

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND  
MEETING AGENDA  
NOVEMBER 22, 2022 – 2:00 PM**

**WILLINGBORO MUNICIPAL COMPLEX  
1 REV. DR. MARTIN LUTHER KING JR. DRIVE  
WILLINGBORO, NJ 08046**

**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: NOVEMBER 22, 2022**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2022 COMMISSIONERS**
- APPROVAL OF MINUTES:** October 25, 2022 Open Minutes .....**Appendix I**  
October 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 18**  
.November 2022 Voucher List – Resolution Nos. 22-30.....**Page 20**
  - SAFETY DIRECTOR – J.A. Montgomery Risk Control**  
.Monthly Report.....**Page 26**
  - UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**  
.Monthly Certificate Report.....**Page 29**  
.Cyber Risk Management Compliance – Version 2 - As of September 30, 2022.....**Page 30**
  - MANAGED CARE – Qual Care**  
.Monthly Report.....**Page 31**
  - 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: November 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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**2023 Budget** – At the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2023 in the amount of \$4,600,097 that represents a 11.67% increase over last year’s budget. The Cyber JIF budget decreased by \$83 so the revised budget is \$4,600,012. In accordance with state regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality/entity. **(Page 3)**

- Motion to open the Public Hearing on the 2023 Budget.**
- Discussion of Budget & Assessments.**
- Motion to close the Public Hearing.**
- Motion to adopt the 2023 Budget & Certify Assessments.**

**Professional Service Agreements** – All of the Fund’s professional service agreements are up for renewal in 2023. All firms submitted proposals and the proper forms to enable re-appointments at our January Re-Organizational meeting.

**Cyber Liability Update:**

**Cyber JIF:** The Cyber JIF met on November 1, 2022, to organize, adopt a 2023 Budget during the public hearing and form an interim Board to take action on specific items until formal reorganization takes place on January 6, 2023. Enclosed on **page 5** is a copy of Chairman Merchel’s report.

In October, the PMM JIF adopted a resolution to join the Cyber JIF, subject to assessment. Enclosed on **page 7** is the Resolution to accept the PMM JIF assessment of \$53,892.

**Motion to adopt Resolution 22-27 to accept the Cyber JIF Insurance Fund Assessment.**

**Cyber Security Status Report:** D2 Cyber Security continues to work with member entities in the enrollment & training process of the program. Attached on **Page 10** is a report from D2 showing the status of each member.

**Residual Claims Fund (RCF):** The public hearing on the RCF 2023 budget was held at the Fund’s meeting on October 19, 2022, at the Forsgate Country Club and the 2023 budget was adopted. A copy of Chairman Merchel’s report is enclosed in Appendix II.

- ❑ **Environmental JIF:** The public hearing on the EJIF 2023 budget was held on October 19, 2022 at the Forsgate Country Club and the 2023 budget was adopted. Enclosed is a copy of Chairman Merchel’s report in Appendix II.
- ❑ **MEL Report:** The MEL met on October 19, 2022 at the Forsgate Country Club; enclosed is a copy of Chairman Merchel’s report in Appendix II. The MEL met last week and held a public hearing at the Sheraton Hotel, Atlantic City.
- ❑ **RCF 2018 Fund Year Rollover** – The Residual Claims Fund board adopted a resolution accepting the transfer of member JIF’s Fund Year 2018. Enclosed on **Page 4** is **Resolution 21-28** authorizing the transfer of the PMM JIF’s 2018 claim liabilities to the RCF.

❑ **Motion to Approve Resolution 21-28 Authorizing the Transfer of Fund Year 2018 to the RCF**

- ❑ **MEL, RCF & EJIF Representative** - The fund should elect its representative to the MEL, RCF & EJIF for the 2023 Fund Year.
  - ❑ **Motion to elect \_\_\_\_\_ as the Professional Municipal Management Joint Insurance Fund's 2023 representative to the Municipal Excess Liability Joint Insurance Fund.**
  - ❑ **Motion to elect \_\_\_\_\_ as the Professional Municipal Management Joint Insurance Fund's 2023 representative to the Residual Claims Fund Joint Insurance Fund.**
  - ❑ **Motion to elect \_\_\_\_\_ as the Professional Municipal Management Joint Insurance Fund's 2023 representative to the Environmental Joint Insurance Fund.**
- ❑ **Elected Officials Training:** This year’s elected officials training program focuses on Local Government Risk Management. Two sessions were held as part of the League of Municipalities Conference last week; enclosed on **page 10** is the notice that was distributed to members. An online version will be available after the holidays.

For 2023, the MEL will reduce each member’s assessment by \$250 for each municipal elected official and/or authority commissioner who completes the Elected Official course by May 2023. The maximum credit is capped based on member’s assessment. The credit is also extended to the member’s CEO (i.e., municipal manager/administrator or authority executive director).

- ❑ **Risk Management Information/Operating System (RMIS):** Origami was locked in the beginning of October to collect the final data. Origami has been since unlocked and updates can be made.

- ❑ **December Meeting** – The JIF has historically cancelled the December Fund meeting; if the Commissioners wish to follow past procedure, Resolution 22-29 authoring the Treasurer to process payments & expenses and authorizing Fund Professionals to continue services during months that the Fund does not meet.

- ❑ **Motion to Adopt Resolution 22-29**

- ❑ **Due Diligence Reports:**

<b>Financial Fast Tracks</b>	<b>Page 12 &amp; 13</b>
<b>Loss Ratio Analysis</b>	<b>Page 14</b>
<b>Claims Activity Report</b>	<b>Page 15</b>
<b>Loss Time Accident Frequency</b>	<b>Page 16</b>
<b>POL/EPL Compliance Report</b>	<b>Page 17</b>
<b>Regulatory Affairs Checklist</b>	<b>Page 18</b>

PMM MUNICIPAL JOINT INSURANCE FUND						
2023 PROPOSED BUDGET						
Print Date:		11-Nov-22				
				Projected 2023		
APPROPRIATIONS		Annualized 2022	Projected 2023	\$	%	
I. Claims and Excess Insurance				CHANGE	CHANGE	
Claims		Projected Budget SIR				
1	Property	100K	164,000	169,000	5,000	3.05%
2	Liability	250K	299,000	314,000	15,000	5.02%
3	Auto	250K	58,000	54,000	(4,000)	-6.90%
4	Workers' Comp.	250K	1,221,000	1,483,000	262,000	21.46%
5	Workers' Comp. Pension		132,000	77,000	(55,000)	-41.67%
6						
7						
8	<b>Subtotal - Claims</b>		<b>1,874,000</b>	<b>2,097,000</b>	<b>223,000</b>	<b>11.90%</b>
9	<b>Premiums</b>					
10	Crime		3,746	3,886	140	3.74%
11	Environmental Fund		113,342	113,391	49	0.04%
12	EJIF Dividend		(115,571)	(119,999)	(4,428)	3.83%
13	Cyber JIF		28,700	53,892	25,192	87.78%
14	MEL		719,752	827,468	107,716	14.97%
15	MEL Property		430,959	510,084	79,125	18.36%
16	<b>SubTotal Premiums</b>		<b>1,180,928</b>	<b>1,388,722</b>	<b>207,794</b>	<b>17.60%</b>
17	<b>Total Loss Fund</b>		<b>3,054,928</b>	<b>3,485,722</b>	<b>430,794</b>	<b>14.10%</b>
18						
19	<b>II. Expenses, Fees &amp; Contingency</b>					
20						
21	Claims Adjustment		149,866	152,863	2,997	2.0%
22	Managed Care		92,706	94,560	1,854	2.0%
23	Loss Fund Management		20,566	20,977	411	2.0%
24	Litigation Mangement		18,678	19,052	374	2.0%
25	Safety Director		19,165	19,548	383	2.0%
26	Law Enforcement Service		5,412	5,520	108	2.0%
27	General Expense		600	600	0	0.0%
28	Safety Incentive Program		10,250	10,250	0	0.0%
29	MEL Safety Institute		19,497	19,497	0	0.0%
30	Administration		120,536	122,947	2,411	2.0%
31	Actuary		41,698	42,532	834	2.0%
32	Auditor		24,542	25,033	491	2.0%
33	Attorney		21,928	22,367	439	2.0%
34	Treasurer		18,954	19,333	379	2.0%
35	Internal Auditor		4,558	4,649	91	2.0%
36	Right to Know		20,000	20,400	400	2.0%
37	Underwriting Manager		6,341	6,468	127	2.0%
38	Property Appraisal		0	0	0	0.0%
39	Cyber Security Training		0	10,000	10,000	100.0%
40						
41	Misc. Expense & Contingency		9,942	9,942	0	0.00%
42						
43	<b>Total Fund Exp &amp; Contingency</b>		<b>605,239</b>	<b>626,538</b>	<b>21,299</b>	<b>3.52%</b>
44	RMC Fees		80,979	90,292	9,313	11.50%
45						
46						
47	<b>Total JIF Excl POL/EPL</b>		<b>3,741,146</b>	<b>4,202,552</b>	<b>461,406</b>	<b>12.33%</b>
48	<b>XLPOL/EPL Premiums</b>					
49	POL/EPL Premium		358,498	376,814	18,316	5.11%
50	Vol Directors & Officers		2,190	2,190	0	0.00%
51	Land Use Liability		17,553	18,456	903	5.14%
52	<b>Total POL/EPL Premium</b>		<b>378,241</b>	<b>397,460</b>	<b>19,219</b>	<b>5.08%</b>
53	<b>Total JIF Incl POL/EPL</b>		<b>4,119,387</b>	<b>4,600,012</b>	<b>480,625</b>	<b>11.67%</b>

## New Jersey Cyber Risk Management Fund Report on the Interim Organization Meeting - November 1, 2022

**Date:** November 1, 2022

**To:** Board of Fund Commissioners  
Professional Municipal Management Joint Insurance Fund

**From:** Chairman Thomas Merchel

**Subject:** New Jersey Cyber Risk Management Fund

**2022 Interim Organization:** The New Jersey Cyber Risk Management Fund met on November 1, 2022, at 11:00AM to conduct an Interim Organization meeting until the Fund formally organizes in January 2023.

**Fund Commissioners:** The following individuals represent MEL-affiliated local joint insurance funds that have passed Resolutions and executed Indemnity & Trust agreement to join the Fund as of 10/26/22:

PMM JIF	Tom Merchel
Monmouth JIF	Scott Carew
NJPHA JIF	John Clarke
Ocean JIF	Diane Lapp
Suburban Metro JIF	Steve Rovell
Morris JIF	Adam Brewer
Suburban Municipal JIF	Megan Champney Kweselait
Bergen JIF	Paul Tomasko
Central JIF	Casey Wagner
South Bergen JIF	Marc Schrieks
Camden JIF	Joseph Wolk
NJUA JIF	Bernard Rutkowski

**Interim Officers:** The Board held elections and nominated Tom Merchel of PMM JIF to serve as Interim Chair and Scott Carew of Monmouth JIF to serve as Interim Secretary until January 2023 Reorganization.

**Interim Organization:** The Board adopted the following resolutions to establish an interim organization of the Fund:

- Resolution 1-22 Establishing the NJ Cyber Risk Management Fund and Adoption of Bylaws.
- Resolution 2-22 Appointment of Interim Professionals to serve until the January Reorganization Meeting for compensation of \$1.
- Resolution 3-22 Plan of Risk Management
- Resolution 4-22 Cash Management Plan
- Resolution 5-22 Adopting Meeting Procedures & Official Newspapers
- Resolution 6-22 Requesting Proposals for Certain Professionals and Service Companies via Competitive Contract
- Resolution 7-22 Agent for Process and Service
- Resolution 8-22 Custodian of Fund Records
- Resolution 9-22 Authorizing use of BidNet

**Interim Professionals:** The positions appointed via Resolution 2-22 were awarded a fee of \$1.00 to serve until January 1, 2023 and are as follows:

- Executive Director                      David Grubb & Joseph Hrubash
- Deputy Executive Director           Paul Forlenza & Paul Miola
- Chief Financial Officer                Pauline Kontomanolis
- Claims Manager                         Robyn Walcoff
- Underwriting Manager                Edward Cooney
- Attorney                                 Fred Semrau, Esq.
- Actuary                                    Kyle Mrotek
- Claims Adjustor                         Chris Botta, Esq.

In addition, the Board appointed Charles Cuccia to serve as interim Treasurer.

**Competitive Contract Request For Proposals (CCRFP):** The Fund adopted a Resolution authorizing the use of a CCRFP for the following positions: Executive Director, Deputy Executive Director, Planning Consultant, Cyber Training Vendor, Cyber Phishing Vendor and a Cyber External Vendor. The CCRFP will be issued on November 4, 2022 with a return date of December 7, 2022. Balance of contracts will be awarded as professional service or non-fair and open, since under the threshold.

**2023 Budget:** The Board conducted a public hearing on the enclosed 2023 budget and certified assessments. In response to question, Executive Director said the increase in cyber assessment is due to the fact that actual premiums in 2023 exceeded budgeted amount. Underwriting Manager said the cost of cyber insurance has escalated significantly over the last few years – due to increases in claims and severity of claims. In addition, the Cyber JIF budget includes funding to assist members in securing risk control services.

**Next Meetings:** The Fund is scheduled to meet next on December 14, 2022 at 10AM via Zoom and on January 6, 2023 at 10AM via Zoom as the 2023 Reorganization.



**RESOLUTION NO. 22-27**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

**ACCEPTING THE 2023 ASSESSMENT FOR THE  
NEW JERSEY CYBER RISK MANAGEMENT FUND**

**WHEREAS**, the **Professional Municipal Management Joint Insurance Fund** has previously agreed to join the New Jersey Cyber Risk Management Fund subject only to the right to approve its assessments following processing and approval of its application; and

**WHEREAS**, the Fund has certified an annual assessment in the amount of \$53,892 for coverage in the New Jersey Cyber Risk Management Fund; and

**WHEREAS**, the certified annual assessment will be pro-rated from the effective date of coverage to 12:01 am standard time January 1, 2023;

**NOW THEREFORE BE IT RESOLVED** that the Governing Body does hereby approve of the assessment and ratify its prior agreement to join the Fund which membership shall become effective on January 1, 2023.

**Professional Municipal Management Joint Insurance Fund**

\_\_\_\_\_  
**Thomas Merchel, Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Susan Danson, Secretary**

\_\_\_\_\_  
**Date**

## D2 Cybersecurity Training Report As of November 1, 2022

Town/Entity	Users	Users Added From Previous Month	2022 Q2 Phishing Results (Successful %)	2022 Q3 Phishing Results (Successful %)	Fully Trained	Previous Training Progress	Current Training Progress	Percent Change	Notes
Evesham Fire District*	129			6%	0	0%	0%	0%	Would like to delay training for now as they have an inter-local with BOE for training; have emailed to let them know to reach out once they are ready
Evesham Township	141	22		3%	63	10%	46%	36%	
Maple Shade*	91	10			52	29%	57%	29%	whitelisting continuing to have issues; rolled out training, but whitelisting will need to re-visited in the future on their end
Moorestown	124	14	38%	36%	81	47%	66%	19%	
Willingboro	228	26	6%	5%	133	32%	59%	26%	

**RESOLUTION NO. 22-28**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
TRANSFER 2018 FUND YEAR TO THE  
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND**

**WHEREAS**, the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds; and,

**WHEREAS**, the Board of Fund Commissioners of the **Professional Municipal Management Joint Insurance Fund** determined that membership in the Residual Claims Fund is in the best interest of the member local units and joined the Residual Claims Fund.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Fund Commissioners of the **Professional Municipal Management Joint Insurance Fund** does hereby resolve and agree to transfer the following residual risks.

<u>Fund Year</u>	<u>Lines of Coverage</u>	<u>Member Fund S.I.R.</u>
2018	WC/GL/AL & PROPERTY	Varies

**BE IT FURTHER RESOLVED** that the actual transfer of claim liabilities to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:

Case Reserves and IBNR as of 12/31/22

**Attest:**

\_\_\_\_\_  
**THOMAS MERCHEL**  
Chairperson

\_\_\_\_\_  
**SUSAN DANSON**  
Secretary



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

November 2, 2022

Memo to: MEL Member Municipalities & Authorities  
Municipal Excess Liability Joint Insurance Fund

From: David N. Grubb, Executive Director

Re: Elected Officials' Training Seminars at the 2022 League of Municipalities Conference

This year's elected officials training program will focus on **Local Government Risk Management**.

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 2023. The credit will continue to be extended to the member's CEO (i.e. municipal manager/administrator or authority executive director). The maximum credit will be capped based on member's assessment.

Below are the two Elected Official's training seminars to be held at the 2022 League of Municipalities conference in Atlantic City, NJ.

**Pre-registration is not required.**

**2022/2023 ELECTED/APPOINTED OFFICIALS LIABILITY SEMINARS**  
**Atlantic City, NJ**

- **Tuesday November 15, 2022 – 3:45PM**  
**Caesars - Empire Room A**
  
- **Wednesday November 16, 2022 – 2:00PM** \*Please note the start time\*  
**Atlantic City Convention Center-Room 303**  
Title of course is *Annual Risk Management Session*.

**RESOLUTION NO. 22-29**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

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

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

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

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

**BE IT RESOLVED** by the Board of Commissioners of the PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND that the Fund Treasurer is hereby authorized to process the contracted payments and Fund expenses for all months in which the Fund does not meet during the year 2022.

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

**ADOPTED: November 22, 2022**

**BY:** \_\_\_\_\_  
**THOMAS MERCHEL, CHAIRPERSON**

**ATTEST:**

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

PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
		AS OF	September 30, 2022		
		THIS MONTH	YTD	PRIOR YEAR END	
				FUND BALANCE	
1.	<b>UNDERWRITING INCOME</b>	<b>366,828</b>	<b>3,266,675</b>	<b>94,613,341</b>	<b>97,880,016</b>
2.	<b>CLAIM EXPENSES</b>				
	Paid Claims	105,790	1,357,459	42,383,553	43,741,012
	Case Reserves	192,457	(286,142)	2,931,727	2,645,585
	IBNR	(202,752)	84,259	1,463,319	1,547,579
	Recoveries	1,008	(11,546)	(437,180)	(448,727)
	<b>TOTAL CLAIMS</b>	<b>96,503</b>	<b>1,144,030</b>	<b>46,341,419</b>	<b>47,485,449</b>
3.	<b>EXPENSES</b>				
	Excess Premiums	139,562	1,259,304	26,500,042	27,759,346
	Administrative	53,913	495,332	13,125,792	13,621,124
	<b>TOTAL EXPENSES</b>	<b>193,475</b>	<b>1,754,636</b>	<b>39,625,834</b>	<b>41,380,470</b>
4.	<b>UNDERWRITING PROFIT (1-2-3)</b>	<b>76,850</b>	<b>368,008</b>	<b>8,646,088</b>	<b>9,014,096</b>
5.	<b>INVESTMENT INCOME</b>	<b>(100,488)</b>	<b>(388,249)</b>	<b>5,249,157</b>	<b>4,860,909</b>
6.	<b>DIVIDEND INCOME</b>	<b>0</b>	<b>0</b>	<b>1,933,491</b>	<b>1,933,491</b>
7.	<b>STATUTORY PROFIT (4+5+6)</b>	<b>(23,638)</b>	<b>(20,240)</b>	<b>15,828,737</b>	<b>15,808,496</b>
8.	<b>DIVIDEND</b>	<b>0</b>	<b>23,000</b>	<b>11,866,148</b>	<b>11,889,148</b>
9.	<b>RCF &amp; MEL Surplus Strengthening</b>	<b>0</b>	<b>0</b>	<b>494,482</b>	<b>494,482</b>
10.	<b>STATUTORY SURPLUS (7-8-9)</b>	<b>(23,638)</b>	<b>(43,240)</b>	<b>3,468,107</b>	<b>3,424,866</b>
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>					
	<b>Closed</b>	<b>(32,467)</b>	<b>(157,496)</b>	<b>2,491,165</b>	<b>2,333,669</b>
	<b>Aggregate Excess LFC</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>
	<b>2018</b>	<b>(24,847)</b>	<b>(28,234)</b>	<b>425,227</b>	<b>396,993</b>
	<b>2019</b>	<b>(6,619)</b>	<b>22,357</b>	<b>(69,359)</b>	<b>(47,002)</b>
	<b>2020</b>	<b>(45,763)</b>	<b>(45,192)</b>	<b>608,767</b>	<b>563,575</b>
	<b>2021</b>	<b>155,860</b>	<b>233,764</b>	<b>12,307</b>	<b>246,071</b>
	<b>2022</b>	<b>(69,803)</b>	<b>(68,440)</b>		<b>(68,440)</b>
	<b>TOTAL SURPLUS (DEFICITS)</b>	<b>(23,638)</b>	<b>(43,240)</b>	<b>3,468,107</b>	<b>3,424,866</b>
	<b>TOTAL CASH</b>				<b>6,814,773</b>
<b>CLAIM ANALYSIS BY FUND YEAR</b>					
	<b>TOTAL CLOSED YEAR CLAIMS</b>	<b>0</b>	<b>0</b>	<b>38,651,510</b>	<b>38,651,510</b>
	<b>FUND YEAR 2018</b>				
	Paid Claims	1,684	44,772	1,528,120	1,572,891
	Case Reserves	23,790	(28,584)	300,627	272,043
	IBNR	(7,620)	(15,165)	122,186	107,021
	Recoveries	-	0	(41,951)	(41,951)
	<b>TOTAL FY 2018 CLAIMS</b>	<b>17,854</b>	<b>1,022</b>	<b>1,908,982</b>	<b>1,910,004</b>
	<b>FUND YEAR 2019</b>				
	Paid Claims	36,421	435,256	1,377,406	1,812,662
	Case Reserves	(10,980)	(375,515)	804,170	428,655
	IBNR	(7,779)	(72,360)	247,475	175,115
	Recoveries	-	0	(41,078)	(41,078)
	<b>TOTAL FY 2019 CLAIMS</b>	<b>17,661</b>	<b>(12,619)</b>	<b>2,387,974</b>	<b>2,375,355</b>
	<b>FUND YEAR 2020</b>				
	Paid Claims	5,879	223,502	649,999	873,501
	Case Reserves	88,934	(75,531)	753,395	677,864
	IBNR	(64,393)	(133,136)	296,565	163,429
	Recoveries	1,008	(11,546)	(199,558)	(211,104)
	<b>TOTAL FY 2020 CLAIMS</b>	<b>31,428</b>	<b>3,288</b>	<b>1,500,401</b>	<b>1,503,689</b>
	<b>FUND YEAR 2021</b>				
	Paid Claims	1,311	231,876	541,549	773,426
	Case Reserves	28,359	(183,753)	738,485	554,732
	IBNR	(201,785)	(300,879)	663,428	362,549
	Recoveries	-	0	(50,910)	(50,910)
	<b>TOTAL FY 2021 CLAIMS</b>	<b>(172,114)</b>	<b>(252,755)</b>	<b>1,892,552</b>	<b>1,639,797</b>
	<b>FUND YEAR 2022</b>				
	Paid Claims	60,496	422,054		422,054
	Case Reserves	62,354	377,241		377,241
	IBNR	78,825	605,800		605,800
	Recoveries	-	0		0
	<b>TOTAL FY 2022 CLAIMS</b>	<b>201,674</b>	<b>1,405,094</b>		<b>1,405,094</b>
	<b>COMBINED TOTAL CLAIMS</b>	<b>96,503</b>	<b>1,144,030</b>	<b>46,341,419</b>	<b>47,485,449</b>

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 \$318,260 (Paid: \$191,343, Reserves: \$126,917)

**Professional Municipal Mgmt Joint Insurance Fund**

**CLAIMS MANAGEMENT REPORT**

**EXPECTED LOSS RATIO ANALYSIS**

AS OF **September 30, 2022**

**FUND YEAR 2018 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	57	MONTH	56	MONTH	45	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Sep-22		31-Aug-22		30-Sep-21	
PROPERTY	181,000	91,226	50.40%	100.00%	50.40%	100.00%	50.40%	100.00%
GEN LIABILITY	428,966	56,720	13.22%	96.96%	13.22%	96.90%	25.16%	94.71%
AUTO LIABILITY	47,555	66,718	140.30%	95.43%	140.30%	95.15%	169.97%	91.45%
WORKER'S COMP	1,313,000	1,588,320	120.97%	99.80%	119.03%	99.77%	117.78%	99.20%
TOTAL ALL LINES	1,970,521	1,802,983	91.50%	99.10%	90.21%	99.05%	92.69%	98.11%
NET PAYOUT %	\$1,530,941		77.69%					

**FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	45	MONTH	44	MONTH	33	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Sep-22		31-Aug-22		30-Sep-21	
PROPERTY	189,999	179,915	94.69%	100.00%	94.33%	100.00%	101.75%	100.00%
GEN LIABILITY	413,752	324,786	78.50%	94.71%	70.49%	94.32%	88.81%	88.03%
AUTO LIABILITY	44,262	11,760	26.57%	91.45%	26.57%	91.05%	26.57%	85.26%
WORKER'S COMP	1,275,000	1,683,779	132.06%	99.20%	132.72%	99.12%	128.48%	97.46%
TOTAL ALL LINES	1,923,013	2,200,240	114.42%	98.13%	113.09%	97.99%	114.96%	95.40%
NET PAYOUT %	\$1,771,585		92.13%					

**FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	33	MONTH	32	MONTH	21	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Sep-22		31-Aug-22		30-Sep-21	
PROPERTY	171,000	106,186	62.10%	100.00%	62.10%	100.00%	74.69%	98.04%
GEN LIABILITY	376,171	99,209	26.37%	88.03%	27.04%	87.24%	22.57%	75.57%
AUTO LIABILITY	47,021	17,790	37.83%	85.26%	37.83%	84.53%	43.34%	71.98%
WORKER'S COMP	1,319,715	1,434,072	108.67%	97.46%	101.31%	97.19%	70.63%	90.74%
TOTAL ALL LINES	1,913,907	1,657,256	86.59%	95.53%	81.65%	95.18%	60.87%	87.95%
NET PAYOUT %	\$852,475		44.54%					

**FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	21	MONTH	20	MONTH	9	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Sep-22		31-Aug-22		30-Sep-21	
PROPERTY	168,000	231,181	137.61%	98.04%	140.91%	97.72%	119.76%	68.00%
GEN LIABILITY	333,052	111,600	33.51%	75.57%	36.31%	74.17%	27.51%	36.00%
AUTO LIABILITY	52,789	22,210	42.07%	71.98%	42.07%	70.26%	11.89%	35.00%
WORKER'S COMP	1,330,010	912,256	68.59%	90.74%	65.24%	89.50%	28.15%	33.00%
TOTAL ALL LINES	1,883,851	1,277,247	67.80%	88.19%	66.22%	86.99%	35.75%	36.71%
NET PAYOUT %	\$722,516		38.35%					

**FUND YEAR 2022 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	9	MONTH	8	MONTH	-3	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Sep-22		31-Aug-22		30-Sep-21	
PROPERTY	164,000	117,740	71.79%	68.00%	71.15%	61.00%	N/A	N/A
GEN LIABILITY	286,842	109,025	38.01%	36.00%	21.55%	30.00%	N/A	N/A
AUTO LIABILITY	55,642	17,866	32.11%	35.00%	17.46%	30.00%	N/A	N/A
WORKER'S COMP	1,353,000	554,664	41.00%	33.00%	36.08%	26.00%	N/A	N/A
TOTAL ALL LINES	1,859,484	799,294	42.98%	36.61%	0.00%	29.82%	N/A	N/A
NET PAYOUT %	\$422,054		22.70%					

**Professional Municipal Mgmt Joint Insurance Fund**  
**CLAIM ACTIVITY REPORT**  
**AS OF 44834**

<b>COVERAGE LINE - PROPERTY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>TOTAL</b>
August-22	0	2	4	11	11	28
September-22	0	1	4	11	12	28
<b>NET CHGE</b>	0	-1	0	0	1	0
Limited Reserves						<b>\$2,493</b>
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>TOTAL</b>
August-22	\$0	\$1	\$4	\$14,032	\$92,489	\$106,526
September-22	\$0	\$1	\$4	\$8,488	\$61,312	\$69,805
<b>NET CHGE</b>	\$0	\$0	\$0	(\$5,544)	(\$31,177)	(\$36,721)
<b>Ltd Incurred</b>	\$91,226	\$179,915	\$106,186	\$231,181	\$117,740	\$726,247
<b>COVERAGE LINE - GENERAL LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>TOTAL</b>
August-22	0	4	4	11	20	39
September-22	0	4	2	11	27	44
<b>NET CHGE</b>	0	0	-2	0	7	5
Limited Reserves						<b>\$7,845</b>
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>TOTAL</b>
August-22	\$0	\$110,207	\$38,684	\$87,688	\$50,773	\$287,352
September-22	\$0	\$132,736	\$36,170	\$78,356	\$97,937	\$345,198
<b>NET CHGE</b>	\$0	\$22,529	(\$2,514)	(\$9,333)	\$47,164	\$57,846
<b>Ltd Incurred</b>	\$56,720	\$324,786	\$99,209	\$111,600	\$109,025	\$701,339
<b>COVERAGE LINE - AUTO LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>TOTAL</b>
August-22	0	0	2	2	5	9
September-22	0	0	2	2	5	9
<b>NET CHGE</b>	0	0	0	0	0	0
Limited Reserves						<b>\$2,490</b>
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>TOTAL</b>
August-22	\$0	\$0	\$3,888	\$12,612	\$8,215	\$24,714
September-22	\$0	\$0	\$3,888	\$12,612	\$5,913	\$22,412
<b>NET CHGE</b>	\$0	\$0	\$0	\$0	(\$2,302)	(\$2,302)
<b>Ltd Incurred</b>	\$66,718	\$11,760	\$17,790	\$22,210	\$17,866	\$136,344
<b>COVERAGE LINE - WORKERS COMP.</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>TOTAL</b>
August-22	7	13	22	38	37	117
September-22	7	12	22	38	43	122
<b>NET CHGE</b>	0	-1	0	0	6	5
Limited Reserves						<b>\$16,394</b>
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>TOTAL</b>
August-22	\$248,253	\$329,428	\$673,521	\$412,041	\$163,410	\$1,826,652
September-22	\$272,043	\$295,918	\$764,720	\$455,276	\$212,079	\$2,000,036
<b>NET CHGE</b>	\$23,790	(\$33,509)	\$91,198	\$43,236	\$48,669	\$173,384
<b>Ltd Incurred</b>	\$1,588,320	\$1,683,779	\$1,434,072	\$912,256	\$554,664	\$6,173,091
<b>TOTAL ALL LINES COMBINED</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>TOTAL</b>
August-22	7	19	32	62	73	193
September-22	7	17	30	62	87	203
<b>NET CHGE</b>	0	-2	-2	0	14	10
Limited Reserves						<b>\$12,007</b>
<b>Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>TOTAL</b>
August-22	\$248,253	\$439,635	\$716,097	\$526,373	\$314,887	\$2,245,244
September-22	\$272,043	\$428,655	\$804,781	\$554,732	\$377,241	\$2,437,451
<b>NET CHGE</b>	\$23,790	(\$10,980)	\$88,684	\$28,359	\$62,354	\$192,207
<b>Ltd Incurred</b>	\$1,802,983	\$2,200,240	\$1,657,256	\$1,277,247	\$799,294	\$7,737,021



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

September 30, 2022				
FUND	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	2020 LOST TIME FREQUENCY	TOTAL RATE * 2022 - 2020
Monmouth County	0.45	0.94	0.90	0.79
Ocean County	0.81	1.77	1.61	1.46
NJ Utility Authorities	0.87	1.69	2.28	1.66
Camden County	0.94	1.36	1.38	1.25
Morris County	0.95	1.38	1.35	1.25
Professional Municipal Manager	1.08	1.43	1.35	1.31
Bergen County	1.12	1.56	1.31	1.36
Burlington County Municipal JIF	1.14	1.33	1.19	1.23
NJ Public Housing Authority	1.23	1.48	1.69	1.49
Suburban Municipal	1.35	1.34	1.58	1.43
Suburban Metro	1.36	1.33	2.10	1.62
Gloucester, Salem, Cumberland	1.37	1.92	1.67	1.68
Atlantic County Municipal JIF	1.55	1.86	2.06	1.85
Central New Jersey	1.67	1.47	1.64	1.59
South Bergen County	2.26	2.06	2.03	2.10
<b>AVERAGE</b>	<b>1.21</b>	<b>1.53</b>	<b>1.61</b>	<b>1.47</b>

Professional Municipal Management JOINT INSURANCE FUND									
2022 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS									
DATA VALUED AS OF September 30, 2022									
MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D. LOST TIME ACCIDENTS	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	2020 LOST TIME FREQUENCY	MEMBER	TOTAL RATE 2022 - 2020
1	307 Moorestown	*	0	0	0.00	1.21	1.32	1 Moorestown	0.95
2	308 Willingboro		0	2	0.95	1.78	2.30	2 Willingboro	1.79
3	304 Evesham		0	2	1.15	0.38	0.75	3 Evesham	0.71
4	305 Evesham Township Fire Dist		0	1	1.52	0.00	0.00	4 Evesham Township Fire	0.43
5	306 Maple Shade		0	2	2.19	4.08	0.85	5 Maple Shade	2.42
Totals:				0	7	1.08	1.43	1.35	1.31

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND					
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund					
Data Valued As of :		November 14, 2022			
<b>Total Participating Members</b>		<b>5</b>			
Complaint		5			
Percent Compliant		100.00%			
		01/01/22		2022	
		Compliant		EPL POL	
Member Name *		Checklist Submitted		Deductible Deductible	
				Co-Insurance	
				01/01/22	
EVESHAM		Yes		\$ 20,000 \$ 20,000	
EVESHAM TOWNSHIP FIRE D		Yes		\$ 20,000 \$ 20,000	
MAPLE SHADE		Yes		\$ 10,000 \$ 10,000	
MOORESTOWN		Yes		\$ 20,000 \$ 20,000	
WILLINGBORO		Yes		\$ 20,000 \$ 20,000	
* Member does NOT participate in EPL coverage					

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

<b><u>Item</u></b>	<b><u>Filing Status</u></b>
<input type="checkbox"/> <b>2022 Budget</b>	<b>Filed</b>
<input type="checkbox"/> <b>Assessments</b>	<b>Filed</b>
<input type="checkbox"/> <b>Actuarial Certification</b>	<b>Filed</b>
<input type="checkbox"/> <b>Fund Commissioners</b>	<b>Filed</b>
<input type="checkbox"/> <b>Fund Officers</b>	<b>Filed</b>
<input type="checkbox"/> <b>Renewal Resolutions</b>	<b>Filed</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>Filed</b>
<input type="checkbox"/> <b>Certification of Professional Fees</b>	<b>Filed</b>
<input type="checkbox"/> <b>Unaudited Financials</b>	<b>Filed</b>
<input type="checkbox"/> <b>Annual Audit</b>	<b>Filed</b>
<input type="checkbox"/> <b>State Comptroller Audit Filing</b>	<b>Filed</b>
<input type="checkbox"/> <b>Ethics Filing</b>	<b>Online Filing</b>

November 16 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 October 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 \$ 8,675.69. This generated an average annual yield of 1.53%. However, we have an unrealized net loss of \$ 25,488.55 adjusting the reported yield to -2.98% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,356,006.88.

#### RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 10,000.36 with YTD \$ 46,469.71  
Salvage Receipts \$ 0.00  
Overpayment Reimbursements \$ 0.00  
E-JIF Dividend \$ 119,996.00

#### CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 124 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 \$60,983.48.

#### CASH ACTIVITY FOR THE PERIOD:

The enclosed report shows that during the reporting period the Fund's "Cash Position" changed from an opening balance of \$6,818,380.04 to a closing balance of \$ 6,708,300.14 showing a decrease in the fund \$ 110,079.90.

**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. 22-30**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
BILLS LIST - NOVEMBER 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 CLOSED**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001905			
001905	MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND	REIMBURSE RCF FOR 2013 PMM CLAIM REFUND	1,347.50
			<b>1,347.50</b>
		<b>Total Payments FY Closed</b>	<b>1,347.50</b>

**FUND YEAR 2022**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001906			
001906	QUAL-LYNX	CLAIMS ADMINISTRATION SERVICES 11/22	12,364.08
			<b>12,364.08</b>
001907			
001907	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR FEE 11/22	2,048.08
			<b>2,048.08</b>
001908			
001908	APPLIEDINFO PARTNERS, INC.	CYBERSECURITY AWARENESS & TRAINING 10/2	5,292.00
			<b>5,292.00</b>
001909			
001909	PERMA RISK MANAGEMENT SERVICES	POSTAGE 10/22	41.73
001909	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR/ADMIN FEE 11/22	11,758.50
			<b>11,800.23</b>
001910			
001910	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 11/22	3,474.83
			<b>3,474.83</b>
001911			
001911	QUALCARE, INC.	WORKERS COMP ACCESS/UM FEE 11/22	7,722.92
			<b>7,722.92</b>
001912			
001912	THOMAS TONTARSKI	TREASURER FEE 11/22	1,579.50
			<b>1,579.50</b>
001913			
001913	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY - LIT. MANAGEMENT FEE 11/22	1,556.50
001913	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY - RETAINER FEE 11/22	1,827.33
			<b>3,383.83</b>
001914			
001914	COURIER TIMES	ACCT #2-012012000 - AD - 11.22.22	39.11
			<b>39.11</b>
001915			

001915	CONNER STRONG & BUCKELEW	UNDERWRITER MGMT FEE 11/22	529.00
			<b>529.00</b>
001916			
001916	ACCESS	ACCT #413 - ARC. AND STOR. - 9.30.22	58.27
			<b>58.27</b>
		<b>Total Payments FY 2022</b>	<b>48,291.85</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>49,639.35</b>

\_\_\_\_\_  
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. YTD 2022						10,231.92	
7/1	MAPLE SHADE TWP,	2021221322	MAPLE SHADE TWP,	PR	2020	12,495.00	
7/15	EVESHAM TWP.	2020184135	EVESHAM TWP.	PR	2019	13,742.43	
TOTAL- JUL. YTD 2022						26,237.43	
10/12	WILLINGBORO TWP.	2022251415	WILLINGBORO TWP.	PR	2021	4,962.00	
10/12	EVESHAM TWP.	2018146510	MICHAEL COLBERT	WC	2018	5,038.36	
TOTAL- OCT. YTD 2022						10,000.36	
							46,469.71



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

Current Fund Year: 2022 Month Ending: October		Property	Liability	Auto	Workers Comp	LFC	POL/EPL	MEL	EJIF	Admin	TOTAL
OPEN BALANCE		208,727.60	1,417,566.50	143,857.00	2,250,993.06	102,647.25	2,503.25	297,005.41	(115,237.01)	2,510,316.99	6,818,380.04
<b>RECEIPTS</b>											
Assessments		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds		4,962.00	0.00	0.00	5,038.36	0.00	0.00	0.00	0.00	0.00	10,000.36
Invest Pymnts		(615.98)	(3,313.49)	(341.71)	(5,483.31)	(239.93)	(17.86)	(694.79)	(0.72)	(5,265.71)	(15,973.50)
Invest Adj		(8.51)	(45.77)	(4.72)	(75.76)	(3.32)	(0.25)	(9.60)	(0.01)	(72.76)	(220.70)
Subtotal Invest		(624.49)	(3,359.26)	(346.43)	(5,559.07)	(243.25)	(18.11)	(704.39)	(0.73)	(5,338.47)	(16,194.20)
Other *		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>4,337.51</b>	<b>(3,359.26)</b>	<b>(346.43)</b>	<b>(520.71)</b>	<b>(243.25)</b>	<b>(18.11)</b>	<b>(704.39)</b>	<b>(0.73)</b>	<b>(5,338.47)</b>	<b>(6,193.84)</b>
<b>EXPENSES</b>											
Claims Transfers		3,259.75	6,299.55	2,048.56	49,375.62	0.00	0.00	0.00	0.00	0.00	60,983.48
Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,902.58	42,902.58
Other *		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>		<b>3,259.75</b>	<b>6,299.55</b>	<b>2,048.56</b>	<b>49,375.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42,902.58</b>	<b>103,886.06</b>
<b>END BALANCE</b>		<b>209,805.36</b>	<b>1,407,907.69</b>	<b>141,462.01</b>	<b>2,201,096.73</b>	<b>102,404.00</b>	<b>2,485.14</b>	<b>296,301.02</b>	<b>(115,237.74)</b>	<b>2,462,075.94</b>	<b>6,708,300.14</b>

**REPORT STATUS SECTION**

**Report Month: October**

		Balance Differences
Opening Balances:	Opening Balances are NOT equal	\$3,603.64
Imprest Transfers:	Imprest Totals are equal	\$0.00
Investment Balances:	Investment Payment Balances are NOT equal	\$610.24
	Investment Adjustment Balances are NOT equal	\$8.42
Ending Balances:	Ending Balances are NOT equal	-\$115,773.70
Accural Balances:	Accural Balances are equal	\$0.00

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	October					
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	\$6,814,776.40	-	2,337,035.75	100,000.00	1,000.00	4,376,740.65
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 - discov	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	-\$229.12	\$0.00	\$0.00	\$0.00	\$0.00	-\$229.12
5 Interest Paid - Cash Inst	\$8,904.81	\$0.00	\$3,920.91	\$0.00	\$0.00	\$4,983.90
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	-\$25,488.55	\$0.00	\$0.00	\$0.00	\$0.00	-\$25,488.55
8 Net Investment Income	-\$16,812.86	\$0.00	\$3,920.91	\$0.00	\$0.00	-\$20,733.77
9 Deposits - Purchases	\$233,882.42	\$0.00	\$129,996.36	\$60,983.48	\$42,902.58	\$0.00
10 (Withdrawals - Sales)	-\$207,772.12	\$0.00	-\$103,886.06	-\$60,983.48	-\$42,902.58	\$0.00
Ending Cash & Investment	\$6,824,073.84	\$0.00	\$2,367,066.96	\$100,000.00	\$1,000.00	\$4,356,006.88
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$28,225.64	\$0.00	\$0.00	\$15,539.48	\$12,686.16	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$6,852,299.48	\$0.00	\$2,367,066.96	\$115,539.48	\$13,686.16	\$4,356,006.88

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

Month		October							
Current Fund Year		2022							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid October	Monthly Recoveries October	Calc. Net Paid Thru October	TPA Net Paid Thru October	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2022	Property	56,427.30	135.00	0.00	56,562.30	56,562.30	(0.00)	(0.00)	0.00
	Liability	11,087.80	1,225.00	0.00	12,312.80	12,312.80	0.00	0.00	0.00
	Auto	11,953.14	2,048.56	0.00	14,001.70	14,001.70	(0.00)	0.00	(0.00)
	Workers Comp	342,585.49	21,639.90	0.00	364,225.39	364,225.39	0.00	0.00	0.00
	<b>Total</b>	<b>422,053.73</b>	<b>25,048.46</b>	<b>0.00</b>	<b>447,102.19</b>	<b>447,102.19</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>(0.00)</b>
2021	Property	222,692.75	0.00	4,962.00	217,730.75	217,730.75	(0.00)	(0.00)	0.00
	Liability	33,244.10	30.80	0.00	33,274.90	33,274.90	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	456,979.72	2,056.00	0.00	459,035.72	459,035.72	0.00	0.00	0.00
	<b>Total</b>	<b>722,515.50</b>	<b>2,086.80</b>	<b>4,962.00</b>	<b>719,640.30</b>	<b>719,640.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2020	Property	106,181.76	3,124.75	0.00	109,306.51	109,306.51	(0.00)	(0.00)	0.00
	Liability	63,039.68	0.00	0.00	63,039.68	63,039.68	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	669,351.86	21,242.22	0.00	690,594.08	690,594.08	0.00	0.00	0.00
	<b>Total</b>	<b>852,475.22</b>	<b>24,366.97</b>	<b>0.00</b>	<b>876,842.19</b>	<b>876,842.19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2019	Property	179,914.35	0.00	0.00	179,914.35	179,914.35	0.00	0.00	0.00
	Liability	192,049.88	5,043.75	0.00	197,093.63	197,093.63	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	1,387,860.25	3,348.00	0.00	1,391,208.25	1,391,208.25	(0.00)	(0.00)	0.00
	<b>Total</b>	<b>1,771,584.76</b>	<b>8,391.75</b>	<b>0.00</b>	<b>1,779,976.51</b>	<b>1,779,976.51</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	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	1,316,277.33	1,089.50	5,038.36	1,312,328.47	1,312,328.47	0.00	0.00	0.00
	<b>Total</b>	<b>1,530,940.73</b>	<b>1,089.50</b>	<b>5,038.36</b>	<b>1,526,991.87</b>	<b>1,526,991.87</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	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	(1,347.50)	0.00	0.00	(1,347.50)	0.00	(1,347.50)	(1,347.50)	0.00
	<b>Total</b>	<b>(1,347.50)</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,347.50)</b>	<b>0.00</b>	<b>(1,347.50)</b>	<b>(1,347.50)</b>	<b>0.00</b>
	<b>TOTAL</b>	<b>5,298,222.44</b>	<b>60,983.48</b>	<b>10,000.36</b>	<b>5,349,205.56</b>	<b>5,350,553.06</b>	<b>(1,347.50)</b>	<b>(1,347.50)</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:** November 9, 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 Director Public Sector <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 Assistant Director Public Sector <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 Assistant Director Public Sector <a href="mailto:jsaville@jamontgomery.com">jsaville@jamontgomery.com</a> Office: 732-660-5009</p>
<p>Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18<sup>th</sup> Floor Camden, NJ 08102</p> <p>P.O. Box 99106 Camden, NJ 08101</p>		

**LOSS CONTROL SURVEYS**

- No Loss Control Surveys were completed in October

**LAW ENFORCEMENT LOSS CONTROL SURVEYS**

- No Law Enforcement Loss Control Surveys were completed in October

**MEETINGS ATTENDED**

- PEOSH Visit - What to Expect / Role of the Right to Know Coordinator on October 4, 2022
- PEOSH Visit - What to Expect / Role of the Right to Know Coordinator on October 6, 2022
- Claims Committee Meeting on October 25, 2022
- Executive Fund Commissioner Meeting on October 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 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*

- Fire Prevention Week
- Job Hazard Analysis
- Fire Extinguishers Best Practices
- Fires: Plan & Practice Your Escape Best Practices
- Excavation, Trenching, & Shoring Best Practices
- New MSI LMS in 2023 – REMINDER - ACTION REQUIRED

*MSI NOW & MSI DVD*

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

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

[MSI DVD](#) includes a vast library of DVDs topics on many aspects of safety, risk control, employment practices, and supervision, and most can be viewed in under 20 minutes. The DVDs can be requested free of charge for MEL members and held for up to 2 weeks so 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 or 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 9/22/2022 To 10/22/2022

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Burlington County I - Township of Willingboro	49 Rancocas Road Mount Holly, NJ 08060	RE: CDL training 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 CDL training using Burlington County's equipment for testing.	9/22/2022 #3639125	GL AU EX WC
H - Burlington County Institute of I - Township of Willingboro	Technology 695 Woodlane Road Mount Holly, NJ 08060	RE: CDL training 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 CDL training using Burlington County's equipment for testing.	9/22/2022 #3639126	GL AU EX WC
H - Superior Driving School I - Township of Willingboro	1333 Lakewood Rd Toms River, NJ 08755	RE: CDL training 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 CDL training using Burlington County's equipment for testing.	9/22/2022 #3639127	GL AU EX WC
H - Pioneer Pipe I - Evesham Township Fire District	3809 Church Road Mt. Laurel, NJ 08054	Evidence of insurance	10/12/2022 #3657763	GL AU EX WC
<b>Total # of Holders: 4</b>				

# 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%
<b>Professional Municipal Management</b>	<b>80%</b>	<b>20%</b>	<b>0%</b>	<b>40%</b>	<b>60%</b>	<b>0%</b>	<b>20%</b>	<b>80%</b>	<b>0%</b>
Monmouth County	76%	5%	20%	68%	7%	24%	59%	17%	24%
Suburban Metro	73%	0%	27%	64%	9%	27%	55%	27%	18%
South Bergen County	65%	30%	4%	57%	39%	4%	13%	83%	4%
Morris County	64%	22%	13%	62%	24%	13%	42%	44%	13%
NJ Public Housing Authority	66%	21%	13%	60%	30%	10%	51%	40%	9%
Bergen County	50%	34%	16%	42%	47%	11%	13%	74%	13%
NJ Utility Authorities	40%	28%	32%	35%	36%	29%	31%	39%	31%
Central New Jersey	40%	20%	40%	33%	27%	40%	13%	47%	40%
Camden County	39%	18%	42%	34%	26%	39%	24%	37%	39%
Ocean County	35%	10%	55%	26%	13%	61%	10%	26%	65%
Middlesex County	0%	0%	100%	0%	0%	100%	0%	0%	100%
<b>Total #</b>	<b>226</b>	<b>84</b>	<b>107</b>	<b>198</b>	<b>115</b>	<b>104</b>	<b>139</b>	<b>173</b>	<b>105</b>
<b>Total %</b>	<b>54%</b>	<b>20%</b>	<b>26%</b>	<b>47%</b>	<b>28%</b>	<b>25%</b>	<b>33%</b>	<b>41%</b>	<b>25%</b>

## 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	Approved	Incomplete	Incomplete
Professional Municipal Management	Evesham Township Fire District	Approved	Incomplete	Incomplete
Professional Municipal Management	Maple Shade	Approved	Approved	Approved
Professional Municipal Management	Moorestown	Approved	Approved	Incomplete
Professional Municipal Management	Willingboro	Incomplete	Incomplete	Incomplete





**Professional Municipal Management JIF  
Cumulative Savings Summary  
1/1/2022 – 9/30/2022**

<b>2022</b>	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% SAVINGS</b>
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	\$62,108.74	60%
JUNE	82	\$154,621.88	\$38,472.66	\$116,149.22	75%
JULY <sup>1</sup>	124	\$738,812.74	\$286,528.57	\$452,284.17	61%
AUGUST	87	\$46,807.67	\$15,982.98	\$30,824.69	66%
SEPTEMBER	67	\$42,443.89	\$13,888.95	\$28,554.94	67%
OCTOBER					
NOVEMBER					
DECEMBER					
<b>TOTALS</b>	<b>786</b>	<b>\$2,225,338.19</b>	<b>\$705,861.45</b>	<b>\$1,519,476.74</b>	<b>68%</b>

<b>2021</b>	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% SAVINGS</b>
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 – 9/30/2022**

	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% SAVINGS</b>
Hospital	16	\$546,466.32	\$195,499.93	\$350,966.39	64%
Ambulatory Surgical Center	9	\$440,724.41	\$152,767.55	\$287,956.86	65%
Neurosurgery	24	\$422,975.00	\$57,826.50	\$365,148.50	86%
Orthopedic Surgery	74	\$312,826.97	\$67,486.43	\$245,340.54	78%
Physical therapy	402	\$153,560.66	\$36,812.00	\$116,748.66	76%
Neurology	6	\$143,484.00	\$74,572.63	\$68,911.37	48%
Anesthesiology	13	\$36,566.00	\$19,829.52	\$16,736.48	46%
Durable Medical Equipment	20	\$33,704.70	\$24,869.95	\$8,834.75	26%
Occupational Medicine	59	\$25,950.32	\$12,019.47	\$13,930.85	54%
Behavioral Health	49	\$18,597.00	\$12,423.57	\$6,173.43	33%
General Surgery	13	\$18,017.00	\$9,611.36	\$8,405.64	47%
Emergency Medicine	11	\$14,847.00	\$13,446.65	\$1,400.35	9%
MRI/Radiology	26	\$14,841.00	\$7,149.90	\$7,691.10	52%
Inpatient Rehabilitation	6	\$14,611.26	\$3,952.00	\$10,659.26	73%
Urgent Care	26	\$8,251.01	\$6,015.10	\$2,235.91	27%
Vascular Surgery	1	\$6,100.00	\$2,673.89	\$3,426.11	56%
Ambulance	8	\$5,907.00	\$3,024.00	\$2,883.00	49%
Urgent Care Center	6	\$1,945.02	\$1,433.11	\$511.91	26%
Other	1	\$1,104.40	\$1,054.40	\$50.00	5%
Physical Medicine & Rehab	3	\$1,080.00	\$877.00	\$203.00	19%
Internal Medicine	2	\$1,014.00	\$688.14	\$325.86	32%
Optometrists	5	\$930.00	\$890.00	\$40.00	4%
Sports Medicine	2	\$764.50	\$167.37	\$597.13	78%
Laboratory Services	2	\$508.62	\$507.66	\$0.96	0%
Cardiovascular/Thoracic Surgery	1	\$360.00	\$161.74	\$198.26	55%
Otolaryngology (ENT)	1	\$202.00	\$101.58	\$100.42	50%
<b>Grand Total</b>	<b>786</b>	<b>\$2,225,338.19</b>	<b>\$705,861.45</b>	<b>\$1,519,476.74</b>	<b>68%</b>



**Professional Municipal Management JIF**  
**Top 10 Providers**  
**1/1/2022 – 9/30/2022**

	UNITS OF SERVICE	APPROVED	SPECIALTY
COOPER HEALTH SYSTEMS	2	\$135,518.45	Hospital
FELLOWSHIP SURGICAL CENTER, LLC	2	\$85,595.41	Ambulatory Surgery Center
COASTAL SPINE, PC. NEUROPHYSIOLOGIC INTERPRETIVE SPECIALISTS LLC	18	\$63,381.70	Neurosurgery
PREMIER SURGICAL CENTER, LLC	2	\$42,140.00	Neuro-monitoring
PREMIER SURGICAL CENTER, LLC	2	\$36,324.75	Ambulatory Surgery Center
PREMIER ORTHOPAEDIC & SPORTS MED ASSOC OF SNJ	12	\$25,181.71	Orthopedics
ACCURATE MONITORING, LLC	2	\$25,134.00	Neuro-monitoring
PREMIER ORTHOPEDIC OF SOUTH JERSEY	26	\$22,330.06	Orthopedics
BUCKS COUNTY HOSPITAL	2	\$21,888.43	Hospital
KENNEDY HEALTH	4	\$21,427.98	Hospital
<b>Grand Total</b>	<b>72</b>	<b>\$478,922.49</b>	

# ***APPENDIX I - MINUTES***

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – OCTOBER 25, 2022  
EVESHAM TOWNSHIP MUNICIPAL BUILDING  
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, Secretary	Township of Maple Shade	Present
Robert Corrales	Township of Evesham	Present
Dwyane Harris	Township of Willingboro	Absent

**ALTERNATE FUND COMMISSIONER:**

Richard Brevogel	Township of Willingboro	Absent
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**SPECIAL FUND COMMISSIONER:**

Unappointed

**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Bradford C. Stokes,</b> <b>Karen A. Read</b> <b>Crystal M. Chuck</b>
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Treasurer	<b>Thomas J. Tontarski</b>
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Attorney	Helmer, Conley & Kasselman <b>William Kearns, Esquire</b>
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Claims Service	Qual Lynx <b>Kathy Kissane</b>
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Safety Director	J.A. Montgomery Risk Control <b>Glenn Prince</b> <b>Harry Earl</b>
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**ALSO PRESENT:**

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

**APPROVAL OF MINUTES:** September 27, 2022 Open & Closed Minutes

**MOTION TO APPROVE CLOSED MINUTES OF SEPTEMBER 27, 2022:**

Moved:	Commissioner Corrales
Second:	Commissioner Danson
Vote:	3 Ayes - 0 Nays.

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**CORRESPONDENCE:** NONE.

**EXECUTIVE DIRECTOR:**

**2023 Budget Introduction** – Executive Director advised in the agenda on **Page 3** was the proposed 2023 Budget for review and discussion. Executive Director reported the budget is an average 11.67% increase over the 2022 budget for a total of \$4,600,097.

Total Loss Fund reported an increase at 14.10% and Expenses maintained a contractual increase of 2%.

The Executive Director advised the increase in the POL/EPL premium is slightly higher at 5.11%, but that is based on claim activity.

**MOTION TO INTRODUCE THE 2023 BUDGET AND SCHEDULE A PUBLIC HEARING ON TUESDAY NOVEMBER 22, 2022 AT 2:00 PM**

Moved: Commissioner Danson  
Second: Commissioner Corrales  
Vote: 3 Ayes - 0 Nays.

**Closed Year Dividend** - The Fund Office has reviewed the available dividend from closed year accounts and has recommended the release of \$200,000. In addition, an EJIF dividend in the amount of \$119,999 is already in the budget as a deduction in the premiums. Enclosed on **Page 4** of the agenda was the proposed assessments and a breakdown of the distribution for the dividend.

On **Page 5** was **Resolution 22-24** authorizing the release of a dividend representing a total of \$200,000 from closed year accounts.

**MOTION TO ADOPT RESOLUTION 22-24 AUTHORIZING THE RELEASE OF A DIVIDEND IN THE AMOUNT OF \$200,000 FROM CLOSED YEAR ACCOUNTS, SUBJECT TO STATE APPROVAL**

Moved: Commissioner Corrales  
Second: Commissioner Danson  
Vote: 3 Ayes - 0 Nays.

**Professional Service Agreements** – Executive Director reported all the Fund’s professional service agreements are up for renewal in 2023. Letters to all professionals asking for a fee proposal along with other required bid forms were sent out from the fund office. They are due back this week; a report will be provided next month.

**Cyber JIF Resolution, Agreement and Representative:** Cyber Security claims has outpaced premiums almost from the outset. Our premiums have doubled the last two years. As a result, the MEL Board of Fund Commissioners worked on forming a separate Joint Insurance Fund. In order to manage this risk, we need more members to implement minimum risk control standards.

Enclosed in the agenda was a copy of the budget introduced for Cyber JIF based on all MEL members JIFs joining. Executive Director reported that in addition to funding for retained claims, excess premiums, and

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administration – a portion of the budget is dedicated to loss control services. The MEL asked members to execute a Resolution and Agreement to join and to appoint a representative so the interim board can hold a zoom public hearing on the budget on November 11, 2022.

**Motion to adopt Resolution #22-25 to join the Cyber Joint Insurance Fund and authorize the Fund Chairman to execute the Indemnity & Trust Agreement.**

**Motion to elect Thomas Merchel as the PMM JIF’s representative to the NJ Cyber Risk Management Fund.**

Moved: Commissioner Danson  
Second: Commissioner Corrales  
Vote: 3 Ayes - 0 Nays.

**Cyber Security Status Report:** D2 Cyber Security continues to work with member entities in the enrollment & training process of the program. Enclosed in the agenda was a report from D2 showing the status of each member.

**Residual Claims Fund (RCF)** The public hearing on the RCF budget was held on October 19, 2022. Enclosed in Appendix II was a copy of the RCF’s 2023 Proposed Operating Budget. A review of that meeting will appear in next month’s agenda.

**Environmental JIF-** The budget was introduced in September and a public hearing was held on October 19, 2022. Enclosed in Appendix II was a copy of the EJIF’s 2023 Proposed Budget, as introduced. A review of that meeting will appear in next month’s agenda.

**MEL -** The MEL’s 2023 budget introduction was held on October 19, 2022. Enclosed in Appendix II was a copy of the proposed budget. A review of that meeting will appear in next month’s agenda.

**Due Diligence Reports:** Monthly report submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial 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 July 31, 2022 shows the fund’s surplus over \$3.5 million and \$7.3 million in cash and August 31, 2022, at \$3.4 million and \$7.0 million in cash. Executive Director reported the Claim Activity Report showed 14 more open claims for the month of September. The funds Loss Ratio Analysis is trending ahead of the actuary’s projection at 36% and we stand at 42%. Claims Activity Report showed the fund’s Loss Time Accident Frequency, is at 1.08 for the month of September.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** Attorney Kearns reported on the decisions made by the Supreme Court and discussed how it could affect municipalities and what Members should do to stay in compliance with statutes. Attorney Kearns discussed the Pension System case that he is currently following. Chairman Merchel discussed key points of the case.

**TREASURER:**

**Payment of October 2022 Vouchers Resolution 22-26**

Fund Year 2022	42,902.58
<b>Total</b>	<b>42,902.58</b>

**MOTION TO APPROVE RESOLUTIONS 22-26 VOUCHER LIST FOR THE MONTHS OF AUGUST & SEPTEMBER**

Moved: Commissioner Danson  
Second: Commissioner Corrales  
Vote: 3 Ayes - 0 Nays.

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

<b>September</b>	
<b>2022</b>	60,495.80
<b>2021</b>	1,311.25
<b>2020</b>	5,878.53
<b>2019</b>	36,447.50
<b>2018</b>	1,684.00
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>105,817.08</b>

Treasurer's Report Made Part of Minutes.

**UNDERWRITING MANAGER:**

**REPORT:** Executive Director advised there was 3 certificates issued from 8/22/2022 to 09/22/2022. Also included in the agenda was the cyber compliance report for the second version of the MEL Cyber Risk Management Program with 60% of our members approved.

**SAFETY DIRECTOR:**

**REPORT:** Glenn Prince reviewed the risk control activities through the month of September, 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 67% and a year-to-date savings of 68%. Ms. Beatty then asked if there were any questions and concluded her report.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:**

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**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**

Moved: Commissioner Corrales  
Second: Commissioner Danson  
Vote: 3 Ayes - 0 Nays.

**MOTION TO INTO OPEN SESSION**

Moved: Commissioner Danson  
Second: Commissioner Corrales  
Vote: 3 Ayes - 0 Nays.

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

Moved: Commissioner Corrales  
Second: Commissioner Danson  
Vote: 3 Ayes - 0 Nays.

**MOTION TO ADJOURN MEETING:**

Moved: Commissioner Corrales  
Second: Commissioner Danson  
Vote: 3 Ayes - 0 Nays.

**MEETING ADJOURNED: 2:44pm**

**NEXT REGULAR MEETING: November 22, 2022**

**Willingboro Township Municipal Building at 2:00PM**

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Crystal Chuck, Assisting Secretary for  
**SUSAN DANSON, SECRETARY**

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***APPENDIX II – October MEL, RCF, EJIF  
& November EJIF Report***



## Municipal Excess Liability Joint Insurance Fund

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

**Date:** October 19, 2022  
**To:** Board of Fund Commissioners  
Professional Municipal Management Joint Insurance Fund  
**From:** Chairman Thomas Merchel  
**Subject:** October MEL Report

### □ Management Committee:

**2023 Budget:** The Board introduced the 2023 Budget on first reading. Executive Director discussed the factors driving the 16% increase including a state mandated 9.9% increase in Workers' Compensation weekly benefit rates, the transfer of permanent disability claims from the pension system to workers' compensation, and COVID claims. New Jersey now has the highest workers' compensation rates in the country. He also mentioned the increase in liability costs because of the 2021 Supreme Court decision in *Gonzales v Jersey City*, the jump in cyber-attacks, and the large increase in property insurance rates because of continuing natural disasters and the 11% increase in construction costs. Public hearing has been scheduled for Wednesday, November 16, 2022 at 12:30 pm in the Sheraton Hotel Steel Pier Room, Atlantic City NJ.

**Competitive Contract Request for Proposals (CCRF) and/or Professional Services:** The MEL issued Competitive Contracting RFPs for the positions noted below. RFP was for the period of 2020 through 2022 with an option to renew for a 4<sup>th</sup> and 5<sup>th</sup> year. The board accepted the recommendation of the Management Committee to extend the following contracts for a 4<sup>th</sup> term at reorganization.

- Online Webinars/VCS Video
- Risk Management Info System/Origami Risk (Expiring May 2023)
- Management & Supervisory Safety Training/LaMendola Associates
- Marketing Consultant/Acrisure LLC
- Marketing Manager/Princeton Strategic Communications

The board also accepted the Management Committee's recommendation to award Professional Service Agreements: The Canning Group (QPA), Craig Domelewski (Coverage Council) Thomas Germinario (Land Use Coverage Matters); Matthew Giacobbe (Model Employment Practices Manual at the MEL Reorganization meeting. In addition, Committee approved a professional service agreement with Princeton Public Affairs for extraordinary legislative matters, at a fee of \$5,00 per month.

- **Qualified Purchasing Agent/The Canning Group LLC** – A proposal for 2023 was submitted for \$15,000 annual.
- **Special Legal Counsel – Coverage/ Craig Domelewski, Esq. of Dughi, Hewit & Domalewski P.C.** Expiring fees are \$195/hour for attorneys &

\$95/hour for paralegals.

- **Special Legal Counsel - Land Use/Thomas Germinario Esq.** Expiring fees are \$180 per hour not to exceed \$7,000.
- **Lobbying Consultant/Princeton Public Affairs Group** - Periodically, the MEL has engaged Princeton Public Affairs Group to assist the MEL with extraordinary matters arise from either regulations or legislation issues. We have asked them to assist us with legislation to address budget cap/levy matters concerning insurance. Enclosed is Resolution 36-22 entering into a professional service agreement with Princeton Public Affairs Group at a monthly fee of \$5,000.
- **Employment Practices Liability Manual & Special Legal Counsel – Cannabis Legalization/Matthew Giacobbe of Cleary, Giacobbe, Alfieri, Jacobs LLC** – The MEL will need to review and update the Model Employment Practices Risk Control Program. Expiring fees are \$190/hour not to exceed \$7,500.

**Meeting Tablets:** Management Committee reported on its follow up discussion to the suggestion that the MEL consider providing electronic devices (tablets) to its board members.

**2023 Meeting Dates:** The MEL JIF meets six times over the course of a year. Three meetings are scheduled just after holidays. The board is considering rescheduling the June and September dates. Due to various conflicts, new suggested dates will be circulated for review in advance of the November meeting.

- ❑ **MEL Cyber Liability JIF:** A special MEL Board of Fund Commissioners meeting was held on October 4, 2022 to present the proposed operating budget and other formation business; included in Appendix II are the minutes of that meeting. MEL affiliated JIFs have been asked to consider adopting a Resolution to join the Cyber JIF. In addition, each participating JIF is being asked to elect its representative in advance of the November 1, 2022 Cyber JIF Interim Board meeting. Underwriting Manager said the JIF is working with the Chertoff Group on the development of updated Cyber Risk Control Standards. There will be some “grandfathering” on coverage terms for members based on their levels of compliance with current program. To date, 48% of members are complaint with Tier 1, 42% with Tier 2 and 30% with Tier 3. Underwriting Manager distributed information to members on changes in coverages and risk management standards for 2023.
- ❑ **Safety & Education Committee:** Committee is scheduled to meet virtually on November 4, 2022 at 1:00 pm.
- ❑ **Legislative Committee:** Committee is scheduled to meet on November 16, 2022 at 10:30AM at the Sheraton Hotel Atlantic City, NJ. Committee Chairman said committee is working to see if the bill that would allow for some items to be outside the cap can be amended to include additional insurance items be exempted from the appropriations and levy cap.
- ❑ **Marketing Committee:** Committee met on October 6, 2022; Minutes were submitted to the board for information.
- ❑ **RCF Report:** A copy of Commissioner Clarke’s report of the RCF September meeting submitted to the board for information. A public hearing on the 2023 budget will be

held on October 19th at 10:30.

- ❑ **Claims Committee:** The Claims Review Committee met on September 7, 2022; 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.
- ❑ **Middlesex JIF \_** - Following Executive Session, the board voted to deny the Middlesex JIF's request for the MEL to reconsider its non-renewal.



## Municipal Excess Liability Residual Claims Fund

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

October 19, 2022

Memo to: Board of Fund Commissioners  
Professional Municipal Management Joint Insurance Fund  
From: Chairman Thomas Merchel  
Re: RCF October 2022 Meeting

**2023 Budget:** A Public Hearing was held and the enclosed 2023 operating budget was reviewed and adopted by the Board of Fund Commissioners.

**2018 Claim Transfers:** A motion was passed asking all members of the RCF Fund to adopt the attached resolution at their October / November meeting to transfer their 2018 claim liabilities to the RCF. Assessments to local JIFs will be determined by the valuation as of December 31, 2022.

**Claims Committee:** The Claims Review Committee met on September 7<sup>th</sup> and also the morning of the Oct. 19<sup>th</sup>. Minutes of the September meeting were enclosed under separate cover.

**Next Meeting:** The next meeting of the RCF is the 2023 Reorganization scheduled for **Thursday January 5, 2023** at 10:30AM at the Forsgate County Club. The January meeting is moved to Thursday to accommodate the holidays.



**New Jersey Municipal Environmental  
Risk Management Fund**

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

DATE: October 19, 2022  
TO: Board of Fund Commissioners  
Professional Municipal Management Joint Insurance Fund  
  
FROM: Chairman Thomas Merchel  
SUBJECT: Summary of Topics Discussed at E-JIF Meeting

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**2023 BUDGET** - At the September Executive Committee meeting, the fund year 2023 budget was introduced. In accordance with the regulations, the budget was advertised in the Fund's official newspaper and sent to each member. The Public Hearing for the budget was held at this meeting. For reference, a copy of the budget, which had slightly increased due to changes in membership, is included in this report.

A motion to adopt the budget for the New Jersey Municipal Environmental Risk Management Fund Joint Insurance Fund as presented for fund year 2023 and to certify annual assessments, based upon the adopted 2023 budget for member Joint Insurance Funds was approved.

**FUND QPA CONTRACT RENEWAL** – The Executive Committee authorized the renewal of The Canning Group's professional services contract, without competitive bidding, to serve as the Fund's Qualified Purchasing Agent in 2023 for a fee not to exceed \$5,000.

**PFOA/PFAS 2023 COVERAGE** – The Fund office confirmed a claims sweep letter and the endorsement was distributed to all members the week of September 12<sup>th</sup>. The letter was sent via certified mail to member clerks and via email to all Fund Commissioners and Risk Management Consultants.

**EJIF DIVIDEND** – As authorized by the Executive Committee, the Fund office filed the request for approval of the EJIF's \$3,300,000 dividend with the State and received the response approving the action.

**STORMWATER VIDEOS** – the first in the series of updated Stormwater videos has been uploaded to the MEL MSI website.

**NEXT MEETING**- The next meeting of the EJIF is scheduled for November 9, 2022 at 9:30am via Zoom.

NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND					
2023 ADOPTED BUDGET BASED ON 2010 CENSUS & 1/3rd Change to 2020 CENSUS					
	10/6/2022	2022	2023		
		TOTAL	TOTAL	CHANGE	
I. Claims and Excess Insurance				\$	
Claims				%	
1 Third Party (Non-Site Specific)		420,232	423,792	3,560	0.8%
2 On Site Cleanup (Site Specific)		231,697	232,402	705	0.3%
3 PO Pollution Liability		154,463	152,657	(1,806)	-1.2%
4 Tank Systems		215,795	221,010	5,215	2.4%
5 DMA Waste Sites (Superfund Buyout)		1,214,388	1,248,593	34,205	2.8%
6 LFC		21,239	21,239	-	0.0%
7 Total Loss Fund		2,257,814	2,299,693	41,879	1.9%
8					
9 II. Expenses, Fees & Contingency					
10 Professional Services					
11 Actuary		62,500	62,500	-	0.0%
12 Attorney		90,425	92,233	1,808	2.0%
13 Auditor		17,275	17,620	345	2.0%
14 Executive Director		333,858	340,535	6,677	2.0%
15 Treasurer		21,305	21,731	426	2.0%
16 Legislative Agent		45,000	45,000	-	0.0%
17 Underwriting Managers		264,429	269,718	5,289	2.0%
18 Environmental Services		472,911	482,370	9,459	2.0%
19 Claims Administration		31,254	31,879	625	2.0%
20					
21 Subtotal - Contracted Prof Svcs		1,338,957	1,363,586	24,629	1.8%
22					
23 Non-Contracted Services					
24 Expenses contingency		28,203	28,203	-	0.0%
25 Member Testing		8,326	8,326	-	0.0%
26					
27 Subtotal - Non-contracted svcs		36,529	36,529	-	0.0%
28					
29 Subtotal-Contracted/Non-contracted svcs		1,375,486	1,400,115	24,629	1.8%
30					
31 Excess Aggregate Insurance		546,249	546,249	-	0.0%
32					
33 General Contingency		219,611	185,721	(33,890)	-15.4%
34					
35 Total Exp, Fees & Contingency		2,141,346	2,132,085	(9,261)	-0.4%
36					
37 TOTAL JIF APPROPRIATIONS		4,399,160	4,431,778	32,618	0.7%
38					
39 *LFC = Members not based on population (i.e. Parking Auth, Health Commissions, Fire Dept, OMUA)					





**New Jersey Municipal Environmental  
Risk Management Fund**

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

DATE: November 9, 2022

TO: Board of Fund Commissioners  
Professional Municipal Management Joint Insurance Fund

FROM: Chairman Thomas Merchel

SUBJECT: Summary of Topics Discussed at E-JIF Meeting

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**APPOINTMENT OF EXCESS CARRIER** – The Underwriting Manager is in final discussions for the 2023 excess coverage. The Executive Committee passed a motion to adopt Resolution #29-22 appointing Ascot Specialty Insurance Company as the E-JIF Excess Carrier for Fund Year 2023 as there is confidence that the premiums will remain flat. The Executive Committee also authorized the Budget/Finance Committee to enter into the required agreements for 2023 for reinsurance and / or excess liability coverage in the event it is needed.

**NOMINATING COMMITTEE**- The Nominating Committee will meet to discuss the 2023 slate. Their recommended slate will be presented at the Fund's January 5, 2023 reorganization meeting.