

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND  
MEETING AGENDA  
NOVEMBER 23, 2021 – 1:00 PM**

MEETING BEING HELD TELEPHONICALLY AT:

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

MEETING ALSO AVAILABLE AT:

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

**In accordance with the Open Public Meetings Act, notice of this meeting was provided by:**

- I. Sending sufficient notice to the Burlington County Times**
- II. Advance written 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 23, 2021**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2021 COMMISSIONERS**
  
- APPROVAL OF MINUTES:** October 26, 2021 Open Minutes..... **Appendix I**  
October 26, 2021 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**  
.November 2021 Voucher List - Resolution Nos. 21-26..... **Page 12**  
.Treasurer's Reports ..... **Page 13**
  
  - SAFETY DIRECTOR – J.A. Montgomery Risk Control**  
.Monthly Report..... **Page 19**
  
  - UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**  
.Monthly Certificate Report ..... **Page 22**  
.Cyber Risk Management Compliance – Grandfathered List to January 1, 2022..... **Page 23**  
.Cyber Risk Management Compliance – Version 2 - As of October 2021 ..... **Page 24**
  
  - MANAGED CARE – Qual Care**  
.Monthly Report..... **Page 25**
  
  - CLAIMS SERVICE – Qual Lynx**
  
  - OLD BUSINESS**
  - NEW BUSINESS**
  - PUBLIC COMMENT**
  
  - EXECUTIVE SESSION – If Needed**
  
  - MEETING ADJOURNED**
-

## Professional Municipal Management Joint Insurance Fund

2 Cooper Street  
Camden, NJ 08102

Date: November 23, 2021

Memo to: Fund Commissioners  
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

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- 2022 Budget** – At the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2022 in the amount of \$4,119,387 that represents a 4.38% increase over last year’s budget. In accordance with state regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality/entity. **(Page 3)**
  - Motion to open the Public Hearing on the 2022 Budget.**
  - Discussion of Budget & Assessments.**
  - Motion to close the Public Hearing.**
  - Motion to adopt the 2022 Budget & Certify Assessments.**
  
- Residual Claims Fund (RCF):** The public hearing on the RCF 2022 budget was held on October 20, 2021 at the Forsgate Country Club and the 2022 budget was adopted. A copy of Chairman Merchel’s report is enclosed in Appendix II.
  
- Environmental JIF:** The public hearing on the EJIF 2022 budget was held on October 20, 2021 at the Forsgate Country Club and the 2022 budget was adopted. Enclosed is a copy of Chairman Merchel’s report in Appendix II.
  
- MEL Report:** The MEL met on October 20, 2021 at the Forsgate Country Club and scheduled its public hearing at its next meeting at 12:30 on November 17, 2021 in the Steel Pier Room at the Sheraton Hotel, Atlantic City. Enclosed is a copy of Chairman Merchel’s report in Appendix II.
  
- MEL, RCF & EJIF Representative** - The fund should elect its representative to the MEL, RCF & EJIF for the 2022 Fund Year.
  - Motion to elect \_\_\_\_\_ as the Professional Municipal Management Joint Insurance Fund's 2022 representative to the Municipal Excess Liability Joint Insurance Fund.**

- ❑ **Motion to elect \_\_\_\_\_ as the Professional Municipal Management Joint Insurance Fund's 2022 representative to the Residual Claims Fund Joint Insurance Fund.**
- ❑ **Motion to elect \_\_\_\_\_ as the Professional Municipal Management Joint Insurance Fund's 2022 representative to the Environmental Joint Insurance Fund.**
- ❑ **RCF 2017 Fund Year Rollover** – The Residual Claims Fund board adopted a resolution accepting the transfer of member JIF’s Fund Year 2017. Enclosed on **Page 4** is **Resolution 21-25** authorizing the transfer of the PMM JIF’s 2017 claim liabilities to the RCF.
  - ❑ **Motion to Approve Resolution 21-25 Authorizing the Transfer of Fund Year 2017 to the RCF**
- ❑ **Employment Practices Compliance Program:** Please visit the MEL webpage to review all the elements of the MEL’s EPL Compliance Program. **Please note the deadline to complete the program requirements has been extended to November 1, 2021.** Please use the following link to view an outline of the MEL program and its model documents:
 

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

This year, the Managers & Supervisors Training can be met by attending the Instructor led webinar: “*Protecting Children from Abuse – Managers/Supervisors*”. The course for Managers includes an Employment Practices component. Attached on **Page 5** is the notice distributed from JA Montgomery on classes scheduled through September.
- ❑ **League Magazine Ad:** Enclosed on **Page 6** is the latest in the series of “Power of Collaboration ads that will appear in the League of Municipalities magazine. The ad highlights the MEL Safety Institute Leadership Academy, which is a four-part course to review risk management and workplace challenges facing public sector managers. Enrollment in the MEL Safety Institute Leadership Academy will be available February 2022.
- ❑ **December Meeting** – The JIF has historically cancelled the December Fund meeting; if the Commissioners wish to follow past procedure, a motion to cancel the meeting would be in order.
 

The Commissioners did pass Resolution 21-11 in February that authorizes fund professionals to continue services and process payments for the months that the Fund does not meet.

❑ **Due Diligence Reports:**

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

	PMM MUNICIPAL JOINT INSURANCE FUND					
	2022 PROPOSED BUDGET					
	Print Date:	10-Nov-21				
				<b>Projected 2022</b>		
	<b>APPROPRIATIONS</b>	<b>Annualized 2021</b>	<b>Projected 2022</b>	<b>\$</b>	<b>%</b>	
	<b>I. Claims and Excess Insurance</b>			<b>CHANGE</b>	<b>CHANGE</b>	
	<b>Claims</b>					
1	Property	168,000	164,000	(4,000)	-2.38%	
2	Liability	347,000	299,000	(48,000)	-13.83%	
3	Auto	55,000	58,000	3,000	5.45%	
4	Workers' Comp.	1,285,000	1,221,000	(64,000)	-4.98%	
5	<b>Workers' Comp. Pension</b>		132,000	132,000	100.00%	
6	LFC - Legislation	45,010	0	(45,010)	-100.00%	
7	Aggregate XS LFC	40,295	0	(40,295)	-100.00%	
8	<b>Subtotal - Claims</b>	<b>1,940,305</b>	<b>1,874,000</b>	<b>(66,305)</b>	<b>-3.42%</b>	
9	<b>Premiums</b>					
10	Crime	3,715	3,746	31	0.83%	
11	Environmental Fund	112,196	113,342	1,146	1.02%	
12	EJIF Dividend	(96,366)	(115,571)	(19,205)	19.93%	
13	MEL	651,526	748,451	96,925	14.88%	
14	MEL Property	332,876	430,959	98,083	29.47%	
15	<b>SubTotal Premiums</b>	<b>1,003,947</b>	<b>1,180,927</b>	<b>176,980</b>	<b>17.63%</b>	
16	<b>Total Loss Fund</b>	<b>2,944,252</b>	<b>3,054,927</b>	<b>110,675</b>	<b>3.76%</b>	
17						
18	<b>II. Expenses, Fees &amp; Contingency</b>					
19						
20	Claims Adjustment	146,927	149,866	2,939	2.0%	
21	Managed Care	90,888	92,706	1,818	2.0%	
22	Loss Fund Management	20,163	20,566	403	2.0%	
23	Litigation Mangement	18,312	18,678	366	2.0%	
24	Safety Director	18,789	19,165	376	2.0%	
25	Law Enforcement Service	5,306	5,412	106	2.0%	
26	<b>General Expense</b>	600	600	0	0.0%	
27	Safety Incentive Program	10,250	10,250	0	0.0%	
28	MEL Safety Institute	18,951	19,497	546	2.9%	
29	Administration	118,173	120,536	2,363	2.0%	
30	Actuary	40,880	41,698	818	2.0%	
31	Auditor	24,061	24,542	481	2.0%	
32	Attorney	21,498	21,928	430	2.0%	
33	Treasurer	18,582	18,954	372	2.0%	
34	Internal Auditor	4,469	4,558	89	2.0%	
35	Right to Know	0	20,000	20,000	100.0%	
36	Underwriting Manager	6,217	6,341	124	2.0%	
37	Property Appraisal	0	0	0		
38						
39	Misc. Expense & Contingency	9,943	9,943	0	0.00%	
40						
41	<b>Total Fund Exp &amp; Contingency</b>	<b>574,009</b>	<b>605,240</b>	<b>31,231</b>	<b>5.44%</b>	
42	RMC Fees	77,513	80,979	3,466	4.47%	
43						
44						
45	<b>Total JIF Excl POL/EPL</b>	<b>3,595,774</b>	<b>3,741,146</b>	<b>145,372</b>	<b>4.04%</b>	
46	<b>XLPOL/EPL Premiums</b>					
47	POL/EPL Premium	332,307	358,498	26,191	7.88%	
48	Vol Directors & Officers	2,190	2,190	0	0.00%	
49	Land Use Liability	16,278	17,553	1,275	7.83%	
50	<b>Total POL/EPL Premium</b>	<b>350,775</b>	<b>378,241</b>	<b>27,466</b>	<b>7.83%</b>	
51	<b>Total JIF Incl POL/EPL</b>	<b>3,946,549</b>	<b>4,119,387</b>	<b>172,838</b>	<b>4.38%</b>	

**RESOLUTION NO. 21-25**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
TRANSFER 2017 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>
2017	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 12/31/21

**Attest:**

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**THOMAS MERCHEL**  
Chairperson

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**RICHARD BREVOGEL**  
Secretary



This program satisfies the MEL mandatory requirement for 2021 Managers and Supervisors Risk Management training for both Employment Practices and Protecting Children. It is also recommended that Elected Officials take this course if they have not yet completed protecting children training.

The 2021 Employment Practices training for Elected Officials is a separate program that can be found on the MEL Website at: <https://njmel.org/mel-safety-institute/local-officials-training/>.

The dates for the live 2021 Managers and Supervisors Training for Employment Practices and Protecting Children are listed below.

<i>Date</i>	<i>Time</i>		
7/13/2021	9:00 a.m. - 11:00 a.m.	<a href="#"><u>REGISTER</u></a>	
8/12/2021	1:00 p.m. - 3:00 p.m.	<a href="#"><u>REGISTER</u></a>	
9/21/2021	9:00 a.m. - 11:00 a.m.	<a href="#"><u>REGISTER</u></a>	
10/19/2021	9:00 a.m. - 11:00 a.m.	<a href="#"><u>REGISTER</u></a>	<i>NOTE: Last sessions available in 2021 to comply with the NJMEL training requirements.</i>
11/10/2021	9:00 a.m. - 11:00 a.m.	<a href="#"><u>REGISTER</u></a>	
12/7/2021	9:00 a.m. - 11:00 a.m.	<a href="#"><u>REGISTER</u></a>	

**MSI LIVE Guidelines:**

To maintain the integrity of the virtual training and our ability to offer CEUs, J.A. Montgomery Consulting must abide by the rules of the State agency who 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.

**About Zoom Training:**

- A Zoom account is not needed to attend a class. Attendees can login and view the presentations from a laptop, smartphone, or tablet.
- Registration is required. Once registered you will receive the link for your class, be sure to save the link on your calendar to access the day of training.
- Students must be present in the class within 5 minutes of the start time for their attendance to be recorded in their learning histories.
- Group attendance is recorded in the learning histories of those present by the Administrators of the MSI and NJCE. Sign-in sheets should be submitted within 24 hours.
- Please click [here](#) for informative Zoom operation details.

**Questions?**

MSI members call Andrea Felip at the MSI Helpline (866) 661-5120  
 NJCE members call Natalie Dougherty at (856) 552-4738





# MEL SAFETY INSTITUTE LEADERSHIP ACADEMY

## An Opportunity to Strengthen Management Skills

The MEL Safety Institute has developed the Leadership Academy to strengthen the management skills of public sector supervisors.

Available free to MEL members, the MSI Leadership Academy offers an extensive curriculum addressing the issues facing public sector managers. Enrollment will be available beginning in February, 2022.

Four mandatory courses reviewing risk management and workplace challenges, ethics and basic leadership skills are included in the curriculum.

Elective courses provide training on a broad range of subjects addressing operational issues.

Participants who complete the mandatory courses and four electives within two years will be honored as MSI Leadership Academy graduates and receive a plaque commemorating their achievement.

**FOR MORE INFORMATION CONTACT THE MEL SAFETY  
INSTITUTE 732-735-5213.**

"MSI staff conducted a thorough analysis of the managerial skills needed in today's public sector workplace, and developed course offerings tailored to the challenges faced every day by MEL/JIF members."

**TOM MERCHEL**  
*MEL Chairperson  
and Manager/CFO,  
Moorestown*

**MEL**



THE POWER OF  
COLLABORATION

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



Professional Municipal Mgmt Joint Insurance Fund

CLAIMS MANAGEMENT REPORT

EXPECTED LOSS RATIO ANALYSIS

AS OF **October 31, 2021**

**FUND YEAR 2017 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	58	MONTH	57	MONTH	46	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-21		30-Sep-21		31-Oct-20	
PROPERTY	185,329	164,630	88.83%	100.00%	88.83%	100.00%	88.83%	100.00%
GEN LIABILITY	483,019	350,431	72.55%	97.02%	72.55%	96.96%	82.44%	95.07%
AUTO LIABILITY	53,346	101,203	189.71%	95.69%	189.71%	95.43%	189.71%	91.84%
WORKER'S COMP	1,332,335	1,096,620	82.31%	99.83%	81.83%	99.80%	81.00%	99.28%
TOTAL ALL LINES	2,054,029	1,712,885	83.39%	99.08%	83.08%	99.04%	84.87%	98.16%
NET PAYOUT %	\$1,481,426		72.12%					

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

	Budget	Limited	46	MONTH	45	MONTH	34	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-21		30-Sep-21		31-Oct-20	
PROPERTY	181,000	91,226	50.40%	100.00%	50.40%	100.00%	53.16%	100.00%
GEN LIABILITY	428,966	91,934	21.43%	95.07%	25.16%	94.71%	26.09%	88.77%
AUTO LIABILITY	47,555	80,830	169.97%	91.84%	169.97%	91.45%	98.92%	85.94%
WORKER'S COMP	1,313,000	1,547,118	117.83%	99.28%	117.85%	99.20%	107.50%	97.68%
TOTAL ALL LINES	1,970,521	1,811,107	91.91%	98.25%	92.74%	98.11%	84.58%	95.67%
NET PAYOUT %	\$1,473,866		74.80%					

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

	Budget	Limited	34	MONTH	33	MONTH	22	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-21		30-Sep-21		31-Oct-20	
PROPERTY	189,999	192,013	101.06%	100.00%	101.75%	100.00%	104.10%	98.69%
GEN LIABILITY	413,752	365,350	88.30%	88.77%	88.81%	88.03%	57.50%	76.91%
AUTO LIABILITY	44,262	11,760	26.57%	85.94%	26.57%	85.26%	26.57%	73.57%
WORKER'S COMP	1,275,000	1,646,635	129.15%	97.68%	128.48%	97.46%	103.16%	91.80%
TOTAL ALL LINES	1,923,013	2,215,759	115.22%	95.73%	114.96%	95.40%	91.66%	88.86%
NET PAYOUT %	\$1,285,439		66.85%					

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

	Budget	Limited	22	MONTH	21	MONTH	10	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-21		30-Sep-21		31-Oct-20	
PROPERTY	171,000	116,295	68.01%	98.69%	74.69%	98.04%	31.96%	76.00%
GEN LIABILITY	376,171	84,886	22.57%	76.91%	22.57%	75.57%	8.00%	42.00%
AUTO LIABILITY	47,021	20,378	43.34%	73.57%	43.34%	71.98%	26.81%	40.00%
WORKER'S COMP	1,319,715	1,106,192	83.82%	91.80%	83.74%	90.74%	30.86%	42.00%
TOTAL ALL LINES	1,913,907	1,327,750	69.37%	89.04%	69.91%	87.95%	26.36%	44.99%
NET PAYOUT %	\$614,527		32.11%					

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

	Budget	Limited	10	MONTH	9	MONTH	-2	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Oct-21		30-Sep-21		31-Oct-20	
PROPERTY	168,000	237,678	141.48%	76.00%	119.76%	68.00%	N/A	N/A
GEN LIABILITY	333,052	99,760	29.95%	42.00%	27.51%	36.00%	N/A	N/A
AUTO LIABILITY	52,789	7,277	13.78%	40.00%	11.89%	35.00%	N/A	N/A
WORKER'S COMP	1,330,010	392,720	29.53%	42.00%	28.15%	33.00%	N/A	N/A
TOTAL ALL LINES	1,883,851	737,435	39.15%	44.98%	35.75%	36.71%	N/A	N/A

**Professional Municipal Mgmt Joint Insurance Fund  
CLAIM ACTIVITY REPORT**

**COVERAGE LINE - PROPERTY**

**CLAIM COUNT - OPEN CLAIMS**

Year	2017	2018	2019	2020	2021	TOTAL
September-21	0	0	4	7	9	20
October-21	0	0	4	7	11	22
NET CHGE	0	0	0	0	2	2
Limited Reserves						<b>\$2,462</b>
Year	2017	2018	2019	2020	2021	TOTAL
September-21	\$0	\$0	\$2,862	\$10,248	\$82,627	\$95,737
October-21	\$0	\$0	\$1,544	\$11	\$52,618	\$54,173
NET CHGE	\$0	\$0	(\$1,318)	(\$10,237)	(\$30,009)	(\$41,564)
Ltd Incurred	\$164,630	\$91,226	\$192,013	\$116,295	\$237,678	\$801,843

**COVERAGE LINE - GENERAL LIABILITY**

**CLAIM COUNT - OPEN CLAIMS**

Year	2017	2018	2019	2020	2021	TOTAL
September-21	2	2	6	9	19	38
October-21	2	2	5	9	27	45
NET CHGE	0	0	-1	0	8	7
Limited Reserves						<b>\$10,236</b>
Year	2017	2018	2019	2020	2021	TOTAL
September-21	\$28,876	\$58,626	\$261,137	\$34,408	\$90,378	\$473,425
October-21	\$27,622	\$42,626	\$257,815	\$34,408	\$98,141	\$460,612
NET CHGE	(\$1,254)	(\$16,000)	(\$3,322)	\$0	\$7,764	(\$12,813)
Ltd Incurred	\$350,431	\$91,934	\$365,350	\$84,886	\$99,760	\$992,361

**COVERAGE LINE - AUTO LIABILITY**

**CLAIM COUNT - OPEN CLAIMS**

Year	2017	2018	2019	2020	2021	TOTAL
September-21	0	1	0	3	3	7
October-21	0	1	0	3	4	8
NET CHGE	0	0	0	0	1	1
Limited Reserves						<b>\$3,102</b>
Year	2017	2018	2019	2020	2021	TOTAL
September-21	\$0	\$14,268	\$0	\$6,476	\$4,225	\$24,969
October-21	\$0	\$14,113	\$0	\$6,476	\$4,225	\$24,814
NET CHGE	\$0	(\$155)	\$0	\$0	\$0	(\$155)
Ltd Incurred	\$101,203	\$80,830	\$11,760	\$20,378	\$7,277	\$221,449

**COVERAGE LINE - WORKERS COMP.**

**CLAIM COUNT - OPEN CLAIMS**

Year	2017	2018	2019	2020	2021	TOTAL
September-21	7	8	18	31	33	97
October-21	7	7	17	33	35	99
NET CHGE	0	-1	-1	2	2	2
Limited Reserves						<b>\$20,317</b>
Year	2017	2018	2019	2020	2021	TOTAL
September-21	\$199,046	\$316,193	\$673,343	\$676,299	\$217,019	\$2,081,899
October-21	\$203,837	\$280,502	\$670,961	\$672,329	\$183,788	\$2,011,417
NET CHGE	\$4,791	(\$35,690)	(\$2,381)	(\$3,970)	(\$33,231)	(\$70,482)
Ltd Incurred	\$1,096,620	\$1,547,118	\$1,646,635	\$1,106,192	\$392,720	\$5,789,285

**TOTAL ALL LINES COMBINED**

**CLAIM COUNT - OPEN CLAIMS**

Year	2017	2018	2019	2020	2021	TOTAL
September-21	9	11	28	50	64	162
October-21	9	10	26	52	77	174
NET CHGE	0	-1	-2	2	13	12
Limited Reserves						<b>\$14,661</b>
Year	2017	2018	2019	2020	2021	TOTAL
September-21	\$227,922	\$389,087	\$937,342	\$727,430	\$394,248	\$2,676,029
October-21	\$231,459	\$337,241	\$930,320	\$713,224	\$338,772	\$2,551,016
NET CHGE	\$3,537	(\$51,845)	(\$7,022)	(\$14,207)	(\$55,476)	(\$125,014)
Ltd Incurred	\$1,712,885	\$1,811,107	\$2,215,759	\$1,327,750	\$737,435	\$7,804,937

**2021 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS**

October 31, 2021				
FUND	2021 LOST TIME FREQUENCY	2020 LOST TIME FREQUENCY	2019 LOST TIME FREQUENCY	TOTAL RATE * 2021 - 2019
Monmouth County	0.85	0.88	1.28	1.01
Burlington County Municipal JIF	0.90	1.19	1.25	1.13
Camden County	0.95	1.26	1.42	1.23
Professional Municipal Management	1.11	1.25	2.40	1.61
Morris County	1.12	1.28	1.57	1.34
Bergen County	1.17	1.25	1.52	1.32
Suburban Municipal	1.21	1.58	1.81	1.55
Central New Jersey	1.29	1.50	1.52	1.44
NJ Public Housing Authority	1.33	1.59	1.80	1.59
Ocean County	1.37	1.51	1.88	1.60
Suburban Metro	1.41	1.73	1.83	1.70
Gloucester, Salem, Cumberland Counties Municipal JIF	1.43	1.56	1.80	1.61
NJ Utility Authorities	1.52	2.29	2.57	2.16
Atlantic County Municipal JIF	1.67	1.84	2.65	2.07
South Bergen County	1.96	1.81	1.69	1.81
<b>AVERAGE</b>	<b>1.29</b>	<b>1.50</b>	<b>1.80</b>	<b>1.54</b>



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

**Professional Municipal Management Joint Insurance Fund**  
**Annual Regulatory Filing Check List**  
**Year 2021 as of November 1, 2021**

<b><u>Item</u></b>	<b><u>Filing Status</u></b>
<input type="checkbox"/> 2021 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	Filed
<input type="checkbox"/> State Comptroller Audit Filing	Filed
<input type="checkbox"/> Ethics Filing	On Line Filing

**RESOLUTION NO. 21-26**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
BILLS LIST - NOVEMBER 2021**

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

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

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

<u>FUND YEAR 2021</u>			
<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001755			
001755	QUAL-LYNX	TPA 11/21	12,003.93
			<b>12,003.93</b>
001756			
001756	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 11/21	2,007.92
			<b>2,007.92</b>
001757			
001757	PERMA RISK MANAGEMENT SERVICES	POSTAGE 10/21	30.95
001757	PERMA RISK MANAGEMENT SERVICES	EXEC DIRECTOR 11/21	11,528.00
			<b>11,558.95</b>
001758			
001758	THE ACTUARIAL ADVANTAGE	ACTUARY 11/21	3,406.67
			<b>3,406.67</b>
001759			
001759	QUALCARE, INC.	MANAGED CARE 11/21	7,497.65
			<b>7,497.65</b>
001760			
001760	THOMAS TONTARSKI	TREASURER 11/21	1,548.50
			<b>1,548.50</b>
001761			
001761	HELMER, CONLEY & KASSELMAN, PA	LITIGATION MGT 11/21	1,526.00
001761	HELMER, CONLEY & KASSELMAN, PA	ATTORNEY 11/21	1,791.50
			<b>3,317.50</b>
001762			
001762	CONNER STRONG & BUCKELEW	UNDERWRITING MGR 11/21	519.00
			<b>519.00</b>
001763			
001763	ACCESS	ARC SERVICE & STORAGE 10.31.2021	103.46
			<b>103.46</b>
		<b>Total Payments FY 2021</b>	<b>41,963.58</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>41,963.58</b>

\_\_\_\_\_  
Chairperson

Attest:

Dated:

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

\_\_\_\_\_  
Treasurer



November 14, 2021

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

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

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

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

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

#### INVESTMENT INTEREST:

Interest received or accrued for the period totaled \$ 4,883.64. This generated an average annual yield of .78%. However, we have an unrealized net loss of \$ 26,643.13 adjusting the reported yield to -3.46% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,783.871.09.

#### RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 932.04 /YTD \$ 65,091.89  
Salvage Receipts \$ 1,800.00  
Overpayment Reimbursements \$ 1,104.73

#### CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 118 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 \$ 177,686.73.

#### 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 \$ 7,669,480.44 to a closing balance of \$ 7,433,050.61 showing a decrease in the fund of \$ 236,429.83.

**BILL LIST FOR THE PERIOD:**

Vouchers to be submitted for your consideration at the scheduled meeting show on the accompanying bill list.

The information contained in this summary of the document provided in this report. Other detailed information is contained in the attached documents or a more specific explanation on any question can be obtained by contacting me at 609-744-3597.

Respectfully Submitted,

Thomas J. Tontarski  
Treasurer

**PROFESSIONAL MUNICIPAL MANAGEMENT JIF  
SUBROGATION REPORT 2021**

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

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

Current Fund Year: 2021 Month Ending: October		Property	Liability	Auto	Workers Comp	LFC	POL/EPL	MEL	EJIF	Admin	TOTAL
OPEN BALANCE		141,859.47	1,563,795.53	54,049.71	2,893,570.11	107,525.34	14,053.26	337,787.97	(410,057.30)	2,966,896.35	7,669,480.44
<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		1,800.00	0.00	0.00	2,036.77	0.00	0.00	0.00	0.00	0.00	3,836.77
Invest Pymnts		(432.18)	(4,144.38)	(311.44)	(7,668.57)	(284.96)	(37.25)	(895.20)	(1.17)	(7,862.89)	(21,638.04)
Invest Adj		(1.78)	(17.05)	(1.28)	(31.52)	(1.17)	(0.15)	(3.69)	0.00	(32.33)	(88.97)
Subtotal Invest		(433.96)	(4,161.43)	(312.72)	(7,700.09)	(286.13)	(37.40)	(898.89)	(1.17)	(7,895.22)	(21,727.01)
Other *		1,993.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,993.00
<b>TOTAL</b>		<b>3,359.04</b>	<b>(4,161.43)</b>	<b>(312.72)</b>	<b>(5,663.32)</b>	<b>(286.13)</b>	<b>(37.40)</b>	<b>(898.89)</b>	<b>(1.17)</b>	<b>(7,895.22)</b>	<b>(15,897.24)</b>
<b>EXPENSES</b>											
Claims Transfers		67,106.08	2,864.17	1,155.15	106,561.33	0.00	0.00	0.00	0.00	0.00	177,686.73
Expenses		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	41,913.82	41,913.82
Other *		0.00	0.00	0.00	932.04	0.00	0.00	0.00	0.00	0.00	932.04
<b>TOTAL</b>		<b>67,106.08</b>	<b>2,864.17</b>	<b>1,155.15</b>	<b>107,493.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>41,913.82</b>	<b>220,532.59</b>
<b>END BALANCE</b>		<b>78,112.43</b>	<b>1,556,769.93</b>	<b>52,581.84</b>	<b>2,780,413.42</b>	<b>107,239.21</b>	<b>14,015.86</b>	<b>336,889.08</b>	<b>(410,058.47)</b>	<b>2,917,087.31</b>	<b>7,433,050.61</b>

**REPORT STATUS SECTION**

**Report Month: October**

**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	October					
CURRENT FUND YEAR	2021					
Description:	ASSET MGR	OPERATING ACCT 7307	CLAIMS ACCT. 7326	ADMIN. EXPENSE 7350	JCMI	
ID Number:						
Maturity (Yrs)						
Purchase Yield:						
TOTAL for All Accts & instruments						
Opening Cash & Investm	\$7,669,481.09	81.00	3,561,653.89	100,000.00	1,000.00	4,006,746.20
Opening Interest Accrua	\$32.48	32.48	-	-	-	-
1 Interest Accrued and/or	-\$32.48	-\$32.48	\$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	-\$88.97	\$0.00	\$0.00	\$0.00	\$0.00	-\$88.97
5 Interest Paid - Cash Inst	\$5,005.09	-\$95.36	\$1,243.46	\$0.00	\$0.00	\$3,856.99
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	-\$26,643.13	\$0.00	\$0.00	\$0.00	\$0.00	-\$26,643.13
8 Net Investment Income	-\$21,759.49	-\$127.84	\$1,243.46	\$0.00	\$0.00	-\$22,875.11
9 Deposits - Purchases	\$1,024,512.64	\$14.36	\$4,897.73	\$177,686.73	\$41,913.82	\$800,000.00
10 (Withdrawals - Sales)	-\$1,239,215.46	\$0.00	-\$1,019,614.91	-\$177,686.73	-\$41,913.82	\$0.00
Ending Cash & Investment	\$7,433,051.26	\$0.00	\$2,548,180.17	\$100,000.00	\$1,000.00	\$4,783,871.09
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$393,477.35	\$0.00	\$0.00	\$26,272.30	\$367,205.05	\$0.00
(Less Deposits in Transit)	-\$100.10	\$0.00	-\$100.10	\$0.00	\$0.00	\$0.00
Balance per Bank	\$7,826,428.51	\$0.00	\$2,548,080.07	\$126,272.30	\$368,205.05	\$4,783,871.09



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

Month		October							
Current Fund Year		2021							
Policy Year	Coverage	1.	2.	3.	4.	5.	6.	7.	8.
		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
2021	Property	118,568.56	66,491.43	0.00	185,059.99	185,059.99	0.00	0.00	0.00
	Liability	1,242.28	376.50	0.00	1,618.78	1,618.78	0.00	0.00	0.00
	Auto	2,051.82	1,000.00	0.00	3,051.82	3,051.82	(0.00)	(0.00)	0.00
	Workers Comp	157,368.36	51,664.60	100.10	208,932.86	208,932.86	0.00	0.00	0.00
	<b>Total</b>	<b>279,231.02</b>	<b>119,532.53</b>	<b>100.10</b>	<b>398,663.45</b>	<b>398,663.45</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
2020	Property	117,469.11	614.65	1,800.00	116,283.76	116,283.76	(0.00)	(0.00)	0.00
	Liability	50,478.04	0.00	0.00	50,478.04	50,478.04	0.00	0.00	0.00
	Auto	13,901.92	0.00	0.00	13,901.92	13,901.92	0.00	0.00	0.00
	Workers Comp	428,776.63	6,091.00	1,004.63	433,863.00	433,863.00	0.00	0.00	0.00
	<b>Total</b>	<b>610,625.70</b>	<b>6,705.65</b>	<b>2,804.63</b>	<b>614,526.72</b>	<b>614,526.72</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
2019	Property	190,469.66	0.00	0.00	190,469.66	190,469.66	0.00	0.00	0.00
	Liability	106,301.68	1,233.50	0.00	107,535.18	107,535.18	0.00	0.00	0.00
	Auto	11,760.28	0.00	0.00	11,760.28	11,760.28	(0.00)	(0.00)	0.00
	Workers Comp	964,776.95	11,829.00	932.04	975,673.91	975,673.91	0.00	0.00	(0.00)
	<b>Total</b>	<b>1,273,308.57</b>	<b>13,062.50</b>	<b>932.04</b>	<b>1,285,439.03</b>	<b>1,285,439.03</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	49,307.49	0.00	0.00	49,307.49	49,307.49	(0.00)	(0.00)	0.00
	Auto	66,562.37	155.15	0.00	66,717.52	66,717.52	(0.00)	0.00	(0.00)
	Workers Comp	1,231,200.45	35,414.97	0.00	1,266,615.42	1,266,615.42	0.00	0.00	0.00
	<b>Total</b>	<b>1,438,296.00</b>	<b>35,570.12</b>	<b>0.00</b>	<b>1,473,866.12</b>	<b>1,473,866.12</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>
2017	Property	164,630.35	0.00	0.00	164,630.35	164,630.35	0.00	0.00	0.00
	Liability	321,555.46	1,254.17	0.00	322,809.63	322,809.63	0.00	0.00	0.00
	Auto	101,203.37	0.00	0.00	101,203.37	101,203.37	(0.00)	(0.00)	0.00
	Workers Comp	891,220.83	1,561.76	0.00	892,782.59	892,782.59	0.00	0.00	0.00
	<b>Total</b>	<b>1,478,610.01</b>	<b>2,815.93</b>	<b>0.00</b>	<b>1,481,425.94</b>	<b>1,481,425.94</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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL</b>	<b>5,080,071.30</b>	<b>177,686.73</b>	<b>3,836.77</b>	<b>5,253,921.26</b>	<b>5,253,921.26</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>



# SAFETY DIRECTOR REPORT

## Professional Municipal Management Joint Insurance Fund

**TO:** Fund Commissioners, Safety Coordinators, and Risk Managers  
**FROM:** Keith Hummel, JIF Safety Director  
**DATE:** November 2, 2021

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

<p>Keith Hummel Associate Public Sector Director <a href="mailto:khummel@jamontgomery.com">khummel@jamontgomery.com</a> Office: 856-552-6862</p>	<p>Glenn Prince Assistant Public Sector Director <a href="mailto:gprince@jamontgomery.com">gprince@jamontgomery.com</a> Office: 856-552-4744</p>	<p>Chief Harry Earle (Ret.) Law Enforcement Risk Control Consultant <a href="mailto:hearle@jamontgomery.com">hearle@jamontgomery.com</a> Office: 856-446-9277</p>
<p>Robert Garish Senior Risk Control Consultant <a href="mailto:rgarish@jamontgomery.com">rgarish@jamontgomery.com</a> Office: 856-552-4650</p>	<p>Melissa Meccariello Administrative Assistant <a href="mailto:mmeccariello@jamontgomery.com">mmeccariello@jamontgomery.com</a> Office: 856-479-2070</p>	<p>Jonathan Czarnecki Risk Control Consultant <a href="mailto:jczarnecki@jamontgomery.com">jczarnecki@jamontgomery.com</a> Office: 856-446-9205</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

- Township of Moorestown on October 4, 2021
- Township of Maple Shade on October 13, 2021
- Township of Moorestown on October 15, 2021

#### LAW ENFORCEMENT LOSS CONTROL SURVEYS

- Township of Maple Shade on October 4, 2021

#### MEETINGS ATTENDED

- Claims Committee Meeting on October 26, 2021
- Executive Committee Meeting on October 26, 2021

**MEL SAFETY INSTITUTE (MSI)**

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

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

**MSI SAFETY DIRECTOR**

- MSI Special Announcement
- Cathy's Law – Guidance and Best Practices
- Lightning Detection
- Leaf Collection Best Practices

**MSI LAW ENFORCEMENT**

- Domestic Violence Involving Police Officers

**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
Moorestown	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@iamontgomery.com](mailto:afelip@iamontgomery.com).

## Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 9/22/2021 To 10/22/2021

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Township of Moorestown I - Township of Moorestown	111 West 2nd Street Moorestown, NJ 08057	JIF Blanket Crime: Evidence of Public Employee Dishonesty (Employees & Volunteers) - Coverage O; Forgery and Alteration - Coverage B; Theft, Disappearance and Destruction - Coverage C; Robbery and Safe Burglary - Coverage D; and Computer Fraud with Funds Transfer - Coverage F. Coverage O includes Municipal Court employees not required by law to be individually bonded. Coverage O excludes all Statutory positions (those positions required by law to be individually bonded). MEL Crime Policy: Evidence of Statutory Bond Coverage Coverage O applies to Statutory Court positions such as Magistrate, Court Clerk, Court Administrator and the position of Fire District Treasurer. Evidence of insurance as respects to Statutory Bond coverage for Thomas Merchel - CFO/Treasurer, Effective: 04/19/21 and Jennifer DellaValle - Tax Collector, Effective: 10/07/2021	10/7/2021 #3068871	OTH
<b>Total # of Holders: 1</b>				

Professional Municipal Management JIF Status of Cyber Compliance  
Grandfathered list until January 1, 2022

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

Professional Municipal Management	Maple Shade	Approved	Approved
Professional Municipal Management	Moorestown	Approved	Approved
Professional Municipal Management	Willingboro	Approved	Approved

## Professional Municipal Management JIF Status of Cyber Compliance Version 2 as of October 28, 2021

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

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





**Professional Municipal Management JIF  
Cumulative Savings Summary  
1/1/2021 – 10/31/2021**

2021	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	71	\$49,418.31	\$18,116.06	\$31,302.25	63%
FEBRUARY	53	\$100,192.29	\$38,782.95	\$61,409.34	61%
MARCH	117	\$107,299.91	\$36,605.79	\$70,694.12	66%
APRIL	82	\$57,978.50	\$17,851.88	\$40,126.62	69%
MAY	148	\$328,523.97	\$89,924.87	\$238,599.10	73%
JUNE	133	\$193,453.35	\$71,157.92	\$122,295.43	63%
JULY	67	\$30,631.51	\$8,409.85	\$22,221.66	73%
AUGUST	97	\$75,211.07	\$21,514.42	\$53,696.65	71%
SEPTEMBER	64	\$107,120.45	\$34,394.77	\$72,725.68	68%
OCTOBER	54	\$132,579.04	\$6,470.60	\$68,508.44	52%
NOVEMBER					
DECEMBER					
<b>TOTALS</b>	<b>886</b>	<b>\$1,182,408.40</b>	<b>\$343,229.11</b>	<b>\$781,579.29</b>	<b>66%</b>

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



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

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



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

	UNITS OF SERVICE	APPROVED	SPECIALTY
VIRTUA WILLINGBORO HOSPITAL, INC.	11	\$54,387.37	Hospital
FELLOWSHIP SURGICAL CENTER, LLC	3	\$27,733.00	Ambulatory Surgery Center
VIRTUA WEST JERSEY HEALTH INC	7	\$23,459.47	Hospital
COASTAL SPINE, PC.	10	\$21,777.61	Neurology/Neurosurgery
STRIVE PHYSICAL THERAPY	251	\$20,825.00	Physical Therapy
ATLANTICARE REGIONAL MEDICAL CENTER	2	\$18,934.68	Hospital
VIRTUA MEMORIAL HOSPITAL BURLINGTON	4	\$18,387.98	Hospital
COOPER HEALTH SYSTEMS	1	\$16,757.25	Hospital
EMERGENCY PHYSICIAN ASSOC OF SJ	18	\$16,035.00	Emergency Medicine
IVY REHAB NETWORK, INC	165	\$15,560.00	Physical Therapy
<b>Grand Total</b>	<b>472</b>	<b>\$233,857.36</b>	

# ***APPENDIX I - MINUTES***



**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – OCTOBER 26, 2021  
ZOOM  
1:00 PM**

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

**ROLL CALL OF 2021 FUND COMMISSIONERS:**

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

**SPECIAL FUND COMMISSIONER:**

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

Executive Director/Administrator	PERMA Risk Management Services <b>Bradford Stokes</b> <b>Karen A. Read</b> <b>Rachel Chwastek</b>
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Treasurer	<b>Tom Tontarski</b>
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Attorney	Helmer, Conley & Kasselmann <b>William Kearns, Esquire</b>
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Auditor	Bowman & Company
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Claims Service	Qual Lynx <b>Kathy Kissane</b>
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	PERMA <b>Robyn Walcoff</b>
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Safety Director	J.A. Montgomery Risk Control <b>John Saville</b>
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Managed Care Organization	QualCare <b>Karen Beatty</b>
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Underwriting Manager	Conner Strong & Buckelew <b>Edward Cooney</b> <b>Jonathon Tavares</b>
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**ALSO PRESENT:**

Maureen Mitchell, Evesham Fire District  
Michael Avalone, Conner Strong & Buckelew  
Joe Razanno, Fairview Insurance  
Larry Graham, Fairview Insurance

**APPROVAL OF MINUTES: SEPTEMBER 28, 2021 - Open & Closed Minutes**

**MOTION TO APPROVE OPEN AND CLOSED MINUTES OF SEPTEMBER 28, 2021:**

Moved: Commissioner Danson  
Second: Commissioner Corrales  
Vote: 4 Ayes, 0 Nays (1 Abstention – Brevogel)

**CORRESPONDENCE:** None.

**EXECUTIVE DIRECTOR:**

**2022 Budget Introduction** – The Executive Director advised enclosed in the agenda was the proposed 2022 Budget for review and discussion. The Executive Director reported the Fund did well with their loss funds from the actuary, with some lines decreasing slightly. There is a new line, Workers' Compensation Pension based on a Department of Labor decision, that accidental disability claims that were previously paid by the pension, are now budgeted in the Central Fund. The previously budgeted lines for the new sexual abuse molestation and fire fighter presumption legislation have not materialized, so that line item has been zeroed out. There are three to years of money tucked away in the event those claims do appear. Additionally the aggregate excess loss fund contingency has been zeroed out, which is the MEL cancelling their Retro program. The EJIF is only increasing 1.02% which is very helpful and the EJIF Dividend is one of the largest they have ever distributed. The MEL premiums are increasing, the loss funds up 3.76%.

Chairman Merchel added, from being the at MEL meetings, property has been affected some of the storms that have come through. Additionally, cyber security events are also increasing and becoming a very expensive issue.

The Executive Director added the MEL renewal was flat last year, as no one knew what to expect with the pandemic, and that turned into increase this year on the renewal. Contractual increases at 2 percent are also included in the budget. A new line item for Right to Know has been added this year to contract with JA Montgomery for those services.

Chairman Merchel added that his town's people who are currently doing the Right to Know services are very happy to transfer this responsibility to JA Montgomery.

The Executive Director advised the increase in the EPL/POL premium is on the high side at 7.88%, but that is based on claim activity.

The budget is a 4.38% increase over the 2021 budget for a total of \$4,119,387. The Executive Director then reviewed the 2022 Proposed Assessments and advised these would not be official until certification and adoption at the next meeting.

**MOTION TO INTRODUCE THE 2022 BUDGET AND SCHEDULE A  
PUBLIC HEARING ON TUESDAY NOVEMBER 23, 2021 AT 1:00 PM**

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

**Closed Year Dividend** - The Fund Office has reviewed the available dividend from closed year accounts and are recommending the release of \$100,000. In addition, an EJIF dividend in the amount



of \$115,571 is already in the budget as a deduction in the premiums. Enclosed in the agenda was the breakdown of the distribution for the closed year dividend.

Included in the agenda was Resolution 21-23 authorizing the release of a dividend representing a total of \$100,000 from closed year accounts.

**MOTION TO ADOPT RESOLUTION 21-23 AUTHORIZING THE RELEASE OF A DIVIDEND IN THE AMOUNT OF \$100,000 FROM CLOSED YEAR ACCOUNTS, SUBJECT TO STATE APPROVAL**

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

**Professional Service Agreements** – All of the Fund’s professional service agreements are up for renewal in 2022. Letters to all professionals asking for a fee proposal along with other required bid forms. They were due back on October 25<sup>th</sup>, all was returned in a timely fashion and the details will be included in the reorganization meeting in January.

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

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

Chairman Merchel stressed the importance this program. The deductible is \$20,000 with 20% co-insurance up to \$250,000 by completing the program. If you do not complete the program, the deductible is \$100,000 with no cap on the 20% co-insurance.

The Executive Director reported yesterday Police Chief Training was held in Collingswood. There were almost 60 participants.

Commissioner Brevogel asked if Willingboro had attended.

The Executive Director advised he would check on that and report back to the Commissioner.

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

**Residual Claims Fund (RCF):** The public hearing on the RCF budget was held on October 20, 2021, 10:30 a.m. at the Forsgate Country Club. Enclosed in the agenda was a copy of the RCF’s 2022 Proposed Operating Budget. A review of that meeting will appear in next month’s agenda.

**Environmental JIF-** The EJIF’s budget was introduced in September and a public hearing was held on October 20, 2021 at the Forsgate Country Club. Enclosed in the agenda was a copy of the EJIF’s 2022 Proposed Budget, as introduced. A review of that meeting will appear in next month’s agenda.

**MEL** - The MEL's 2022 budget introduction was on October 20, 2021 at the Forsgate Country Club in Jamesburg NJ. Enclosed in the agenda was a copy of the proposed budget. A review of that meeting will appear in next month's agenda.

**League Magazine Ad:** Included in the agenda was the latest in the series of "Power of Collaboration" ad that will appear in the November edition of League of Municipalities magazine. The ad highlights the MEL's quick transition to online training during the pandemic and the value provided to its members through high quality accessible training.

**MEL Cyber Task Force** - October is Cyber Security Awareness month, the task force distributed the attached memorandum included in the agenda. This year's overall theme is "Do your Part. #BeCyberSmart.

The Underwriting Manager reported it was the final week of Cyber Security Awareness month and it's about making cybersecurity a priority or building it into your usual processes. For example, when purchasing new computers or equipment.

Chairman Merchel reported from a bank cybersecurity training, he heard hackers are leaving QR codes, the ones used at restaurants, just on tables, then when unsuspecting patrons scan the QR code, they've downloaded malware. Chairman Merchel asked if these memorandums were still available.

The Underwriting Manager advised they've been emailed out to members, have been included in the agendas, are available on the MEL website and in the MEL App.

**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 August 31, 2021 shows the fund's surplus of \$3.7 million, a little dip from the prior month about \$17,000. 2021 is running a little deficit, which is typical this time of year.. The Fund's Expected Loss Ratio Analysis shows the Fund at 36% the actuary target was 36%. The Fund has 6 less open claims from the prior month. The Loss Time Accident Frequency is 1.09, with a three year of 1.58. The Executive Director asked if there were any questions and then concluded his report.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** Mr. Kearns advised they are watching some Supreme Court cases, both in NJ and Federal, and would have a report on those in the next month or so.

Chairman Merchel asked about the topics.

Mr. Kearns advised the big one he is watching is a case challenging the concealed carry laws in some states. The argument is the second amendment says the right to bear arms shall not be impaired. If the court with the present majority decides you have a constitutional right to carry a weapon, it would impede some state laws, including in NJ.

Commissioner Brevogel asked if he expected any fall out from the vaccination policies.

Mr. Kearns advised it appears to be all over the place and will continue to be, until some cases go through the Supreme Court.

Mr. Avalone then asked about the qualified immunity cases in NJ and asked if that would help our police cases in NJ.

Mr. Kearns advised it should, but there is talk of Congress trying to pass a law to limit qualified immunity.

**TREASURER:** Mr. Tontarski reviewed the treasurer's report with the Fund.

**Payment of October 2021 Vouchers Resolution 21-24**

Fund Year 2021	41,913.82
<b>Total</b>	<b>41,913.82</b>

**MOTION TO APPROVE RESOLUTION 21-24 VOUCHER LIST FOR THE MONTH OF OCTOBER**

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

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

<b>2021</b>	27,482.92
<b>2020</b>	381.25
<b>2019</b>	16,923.15
<b>2018</b>	24,332.51
<b>2017</b>	3,611.17
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>72,731.00</b>

Treasurer's Report Made Part of Minutes.

**SAFETY DIRECTOR:**

**REPORT:** Mr. John Saville advised included in the agenda is all the risk control activities and all bulletins distributed through the month of September. He advised the MSI Now and MSI DVD usage was included in the report. The MEL website includes all currently scheduled training. Mr. Saville asked if there were any questions and then concluded his report.

Monthly Activity Report/Agenda Made Part of Minutes.

**UNDERWRITING MANAGER:**

**REPORT:** Mr. Cooney of the Underwriting Manager's Office advised there were four certificates issued from 8/22/2021 to 9/22/2021. Also included in the agenda were the Fund's Cyber Compliance reports. Those members with grandfathered status will need to be recertified under the Version 2 standards by 1/1/22. The memo outlining the changes between

the two versions was included in the agenda and the full Cyber Risk Management program can be found on the MEL website.

Chairman Merchel confirmed the deductible follows the tier that each member qualifies.

Mr. Cooney advised that is correct. It starts with a \$25,000 deductible per claim, and depending on what tier you are eligible for you can get \$10,000, \$20,000 or all \$25,000 back. Chairman Merchel then asked about the report.

Mr. Cooney advised if there is no entry then nothing has been received by his office.

**MANAGED CARE:**

**REPORT:** Ms. Beatty reported there were 64 bills for September; totaling \$107,120.45 of that \$34,394.77 was paid, for a savings of \$72,725.68, which is a 68% savings. Also included in the agenda were the reports for Savings by Specialty and Top 10 Providers. Ms. Beatty then asked if there were any questions.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:**

**REPORT:** The claims committee met prior to this meeting and asked for approval of the 3 PARS as recommended by the claims committee.

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

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

Report Part of Minutes.

**OLD BUSINESS:** Commissioner Brevogel advised he would meeting with an individual to update their CDL random drug policy to include opiates and also advise how they will handle marijuana. He will then reach out the other Commissioners. Commissioner Brevogel added they had their first DER request from an outside individual regarding CDL compliance with the Clearinghouse Database.

**NEW BUSINESS:** Chairman Merchel hoped that next year they would meet back in person again. He advised it used to be at 2:00PM, if the Fund wanted to change back to that time for 2022. The Commissioners then discussed where to host the meetings. Chairman Merchel advised the meeting used to rotate between the member towns. Everyone agreed to keep the Tuesday, that 2:00PM was a good time and to rotate venues.

The Executive Director advised his office would send something out.

**PUBLIC COMMENT:** NONE

**MOTION TO ADJOURN MEETING:**

Motion:	Commissioner Danson
Second:	Commissioner Wiest
Vote:	Unanimous

**MEETING ADJOURNED: 1:52pm**

**NEXT REGULAR MEETING: November 23, 2021**  
**ZOOM Conference Call 1:00PM**

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Rachel Chwastek, Assisting Secretary for  
**RICHARD BREVOGEL, SECRETARY**

***APPENDIX II***  
***RCF, EJIF & MEL REPORTS***



## Municipal Excess Liability Residual Claims Fund

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

October 20, 2021

Memo to: Fund Commissioners  
Professional Municipal Management Joint Insurance Fund

From: Chairman Thomas Merchel

Re: RCF October Meeting

**2022 Budget:** A Public Hearing was held and the enclosed 2022 operating budget was reviewed and adopted by the Board of Fund Commissioners.

**2017 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 2017 claim liabilities to the RCF. Assessments to local JIFs will be determined by the valuation as of December 31, 2021.

**Nomination Committee:** The recommendations for the 2022 – 2023 RCF Officers for the two-year term are for John Clarke to assume the Chair position and nominate Meghan Champney as Secretary. The slate will be presented for approval at the reorganizational meeting. All other Commissioner appointments will be determined by local Joint Insurance Funds.

**Claims Committee:** The Claims Review Committee met on September 1<sup>st</sup> and also the morning of the Oct. 20<sup>th</sup> Commissioner's meeting; minutes of the September meeting were enclosed under separate cover.

**Next Meeting:** The next meeting of the RCF is the 2022 Reorganization scheduled for **Thursday January 6, 2022** at 10:30AM. The January meeting is moved to Thursday to accommodate the holidays.

<b>MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND</b>				
<b>2022 PROPOSED BUDGET</b>				
	<b>2021 ANNUALIZED</b>	<b>2022 PROPOSED</b>	<b>\$</b>	<b>%</b>
	<b>BUDGET</b>	<b>BUDGET</b>	<b>CHANGE</b>	<b>CHANGE</b>
<b>APPROPRIATIONS</b>				
CLAIMS	0	0	0	
Run-in Claim Receivable	15,000	15,000	0	0%
LOSS FUND CONTINGENCY	0	0		
<b>SUBTOTAL LOSS FUND</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0%</b>
<b>EXPENSES</b>				
ADMINISTRATOR	209,959	214,158	4,199	2%
DEPUTY ADMINISTRATOR	71,421	72,849	1,428	2%
ATTORNEY	43,467	44,336	869	2%
CLAIMS SUPERVISION & AUDIT	62,835	64,092	1,257	2%
TREASURER	40,810	41,626	816	2%
AUDITOR	24,107	24,589	482	2%
ACTUARY	43,038	43,899	861	2%
MISCELLANEOUS	25,294	25,800	506	2%
<b>SUBTOTAL</b>	<b>520,931</b>	<b>531,349</b>	<b>10,418</b>	<b>2%</b>
EXPENSE CONTINGENCY	136,639	139,651	3,012	2%
<b>TOTAL BUDGET</b>	<b>657,570</b>	<b>671,000</b>	<b>13,430</b>	<b>2%</b>







**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 20, 2021  
TO: 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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**2022 BUDGET** - At the September Executive Committee meeting, the Fund introduced a budget for fund year 2022. 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, as introduced, follows this report.

A motion to adopt a budget for the New Jersey Municipal Environmental Risk Management Fund Joint Insurance Fund as presented for fund year 2022 and to certify annual assessments, based upon the adopted 2022 budget for member Joint Insurance Funds was approved.

**EJIF DIVIDEND** - The request for approval of the EJIF's \$3,100,000 dividend was filed with the State on October 4, 2021. We await their approval. Once approval is received, checks will be issued.

**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 2022 for a fee not to exceed \$5,000.

**NEXT MEETING**- The next meeting of the EJIF is scheduled for November 10, 2021 at 9:30am via Zoom.

NEW JERSEY MUNICIPAL ENVIRONMENTAL RISK MANAGEMENT FUND					
2022 ADOPTED BUDGET BASED ON 2010 CENSUS					
10/21/2021 10:05					
	2021	2022			
	TOTAL	TOTAL	CHANGE	CHANGE	
			\$	%	
<b>I. Claims and Excess Insurance</b>					
<b>Claims</b>					
1	Third Party (Non-Site Specific)	418,373	417,023	(1,350)	-0.3%
2	On Site Cleanup (Site Specific)	236,857	229,926	(6,931)	-2.9%
3	PO Pollution Liability	159,379	153,284	(6,095)	-3.8%
4	Tank Systems	214,719	214,146	(573)	-0.3%
5	DMA Waste Sites (Superfund Buyout)	1,184,281	1,205,116	20,835	1.8%
6	LFC	29,002	20,739	(8,263)	-28.5%
7	<b>Total Loss Fund</b>	<b>2,242,611</b>	<b>2,240,234</b>	<b>(2,377)</b>	<b>-0.1%</b>
8					
<b>II. Expenses, Fees &amp; Contingency</b>					
<b>Professional Services</b>					
11	Actuary	62,500	62,500	-	0.0%
12	Attorney	87,974	89,733	1,759	2.0%
13	Auditor	16,936	17,275	339	2.0%
14	Executive Director	324,812	331,308	6,496	2.0%
15	Treasurer	20,887	21,305	418	2.0%
16	Legislative Agent	45,000	45,000	-	0.0%
17	Underwriting Managers	257,265	262,410	5,145	2.0%
18	Environmental Services	460,098	469,300	9,202	2.0%
19	Claims Administration	30,407	31,015	608	2.0%
20					
21	<b>Subtotal - Contracted Prof Svcs</b>	<b>1,305,879</b>	<b>1,329,846</b>	<b>23,967</b>	<b>1.8%</b>
22					
<b>Non-Contracted Services</b>					
24	Expenses contingency	27,989	27,989	-	0.0%
25	Member Testing	8,326	8,326	-	0.0%
26					
27	<b>Subtotal - Non-contracted svcs</b>	<b>36,315</b>	<b>36,315</b>	<b>-</b>	<b>0.0%</b>
28					
29	<b>Subtotal-Contracted/Non-contracted s</b>	<b>1,342,194</b>	<b>1,366,161</b>	<b>23,967</b>	<b>1.8%</b>
30					
31	Excess Aggregate Insurance	508,143	533,550	25,407	5.0%
32					
33	General Contingency	225,137	225,137	-	0.0%
34					
35	<b>Total Exp, Fees &amp; Contingency</b>	<b>2,075,474</b>	<b>2,124,848</b>	<b>49,374</b>	<b>2.4%</b>
36					
37	<b>TOTAL JIF APPROPRIATIONS</b>	<b>4,318,085</b>	<b>4,365,082</b>	<b>46,997</b>	<b>1.1%</b>



## Municipal Excess Liability Joint Insurance Fund

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**Date:** October 20, 2021  
**To:** Fund Commissioners  
Professional Municipal Management Joint Insurance Fund  
**From:** Chairman Thomas Merchel  
**Subject:** October MEL Report

**Board of Fund Commissioners – Morris JIF & Special Commissioner:** Commissioner Jon Rheinhardt left Wharton-Morris JIF to pursue a new opportunity. We wish him all best. Executive Director introduced Morris JIF’s new alternate Commissioner Adam Brewer. In addition, Executive Director introduced the Special Commissioner, appointed by the Morris JIF, Carolyn Rinaldi. With the addition of Middlesex JIF as the MEL’s the 20<sup>th</sup> member of the MEL, the Bylaws call for the appointment of a Special Commissioners when there is a tie, which is rotated alphabetically. For 2021, that appointment falls to the Morris JIF

Mr. Rheinhardt served as Committee Chair on the MEL Audit & Investment Committees; Chairman Merchel has volunteered to fill the committee vacancies for the remainder of the year.

**Management Committee:** Committee met on October 7<sup>th</sup> to discuss the following items and made the noted recommendations.

**2022 Rate Table & Budget –** Board of Fund Commissioners introduced a 2022 Rate Table and Budget - reflecting an overall increase 9.9% when applying the 2021 exposures and limits against the 2022 rate table to provide a comparison.

Executive Director reviewed the issues driving the increase: the impact of global, national and state disasters such as hurricanes, excess heat, fires and flood. The impact of the erosion of Title 59 in New Jersey’s courts and recent amendment in the sexual molestation statute of limitations - which will increase total liability costs by an estimated 6% (although the MEL was able to restructure its program in 2021 by increasing its retention to offset premium increases). The impact of a recent Department of Labor decision that increase workers’ compensation by 11% by directing governmental entities to pay workers’ compensation on many accidental disability claims that were paid by the pension plans before the change. The significant increase in cyber loss experience, although a smaller percentage of the JIF and MEL

losses, premiums are doubling each year. At the rate of increasing and costly loss experience, Executive Director there may come a time where the MEL may not even be able to purchase this coverage.

Public Hearing scheduled for Wednesday, November 17, 2021 at 12:30 pm in the Steel Pier Room in the Sheraton Hotel, Atlantic City, NJ.

**Retrospective Premium:** In 2016, the MEL implemented a retrospective premium program where each member's liability and workers' compensation claims fund assessment is discounted, but subject to an additional assessment if a JIF member's claims exceed the amount collected. The problem is that the MEL's claims often take years (or longer) to develop, requiring local JIFs to maintain a substantial contingency. Committee reviewed the matter and recommends the eliminating the program.

**2022 Meeting Dates and Times:** Board accepted the recommendation of the Management Committee to scheduled three of the MEL meetings on Thursday in order to avoid conflicts with holidays. Below is the proposed schedule for 2022.

**Thursday January 6, 2022 - Reorganization**

March 25, 2022 – *Meeting & Retreat*

**Thursday June 2, 2022 – Year-End Audit**

**Thursday September 8, 2022**

October 19, 2022– *Budget/Rate Table Introduction*

November 16, 2022 – *Budget/Rate Table Adoption*

**Co-op Purchasing Group:** The Cyber Task Force prepared a Request for Proposal for Cyber Training - they were hoping to release that would follow the process we put in place for Emergency Restoration Vendors – which was to identify companies qualified to perform restoration services for public contracts & to put pricing in place. Members are able to select these vendors and enter into contract during an emergency. The MEL's QPA has indicated that the Cyber Training is not an emergency and members could not select vendors using that process for non-emergencies. The QPA then suggested the MEL consider establishing a Cooperative Purchasing Group. Committee authorized the Fund Office to review next steps with MEL QPA to establish a Cooperative Purchasing Group.

**Middlesex JIF:** Management Committee recommended the MEL issue a conditional notice of non-renewal should Middlesex JIF fail to meet underwriting conditions by year-end.

**Coverage Committee:** Committee will be scheduling a meeting in late October or early November.

**Marketing Committee:** Committee met September 28<sup>th</sup>. Committee met and reviewed marketing opportunities. Minutes of the meeting distributed for information.

**Legislative Committee:** Committee met on August 26<sup>th</sup>; Minutes of the meeting distributed for information.

**Safety & Education Committee:** Committee met on October 1<sup>st</sup>; enclosed are the minutes for information. Commissioner Tozzi expressed appreciation for the "Protecting Our Children" instructor led webinar adding that it was informative.

**RCF Report:** The public hearing on the RCF 2022 budget will be held on October 20, 2021 at 10:30AM in the Forsgate Country Club. A copy of Commissioner Clarke’s report on the RCF’s September meeting submitted along with the 2022 Proposed Operating Budget. RCF adopted the budget earlier in the day.

**RCF Membership Renewal:** The Board adopted Resolution 30-21 renewing the Fund’s membership in the Residual Claims Fund for the period of January 1, 2022 through December 31, 2024.

**Power of Collaboration:** Enclosed is the latest in the series of “Power of Collaboration ad that will appear in the League of Municipalities magazine. The ad highlights the MEL’s quick transition to online training during the pandemic and the value provided to its members through high quality accessible training. Mr. Botta, Liability Claims Administrator, said the Power of Collaboration is also the sharing of knowledge and resources amongst the various members of defense panels & provided a recent example to the board.

**Employment Practices Program:** The deadline for EPL Compliance has been extended to November 1<sup>st</sup> to provide MEL members’ additional time to complete the program requirements. Based on member requests, an abbreviated handbook was developed for volunteers as an optional policy. This policy – and all other model policies – and the checklist to be submitted can be found on the MEL website at <https://njmel.org/insurance/public-officials/risk-management-program/>

**Police Chief & Command Staff:** A make-up session was held Thursday September 23, 2021 from 8:30 AM - 11:45 AM in Lyndhurst. An additional training has been scheduled for November 1, 2021 at Montville Senior House from 8:30AM – 11:45AM. Enclosed in the agenda is the training flyer.

**Cyber Task Force:** On March 8<sup>th</sup>, the MEL Cyber Task Force released the updated MEL Cyber Risk Management Program. Members in compliance with the 1<sup>st</sup> version will have “grandfathered status” as compliance until January 1, 2022. The updated program can be found on the MEL website: <https://njmel.org/mel-safety-institute/resource-center/public-officials/public-officials-cyber-risk-control/>

**Claims Committee:** The Claims Review Committee met on September 1, 2021; minutes of that meeting are sent to the full MEL Board separately from the agenda. The Claims Review Committee is scheduled to meet after this meeting.

**Underwriting Manager:** Underwriting Manager submitted and reviewed his marketing report and said the property and liability markets are still difficult. The frequency and severity of property losses has significantly increased over the last 40 years and the impact of social inflation has caused liability settlements to increase 3 x over the last seven years.

**America Cares Act.** Executive Director said the JIFs and the MEL are looking into the possibility of recovering any of the payments made for 2020 covid claims through filings with counties. Board also had a discussion of the factors determining whether employees exposed to or contracting the virus are compensable.



## Municipal Excess Liability Joint Insurance Fund

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To: Board of Fund Commissioners

Date: August 25, 2021

Re: Projected 2022 MEL budget

Attached is the preliminary 2022 budget which projects a 9.9% increase in rates before changes in exposures. The market for excess and reinsurance is increasing at a more rapid pace than at any time since the MEL was created. This is compounded by recent court decisions, legislation, and administrative actions from Trenton that are causing a serious increase in claims.

- Property: \$15,786,823<sup>1</sup> – Coverage for fire, flood, and etc. is increasing 17.8% or \$2,385,343 because of the frequency of natural disasters over the past few years. This has caused a serious increase in prices charged by both the national and international property insurance markets.
- Liability: \$15,207,239<sup>2</sup> - Liability claims are increasing at a rate of 5% to 10% per year because of the erosion of Title 59 in New Jersey's courts. The recent amendment in the Sexual Molestation statute of limitations will increase total liability costs by an estimated 6%. In some cases, towns are being hit with lawsuits based on allegations going back 40 years. However, these increases are being offset by the MEL's decision last fall to self-insure the \$3 million ex \$2 million layer saving \$1,432,378 (46.2%). As a result, the total liability appropriation is a reduction of \$91,780 (0.6%).
- Workers' Compensation: \$11,820,762<sup>3</sup> - A recent Department of Labor decision will increase workers' compensation by 11% by directing governmental entities to pay workers' compensation on many accidental disability claims that were paid by the pension plans before the change. This is on top of continuing increases in Worker's Compensation medical costs and indemnity rates. As a result, the MEL's budget for Workers' Compensation is increasing \$1,317,871 (12.5%).
- Cyber: \$2,815,798<sup>4</sup> - Claims and excess premiums are increasing \$1,342,671 (91.1%) in response to increased cyberattacks on municipal government. The MEL Cyber Task Force is currently studying additional measures to control this cost.

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<sup>1</sup> Property includes budget lines 5 and 17

<sup>2</sup> Liability includes budget lines 1, 2, 3, 6, 13 and 14

<sup>3</sup> Workers' Compensation includes budget lines 4 and 16

<sup>4</sup> Cyber includes budget lines 7 and 15

- Other Coverages: \$525,285<sup>5</sup> - The budgets for the Faithful Performance bonds, surety bonds and the aggregate loss fund account are unchanged.
- Loss Fund Contingency: \$216,126<sup>6</sup> - This is reduced \$368,381 to keep the overall budget increase under 10%.
- Expenses and MEL Safety Institute: 5,407,676<sup>7</sup> – These items are budgeted at a 2% increase and will be reviewed by the MEL Management and Budget Committee before the budget is introduced in October.

Fortunately, the MEL has been able to contain budget increases because several years ago the Commissioners approved an automatic surplus contribution plan that maintains the MEL's surplus in the event claims prove higher than expected. Currently, the MEL and the member JIFs have a combined surplus of almost \$200 million to help smooth increases. This will also allow the MEL to eliminate the retrospective rating plan for the 2022 budget.

The next step is for the Management and Budget Committee to review the draft budget and recommend a budget for introduction at the October 20 meeting.

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<sup>5</sup> Other coverages include budget lines 8, 9, and 10.

<sup>6</sup> Loss Fund Contingency is budget line 19

<sup>7</sup> Expenses and the MEL Safety Institute are budget lines 24 through 46



MUNICIPAL EXCESS LIABILITY JOINT INSURANCE F		Annualized Retro Option (1 = Retro, 2=No Retro)			2
2022 BUDGET FOR RATE DEVELOPMENT					
MUNICIPALITIES ONLY - CURRENT DATA					
		A	B	B-A	B-A
		BUDGET	BUDGET		
APPROPRIATIONS		2021 RATES	2022 RATES	\$	%
I. CLAIMS AND EXCESS INSURANCE PREMIUMS		MUNIS ONLY	MUNIS ONLY	CHANGE	CHANGE
		No Retro			
CLAIMS					
Excess Liability:					
1	To 500K	2,582,424	2,933,915	351,491	13.6%
2	1.5MIL Ex 500K	4,484,672	5,220,818	736,146	16.4%
3	3MIL ex 2MIL	3,097,744	1,665,366	(1,432,378)	-46.2%
4	Excess WC	7,526,082	8,546,286	1,020,204	13.6%
5	Excess Property Claims	3,097,744	4,193,280	1,095,536	35.4%
6	POL/EPL Land Use	1,052,276	1,052,276	-	0.0%
7	Cyber Liability	417,246	709,365	292,119	70.0%
8	Aggregate Excess LFC	13,957	13,957	-	0.0%
9	JIF Faithful Performance Bond	201,104	201,104	-	0.0%
10	Surety Bond	310,224	310,224	-	0.0%
11	<b>Sub Total</b>	<b>22,783,473</b>	<b>24,846,591</b>	<b>2,063,118</b>	<b>9.1%</b>
12	PREMIUMS				
13	Optional Excess Liability	2,443,521	2,614,563	171,042	7.0%
14	Optional Excess POL/EPL	1,638,382	1,720,301	81,919	5.0%
15	Cyber Excess Liability	1,055,881	2,106,433	1,050,552	99.5%
16	Excess WC	2,976,809	3,274,476	297,667	10.0%
17	Excess Property	10,285,732	11,575,543	1,289,811	12.5%
18					
19	Loss Fund Contingency	584,507	216,126	(368,381)	-63.0%
20	<b>Sub Total</b>	<b>18,984,832</b>	<b>21,507,442</b>	<b>2,522,610</b>	<b>13.3%</b>
21	<b>Total Claims &amp; Premiums</b>	<b>41,768,305</b>	<b>46,354,033</b>	<b>4,585,728</b>	<b>11.0%</b>
22					
23	II. EXPENSES				
24	Claims Adjustment	1,072,065	1,093,506	21,441	2.0%
25	Property Adjustment	173,189	176,653	3,464	2.0%
26	Administration	1,223,772	1,248,247	24,475	2.0%
27	Loss Fund Management	138,319	141,085	2,766	2.0%
28	Actuary	52,140	53,183	1,043	2.0%
29	Attorney	46,925	47,864	939	2.0%
30	Deputy Attorney	1,566	1,597	31	2.0%
31	Attorney-OPRA	17,665	18,018	353	2.0%
32	Auditor	29,902	30,500	598	2.0%
33	Treasurer	26,437	26,966	529	2.0%
34	Underwriting Manager	550,387	561,395	11,008	2.0%
35	Reinsurance Manager	317,826	324,183	6,357	2.0%
36	Safety and Education Committee	106,166	108,289	2,123	2.0%
37	Computer Services	146,457	149,386	2,929	2.0%
38	Legislative Committee	28,026	28,587	561	2.0%
39	Internal Audit Committee	61,397	62,625	1,228	2.0%
40	Strategic Planning Committee	30,699	31,313	614	2.0%
41	Coverage Committee	40,663	41,476	813	2.0%
42	Communications Committee	126,368	128,895	2,527	2.0%
43	Expense Contingency	41,202	41,202	-	0.0%
44	<b>Subtotal</b>	<b>4,231,171</b>	<b>4,314,970</b>	<b>83,799</b>	<b>2.0%</b>
45					
46	MEL Safety Institute	1,176,505	1,200,152	23,647	2.0%
47	<b>Total Appropriations</b>	<b>47,175,981</b>	<b>51,869,155</b>	<b>4,693,174</b>	<b>9.9%</b>
48					
49	RMC FEES	214,062	229,397	15,335	7.2%
50	<b>Grand Total</b>	<b>47,390,043</b>	<b>52,098,553</b>	<b>4,708,510</b>	<b>9.9%</b>

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