the audit report

2021 Proposed Budget Amendment: The Board approved an amendment to fund year 2021 budget to accept the transfer of liabilities as of December 31st. A motion was approved to introduce on first reading the amendments to the 2021 Budget and to schedule the Public Hearing on September 7, 2022 at 10:30 a.m. at the Forsgate Country Club, Jamesburg, New Jersey. Enclosed is the 2021 proposed amended budget.

Assessment: The Board approved Resolution 17-22 recommending the Fund declare an additional assessment in the amount of \$1,000,000 from fund year 2007 (calendar year 2003) to strengthen the Fund's financial position.

Amendment of the 2021 Risk Management Plan: The Board approved Resolution 18-22 which revises the Fund's Risk Management Plan to update the trigger for the surplus floor. The Board

approved changing the floor trigger from a percentage of the outstanding claim reserves plus IBNR to requiring a supplemental assessment only if the year-end surplus is negative.

September Meeting Date: The Board approved a change to the September meeting date from Thursday September 8th to Wednesday September 7th to avoid conflicts with other JIF meetings.

2022 MEL, MR HIF & NJCE JIF Educational Seminar: Executive Director reported that the 11th annual seminar was conducted virtually in 2 half-day sessions on Friday, April 29th and Friday, May 6th from 9AM to 12PM. There were 255 participants in the 1st session and 234 in the 2nd session, a very good attendance.

JCMI Quarterly Report: The Treasurer provided a quarterly report on investments.

Power of Collaboration: Executive Director reported that the Power of Collaboration advertisement to be published in the League of Municipalities magazine highlights a variety of factors that will affect municipal insurance budgets and asks municipalities to adopt a resolution to urge the New Jersey legislature to amend the budget cap law.

Claims Committee: The Claims Review Committee met on May 4th and prior to the June 2nd meeting. Motion was carried to accept the June PARs as presented.

Next Meeting: The next meeting of the RCF is scheduled for September 7, 2022 at 10:30AM at the Forsgate Country Club.

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND				
2021 PROPOSED BUDGET				
	2021	2021 Amendment	2021	\$
	PROPOSED	2017 Assessments	Revised Budget	CHANGE
	BUDGET			
APPROPRIATIONS				
MEL	309,019	9,333,074	9,642,093	9,333,074
BMEL	0		0	0
ATLANTIC	48,549	1,606,035	1,654,584	1,606,035
BERGEN	13,563	581,132	594,695	581,132
BURLCO	20,308	213,926	234,234	213,926
CAMDEN	23,351	999,555	1,022,906	999,555
MONMOUTH	26,781	1,357,359	1,384,140	1,357,359
MORRIS	20,377	1,101,843	1,122,220	1,101,843
NJUA	16,732	534,529	551,261	534,529
OCEAN	49,240	1,877,205	1,926,445	1,877,205
PMM	8,418	210,793	219,212	210,793
SOUTH BERGEN	21,777	1,796,814	1,818,591	1,796,814
SUBURBAN ESSEX	21,201	603,003	624,204	603,003
TRICO	30,410	313,244	343,653	313,244
SUBURBAN MUNICIPAL	3,434	31,943	35,377	31,943
CENTRAL JERSEY (incl. Run-in Receivable)	43,247	1,150,838	1,194,085	1,150,838
NJPHA	16,162	918,656	934,818	918,656
TOTAL	672,570	22,629,948	23,302,518	22,629,948
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND				
2021 PROPOSED BUDGET				
	2021 PROPOSED	2021 Amendment	2021	
	BUDGET	2017 Assessments	Revised Budget	
APPROPRIATIONS				
CLAIMS	0	22,629,948	22,629,948	22,629,948
Run-in Claim Receivable	15,000		15,000	0
LOSS FUND CONTINGENCY	0		0	0
SUBTOTAL LOSS FUND	15,000	22,629,948	22,644,948	22,629,948
EXPENSES				
ADMINISTRATOR	209,959		209,959	0
DEPUTY ADMINISTRATOR	71,421		71,421	0
ATTORNEY	43,467		43,467	0
CLAIMS SUPERVISION & AUDIT	62,835		62,835	0
TREASURER	40,810		40,810	0
AUDITOR	24,107		24,107	0
ACTUARY	43,038		43,038	0
MISCELLANEOUS	25,294		25,294	0
SUBTOTAL	520,931	0	520,931	0
EXPENSE CONTINGENCY	136,639		136,639	0
SUBTOTAL EXPENSES	657,570	0	657,570	0
TOTAL BUDGET	672,570	22,629,948	23,302,518	22,629,948



**New Jersey Municipal Environmental
Risk Management Fund**

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

DATE: June 2, 2022
TO: Fund Commissioners
Professional Municipal Management Joint Insurance Fund
FROM: Chairman Thomas Merchel
SUBJECT: Summary of Topics Discussed at E-JIF Meeting

Auditor Year-End Reports – Mr. Jones of Nisivoccia & Company reviewed the audit report as of December 31, 2021. The Auditor said the Fund is in excellent financial condition. The audit report contained no findings and no recommendations. Following his review of the audit, the Executive Board adopted Resolution #20-22 approving the Year-End Financials and executed the Group Affidavit.

Actuarial IBNR Estimates – The E-JIF Actuary gave a verbal report on the actuarial IBNR estimates for the E-JIF valued as of March 31, 2022.

EJIF Coverage Committee - The coverage committee met on May 24th to discuss and examine the recent changes in standards (regulatory) of contaminant levels of PFOA/PFAS in drinking water and how same could affect the EJIF program. Executive Director gave an overview of the meeting. The Coverage Committee has recommended that the EJIF provide limited coverage for PFAS by implementing a 25K sub-limit and an aggregate cap of 1 million dollars. The intention is to offer legal support for Fund members when there is a claim. The recommended change will be reviewed for approval at the September meeting.

EJIF Emergency Posters – Environmental Emergency Information posters were ordered and received. Please contact the Fund Office or the Environmental Engineer for posters.

September Meeting Date - The Board approved a change to the September meeting date to Wednesday September 7th to avoid conflicts with other JIF meetings.

Due Diligence Reports - The Executive Director reviewed the Financial Fast Track and other due diligence reports as of March 31, 2022. The Executive Director said the Fund remains in excellent financial shape.

Next Meeting- The next meeting of the E-JIF is scheduled for September 7, 2022 at the Forsgate Country Club, Jamesburg.



Municipal Excess Liability Joint Insurance Fund

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

Date: June 2, 2022

To: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: Chairman Thomas Merchel

Subject: MEL June Report

MEL & RCF Year-End Financials: Executive Director reviewed a memorandum outlining the MEL and RCF's strategy to strengthen their financials in response to a multitude of unexpected factors impacting those Funds; namely, change in pension offset for accidental disability pensions, Covid claims, Hurricane Ida and other increased storm activity as well as increasing risk of cyber liability. Executive Director said these factors impact existing fund years for all JIFs in the state and will also impact 2023 budgets. Unlike most non-MEL affiliated JIFs, the JIFs in the MEL retain strong surplus positions that will allow them to reduce the impact on their members.

Executive Director said instituting the following plan to avoid an additional assessment. As a result, the year-end statutory surplus will remain basically unchanged at just over \$8 million.

1. Call in the Premium Deferral – from 2016 to 2021, the MEL had a retrospective premium program where 15% of the MEL loss funds for each local JIF was deferred with the understanding that The MEL could collect this deferred assessment retroactively depending on actual losses. Calling in this deferred premium along with the other recommended steps will eliminate the need for an additional assessment.
2. COVID-19 2021 Claims – Executive Director said the original intent was for the MEL to assume all 2021 COVID-19 claims; however, based on all the factors affecting the MEL's financials each local JIF will assume these claims within their retentions.
3. Plan of Risk Management Amendment – Executive Director said the MEL will amend the current plan so the surplus trigger is not based on a percentage of its reserves, but instead will be triggered if the statutory surplus is negative.

Following the discussion, the Board adopted Resolution 24-22 amending language in the Risk Management Plan for the “surplus trigger”.

The Board also adopted Resolution 25-22 authorizing the collection of the deferred claims fund billing that had been part of the Retrospective Rating Program for Fund years 2016 through 2021.

Management Committee: The Management Committee met on June 1st for agenda review. Management Committee reviewed a recommendation to amend the MEL's contract with the Executive Director to allow for additional claims supervision staffing to provide for greater response to the increased workers' compensation and property claims experience. The Board adopted Resolution 26-22 authorizing a change order in the Fund's contract with the Executive Director to provide for the additional compensation of \$250,000 for each position, pro-rated to effective date of change.

Committee also considered a change to the compensation structure for the Underwriting Manager. that change to allow for their fee to be offset by commissions from the workers' compensation and property carriers, effective January 2022. The total compensation will not change.

Fund Attorney said the changes to these contracts are independent of each other but are mutually beneficial to the fund in allowing these costs to be budget neutral.

Audit Committee: Audit Committee met on May 23rd to review the year-end financials and the Internal Audits for "Accounting & Report", "Investments & Treasury" and "Reinsurance Review". Minutes of the meeting are enclosed for information.

Bud Jones, Nisivoccia and Kyle Mrotek, Actuarial Advantage presented Audit Report and Valuation Report as of December 31, 2021 to the Board of Fund Commissioners.

Mr. Jones reviewed the Statement of Net Position and said the MEL's net position stands at \$15,157,816. Mr. Mrotek said the MEL's carried reserves are \$33 million and incurred but not reported or developed reserves is \$43 million for a total of \$76 million and added that the IBRN is consistent with the carried reserves.

The board voted to approve the Audit Report, Actuarial Report and accepted the Internal Audits for Accounting & Report, Investments & Treasury and Reinsurance Review as presented.

Safety & Education Committee: At the March meeting, it was reported that FirstNet is no longer able to support the MEL's current Learning Management System and a competitive contracting RFP was issued with responses from two vendors. Safety & Education was designated to serve as the Evaluation Committee, which met on April 13th and May 13th. Board members on the committee completed the scoring and are recommending BIS Safety Software at an estimated cost of \$76,400 in year one and \$71,400 in year two and in year three. The Board accepted the recommendation of the evaluation committee and adopted Resolution 29-22 authorizing the award of CC#22-02 to BIS Safety Software for Learning Management Systems and authorized the Executive Director to issue 90 day termination to First Net.

MEL Cyber Liability JIF: A committee was formed at the MEL's 2022 Reorganization meeting to research the creation of a special JIF to insure Cyber Liability. To date the full committee has met four times to discuss and execute progressive steps towards the target start-up date of January 1, 2023. Cyber Committee recommends the MEL enter into a contract with the Chertoff Group, cyber security experts, to assist the MEL in identifying the steps necessary to put the Cyber JIF in the best position to manage the cyber risk.

Board adopted Resolution 30–22 authorizing the filing with the Department of Banking and Insurance to create a Cyber Joint Insurance Fund and Resolution 31-22 authorizing the award of a contract to the Chertoff Group to assist the MEL in developing and implementing a Joint Insurance Fund (JIF) focused on cybersecurity

Legislative Committee: Committee met on April 14, 2022; enclosed are the minutes for information. Committee Chairman said efforts are underway to work with legislators to expand S2619 to include more insurance costs in this bill that would allow a number of items be outside the levy cap.

Chairwoman appointed Keith Hummel to serve on the Legislative Committee.

Marketing Committee: Committee met on May 16, 2022; enclosed are the minutes for information. Committee is scheduled to meet again in September. Committee Chairman noted that almost ½ of the membership in MEL affiliated local Joint Insurance Funds are up for renewal in 2022. Additionally, the MEL’s webpage is in the process of being revamped.

Coverage Committee: A meeting of this committee will be scheduled for June.

Claims Committee: The Claims Review Committee met on May 4th; minutes of these meetings are sent to the full MEL Board separately from the agenda. Committee is scheduled to meet immediately following today’s meeting.

RCF March Report: A copy of Commissioner Clarke’s report of the RCF March meeting submitted for information. RCF Board met prior to the MEL’s meeting.

September Meeting: This year, MEL reset their scheduled meeting dates to avoid conflicts with holidays. However, the September 8th date conflicts with other member JIF meetings. It was recommended the meeting be rescheduled to Wednesday, September 7th. Board voted to reschedule the September meeting to the 7th as well as schedule a Management Committee meeting for September 6th and October 18th.

Power of Collaboration: A copy of the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine. The ad highlights a variety of factors that will affect municipal insurance budgets and asks municipalities to adopt a resolution to urge the New Jersey legislature to amend the budget cap law.

2022 MEL, MR HIF & NJCE JIF Educational Seminar: The 11th annual seminar was conducted virtually on Friday, April 29th and Friday, May 6th; with attendance exceeding 260 for each session. The Fund office has submitted attendance to the respective agencies for continuing education credits. Executive Director’s office has already issued the approved CEU/TCHs for municipal personnel and provided attendance records to the agency that issues credits for accountants, insurance producers and lawyers.

Covid: Fund Attorney provided a summary on the results of discussions with Safety National on the MEL’s recovery for covid claims. Fund Attorney said it was a positive step that there is dialogue but noted we are still far apart from Safety National’s opening negotiation.