

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND  
MEETING AGENDA  
JANUARY 24, 2023 – 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 notice of this meeting was filed with the Clerk/Administrator of each member municipalities and,**
- III. Posting this notice on the Public Bulletin Board of all member municipalities**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
MEETING: JANUARY 24, 2023**

- MEETING OF FUND COMMISSIONERS CALLED TO ORDER**
- ROLL CALL OF 2022 COMMISSIONERS**
- APPROVAL OF MINUTES:**
  - November 22, 2022, Open Session..... **Appendix I**
  - November 22, 2022, Closed Session..... **To be distributed**
- CORRESPONDENCE**.....
  - None
  
- ADJOURN MEETING**
  - .Chair vacated - Chairman asks Executive Director to run meeting
  
- EXECUTIVE DIRECTOR CALLS MEETING TO ORDER**
- ROLL CALL OF 2023 FUND COMMISSIONERS**
- ELECTION OF CHAIRMAN AND SECRETARY**
- ATTORNEY SWEARS IN COMMISSIONERS**

**REPORTS**

- EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA**
    - .Executive Director's Report..... **Page 1**
  
  - ATTORNEY - William J. Kearns, Esquire**
  - TREASURER - Thomas Tontarski**
    - .December 2022 Voucher List Resolution 22-31..... **Page 33**
    - .December Dividend Voucher List Resolution 22-32..... **Page 35**
    - .January 2023 Voucher List Resolution 23-6..... **Page 36**
    - .Treasurer Reports..... **Page 38**
  
  - UNDERWRITING MANAGER – Conner Strong & Buckelew**
    - .Monthly Certificate Reports..... **Page 47**
    - .Cyber Risk Management Compliance – Version 2 - As of December 31, 2022..... **Page 48**
  
  - SAFETY DIRECTOR – J.A. Montgomery Risk Control**
    - .Monthly Report ..... **Page 50**
  
  - MANAGED CARE – Qual Care**
    - .Monthly Report..... **Page 53**
  
  - CLAIMS SERVICE – Qual Lynx**
    - .2023 Servicing Personnel..... **Page 57**
  
  - OLD BUSINESS**
  - NEW BUSINESS**
  - PUBLIC COMMENT**
  - MEETING ADJOURNED**
  - NEXT MEETING: February 28, 2023**
-

# Professional Municipal Management Joint Insurance Fund

2 Cooper Street  
Camden, NJ 08102

Date: January 24, 2023

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 Reorganization Resolutions

**Included in the Agenda Packet are the Resolutions necessary to undertake the 2023 Reorganization of the Fund**

- |  |         |
|--|---------|
| <input type="checkbox"/> <b>Resolution 23-1</b> – Appointing Professionals and Service Organizations | Page 3  |
| <input type="checkbox"/> <b>Resolution 23-2</b> - Establishment of Public Meeting Procedures         | Page 6  |
| <input type="checkbox"/> <b>Resolution 23-3</b> - Establishment of a Fiscal Management Plan          | Page 8  |
| <input type="checkbox"/> <b>Resolution 23-4</b> - 2023 Risk Management Plan                          | Page 13 |
| <input type="checkbox"/> <b>Resolution 23-5</b> Placement of POL/EPL Coverage                        | Page 23 |

### **Motion to adopt Resolutions 23-1 through 23-5.**

- Residual Claims Fund 2023 Reorganization Meeting:** The Residual Claims Fund's 2023 Reorganization meeting was held on January 5, 2023 via Zoom. Enclosed is a copy of Chairman Merchel's report on the meeting. **(Appendix III)**
- E-JIF 2023 Reorganization Meeting:** The E-JIF 2023 Reorganization meeting was held on January 5, 2023 via Zoom. Enclosed is Chairman Merchel's report on the meeting. **(Appendix III)**
- MEL 2023 Reorganization Meeting:** The MEL 2023 Reorganization meeting was held on January 5, 2023 via Zoom. Enclosed is a copy of Chairman Merchel's report on the meeting. **(Appendix III)**
- Cyber Liability Update:**
  - MEL Cyber JIF:** The Cyber JIF held its Organizational meeting on January 5, 2023, via Zoom. Enclosed in Appendix III is a copy of Chairman Merchel's report on the meeting.
  - Cyber Security Status Report:** D2 Cyber Security continues to work with member entities in the enrollment & training process of the program. Attached on **Page 24** is a report from D2 showing the status of each member.

- ❑ **MEL Cyber Risk Management Program** - The Underwriting Manager has notified Fund Commissioners and Risk Managers of the Cyber JIF launch. Included in **Appendix II** following the Cyber JIF meeting report are the attachments distributed. All documents related to the Cyber JIF program are being posted on the MEL website until the Cyber JIF’s website is created and can found here: <https://njmel.org/mel-safety-institute/resource-center/public-officials/public-officials-cyber-risk-control/cyber-jif/>. Effective January 1, 2023, only compliance with the Cyber JIF levels will qualify for deductible recoveries if a member suffers a cyber claim.
  
- ❑ **Special Fund Commissioner:** With the Fund’s membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2023, Evesham has this privilege and they are appointing \_\_\_\_\_.
  
- ❑ **2023 Assessments:** The 2023 Assessments were mailed to all member towns in mid-December. First Installment payments were due to the Treasurer by January 15, 2023.
  
- ❑ **2023 Budget:** In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund’s official newspaper. In addition, PERMA has sent the budget to member municipalities and will file the same with the State.
  
- ❑ **Power of Collaboration:** Included on **page 25** is the latest in a series of advertisements to appear in the League Magazine. The ad highlights the importance of high quality and easily accessible training, as well as the decline in lost time accident rates due to increased training participation.
  
- ❑ **Elected Officials Training:** The MEL’s Annual Elected Officials Seminar was held as part of the League of Municipalities Conference. The MEL will shortly publish directions for the online version.
  
- ❑ **Due Diligence Reports:**
  - ❑ **Financial Fast Track Report** **Page 26 & 27**
  - ❑ **Expected Loss Ratio Analysis** **Page 28 & 29**
  - ❑ **Lost Time Accident Frequency Report** **Page 30**
  - ❑ **Regulatory Affairs Checklist** **Page 31**
  - ❑ **2023 EPL/POL Compliance Status** **Page 32**

**RESOLUTION NO. 23-1**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
APPOINTING PROFESSIONAL AND SERVICE ORGANIZATIONS**

**Whereas**, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the *Local Public Contracts Law*, and

**Whereas**, the Commissioners of the Professional Municipal Management Joint Insurance Fund have determined that it is in the best interest of the Professional Municipal Management Joint Insurance Fund to have the terms of appointment and contracts with its professionals begin as of February 1st each year, so that the terms begin after the annual reorganization meeting of the Professional Municipal Management Joint Insurance Fund,

**Whereas**, after careful consideration by the Fund Commissioners of the Fund, it has been determined to be in the best interest of the Fund to obtain these services following a "non-fair and open" process pursuant to NJSA 19:44A-20.1 et seq. so as to eliminate the possibility of any of the Fund's professionals from making reportable contributions to any elected officials in any member town and so as to guarantee the continuity of the Fund's professionals; many of which have been servicing the Fund since its inception and have directly contributed to its success; and

**Now, THEREFORE, BE IT RESOLVED** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, that the following be appointed for Fund Year 2023:

1. **PERMA Risk Management Services** is hereby appointed as **Administrator**, with **Bradford C. Stokes** as **Executive Director** and **Joseph Hrubash** as **Deputy Executive Director** and **Karen Read** as **Account Manager** and all as agents for process of service.
2. **Mr. William John Kearns, Jr** of the law firm of **Helmer, Conley & Kasselmann**, is appointed as the **Fund Attorney** and shall receive a retainer for administrative services, legal research and legal opinions. In addition, **William Kearns** shall provide **Litigation Management Services** for the Fund.
3. **Thomas Tontarski** is appointed as **Treasurer** for the Fund.
4. **The Actuarial Advantage** is appointed as **Actuary** for the Fund.
5. **J.A. Montgomery Risk Control** is appointed as **Safety Director** for the Fund.
6. **Bowman & Company** is appointed as **Auditor** for the Fund.
7. **Conner Strong & Buckelew** is appointed as **Underwriting Manager** for the Fund.
8. **Qual-Lynx** is appointed as **Claims Administrator** for the Fund.

9. **Citizens Bank** is appointed as **Banking Manager** for the Fund.
10. **Qual Care** is appointed as **Workers' Compensation Managed Care Organization** for the Fund.
11. **Russo & Associates** is appointed as **Internal Auditor** for the Fund.

**Be It Further Resolved**, that the Commissioners of the Professional Municipal Management Joint Insurance Fund find and determine that the appointments herein specified require either professional services for which the individuals designated are licensed to practice a profession or for extraordinary and unspecifiable services that cannot be adequately described in specifications that would make solicitation of bids for those services meaningful or advisable, and

**Be It Further Resolved**, that the compensation for the services shall be in accordance with the amounts budgeted for the services and contracts hereby authorized and approved by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

**Be It Further Resolved**, that the Chairman and Secretary of the Professional Municipal Management Joint Insurance Fund are hereby authorized to execute Agreements with the individuals, partnerships and corporations hereby appointed for the performance of professional or for extraordinary and unspecifiable services and providing for compensation, as follows:

1. PERMA as Administrator for the Professional Municipal Management Joint Insurance Fund for calendar year 2023 in the amount of \$143,924.00 as set forth specifically in the Agreement.
2. The law firm of, Helmer, Conley & Kasselmann, with William John Kearns, Jr., Esquire as the designated attorney, as the Attorney for the Professional Municipal Management Joint Insurance Fund for calendar year 2023 in the amount of \$22,367.00 for general legal services and the sum of \$19,052.00 for litigation management, plus expenses, as set forth specifically in the Agreement.
3. Thomas Tontarski as Treasurer for the Professional Municipal Management Joint Insurance Fund for calendar year 2023 in the amount of \$19,333.00 as set forth specifically in the Agreement.
4. The Actuarial Advantage, with Kyle Mrotek, as its designated representative, as Actuary for the Professional Municipal Management Joint Insurance Fund for calendar year 2023 at a rate not to exceed \$42,532.00, as set forth specifically in the Agreement.
5. J.A. Montgomery Risk Control, as Safety Director and for Right to Know Services for the Professional Municipal Management Joint Insurance Fund for calendar year 2023 with a fee in the amount of \$24,577.00 as set forth specifically in the Agreement
6. Bowman & Company with Dennis Skalkowski as its designated representative, as Auditor for the Professional Municipal Management Joint Insurance Fund for calendar year 2023 on the basis of an hourly fee schedule attached to the Agreement, but not to exceed \$25,033.00 without the specific approval of the Commissioners, as set forth specifically in the Agreement.

7. Citizens Bank as Banking Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2023 at an earning rate based on a combined average balance of \$20,000,000 of participating joint insurance funds.
8. Qual Lynx as Claims Administrator for the Professional Municipal Management Joint Insurance Fund for calendar year 2023 in accordance with the fee schedule set forth in the Agreement in the amount of \$152,863.00 plus the actual cost of a performance bond as set forth specifically in the Agreement.
9. Conner Strong & Buckelew as Underwriting Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2023 in the amount of \$6,468.00 as set forth specifically in the Agreement.
10. Qual Care as Workers' Compensation Managed Care Organization for calendar year 2023 in the amount of \$94,560.00 as set forth specifically in the Agreement.
11. Russo & Associates as Internal Auditor for calendar year 2023 in the amount of \$4,649.00 as set forth specifically in the Agreement.

**Be It Further Resolved**, that all of the Agreements set forth above are subject to specific approval by the Commissioners of the Professional Municipal Management Joint Insurance Fund, and

**Be It Further Resolved**, that notice of the appointments and the Agreements for professional shall be published as required by law, and

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 24, 2023.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**SECRETARY**

**RESOLUTION NO. 23-2**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
ADOPTING PROCEDURES IN COMPLIANCE WITH THE  
OPEN PUBLIC MEETINGS ACT**

**Whereas**, the Professional Municipal Management Joint Insurance Fund is duly constituted as a Municipal Self Insurance Fund and is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., and

**Whereas**, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Board of Fund Commissioners of the Professional Municipal Management Joint Insurance Fund, and

**Whereas**, the Open Public Meetings Act provides that upon the adoption by a public body of a schedule of meetings to be held during the calendar year that no further notice of those meetings will be necessary, and

**Whereas**, it is necessary for the Commissioners of the Professional Municipal Management Joint Insurance Fund to make certain administrative and organizational determinations for the proper operation of the Professional Municipal Management Joint Insurance Fund,

**Now, THEREFORE, BE IT RESOLVED** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, assembled in public session on this 24th day of January 2023, that:

1. The Professional Municipal Management Joint Insurance Fund hereby designates the Fourth Tuesday (unless otherwise noted) of each Month, in the Municipal Buildings of the member municipalities set forth for each date, specifically:

February 28, 2023	Moorestown Town Hall	2:00 PM
April 25, 2023	Moorestown Town Hall	2:00 PM
May 23, 2023	Maple Shade Municipal Building	2:00 PM
June 27, 2023	Maple Shade Municipal Building	2:00 PM
July 25, 2023	Evesham Municipal Building	2:00 PM
September 26, 2023	Evesham Municipal Building	2:00 PM
October 24, 2023	Willingboro Municipal Complex	2:00 PM
November 28, 2023	Willingboro Municipal Complex	2:00 PM
January 23, 2024	Moorestown Town Hall	2:00 PM

as the dates and places of its regular meetings and the meeting of January 24, 2023, shall serve as the 2023 Reorganization Meeting; unless otherwise modified by Resolution; all meetings shall begin at 2:00 PM unless otherwise noted.



2. A copy of all advance notices of special meetings of the Professional Municipal Management Joint Insurance Fund shall, at least forty-eight (48) hours in advance of the special meeting be mailed to the newspaper designated in this Resolution; be filed with the Clerk of each of the municipalities which are members of the Professional Municipal Management Joint Insurance Fund and be posted in the Municipal Buildings of each of the member municipalities in the same manner as notices of other public meetings are posted.
3. Any person may request, in writing, that the Professional Municipal Management Joint Insurance Fund mail to him or her a copy of the schedule of meetings and/or advance written notice of regular, special or re-scheduled meetings of the Professional Municipal Management Joint Insurance Fund. Upon prepayment by such person of the applicable fee set forth in this Resolution, the schedule and/or advance notice shall be mailed to that person. All requests made pursuant to this paragraph shall terminate at midnight, December 31st of the current year, subject to renewal thereafter upon filing of a new written request to the Board together with the prepayment of the applicable fee. Notices requested by news media shall be mailed to one representative of such media free of charge.
4. The following newspapers are hereby designated as the official newspapers for transmittal of all notices of the Professional Municipal Management Joint Insurance Fund required pursuant to the Open Public Meetings Act:

Burlington County Times

In addition, the Fund's webpage is designated for official notices - [www.pmmjif.org](http://www.pmmjif.org)

5. Upon the affirmative vote of three-fourths of the Commissioners present, the Professional Municipal Management Joint Insurance Fund may hold a meeting without compliance with the notice requirements of this Resolution if such a meeting is required to deal with matters of such urgency and importance that delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest, and

**Be It Further Resolved**, that copies of this Resolution shall be provided to the newspapers designated above to receive notice of meetings and to the Clerks of the municipalities participating in the Professional Municipal Management Joint Insurance Fund for posting as required by law and to the Administrator and Treasurer of the Professional Municipal Management Joint Insurance Fund for their information and attention.

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 24, 2023.

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CHAIRMAN

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SECRETARY

## RESOLUTION NO. 23-3

### PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

#### ADOPTING FISCAL POLICIES AND PROCEDURES

**Whereas**, the Professional Municipal Management Joint Insurance Fund has been organized in accordance with the provisions of *N.J.S.A. 40A:10-36 et seq.*, and

**Whereas**, the participating Municipalities have made their respective designations of Commissioners who will collectively serve as the Governing Body of the Professional Municipal Management Joint Insurance Fund, and

**Whereas**, the Commissioners of the Professional Municipal Management Joint Insurance Fund find that it is necessary and appropriate to make decisions regarding the operations of the Professional Municipal Management Joint Insurance Fund,

**Now, Therefore, Be It Resolved** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, meeting in public session on January 24, 2023, that:

1. There is hereby established an interest rate to be charged on all delinquent assessments for the year 2023, of ten (10%) per cent per annum from the due date for any such assessments, except that no interest shall be charged prior to January 15, 2023.
2. Bradford C. Stokes, Executive Director and/or the Account Manager so designated by the Executive Director is designated as the person authorized to accept service of process on behalf of the Professional Municipal Management Joint Insurance Fund at 9 Campus Drive Parsippany NJ 07054 and at 2 Cooper Street, Camden, NJ 08102.
3. The Executive Director of the Professional Municipal Management Joint Insurance Fund is hereby designated as the custodian of the records which shall be maintained at the office of the Administrator located at 2 Cooper Street, Camden, NJ 08102.
4. **Citizens Bank (formally Investors Bank)** having principal offices within the State of New Jersey, and organized under the laws of the United States or of the State of New Jersey is hereby designated as the primary depository of the Professional Municipal Management Joint Insurance Fund and any Bank, Trust Company, Savings Bank or Savings and Loan Association, having its principal place of business in the State of New Jersey and organized under the laws of the United States of the State of New Jersey is hereby designated as an investment depository of the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2023 with a “30 – day cancellation clause”, provided that prior to the deposit of any funds in any depository authorized herein, the designated institution shall file with the Treasurer of the Professional Municipal Management Joint Insurance Fund a statement certifying that the institution is covered under the provisions of the Government Units Deposit Protection Act, N.J.S.A. 18:9-41, et seq.
5. The State of New Jersey Cash Management Fund is hereby designated as a legal depository for the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2023.

6. The following officials of the Professional Municipal Management Joint Insurance Fund are hereby authorized to sign checks or withdrawal slips where any two (2) of the following signatures are required:

<u>Thomas Merchel</u>	CHAIR
<u>Susan Danson</u>	SECRETARY
<u>Robert Corrales</u>	COMMISSIONER
<u>Thomas Tontarski</u>	TREASURER

7. The Professional Municipal Management Joint Insurance Fund has determined that idle funds of the Professional Municipal Management Joint Insurance Fund should be invested in legal investment vehicles at all times and that it is occasionally necessary to transfer funds for the purpose of meeting claims, expenses of the Professional Municipal Management Joint Insurance Fund or to effect investments. The Professional Municipal Management Joint Insurance Fund hereby authorizes the Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles and the Treasurer is hereby authorized to transfer funds by wire solely for the following purposes and subject to pertinent laws and regulations:

A. To and from checking or savings accounts of the Professional Municipal Management Joint Insurance Fund to other accounts of the Professional Municipal Management Joint Insurance Fund.

B. To or from checking or savings accounts of the Professional Municipal Management Joint Insurance Fund to or from accounts specified as authorized depositories of the Professional Municipal Management Joint Insurance Fund or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Professional Municipal Management Joint Insurance Fund.

8. All funds of the Professional Municipal Management Joint Insurance Fund for claims payments shall be withdrawn from the official named depositories by check, **wire or ACH** which shall bear the signatures **and/or electronic approvals** of at least two (2) of the following persons who are duly authorized pursuant to this Resolution to sign claim payment checks on behalf of the Professional Municipal Management Joint Insurance Fund:

Alice Lihou	Qual-Lynx
David S. Ruber	Qual-Lynx
Edward Koreiveo	Qual-Lynx
Thomas Tontarski	Fund Treasurer

9. FOR WIRE TRANSFERS – that the FUND does hereby require that Citizens fka Investors Bank obtain voice confirmation prior to executing wire transfers to external accounts from the Fund Treasurer

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 24, 2023.

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**CHAIRMAN**

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**SECRETARY**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
2023 CASH MANAGEMENT AND INVESTMENT POLICY**

1.) **Cash Management and Investment Objectives**

The Professional Municipal Management Joint Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a) Preservation of capital.
- b) Adequate safekeeping of assets.
- c) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e) Maximization of total return, consistent with risk levels specified herein.
- f) Investment of assets in accordance with State and Federal Laws and Regulations.
- g) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i) Stability in the value of the FUND's economic surplus.

2.) **Permissible Investments**

Investments shall be limited to investments authorized under N.J.S.A. 40A:5-15.1. Joint Insurance Funds and Chapter 38, Joint Insurance Funds, Subchapter 1. Investments 5:38-1.1, 5:38-1.2 and 5:38-1.3 of the New Jersey Administrative Code.

3.) **Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories include but are not limited to:

**Citizens Bank (formally Investors Bank)**

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Board. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall identify the investment that is the most advantageous to the fund, unless otherwise directed by the FUND. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

Asset managers will submit written statements to the treasurer and executive director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan. Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Funds portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-16.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims impress accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

## RESOLUTION NO. 23-4

### Professional Municipal Management Joint Insurance Fund

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

#### ESTABLISHING THE 2023 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's Commissioners that the 2023 Plan of Risk Management shall be:

Definitions:

"Commissioners" mean: The Board of Fund Commissioners or the Executive Committee thereof as appropriate

"Member" means: A local unit of government that has joined the Fund

"Sexual Abuse" means: An action brought pursuant to Section 1 of P.L. 1992, c.109 (C.2A:61B-1), paragraph (1) of subsection c. of section 1 of P.L.1959 (C.2A:53A-7) or section 1 of P.L.2005, c.264 (C.2A:53A-7.4)

## Section I – Coverage

### Insurance Coverages

The following coverages are provided to the Fund's members, effective January 1, 2023:

- Workers' Compensation
- Liability (including optional excess)
- Public Officials Liability / Employment Practices Liability (including optional excess)
- Optional Volunteer Directors & Officers Liability
- Crime
- Non-Owned Aircraft Liability
- Environmental Impairment Liability
- Cyber
- Property & Equipment Breakdown (effective December 31, 2022)
- Terrorism

### Limits of Coverage

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles . All references to the "MEL" stand for the "Municipal Excess Liability Joint Insurance Fund". **Please note, the following is a general discussion of the coverages and limits provided via the Fund; however, the actual terms and conditions are defined in the policy documents and all issues shall be decided on such. Additional coverages, limits and conditions may apply. Please also note, deductibles may differ for individual members; please refer to your policy(ies) for full details.**

#### 1. Workers' Compensation

- Workers' Compensation: \$250,000
- Employer's Liability: \$250,000

- USL&H, Harbor Marine/Jones Act, Incidental Foreign Workers' Compensation, Communicable Disease: Per Person
- MEL Excess Limit: Statutory
- Employer's Liability Excess Limit: \$6,750,000

**2. Liability** *(includes General, Automobile, Employee Benefits and Law Enforcement Liability)*

- Fund Limit: \$250,000
- MEL Excess Limit: \$4,750,000
  - The \$3,000,000 layer excess of \$2,000,000 is subject to a 3,000,000 per local member unit annual aggregate (Automobile Liability is not aggregated)
- Sublimits: The following sublimits are part of, and not in addition to, the limits above:
  - Good Samaritan Liability: Included
  - Fungus or Spores: \$1,000,000
  - Disinfectants Release Hazard Coverage: \$1,000,000
  - Dam and Reservoir: \$5,000,000
    - a. \$5,000,000 per occurrence for any member entity owned dams defined as Class III or IV in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8;
    - b. Included for premises owned, occupied or controlled by the member entity on which a dam or reservoir is located, or from the operations conducted on such premises;
    - c. \$2,000,000 per occurrence for any member entity owned dam defined as Class I or II in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8; and
    - d. \$2,000,000 per occurrence for any Class III or IV member entity owned dam involved with a Class I or II member entity owned dam.
  - Sanitary/Storm Water System Sewerage Backup and/or Sanitary System Sewerage Backup, Escape or Release: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
  - Subsidence: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
  - Quasi Entities Coverage: \$5,000,000
  - Skateboard Facilities: \$5,000,000 Per Occurrence (where approved)
    - a. Subject to 20% member coinsurance of the first \$100,000
  - Riot, Civil Commotion or Mob Action: \$5,000,000 Per Occurrence
  - Failure to Supply Utility: \$5,000,000 Per Occurrence
  - Garagekeepers Liability: \$2,000,000 Per Occurrence
  - New Jersey Personal Injury Protection (NJ PIP): Statutory Minimum



- New Jersey Uninsured/Underinsured Motorist (NJ UM/UIM): **Statutory Minimum**

### 3. **Optional Excess Liability Limit**

The MEL offers Optional Excess Liability Limits excess of the MEL Excess Limit.

- The following limits are the Optional Excess Limits:
  - \$2,000,000 (equals \$7,000,000 total);
  - \$5,000,000 (equals \$10,000,000 total);
  - \$10,000,000 (equals \$15,000,000 total); and
  - \$15,000,000 (equals \$20,000,000 total);

The MEL also offers Optional JIF Shared Aggregate Excess Liability coverage, with limits of \$10,000,000 from the MEL. This coverage is only available to members of the Fund who purchase all \$20,000,000 available to them from the Optional Excess Liability Limits.

- \$10,000,000 aggregate (equals \$30,000,000 total)

### 4. **Public Officials Liability / Employment Practices Liability**

Each local member unit is 100% commercially insured with Lexington Insurance Company for \$2,000,000 in the aggregate per member on a claims made and reported basis for each Fund year.

- Retentions and Coinsurance:
  - \$20,000 is the standard retention per claim and 20% of the first \$250,000 of the loss is the standard coinsurance, although other retentions and coinsurances may apply.
  - Local member units may qualify based on certain criteria to have options to purchase a lower retention and/or coinsurance contribution.
  - Members with adverse loss experience may be subject to higher retention and/or coinsurance.
- 

### 5. **Optional Excess Public Officials Liability / Employment Practices Liability**

The MEL offers Optional Excess Public Officials Liability / Employment Practices Liability limits excess of the local member units' primary \$2,000,000 Public Officials Liability / Employment Practices Liability policies with Lexington Insurance Company as follows:

- \$1,000,000 (equals \$3,000,000 total);
- \$2,000,000 (equals \$4,000,000 total);
- \$3,000,000 (equals \$5,000,000 total);
- \$4,000,000 (equals \$6,000,000 total); and
- \$8,000,000 (equals \$10,000,000 total).

**6. Optional Volunteer Directors & Officers Liability**

Fire companies and Emergency Service Units have the option of purchasing optional Volunteer Directors & Officers Liability coverage. The coverage is 100% commercially insured with Lexington Insurance Company and applies to the non-firematic/emergency activities of such entity per the following options:

Option	Deductible
1	\$1,000
2	\$2,000
3	\$5,000

**7. Crime**

- The Fund provides Crime coverage with a limit of \$50,000 for: Loss of Assets, Credit Card Forgery, Loss of Employee Benefit Plan Assets and Public Employee Dishonesty
- The member deductible is \$2,500
- MEL Crime
  - MEL Crime Excess: \$950,000 excess of the Fund Crime limit
  - MEL Crime Statutory Position:
    - a. The MEL provides primary employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$1,000,000 per occurrence per position. The MEL can provide MEL Crime Statutory Position limits, based on underwriting and via endorsement, above \$1,000,000, matching the member's auditor's recommendation, but no more than \$2,000,000. Such additional limit is available upon request and approval by the MEL.
    - b. The deductible is \$1,000
  - MEL Crime Excess Public Officials:
    - a. The MEL provides excess employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have not applied or have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000
    - b. The deductible is the greater of the underlying bond/policy in place or the statutory limit required

**8. Non-Owned Aircraft Liability**

- \$5,000,000; and
- Medical Expense for each passenger: \$5,000
- The coverage is 100% commercially insured with Endurance

## 9. Environmental Impairment Liability

- Environmental Impairment Liability is provided to the Fund's local member units by the New Jersey Environmental Risk Management Fund (EJIF). Please refer to the EJIF's Plan of Risk Management.

## 10. Cyber

The Fund purchases Cyber insurance from the New Jersey Cyber Risk Management Fund

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

## 11. Property & Equipment Breakdown

- The Fund provides a \$100,000 limit per occurrence (Property & Time Element combined)
- The MEL provides a \$2,400,000 limit excess of the Fund's limit
- The MEL purchases additional excess property limits, as follows: \$125,000,000, including certain sublimits, including, but not limited, to:
  - Aggregate, Earth Movement: \$75,000,000
  - Aggregate, Flood (includes Storm Surge): \$75,000,000
    - a. Per Location, High Hazard Flood Zone: \$27,500,000
    - a. Aggregate : \$50,000,000
  - Named Storm: Included
  - Vehicles: \$10,000,000
- Unmanned Aircraft Systems: \$100,000
- Member deductibles:
  - All Other: \$2,500
  - Automobile Physical Damage: \$2,500
  - Equipment Breakdown: \$5,000
  - SFHA Flood Maximum available NFIP limit, per location, regardless if member purchases it or not, but no less than \$500,000 building / \$500,000 contents (\$250,000 / \$100,000 for housing authorities and related non-profit buildings), but no more than the value of the building and contents.
  - Named Storm : \$2,500

## 12. Terrorism

Aggregate: \$125,000,000

## Individual Self-Insured Retentions

### Optional Individual Self-Insured Retentions:

## Amount of Risk to be Retained by the Fund

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles.

1. **Workers' Compensation:** \$250,000
2. **Liability:** \$250,000
  - NJ Uninsured/Underinsured Motorist: Statutory minimum
  - NJ Personal Injury Protection: \$250,000
3. **Optional Excess Liability Limit:** \$0
4. **Public Officials Liability / Employment Practices Liability:** \$0
5. **Optional Excess Public Officials Liability / Employment Practices Liability:** \$0
6. **Optional Volunteer Directors & Officers Liability:** \$0
7. **Crime:** \$50,000
  - MEL Crime Excess: None
  - MEL Crime Statutory Position: None
  - MEL Crime Excess Public Officials: None
8. **Non-Owned Aircraft Liability:** \$0
9. **Environmental Impairment Liability :** \$0
10. **Cyber:** \$0
11. **Property:** \$100,000
  - Equipment Breakdown: \$0
  - SFHA Flood: \$0
  - Named Storm: \$100,000
  - Unmanned Aircraft Systems (UAS):\$100,000
- 12.
13. **Terrorism:** \$0

## Commercial Insurance / Reinsurance Purchased

The insurance/reinsurance listed below may contain sublimits, retentions and deductibles in addition to such already stated.

1. **Non-Owned Aircraft Liability:** The Fund purchases this coverage through the MEL from Endurance
2. **Excess Property & Equipment Breakdown:** The Fund purchases this coverage from the MEL
3. **Excess Liability:** The Fund purchases this coverage from the MEL

4. **Excess Workers' Compensation:** The Fund purchases this coverage from the MEL
5. **Excess Crime:** The Fund purchases this coverage from the MEL
6. **Public Officials Liability / Employment Practices Liability:** The Fund purchases this coverage from Lexington Insurance Company
7. **Optional Volunteer Directors & Officers Liability:** The Fund purchases this coverage from Lexington Insurance Company
8. **Cyber:** The Fund purchases this coverage from the New Jersey Cyber Risk Management Fund
9. **Environmental Impairment Liability:** EJIF}
10. **Terrorism:** The Fund purchases this coverage from the MEL

## Section II – Conditions

### **The Amount of Unpaid Claims to be Established**

1. The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund has adequate reserves to pay all claims and allocated loss adjusted expense liability.
2. Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Commissioners and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.

### **The Method of Assessing Contributions to be Paid by Each Member of the Fund**

1. By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating member is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
2. The calculation of pro rata shares is based on each member's experience modified manual premium for that line of coverage. The Commissioners also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the Commissioners. The total amount of each member's annual assessment is certified by majority vote of the Commissioners at least one (1) month prior to the beginning of the next fiscal year.
3. The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
4. If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
5. The Commissioners may by majority vote levy upon the participating members additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating members by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.
6. Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Commissioners.
7. Sexual Abuse Liability Account: The Commissioners may establish a sexual abuse liability account. Reserves, IBNR, expenses, assets, assessments and other assets for this account shall be accounted for separately. After the end of the year before the Fund has finalized its year end accounting, the Commissioners may levy a supplementary assessment if the sexual abuse claims account is negative on a statutory basis.
8. At the discretion of the Commissioners, any supplemental assessments may be payable in equal installments for up to ten years. Deferred assessments shall become due and immediately payable if a member leaves the Fund.

### **Procedures Governing Loss Adjustment and Legal Expenses**

1. The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL and Volunteer D&O, which are handled by Summit Risk Services representing Lexington Insurance Company. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers (i.e. Munich Re for liability, and Safety

National for workers' compensation). Every three years, the MEL's internal auditors also conduct an audit.

2. Each member is provided with a claims reporting procedure and appropriate forms.
3. In order to control workers' compensation medical costs, the Fund has engaged a managed care organization (MCO) whose procedures are integrated into the Fund's claims process.
4. To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in governmental claims. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

### **Procedures for the Closure of Fund Years, including the Maintenance of All Relevant Accounting Records**

1. The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
2. Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
3. Each year, the Commissioners will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Banking and Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
4. In the event a member leaves the Fund, the Commissioners may assess the member's closed Fund Year account an amount not exceeding three (3) years stranded costs that the Fund incurs as a result of the member's withdraw. Stranded costs are those expenses incurred by the Fund that would otherwise have been paid from the withdrawing member's assessments had the member remained in the Fund. The dividend of any member that is no longer a member of the Fund and that member's share of the closed fund year account shall be held in escrow until the later of the tolling of the statute of limitations for all potential claims incurred during the membership period or the closure of all incurred claims by the Fund during the period of membership. A former member may apply to the Commissioners for a return of that member's remaining share of the closed Fund year account no sooner than when five (5) years have passed since the last Fund year in which the member participated has been closed. The Commissioners will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.
5. All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
6. The Fund will retain all records in accordance with the Fund's record retention program.

### **Assumptions and Methodology Used for the Calculation of Appropriate Reserve Requirements to be Established and Administered in Accordance with Sound Actuarial Principles**

1. The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or funding requirement.
2. The following is an overview of the two actuarial methods used to project the ultimate losses.
  - a. Paid Loss Development Method - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.
  - b. Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding

reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.

**The Maximum Amount a Certifying and Approving Officer May Approve Pursuant to N.J.A.C. 11:15-2.22**

1. \$10,000 for General and automobile liability
2. \$10,000 for workers compensation
3. With the advance approval of the Fund Attorney, the certifying and approving officer may also pay provider bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.
4. \$50,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting.

**ADOPTED:** *this 24<sup>th</sup> day of January, 2023 by the Commissioners:*

**Professional Municipal Management JOINT INSURANCE FUND**

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Chairperson

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Secretary



**RESOLUTION NO. 23-5**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

**RESOLUTION AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES  
CONTRACT WITH LEXINGTON INSURANCE COMPANY FOR PRIMARY  
PUBLIC OFFICIALS/EMPLOYMENT PRACTICES LIABILITY**

**WHEREAS**, there is a need for public officials/employment practices coverage for the Professional Municipal Management Joint Insurance Fund (FUND); and

**WHEREAS**, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

**WHEREAS**, the Underwriting Manager is recommending award to Lexington Insurance Company for primary public officials/employment practices liability coverage in the amount of \$358,498.00 inclusive of commission; and

**WHEREAS**, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

**WHEREAS**, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

**WHEREAS**, Lexington Insurance Company will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that Lexington Insurance Company has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit Lexington Insurance Company from making any reportable contributions through the term of the contract, and

**WHEREAS**, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

**WHEREAS**, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2023 budget in the amount of \$376,814.00 inclusive of commission from:

**Line Items: POL/EPL Premium and Land Use Liability**

**NOW, THEREFORE, BE IT RESOLVED**, that the Professional Municipal Management Joint Insurance Fund authorizes the Executive Director to enter into a contract with Lexington Insurance Company for the 2023 budget year for primary public officials/employment practices liability coverage in the amount of not to exceed \$376,814.00 inclusive of commission.

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND**

Attest:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
SECRETARY

## D2 Cybersecurity Training Report As of January 1, 2023

Town/Entity	Users	Users Added From Previous Month	2022 Q2 Phishing Results (Successful %)	2022 Q3 Phishing Results (Successful %)	2022 Q4 Phishing Results (Successful %)	Fully Trained	Previous Training Progress	Current Training Progress	Percent Change
Evesham Fire District	129			6%	9%	54	0%	42%	42%
Evesham Township	147			3%	3%	92	46%	64%	18%
Maple Shade	91				37%	71	57%	78%	21%
Moorestown	124		38%	36%	54%	101	66%	81%	16%
Willingboro	231		6%	5%	6%	159	59%	69%	10%



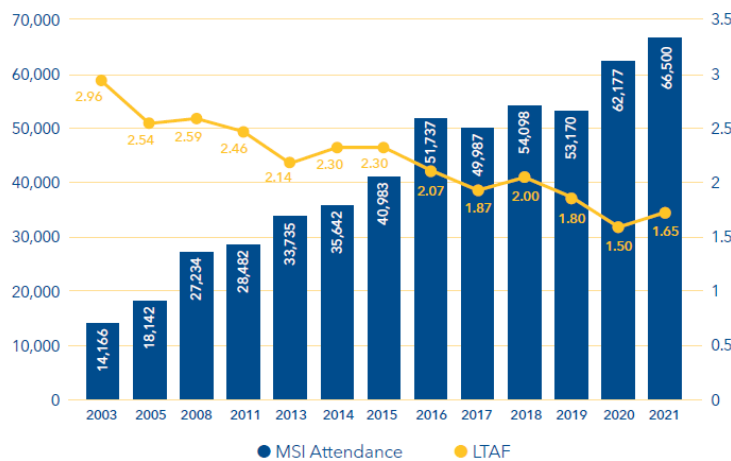
## SAFETY TRAINING REDUCES LOST TIME ACCIDENTS

As Mel Safety Institute training attendance increases, lost time accident frequency (LTAF) decreases.

The chart below tracks the consistent decline in lost time accident rates as MEL Safety Institute training participation has increased. The result: in 2021, lost time accident rates decreased below pre-COVID rates to a historical low—a 72% decline since 1991.

In 2022, over 68,000 training events occurred – a 35% increase in the past three years. LTAF is projected to decline again to the lowest level since the inception of the MEL, a direct and measurable benefit in reduced workers compensation costs.

**LOST TIME ACCIDENT FREQUENCY V. MSI ATTENDANCE 2003-2021**



THE REDUCTION IN THE LTAF DEMONSTRATES THE IMPORTANCE OF HIGH QUALITY, ACCESSIBLE TRAINING – AND THE BENEFIT IT PROVIDES TO MEL/ JIF MEMBERS.

For more information regarding training opportunities, contact the MEL Safety Institute at 856-552-4746.



THE POWER OF COLLABORATION

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

PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
		AS OF	October 31, 2022		
		THIS	YTD	PRIOR	
		MONTH		YEAR END	
				FUND	
				BALANCE	
1.	UNDERWRITING INCOME	351,688	3,618,363	94,613,341	98,231,704
2.	CLAIM EXPENSES				
	Paid Claims	50,983	1,408,443	42,383,553	43,791,996
	Case Reserves	27,146	(258,996)	2,931,727	2,672,731
	IBNR	80,423	164,682	1,463,319	1,628,001
	Recoveries	(2,430)	(13,977)	(437,180)	(451,157)
	<b>TOTAL CLAIMS</b>	<b>156,122</b>	<b>1,300,152</b>	<b>46,341,419</b>	<b>47,641,571</b>
3.	EXPENSES				
	Excess Premiums	139,562	1,398,866	26,500,042	27,898,908
	Administrative	53,305	548,638	13,125,792	13,674,429
	<b>TOTAL EXPENSES</b>	<b>192,867</b>	<b>1,947,503</b>	<b>39,625,834</b>	<b>41,573,337</b>
4.	UNDERWRITING PROFIT (1-2-3)	2,700	370,708	8,646,088	9,016,796
5.	INVESTMENT INCOME	(16,813)	(405,061)	5,249,157	4,844,096
6.	DIVIDEND INCOME	119,996	119,996	1,933,491	2,053,487
7.	STATUTORY PROFIT (4+5+6)	105,883	85,642	15,828,737	15,914,379
8.	DIVIDEND	0	23,000	11,866,148	11,889,148
9.	RCF & MEL Surplus Strengthening	0	0	494,482	494,482
10.	STATUTORY SURPLUS (7-8-9)	105,883	62,642	3,468,107	3,530,749
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>					
	Closed	114,467	(43,028)	2,491,165	2,448,137
	Aggregate Excess LFC	0	0	(0)	(0)
	2018	(1,186)	(29,420)	425,227	395,807
	2019	(671)	21,686	(69,359)	(47,673)
	2020	(2,426)	(47,617)	608,767	561,149
	2021	(2,763)	231,001	12,307	243,308
	2022	(1,539)	(69,979)		(69,979)
	<b>TOTAL SURPLUS (DEFICITS)</b>	<b>105,883</b>	<b>62,642</b>	<b>3,468,107</b>	<b>3,530,749</b>
	<b>TOTAL CASH</b>				<b>6,824,071</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	(3,949)	40,823	1,528,120	1,568,943
	Case Reserves	(16,394)	(44,978)	300,627	255,649
	IBNR	20,342	5,177	122,186	127,363
	Recoveries	-	0	(41,951)	(41,951)
	<b>TOTAL FY 2018 CLAIMS</b>	<b>0</b>	<b>1,022</b>	<b>1,908,982</b>	<b>1,910,004</b>
	<b>FUND YEAR 2019</b>				
	Paid Claims	8,392	443,648	1,377,406	1,821,054
	Case Reserves	8,061	(367,454)	804,170	436,716
	IBNR	(16,453)	(88,813)	247,475	158,662
	Recoveries	-	0	(41,078)	(41,078)
	<b>TOTAL FY 2019 CLAIMS</b>	<b>0</b>	<b>(12,619)</b>	<b>2,387,974</b>	<b>2,375,355</b>
	<b>FUND YEAR 2020</b>				
	Paid Claims	24,367	247,869	649,999	897,868
	Case Reserves	(10,454)	(85,985)	753,395	667,410
	IBNR	(11,483)	(144,619)	296,565	151,946
	Recoveries	(2,430)	(13,977)	(199,558)	(213,535)
	<b>TOTAL FY 2020 CLAIMS</b>	<b>0</b>	<b>3,288</b>	<b>1,500,401</b>	<b>1,503,689</b>
	<b>FUND YEAR 2021</b>				
	Paid Claims	(2,875)	229,001	541,549	770,550
	Case Reserves	(16,734)	(200,487)	738,485	537,997
	IBNR	19,610	(281,269)	663,428	382,159
	Recoveries	-	0	(50,910)	(50,910)
	<b>TOTAL FY 2021 CLAIMS</b>	<b>0</b>	<b>(252,755)</b>	<b>1,892,552</b>	<b>1,639,797</b>
	<b>FUND YEAR 2022</b>				
	Paid Claims	25,048	447,102		447,102
	Case Reserves	62,666	439,907		439,907
	IBNR	68,407	674,206		674,206
	Recoveries	-	0		0
	<b>TOTAL FY 2022 CLAIMS</b>	<b>156,122</b>	<b>1,561,216</b>		<b>1,561,216</b>
	<b>COMBINED TOTAL CLAIMS</b>	<b>156,122</b>	<b>1,300,152</b>	<b>46,341,419</b>	<b>47,641,571</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 \$292,542 (Paid: \$192,509, Reserves: \$100,033)

PROFESSIONAL MUNICIPAL MANAGEMENT FUND					
FINANCIAL FAST TRACK REPORT					
		AS OF	November 30, 2022		
		THIS MONTH	YTD	PRIOR YEAR END	FUND BALANCE
1.	UNDERWRITING INCOME	351,688	3,970,051	94,613,341	98,583,392
2.	CLAIM EXPENSES				
	Paid Claims	33,135	1,441,577	42,383,553	43,825,130
	Case Reserves	(3,452)	(262,449)	2,931,727	2,669,278
	IBNR	127,240	291,922	1,463,319	1,755,241
	Recoveries	(801)	(14,777)	(437,180)	(451,957)
	<b>TOTAL CLAIMS</b>	<b>156,122</b>	<b>1,456,273</b>	<b>46,341,419</b>	<b>47,797,692</b>
3.	EXPENSES				
	Excess Premiums	139,562	1,538,427	26,500,042	28,038,470
	Administrative	58,695	607,332	13,125,792	13,733,124
	<b>TOTAL EXPENSES</b>	<b>198,256</b>	<b>2,145,760</b>	<b>39,625,834</b>	<b>41,771,594</b>
4.	UNDERWRITING PROFIT (1-2-3)	(2,690)	368,018	8,646,088	9,014,106
5.	INVESTMENT INCOME	75,483	(329,578)	5,249,157	4,919,579
6.	DIVIDEND INCOME	0	119,996	1,933,491	2,053,487
7.	STATUTORY PROFIT (4+5+6)	<b>72,794</b>	<b>158,436</b>	<b>15,828,737</b>	<b>15,987,172</b>
8.	DIVIDEND	0	23,000	11,866,148	11,889,148
9.	RCF & MEL Surplus Strengthening	0	0	494,482	494,482
10.	STATUTORY SURPLUS (7-8-9)	<b>72,794</b>	<b>135,436</b>	<b>3,468,107</b>	<b>3,603,543</b>
<b>SURPLUS (DEFICITS) BY FUND YEAR</b>					
	Closed	26,001	(17,027)	2,491,165	2,474,137
	Aggregate Excess LFC	0	0	(0)	(0)
	2018	5,349	(24,071)	425,227	401,156
	2019	2,948	24,634	(69,359)	(44,725)
	2020	10,596	(37,021)	608,767	571,746
	2021	12,341	243,342	12,307	255,649
	2022	15,559	(54,420)		(54,420)
	<b>TOTAL SURPLUS (DEFICITS)</b>	<b>72,794</b>	<b>135,436</b>	<b>3,468,107</b>	<b>3,603,543</b>
	<b>TOTAL CASH</b>				<b>6,816,780</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	1,280	42,102	1,528,120	1,570,222
	Case Reserves	18,267	(26,711)	300,627	273,916
	IBNR	(19,546)	(14,369)	122,186	107,817
	Recoveries	-	0	(41,951)	(41,951)
	<b>TOTAL FY 2018 CLAIMS</b>	<b>0</b>	<b>1,022</b>	<b>1,908,982</b>	<b>1,910,004</b>
	<b>FUND YEAR 2019</b>				
	Paid Claims	4,904	448,551	1,377,406	1,825,958
	Case Reserves	292	(367,162)	804,170	437,008
	IBNR	(5,195)	(94,008)	247,475	153,467
	Recoveries	-	0	(41,078)	(41,078)
	<b>TOTAL FY 2019 CLAIMS</b>	<b>0</b>	<b>(12,619)</b>	<b>2,387,974</b>	<b>2,375,355</b>
	<b>FUND YEAR 2020</b>				
	Paid Claims	8,054	255,923	649,999	905,922
	Case Reserves	(21,762)	(107,747)	753,395	645,649
	IBNR	14,508	(130,111)	296,565	166,454
	Recoveries	(801)	(14,777)	(199,558)	(214,335)
	<b>TOTAL FY 2020 CLAIMS</b>	<b>(0)</b>	<b>3,288</b>	<b>1,500,401</b>	<b>1,503,689</b>
	<b>FUND YEAR 2021</b>				
	Paid Claims	17,640	246,641	541,549	788,190
	Case Reserves	(22,046)	(222,533)	738,485	515,952
	IBNR	4,406	(276,863)	663,428	386,565
	Recoveries	-	0	(50,910)	(50,910)
	<b>TOTAL FY 2021 CLAIMS</b>	<b>0</b>	<b>(252,755)</b>	<b>1,892,552</b>	<b>1,639,797</b>
	<b>FUND YEAR 2022</b>				
	Paid Claims	1,258	448,360		448,360
	Case Reserves	21,797	461,704		461,704
	IBNR	133,067	807,273		807,273
	Recoveries	-	0		0
	<b>TOTAL FY 2022 CLAIMS</b>	<b>156,122</b>	<b>1,717,337</b>		<b>1,717,337</b>
	<b>COMBINED TOTAL CLAIMS</b>	<b>156,122</b>	<b>1,456,273</b>	<b>46,341,419</b>	<b>47,797,692</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 \$292,542 (Paid: \$193,389.87, Reserves: \$99,153)

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

AS OF **November 30, 2022**

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

	Budget	Limited	59	MONTH	58	MONTH	47	MONTH
		Incurr	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-22		31-Oct-22		30-Nov-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%	97.06%	13.22%	97.02%	21.43%	95.40%
AUTO LIABILITY	47,555	66,718	140.30%	95.94%	140.30%	95.69%	140.30%	92.21%
WORKER'S COMP	1,313,000	1,587,524	120.91%	99.86%	119.42%	99.83%	117.80%	99.34%
TOTAL ALL LINES	1,970,521	1,802,187	91.46%	99.17%	90.47%	99.13%	91.17%	98.37%
NET PAYOUT %	\$1,528,271		77.56%					

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

	Budget	Limited	47	MONTH	46	MONTH	35	MONTH
		Incurr	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-22		31-Oct-22		30-Nov-21	
PROPERTY	189,999	179,915	94.69%	100.00%	94.69%	100.00%	101.06%	100.00%
GEN LIABILITY	413,752	325,286	78.62%	95.40%	78.62%	95.07%	70.12%	89.48%
AUTO LIABILITY	44,262	11,760	26.57%	92.21%	26.57%	91.84%	26.57%	86.58%
WORKER'S COMP	1,275,000	1,704,927	133.72%	99.34%	133.31%	99.28%	129.15%	97.90%
TOTAL ALL LINES	1,923,013	2,221,888	115.54%	98.40%	115.27%	98.27%	111.31%	96.04%
NET PAYOUT %	\$1,784,880		92.82%					

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

	Budget	Limited	35	MONTH	34	MONTH	23	MONTH
		Incurr	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-22		31-Oct-22		30-Nov-21	
PROPERTY	171,000	109,309	63.92%	100.00%	63.92%	100.00%	69.17%	99.33%
GEN LIABILITY	376,171	91,221	24.25%	89.48%	30.89%	88.77%	22.57%	78.18%
AUTO LIABILITY	47,021	25,190	53.57%	86.58%	37.83%	85.94%	43.34%	75.06%
WORKER'S COMP	1,319,715	1,111,436	84.22%	97.90%	106.16%	97.68%	74.36%	92.71%
TOTAL ALL LINES	1,913,907	1,337,155	69.87%	96.16%	85.91%	95.85%	62.96%	90.01%
NET PAYOUT %	\$691,507		36.13%					

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

	Budget	Limited	23	MONTH	22	MONTH	11	MONTH
		Incurr	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-22		31-Oct-22		30-Nov-21	
PROPERTY	168,000	225,840	134.43%	99.33%	134.43%	98.69%	142.09%	86.00%
GEN LIABILITY	333,052	116,100	34.86%	78.18%	33.51%	76.91%	33.13%	49.00%
AUTO LIABILITY	52,789	22,210	42.07%	75.06%	42.07%	73.57%	18.57%	45.00%
WORKER'S COMP	1,330,010	889,081	66.85%	92.71%	67.52%	91.80%	58.84%	52.00%
TOTAL ALL LINES	1,883,851	1,253,231	66.52%	90.24%	66.76%	89.27%	60.59%	54.31%
NET PAYOUT %	\$737,280		39.14%					

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

	Budget	Limited	11	MONTH	10	MONTH	-1	MONTH
		Incurr	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-22		31-Oct-22		30-Nov-21	
PROPERTY	164,000	164,232	100.14%	86.00%	96.01%	76.00%	N/A	N/A
GEN LIABILITY	286,842	132,600	46.23%	49.00%	45.84%	42.00%	N/A	N/A
AUTO LIABILITY	55,642	26,095	46.90%	45.00%	40.56%	40.00%	N/A	N/A
WORKER'S COMP	1,353,000	587,138	43.40%	52.00%	42.54%	42.00%	N/A	N/A
TOTAL ALL LINES	1,859,484	910,064	48.94%	54.33%	0.00%	44.94%	N/A	N/A
NET PAYOUT %	\$448,360		24.11%					

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

AS OF December 31, 2021

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

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

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

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

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

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

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

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

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

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

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

November 30, 2022				
FUND	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	2020 LOST TIME FREQUENCY	TOTAL RATE * 2022 - 2020
Monmouth County	0.61	0.96	0.90	0.83
Ocean County	0.91	1.76	1.64	1.45
Morris County	0.96	1.39	1.34	1.24
NJ Utility Authorities	0.96	1.74	2.33	1.68
Professional Municipal Manager	1.01	1.43	1.35	1.28
Camden County	1.16	1.38	1.38	1.31
Suburban Municipal	1.17	1.34	1.58	1.37
Burlington County Municipal JIF	1.24	1.33	1.19	1.26
NJ Public Housing Authority	1.25	1.48	1.75	1.50
Gloucester, Salem, Cumberland	1.28	1.97	1.71	1.67
Bergen County	1.29	1.56	1.29	1.39
Suburban Metro	1.44	1.33	2.10	1.63
Atlantic County Municipal JIF	1.69	1.89	2.04	1.88
Central New Jersey	1.88	1.47	1.73	1.69
South Bergen County	2.17	2.08	2.06	2.10
<b>AVERAGE</b>	<b>1.27</b>	<b>1.54</b>	<b>1.63</b>	<b>1.49</b>
* NOTE : lost days may include claims with reserves - where claimant may not yet have had lost time				

Professional Municipal Management JOINT INSURANCE FUND									
2022 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS									
DATA VALUED AS OF November 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	*	11/30/2022	0	0.00	1.21	1.32	1 Moorestown	0.90
2	308 Willingboro			2	0.78	1.78	2.30	2 Willingboro	1.70
3	305 Evesham Township Fire Dist			1	1.24	0.00	0.00	3 Evesham Township Fire	0.40
4	304 Evesham			3	1.41	0.38	0.75	4 Evesham	0.81
5	306 Maple Shade			2	1.80	4.08	0.85	5 Maple Shade	2.28
Totals:				8	1.01	1.43	1.35		1.28
Frequency = (Y.T.D. LOST TIME ACCIDENT * 200,000) / ADJUSTED HOURS WORKED * Member does not participate in the FUND for Workers' Comp coverage ** Member has a higher Self Insured Retention for Workers' Comp and is EXCLUDED from this report *** MEMBER WAS NOT ACTIVE FOR THIS FUND YEAR									
2021 Loss Time Accident Frequency as of		November 30, 2021		1.23					



**Professional Municipal Management Joint Insurance Fund**  
**Annual Regulatory Filing Check List**  
**Year 2022 as of January 17, 2023**

<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>None</b>
<input type="checkbox"/> <b>New Members</b>	<b>None</b>
<input type="checkbox"/> <b>Withdrawals</b>	<b>None</b>
<input type="checkbox"/> <b>Risk Management Plan</b>	<b>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>On Line Filing</b>

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND					
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund					
Data Valued As of :		January 18, 2023			
<b>Total Participating Members</b>		5			
Complaint		5			
Percent Compliant		100.00%			
			01/01/22	2022	
		Compliant	EPL	POL	Co-Insurance
Member Name	* Checklist Submitted		Deductible	Deductible	01/01/22
EVESHAM	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE D	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
MAPLE SHADE	Yes	Yes	\$ 10,000	\$ 10,000	0%
MOORESTOWN	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
WILLINGBORO	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
* Member does NOT participate in EPL coverage					

**RESOLUTION NO. 22-31**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
DECEMBER 2022 BILLS LIST**

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

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

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

<u>FUND YEAR 2022</u>	<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
	001920			
	001920	MUNICIPAL EXCESS LIABILITY JIF	FPB Q4 2022	1,423.25
				<b>1,423.25</b>
	001921			
	001921	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 3RD QTR 2022	117,551.00
	001921	MUNICIPAL EXCESS LIABILITY JIF	MEL - 4TH QTR 2022	172,283.00
				<b>289,834.00</b>
	001922			
	001922	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR FEE 12/22	2,048.08
				<b>2,048.08</b>
	001923			
	001923	PERMA RISK MANAGEMENT SERVICES	POSTAGE 11/22	6.84
	001923	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR/ADMIN FEE 12/22	11,758.50
				<b>11,765.34</b>
	001924			
	001924	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 12/22	3,474.83
				<b>3,474.83</b>
	001925			
	001925	QUALCARE, INC.	WORKERS COMP ACCESS/UM FEE 12/22	7,722.92
				<b>7,722.92</b>
	001926			
	001926	THOMAS TONTARSKI	TREASURER FEE 12/22	1,579.50
				<b>1,579.50</b>
	001927			
	001927	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY - LIT. MANAGEMENT FEE 12/22	1,556.50
	001927	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY - RETAINER FEE 12/22	1,827.33
				<b>3,383.83</b>
	001928			
	001928	MUNICIPAL EXCESS LIABILITY JIF	MSI - 4TH QTR 2022	7,406.25
				<b>7,406.25</b>
	001929			
	001929	CONNER STRONG & BUCKELEW	UNDERWRITER MGMT FEE 12/22	522.00
				<b>522.00</b>
	001930			
	001930	ACCESS	ACCT 413 ARC/STORE CUST 224 11.30.22	58.27
	001930	ACCESS	ACCT 413 - ARC/STORE CUST 224 10.31.22	56.54
				<b>114.81</b>
			<b>Total Payments FY 2022</b>	<b>329,274.81</b>
			<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>329,274.81</b>

\_\_\_\_\_

Chairperson

Attest:

\_\_\_\_\_

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

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

\_\_\_\_\_

Treasurer

**RESOLUTION NO. 22-32**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
DIVIDEND BILLS LIST**

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

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

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

<u>FUND YEAR CLOSED</u>	<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
	001917			
	001917	EVESHAM TOWNSHIP	DIVIDEND 2022	51,027.00
				<b>51,027.00</b>
	001918			
	001918	MOORESTOWN TOWNSHIP	DIVIDEND 2022 SPLIT CHECK/BILL CREDIT	27,130.00
				<b>27,130.00</b>
	001919			
	001919	EVESHAM FIRE DISTRICT	DIVIDEND 2022	11,772.00
				<b>11,772.00</b>
			<b>Total Payments FY CLOSED</b>	<b>89,929.00</b>
			<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>89,929.00</b>

\_\_\_\_\_  
Chairperson

Attest:  
  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Treasurer

**RESOLUTION NO. 23-6**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
JANUARY 2023 BILLS LIST**

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

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

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

**FUND YEAR 2022**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001931			
001931	PERMA RISK MANAGEMENT SERVICES	POSTAGE 12/22	101.82
			<b>101.82</b>
		<b>Total Payments FY 2022</b>	<b>101.82</b>

**FUND YEAR 2023**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
001932			
001932	MUNICIPAL EXCESS LIABILITY JIF	FPB - 1ST QTR 2023	1,423.25
			<b>1,423.25</b>
001933			
001933	MUNICIPAL EXCESS LIABILITY JIF	MEL - 1ST QTR 2023	213,853.25
001933	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 1ST QTR 2023	117,551.00
			<b>331,404.25</b>
001934			
001934	N.J. MUNICIPAL ENVIRONMENTAL	EJIF 1ST INSTALL 2023	56,698.00
			<b>56,698.00</b>
001935			
001935	QUAL-LYNX	CLAIM ADJUSTING SERVICES 01/23	12,738.58
			<b>12,738.58</b>
001936			
001936	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 01/23	2,089.00
			<b>2,089.00</b>
001937			
001937	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 01/23	11,758.50
			<b>11,758.50</b>
001938			
001938	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 1/23	3,544.33
			<b>3,544.33</b>
001939			
001939	QUALCARE, INC.	WORKERS COMP MANAGED CARE 01/23	7,880.00
			<b>7,880.00</b>

001940			
001940	THOMAS TONTARSKI	TREASURER FEE 01/23	1,611.08
			<b>1,611.08</b>
001941			
001941	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 01/23	1,863.92
001941	HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MANAGEMENT FEE 01/23	1,587.67
			<b>3,451.59</b>
001942			
001942	MUNICIPAL EXCESS LIABILITY JIF	MSI - 1ST QTR 2023	7,406.25
			<b>7,406.25</b>
001943			
001943	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 01/23	539.00
			<b>539.00</b>
W0123			
W0123	NJ CYBER RISK MANAGEMENT FUND		26,947.00
			<b>26,947.00</b>
		<b>Total Payments FY 2023</b>	<b>467,490.83</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>467,592.65</b>

\_\_\_\_\_  
Chairperson

Attest:

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

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

\_\_\_\_\_  
Treasurer

January 16, 2023

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

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

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the two month period ending December 31, 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 \$ 19,017.17. This generated an average annual yield of 1.76%. However, we have an unrealized net gain of \$ 67,932.76 adjusting the reported yield to 8.03% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,434,663.35.

#### RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 103,786.13 with YTD \$ 150,255.84  
Salvage Receipts \$ 500.00  
Overpayment Reimbursements \$ 0.00

#### CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 125 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 \$384,983.66.

#### 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 \$6,708,300.14 to a closing balance of \$ 6,162,183.09 showing a decrease in the fund  
\$ 546,117.05.



**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 2022**

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
3/7	EVESHAM TWP. FIRE DIST.	2022262211	EVESHAM TWP. FIRE DIST.	PR	2022	10,231.92	
TOTAL- JAN.						10,231.92	
YTD 2022							10,231.92
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.						26,237.43	
YTD 2022							36,469.35
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.						10,000.36	
YTD 2022							46,469.71
11/1	WILLINGBORO TWP.	2022272872	HARRY HENDERSON	WC	2022	5,000.00	
11/17	WILLINGBORO TWP.	2022272872	HARRY HENDERSON	WC	2022	95,000.00	
TOTAL- NOV.						100,000.00	
YTD 2022							146,469.71
12/19	WILLINGBORO TWP.	2022273578	WILLINGBORO TWP.	PR	2022	3,786.13	
TOTAL- DEC.						3,786.13	
YTD 2022							150,255.84

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

<b>Current Fund Year: 2022</b>										
<b>Month Ending: November</b>										
	<b>Property</b>	<b>Liability</b>	<b>Auto</b>	<b>Workers Comp</b>	<b>LFC</b>	<b>POL/EPL</b>	<b>MEL</b>	<b>EJIF</b>	<b>Admin</b>	<b>TOTAL</b>
<b>OPEN BALANCE</b>	209,864.63	1,408,224.98	141,490.13	2,200,322.95	102,421.56	2,486.43	296,296.01	4,758.32	2,458,208.83	6,824,073.83
<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	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00
Invest Pymnts	2,790.28	15,130.16	1,545.23	24,694.90	1,100.43	81.89	3,185.98	51.14	27,128.78	75,708.79
Invest Adj	(8.31)	(45.03)	(4.60)	(73.51)	(3.27)	(0.25)	(9.48)	(0.15)	(80.75)	(225.35)
Subtotal Invest	2,781.97	15,085.13	1,540.63	24,621.39	1,097.16	81.64	3,176.50	50.99	27,048.03	75,483.44
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>2,781.97</b>	<b>15,085.13</b>	<b>1,540.63</b>	<b>124,621.39</b>	<b>1,097.16</b>	<b>81.64</b>	<b>3,176.50</b>	<b>50.99</b>	<b>27,048.03</b>	<b>175,483.44</b>
<b>EXPENSES</b>										
Claims Transfers	82,113.20	7,450.78	1,499.13	42,071.77	0.00	0.00	0.00	0.00	0.00	133,134.88
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,639.35	49,639.35
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>82,113.20</b>	<b>7,450.78</b>	<b>1,499.13</b>	<b>42,071.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>49,639.35</b>	<b>182,774.23</b>
<b>END BALANCE</b>	<b>130,533.40</b>	<b>1,415,859.33</b>	<b>141,531.63</b>	<b>2,282,872.57</b>	<b>103,518.72</b>	<b>2,568.07</b>	<b>299,472.51</b>	<b>4,809.31</b>	<b>2,435,617.51</b>	<b>6,816,783.04</b>

**REPORT STATUS SECTION**

**Report Month: November**

	Balance Differences
Opening Balances:	Opening Balances are equal \$0.00
Imprest Transfers:	Imprest Totals are equal \$0.00
Investment Balances:	Investment Payment Balances are equal \$0.00
	Investment Adjustment Balances are equal \$0.00
Ending Balances:	Ending Balances are equal \$0.00
Accural Balances:	Accural Balances are equal \$0.00

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS							
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND							
ALL FUND YEARS COMBINED							
CURRENT MONTH	November						
CURRENT FUND YEAR	2022						
Description:	ASSET MGR	OPERATING ACCT 7307	CLAIMS ACCT. 7326	ADMIN. EXPENSE 7350	JCMI		
ID Number:							
Maturity (Yrs)							
Purchase Yield:							
<b>TOTAL for All Accts &amp; instruments</b>							
Opening Cash & Investm	\$6,824,073.84	-	2,367,066.96	100,000.00	1,000.00	4,356,006.88	
Opening Interest Accrua	\$0.00	-	-	-	-	-	
1 Interest Accrued and/or	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Interest Accrued - discou	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	-\$225.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$225.36
5 Interest Paid - Cash Inst	\$9,062.17	\$0.00	\$3,822.88	\$0.00	\$0.00	\$0.00	\$5,239.29
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	\$66,646.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,646.62
8 Net Investment Income	\$75,483.43	\$0.00	\$3,822.88	\$0.00	\$0.00	\$0.00	\$71,660.55
9 Deposits - Purchases	\$304,222.36	\$0.00	\$121,448.13	\$133,134.88	\$49,639.35	\$0.00	\$0.00
10 (Withdrawals - Sales)	-\$386,996.59	\$0.00	-\$204,222.36	-\$133,134.88	-\$49,639.35	\$0.00	\$0.00
Ending Cash & Investment	\$6,816,783.04	\$0.00	\$2,288,115.61	\$100,000.00	\$1,000.00	\$4,427,667.43	
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$110,162.28	\$0.00	\$0.00	\$97,437.01	\$12,725.27	\$0.00	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$6,926,945.32	\$0.00	\$2,288,115.61	\$197,437.01	\$13,725.27	\$4,427,667.43	

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

November  
2022

1. Calc. Net Paid Thru Last Month	2. Monthly Net Paid November	3. Monthly Recoveries November	4. Calc. Net Paid Thru November	5. TPA Net Paid Thru November	6. Variance To Be Reconciled	7. Delinquent Unreconciled Variance From	8. Change This Month
56,562.30	82,113.20	0.00	138,675.50	138,675.50	0.00	(0.00)	0.00
12,312.80	2,910.13	0.00	15,222.93	15,222.93	0.00	0.00	0.00
14,001.70	627.75	0.00	14,629.45	14,629.45	(0.00)	(0.00)	0.00
364,225.39	15,606.71	100,000.00	279,832.10	279,832.10	0.00	0.00	0.00
<b>447,102.19</b>	<b>101,257.79</b>	<b>100,000.00</b>	<b>448,359.98</b>	<b>448,359.98</b>	<b>0.00</b>	<b>(0.00)</b>	<b>0.00</b>
217,730.75	0.00	0.00	217,730.75	217,730.75	(0.00)	(0.00)	0.00
33,274.90	2,883.15	0.00	36,158.05	36,158.05	0.00	0.00	0.00
9,598.93	0.00	0.00	9,598.93	9,598.93	0.00	0.00	0.00
459,035.72	14,756.50	0.00	473,792.22	473,792.22	0.00	0.00	0.00
<b>719,640.30</b>	<b>17,639.65</b>	<b>0.00</b>	<b>737,279.95</b>	<b>737,279.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
109,306.51	0.00	0.00	109,306.51	109,306.51	(0.00)	(0.00)	0.00
63,039.68	585.00	0.00	63,624.68	63,624.68	0.00	0.00	0.00
13,901.92	871.38	0.00	14,773.30	14,773.30	0.00	0.00	0.00
690,594.08	6,598.06	0.00	697,192.14	697,192.14	0.00	0.00	0.00
<b>876,842.19</b>	<b>8,054.44</b>	<b>0.00</b>	<b>884,896.63</b>	<b>884,896.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
179,914.35	0.00	0.00	179,914.35	179,914.35	0.00	0.00	0.00
197,093.63	1,072.50	0.00	198,166.13	198,166.13	0.00	0.00	0.00
11,760.28	0.00	0.00	11,760.28	11,760.28	(0.00)	(0.00)	0.00
1,391,208.25	3,831.00	0.00	1,395,039.25	1,395,039.25	(0.00)	(0.00)	0.00
<b>1,779,976.51</b>	<b>4,903.50</b>	<b>0.00</b>	<b>1,784,880.01</b>	<b>1,784,880.01</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
91,225.69	0.00	0.00	91,225.69	91,225.69	0.00	0.00	0.00
56,720.19	0.00	0.00	56,720.19	56,720.19	(0.00)	(0.00)	0.00
66,717.52	0.00	0.00	66,717.52	66,717.52	(0.00)	(0.00)	0.00
1,312,328.47	1,279.50	0.00	1,313,607.97	1,313,607.97	0.00	0.00	0.00
<b>1,526,991.87</b>	<b>1,279.50</b>	<b>0.00</b>	<b>1,528,271.37</b>	<b>1,528,271.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>5,350,553.06</b>	<b>133,134.88</b>	<b>100,000.00</b>	<b>5,383,687.94</b>	<b>5,383,687.94</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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

<b>Current Fund Year: 2022</b>										
<b>Month Ending: December</b>										
	<b>Property</b>	<b>Liability</b>	<b>Auto</b>	<b>Workers Comp</b>	<b>LFC</b>	<b>POL/EPL</b>	<b>MEL</b>	<b>EJIF</b>	<b>Admin</b>	<b>TOTAL</b>
<b>OPEN BALANCE</b>	130,533.40	1,415,859.33	141,531.63	2,282,872.57	103,518.72	2,568.07	299,472.51	4,809.31	2,435,617.51	6,816,783.04
<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	4,286.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,286.13
Invest Pymnts	299.67	2,352.33	239.02	3,962.17	171.98	12.80	497.94	7.99	4,157.48	11,701.38
Invest Adj	(6.02)	(47.22)	(4.79)	(79.53)	(3.46)	(0.25)	(9.99)	(0.16)	(83.45)	(234.87)
Subtotal Invest	293.65	2,305.11	234.23	3,882.64	168.52	12.55	487.95	7.83	4,074.03	11,466.51
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>4,579.78</b>	<b>2,305.11</b>	<b>234.23</b>	<b>3,882.64</b>	<b>168.52</b>	<b>12.55</b>	<b>487.95</b>	<b>7.83</b>	<b>4,074.03</b>	<b>15,752.64</b>
<b>EXPENSES</b>										
Claims Transfers	2,736.68	36,172.25	4,257.91	207,981.94	0.00	0.00	0.00	0.00	0.00	251,148.78
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	291,257.25	0.00	127,946.56	419,203.81
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>2,736.68</b>	<b>36,172.25</b>	<b>4,257.91</b>	<b>207,981.94</b>	<b>0.00</b>	<b>0.00</b>	<b>291,257.25</b>	<b>0.00</b>	<b>127,946.56</b>	<b>670,352.59</b>
<b>END BALANCE</b>	<b>132,376.50</b>	<b>1,381,992.19</b>	<b>137,507.95</b>	<b>2,078,773.27</b>	<b>103,687.24</b>	<b>2,580.62</b>	<b>8,703.21</b>	<b>4,817.14</b>	<b>2,311,744.98</b>	<b>6,162,183.09</b>

**REPORT STATUS SECTION**

**Report Month: December**

**Balance Differences**

Opening Balances:	Opening Balances are equal	\$0.00
Imprest Transfers:	Imprest Totals are equal	\$0.00
Investment Balances:	Investment Payment Balances are equal	\$0.00
	Investment Adjustment Balances are equal	\$0.00
Ending Balances:	Ending Balances are equal	\$0.00
Accrual Balances:	Accrual Balances are equal	\$0.00

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS							
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND							
ALL FUND YEARS COMBINED							
CURRENT MONTH	December						
CURRENT FUND YEAR	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	\$6,816,783.04	-	2,288,115.61	100,000.00	1,000.00	4,427,667.43	
Opening Interest Accrua	\$0.00	-	-	-	-	-	
1 Interest Accrued and/or	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Interest Accrued - discou	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	-\$234.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$234.87
5 Interest Paid - Cash Inst	\$10,415.23	\$0.00	\$4,470.58	\$0.00	\$0.00	\$0.00	\$5,944.65
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	\$1,286.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,286.14
8 Net Investment Income	\$11,466.50	\$0.00	\$4,470.58	\$0.00	\$0.00	\$0.00	\$6,995.92
9 Deposits - Purchases	\$686,533.92	\$0.00	\$16,181.33	\$251,148.78	\$419,203.81	\$0.00	\$0.00
10 (Withdrawals - Sales)	-\$1,352,600.38	\$0.00	-\$682,247.79	-\$251,148.78	-\$419,203.81	\$0.00	\$0.00
Ending Cash & Investment	\$6,162,183.08	\$0.00	\$1,626,519.73	\$100,000.00	\$1,000.00	\$4,434,663.35	
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$228,039.43	\$0.00	\$0.00	\$160,238.08	\$67,801.35	\$0.00	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$6,390,222.51	\$0.00	\$1,626,519.73	\$260,238.08	\$68,801.35	\$4,434,663.35	

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

Month		December							
Current Fund Year		2022							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid December	Monthly Recoveries December	Calc. Net Paid Thru December	TPA Net Paid Thru December	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2022	Property	138,675.50	2,736.68	4,286.13	137,126.05	137,126.05	0.00	0.00	0.00
	Liability	15,222.93	17,544.03	0.00	32,766.96	32,766.96	0.00	0.00	0.00
	Auto	14,629.45	3,413.60	0.00	18,043.05	18,043.05	0.00	(0.00)	0.00
	Workers Comp	279,832.10	122,860.63	0.00	402,692.73	402,692.73	0.00	0.00	0.00
	<b>Total</b>	<b>448,359.98</b>	<b>146,554.94</b>	<b>4,286.13</b>	<b>590,628.79</b>	<b>590,628.79</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2021	Property	217,730.75	0.00	0.00	217,730.75	217,730.75	(0.00)	(0.00)	0.00
	Liability	36,158.05	0.00	0.00	36,158.05	36,158.05	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	473,792.22	28,442.64	0.00	502,234.86	502,234.86	0.00	0.00	0.00
	<b>Total</b>	<b>737,279.95</b>	<b>28,442.64</b>	<b>0.00</b>	<b>765,722.59</b>	<b>765,722.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2020	Property	109,306.51	0.00	0.00	109,306.51	109,306.51	(0.00)	(0.00)	0.00
	Liability	63,624.68	2,117.52	0.00	65,742.20	65,742.20	0.00	0.00	0.00
	Auto	14,773.30	844.31	0.00	15,617.61	15,617.61	(0.00)	0.00	(0.00)
	Workers Comp	697,192.14	3,885.67	0.00	701,077.81	701,077.81	0.00	0.00	0.00
	<b>Total</b>	<b>884,896.63</b>	<b>6,847.50</b>	<b>0.00</b>	<b>891,744.13</b>	<b>891,744.13</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	198,166.13	16,510.70	0.00	214,676.83	214,676.83	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	1,395,039.25	51,902.00	0.00	1,446,941.25	1,446,941.25	(0.00)	(0.00)	0.00
	<b>Total</b>	<b>1,784,880.01</b>	<b>68,412.70</b>	<b>0.00</b>	<b>1,853,292.71</b>	<b>1,853,292.71</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	1,313,607.97	891.00	0.00	1,314,498.97	1,314,498.97	0.00	0.00	0.00
	<b>Total</b>	<b>1,528,271.37</b>	<b>891.00</b>	<b>0.00</b>	<b>1,529,162.37</b>	<b>1,529,162.37</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>5,383,687.94</b>	<b>251,148.78</b>	<b>4,286.13</b>	<b>5,630,550.59</b>	<b>5,630,550.59</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## Professional Municipal Mgmt JIF Certificate of Insurance Monthly Report

From 10/22/2022 To 11/22/2022

Holder (H)/ Insured Name (I)	Holder / Insured Address	Description of Operations	Issue Date/ Cert ID	Coverage
H - Lenape Regional High School I - Evesham Township Fire District	District 93 Willow Grove Road Shamong, NJ 08088	RE: Flag football Evidence of insurance with respects to use of Cherokee High School, 120 Tomlinson Rd, Marlton NJ 08053 for flag football event held by Evesham Police Department.	11/1/2022 #3720736	GL AU EX WC
H - Lenape Regional High School I - Township of Evesham	District 93 Willow Grove Road Shamong, NJ 08088	RE: Flag football Evidence of insurance with respects to use of Cherokee High School, 120 Tomlinson Rd, Marlton NJ 08053 for flag football event held by Evesham Police Department.	11/1/2022 #3720738	GL AU EX WC
H - Burlington County Board of I - Township of Maple Shade	Commissioners 49 Rancocas Road Mount Holly, NJ 08060	Evidence of insurance with respects to Shared Services Agreement Operation Helping Hand during the current calendar year.	11/3/2022 #3725787	GL AU EX WC
H - Kamson Corp. I - Township of Maple Shade	Fox Meadow Apartments 100 Fox Meadow Dr Maple Shade, NJ 08052	RE: Police investigation dig Evidence of insurance with respects to DPW assisting the Police Department in securing evidence for a police investigation and will be digging onsite using township equipment.	11/17/2022 #3753460	GL AU EX WC
H - ACV Enviro I - Professional Municipal Management JIF	600 Cenco Blvd Clayton, NJ 08312	Re: Hydraulic Oil Leak on Kettle Run Road Evidence of insurance as respects to damages done due to hydraulic oil leak from trash truck during the current calendar year	11/18/2022 #3753764	GL AU EX WC
H - ACV Enviro I - Township of Evesham	600 Cenco Blvd Clayton, NJ 08312	Re: Hydraulic Oil Leak on Kettle Run Road Evidence of insurance as respects to damages done due to hydraulic oil leak from trash truck during the current calendar year	11/18/2022 #3753773	GL AU EX WC
<b>Total # of Holders: 6</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%
Professional Municipal Management	80%	20%	0%	40%	60%	0%	20%	80%	0%
Suburban Metro	73%	0%	27%	64%	9%	27%	55%	18%	27%
Monmouth County	76%	5%	20%	68%	7%	24%	59%	17%	24%
South Bergen County	70%	26%	4%	61%	35%	4%	13%	78%	9%
Morris County	71%	18%	11%	67%	22%	11%	49%	40%	11%
NJ Public Housing Authority	67%	19%	14%	59%	29%	12%	50%	40%	10%
Bergen County	50%	34%	16%	42%	47%	11%	13%	74%	13%
NJ Utility Authorities	43%	26%	31%	36%	35%	29%	32%	38%	31%
Camden County	45%	18%	37%	39%	24%	37%	29%	34%	37%
Central New Jersey	40%	20%	40%	33%	27%	40%	13%	47%	40%
Ocean County	35%	10%	55%	26%	13%	61%	10%	26%	65%
Middlesex County	0%	0%	100%	0%	0%	100%	0%	0%	100%
Total #	235	79	104	204	111	103	145	167	106
Total %	56%	19%	25%	49%	27%	25%	35%	40%	25%

## 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 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 Metro	91%	0%	9%	73%	9%	18%	73%	9%	18%
Suburban Municipal	90%	10%	0%	80%	20%	0%	70%	30%	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>
Morris County	76%	18%	7%	71%	22%	7%	53%	40%	7%
Monmouth County	76%	5%	20%	71%	5%	24%	61%	15%	24%
South Bergen County	74%	22%	4%	65%	30%	4%	17%	74%	9%
NJ Public Housing Authority	72%	14%	14%	64%	24%	12%	50%	40%	10%
Bergen County	58%	29%	13%	42%	47%	11%	13%	74%	13%
NJ Utility Authorities	51%	25%	25%	44%	33%	23%	41%	34%	25%
Camden County	45%	18%	37%	39%	24%	37%	29%	34%	37%
Central New Jersey	40%	20%	40%	33%	27%	40%	13%	47%	40%
Ocean County	39%	10%	52%	26%	13%	61%	13%	23%	65%
<b>Total #</b>	<b>255</b>	<b>70</b>	<b>83</b>	<b>220</b>	<b>103</b>	<b>85</b>	<b>160</b>	<b>160</b>	<b>88</b>
<b>Total %</b>	<b>63%</b>	<b>17%</b>	<b>20%</b>	<b>54%</b>	<b>25%</b>	<b>21%</b>	<b>39%</b>	<b>39%</b>	<b>22%</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 Joint Insurance Fund**

**TO:** Fund Commissioners, Safety Coordinators, and Risk Managers  
**FROM:** Keith Hummel, JIF Safety Director  
**DATE:** January 4, 2023

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

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

***LOSS CONTROL SURVEYS***

- Township of Evesham on December 1, 2022
- Township of Willingboro on December 1, 2022

***LAW ENFORCEMENT LOSS CONTROL SURVEYS***

- Township of Evesham on December 5, 2022

***MEL SAFETY INSTITUTE (MSI)***

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

If you would like to receive communications from MEL and MSI related to your position or operations, follow the directions to select from the list of available Push Notification “subscriptions.” Click here for [NJ MEL App Directions](#).

***MSI SAFETY DIRECTOR***

- How to Receive Push Notifications on the NJ MEL Mobile App?
- MSI Leadership Academy
- Low-Speed Vehicles (LSV)
- Driver Safety: Buckle Up! It Could Save Your Life!
- Winter Weather: Building Preparation Best Practices
- Snow and Ice Removal Best Practices
- MSI LIVE Schedule

***MSI LAW ENFORCEMENT MESSAGES***

- Law Enforcement Bulletin: New Jersey Firearms Legislative Changes and Scotus Decision: Officer Training Is Paramount

***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.

<b>MSI NOW</b>	
<b>Municipality</b>	<b>Number of Videos</b>
Evesham	5

[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.

<b>MSI DVD</b>	
<b>Municipality</b>	<b>Number of Videos</b>
-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 Management JIF  
Cumulative Savings Summary  
1/1/2022 – 12/31/2022**

<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	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	91	\$96,970.32	\$34,778.70	\$62,191.62	64%
NOVEMBER	66	\$48,876.79	\$17,783.92	\$31,092.87	64%
DECEMBER	77	\$75,464.43	\$27,131.59	\$48,332.84	64%
<b>TOTALS</b>	<b>1020</b>	<b>\$2,446,649.73</b>	<b>\$785,555.66</b>	<b>\$1,661,094.07</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 – 12/31/2022

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Hospital	27	\$595,052.22	\$213,720.77	\$381,331.45	64%
Ambulatory Surgical Center	11	\$475,549.91	\$165,164.70	\$310,385.21	65%
Neurosurgery	32	\$428,375.00	\$59,211.43	\$369,163.57	86%
Orthopedic Surgery	95	\$338,713.33	\$75,419.22	\$263,294.11	78%
Physical therapy	536	\$209,540.16	\$51,252.23	\$158,287.93	76%
Neurology	6	\$143,484.00	\$74,572.63	\$68,911.37	48%
Anesthesiology	14	\$42,011.00	\$22,552.02	\$19,458.98	46%
Durable Medical Equipment	29	\$40,816.58	\$30,546.61	\$10,269.97	25%
Occupational Medicine	61	\$26,474.32	\$12,317.67	\$14,156.65	53%
Emergency Medicine	18	\$21,624.00	\$19,737.65	\$1,886.35	9%
Behavioral Health	53	\$20,857.00	\$14,256.11	\$6,600.89	32%
General Surgery	19	\$20,193.00	\$11,429.51	\$8,763.49	43%
MRI/Radiology	38	\$19,185.00	\$8,632.93	\$10,552.07	55%
Inpatient Rehabilitation	6	\$14,611.26	\$3,952.00	\$10,659.26	73%
Internal Medicine	3	\$11,766.40	\$2,048.14	\$9,718.26	83%
Urgent Care	35	\$10,841.03	\$7,930.01	\$2,911.02	27%
Physical Medicine & Rehab	6	\$8,780.00	\$2,432.03	\$6,347.97	72%
Ambulance	9	\$6,217.00	\$3,299.00	\$2,918.00	47%
Vascular Surgery	1	\$6,100.00	\$2,673.89	\$3,426.11	56%
Otolaryngology (ENT)	4	\$1,257.00	\$590.98	\$666.02	53%
Other	1	\$1,104.40	\$1,054.40	\$50.00	5%
Optometrists	5	\$930.00	\$890.00	\$40.00	4%
Urgent Care Center	2	\$818.50	\$475.00	\$343.50	42%
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%
Pathology	1	\$337.50	\$337.50	\$0.00	0%
Pulmonary Medicine	1	\$180.00	\$98.84	\$81.16	45%
Audiology	1	\$167.00	\$103.47	\$63.53	38%
Nuclear Medicine	1	\$31.00	\$20.15	\$10.85	35%
<b>Grand Total</b>	<b>1020</b>	<b>\$2,446,649.73</b>	<b>\$785,555.66</b>	<b>\$1,661,094.07</b>	<b>68%</b>





**Professional Municipal Management JIF**  
**Top 10 Providers**  
**1/1/2022 – 12/31/2022**

	UNITS OF SERVICE	APPROVED	SPECIALTY
COOPER HEALTH SYSTEMS	3	\$136,511.45	Hospital
FELLOWSHIP SURGICAL CENTER, LLC	2	\$85,595.41	Ambulatory Surgery Center
COASTAL SPINE, PC.	22	\$64,991.51	Neurosurgery
PREMIER SURGICAL CENTER, LLC	3	\$45,386.90	Ambulatory Surgery Center
NEUROPHYSIOLOGIC INTERPRETIVE SPECIALISTS LLC	2	\$42,140.00	Neuro-monitoring
PREMIER ORTHOPEDIC OF SOUTH JERSEY	41	\$29,541.52	Orthopedics
KENNEDY HEALTH	9	\$29,400.90	Hospital
STRIVE PHYSICAL THERAPY SPECIALISTS, LLC	337	\$28,240.00	Physical Therapy
PREMIER ORTHOPAEDIC & SPORTS MEDICINE ASSOC OF SNJ	13	\$25,269.80	Orthopedics
ACCURATE MONITORING, LLC	2	\$25,134.00	Hospital
<b>Grand Total</b>	<b>434</b>	<b>\$512,211.49</b>	



**Workers' Compensation Claims Reported  
1/1/2022 – 12/31/2022**

**All Workers' Compensation Claims Reported**

	<b>INDEMNITY</b>	<b>MEDICAL ONLY</b>	<b>REPORT ONLY</b>	<b>Grand Total</b>
January	1	4	25	30
February	1	4	5	10
March	2	20	1	23
April	0	5	4	9
May	2	4	1	7
June	4	2	0	6
July	2	7	3	12
August	3	6	2	11
September	0	7	2	9
October	2	6	1	9
November	0	4	1	5
December	0	5	5	10
<b>Grand Total</b>	<b>17</b>	<b>74</b>	<b>50</b>	<b>141</b>

**Covid-19 Claims Reported**

	<b>INDEMNITY</b>	<b>MEDICAL ONLY</b>	<b>REPORT ONLY</b>	<b>Grand Total</b>
January	0	1	23	24
February	0	0	1	1
March	0	19	0	19
April	0	1	2	3
May	0	2	0	2
June	3	0	0	3
July	0	0	1	1
August	2	0	0	2
October	0	0	1	1
November	0	2	0	2
December	0	2	1	3
<b>Grand Total</b>	<b>5</b>	<b>27</b>	<b>29</b>	<b>61</b>



**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND  
QUAL-LYNX ACCOUNT SERVICE TEAM**

**OVERALL ACCOUNT RESPONSIBILITY**

<b>Kathleen M. Kissane</b> Assistant Vice President, Account Management	Ph: 609-833-2178 Fax: 609-653-2928 Cell: 609-457-3752	kathleen.kissane@qual-lynx.com
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**WORKERS' COMPENSATION**

<b>Kimberly DeLaurentis</b> WC Supervisor	Ph: 609-833-2912 Fax: 609-601-3196	kimberly.delarentis@qual-lynx.com
<b>Katie Perry</b> WC Assistant Supervisor	Ph: 609-833-9218 Fax: 609-601-3196	kathleen.perry@qual-lynx.com
<b>Cynthia DiPasquale</b> WC Lost Time Adjuster	Ph: 609-833-9346 Fax: 609-601-3196	cynthia.dipasquale@qual-lynx.com

**LIABILITY**

<b>Karen Berenato</b> Liability Manager	Ph: 609-833-2931 Fax: 609-601-3173	karen.berenato@qual-lynx.com
<b>Susan Lovett</b> Assistant Liability Supervisor	Ph: 609-833-2185 Fax: 609-601-3173	susan.lovett@qual-lynx.com
<b>Colleen Pulverenti</b> Liability Senior Claim Analyst	Ph: 609-833-2056 Fax: 609-601-3173	colleen.pulverenti@qual-lynx.com
<b>Shelini Parikh</b> Liability Senior Claim Analyst	Ph: 609-833-9390 Fax: 609-601-3173	shelini.parikh@qual-lynx.com
<b>Donna Crosson</b> Liability Adjuster	Ph: 609-833-2203 Fax: 609-601-3173	donna.crosson@qual-lynx.com

**PROPERTY**

<b>Joseph Lisciandri</b> Property Supervisor	Ph: 609-601-3191 Fax: 609-601-3192 Cell: 609-402-5218	joseph.lisciandri@qual-lynx.com
<b>Eileen Stasuk</b> Property Adjuster	Ph: 609-833-2091 Fax: 609-601-3193	eileen.stasuk@qual-lynx.com
<b>Doris Moore</b> Property Adjuster	Ph: 609-833-2903 Fax: 609-601-3194	doris.moore@qual-lynx.com
<b>Diane Payne</b> Property Adjuster	Ph: 609-833-2202 Fax: 609-601-3194	diane.payne@qual-lynx.com
<b>Tanya Johnson</b> Property Adjuster	Ph: 609-833-9342 Fax: 609-601-3194	tanya.johnson@qual-lynx.com



**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND  
QUAL-LYNX ACCOUNT SERVICE TEAM**

**WORKERS' COMPENSATION MANAGED CARE**

<b>Karen Beatty</b> Client Services Manager	Ph: 609-365-4999 Cell: 609-626-1023	karen.beatty@qual-lynx.com
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**NURSE CASE MANAGEMENT**

<b>Stephanie Dionisio</b> Nurse Case Manager Supervisor	Ph: 609-833-9404 Cell: 609-968-4512	stephanie.dionisio@qual-lynx.com
<b>Wendie Szamreta</b> Nurse Case Manager	Ph: 877-822-9368 Ext. 22344	wendie.szamreta@qual-lynx.com

**SENIOR MANAGEMENT**

<b>Kathleen M. Kissane</b> Assistant Vice President, Account Management	Ph: 609-833-2178 Fax: 609-653-2928 Cell: 609-457-3752	kathleen.kissane@qual-lynx.com
<b>Stephen McNamara</b> Assistant Vice President, Client Services	Ph: 609-833-9256 Fax: 609-653-2928 Cell: 609-626-4230	stephen.mcnamara@qual-lynx.com
<b>Eileen Luterzo</b> Assistant Vice President, WC Clinical Services	Ph: 732-465-7342 Fax: 732-562-2815 Cell: 908-242-7202	eileen.luterzo@qual-lynx.com
<b>Shelly Long</b> Director, Claims Operations	Ph: 609-833-9267 Fax: 609-653-2928 Cell: 215-460-7799	shelly.long@qual-lynx.com

**Office Address:**  
100 Decadon Drive  
Egg Harbor Township, NJ 08234

***APPENDIX I***  
***MINUTES***

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – NOVEMBER 22, 2022  
WILLINGBORO MUNICIPAL COMPLEX  
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	Present

**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, Karen A. Read Crystal M. Chuck</b>
Treasurer	<b>Thomas J. Tontarski</b>
Attorney	Helmer, Conley & Kasselmann <b>William Kearns, Esquire</b>
Claims Service	Qual Lynx <b>Karen Beatty Claudia Acosta</b>
Safety Director	J.A. Montgomery Risk Control <b>Harry Earl</b>

**ALSO PRESENT:**

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

**APPROVAL OF MINUTES:** October 25, 2022 Open & Closed Minutes

**MOTION TO APPROVE CLOSED MINUTES OF                   OCTOBER 25, 2022:**

Moved:	Commissioner Corrales
Second:	Commissioner Danson
Vote:	4 Ayes - 0 Nays.

**CORRESPONDENCE:** NONE.

**EXECUTIVE DIRECTOR:**

**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. Executive Director reported that The Cyber JIF budget had a slight decrease by \$83 so the revised budget is \$4,600,012. Executive Director stated that Claims saw an 11.9% increase in Loss Funds mostly due to worker’s compensation. He reported that the E-JIF premiums increased slightly, and Dividends reflected an increase as well. Cyber JIF premium increased by 88% and although new it is progressing with a target date of January 1<sup>st</sup>, 2023. MEL JIF reported an average premium increase of 16% statewide for the MEL members. Total Loss Funds increased 14%, and Professional Services increased by 2%. Executive Director advised that members agreed to transfer \$10,000 this fund year from Safety to Cyber Security Training Program. The POL/EPL premium is at 5.11%. The Proposed Assessments were distributed. Executive Director advised that the dividend would be applied as credit. In accordance with state regulations, the proposed budget was advertised in the Fund’s official newspaper and sent to each member municipality/entity.

**MOTION TO OPEN THE PUBLIC HEARING ON THE 2023 BUDGET.**

Moved: Commissioner Corrales  
Second: Commissioner Danson  
Vote: 4 Ayes - 0 Nays.

**DISCUSSION OF BUDGET & ASSESSMENTS**

Executive Director stated that Claims saw an 11.9% increase in Loss Funds mostly due to worker’s compensation. He reported that the E-JIF premiums increased slightly, and Dividends reflected an increase as well. Cyber JIF premium increased by 88% and although new it is progressing with a target date of January 1<sup>st</sup>, 2023. MEL JIF reported an average premium increase of 16% statewide for the MEL members. Total Loss Funds increased 14%, and Professional Services increased by 2%. Executive Director advised that members agreed to transfer \$10,000 this fund year from Safety to Cyber Security Training Program. The POL/EPL premium is at 5.11%. The Proposed Assessments were distributed. Executive Director advised that the dividend would be applied as credit.

Moved: Commissioner Danson  
Second: Commissioner Corrales  
Vote: 4 Ayes - 0 Nays.

**MOTION TO CLOSE THE PUBLIC HEARING.**

Moved: Commissioner Corrales

Second: Commissioner Danson  
Vote: 4 Ayes - 0 Nays.

**MOTION TO ADOPT THE 2023 BUDGET & CERTIFY ASSESSMENTS.**

Moved: Commissioner Harris  
Second: Commissioner Danson  
Vote: 4 Ayes - 0 Nays.

**Professional Service Agreements** – Executive Director advised all 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:** Executive Director reported 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 in the agenda was a copy of Chairman Merchel’s report. Chairmen Merchel advised the importance of this JIF is to help towns to develop polices, establish minimum requirements for their networks, and training for their employees. This will help avoid becoming a victim of cyber threats. Chairman stated that should you fall victim to a threat, an added benefit, there will be someone to guide you through the next steps. Executive Director stated in addition to employee training, there will be direct contact to your IT department.

In October, the PMM JIF adopted a resolution to join the Cyber JIF, subject to assessment. Enclosed in the agenda was a copy of 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.**

Moved: Commissioner Harris  
Second: Commissioner Danson  
Vote: 4 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 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 was 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 was 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 was 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 in the agenda was **Resolution 22-28** authorizing the transfer of the PMM JIF's 2018 claim liabilities to the RCF.

**MOTION TO APPROVE RESOLUTION 22-28 AUTHORIZING THE TRANSFER OF FUND YEAR 2018 TO THE RCF**

Moved:	Commissioner Harris
Second:	Commissioner Corrales
Vote:	4 Ayes - 0 Nays.

**MEL, RCF & EJIF Representative** - The fund elected its representative to the MEL, RCF & EJIF for the 2023 Fund Year.

**Motion to elect Chairman Thomas Merchel as the Professional Municipal Management Joint Insurance Fund's 2023 representative to the Municipal Excess Liability Joint Insurance Fund.**

**Motion to elect Chairman Thomas Merchel as the Professional Municipal Management Joint Insurance Fund's 2023 representative to the Residual Claims Fund Joint Insurance Fund.**

**Motion to elect Chairman Thomas Merchel 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 in the agenda was 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. Executive Director reported that 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**

Moved: Commissioner Harris  
Second: Commissioner Danson  
Vote: 4 Ayes - 0 Nays.

**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 September 30, 2022 shows the fund’s surplus over \$3.4 million and \$7.8 million in cash. Executive Director reported the Claim Activity Report showed 10 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 43%. 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 November 2022 Vouchers Resolution 22-30**

Fund Year 2022	1,347.50
Fund Year 2022	48,291.85
<b>Total</b>	<b>49,639.35</b>

**MOTION TO APPROVE RESOLUTIONS 22-30 VOUCHER LIST FOR THE MONTH OF NOVEMBER**

Moved: Commissioner Corrales  
Second: Commissioner Danson  
Vote: 4 Ayes - 0 Nays.

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

<b>October</b>	
<b>2022</b>	25,048.46
<b>2021</b>	2,086.80
<b>2020</b>	24,366.97
<b>2019</b>	8,391.75
<b>2018</b>	1,089.50
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>60,983.48</b>

Treasurer's Report Made Part of Minutes.

**UNDERWRITING MANAGER:**

**REPORT:** Executive Director advised there was 4 certificates issued from 9/22/2022 to 10/22/2022. Also included in the agenda was the cyber compliance report for the second version of the MEL Cyber Risk Management Program with 80% of our members approved.

**SAFETY DIRECTOR:**

**REPORT:** Harry Earl reviewed the risk control activities through the month of September, as well as a list of MSI Training and Fast Track training information. Harry Earl reported there are multiple messages to note regarding Fire Prevention Month from the Safety Director and issued a reminder to keep information and contacts up to date for the Learning Management System. For any changes or assistance please contact Andrea Felip, Afelip@jamontgomery.com.

Monthly Activity Report/Agenda Made Part of Minutes.

**MANAGED CARE:**

**REPORT:** Ms. Beatty reported on the cumulative saving summary reported 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:**

**REPORT:** Claims Manager Claudia Acosta 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: 4 Ayes - 0 Nays.

**MOTION TO INTO OPEN SESSION**

Moved: Commissioner Danson  
Second: Commissioner Corrales  
Vote: 4 Ayes - 0 Nays.

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

Moved: Commissioner Harris  
Second: Commissioner Danson  
Vote: 4 Ayes - 0 Nays.

**MOTION TO ADJOURN MEETING:**

Moved: Commissioner Corrales  
Second: Commissioner Danson  
Vote: 4 Ayes - 0 Nays.

**MEETING ADJOURNED: 2:44pm**

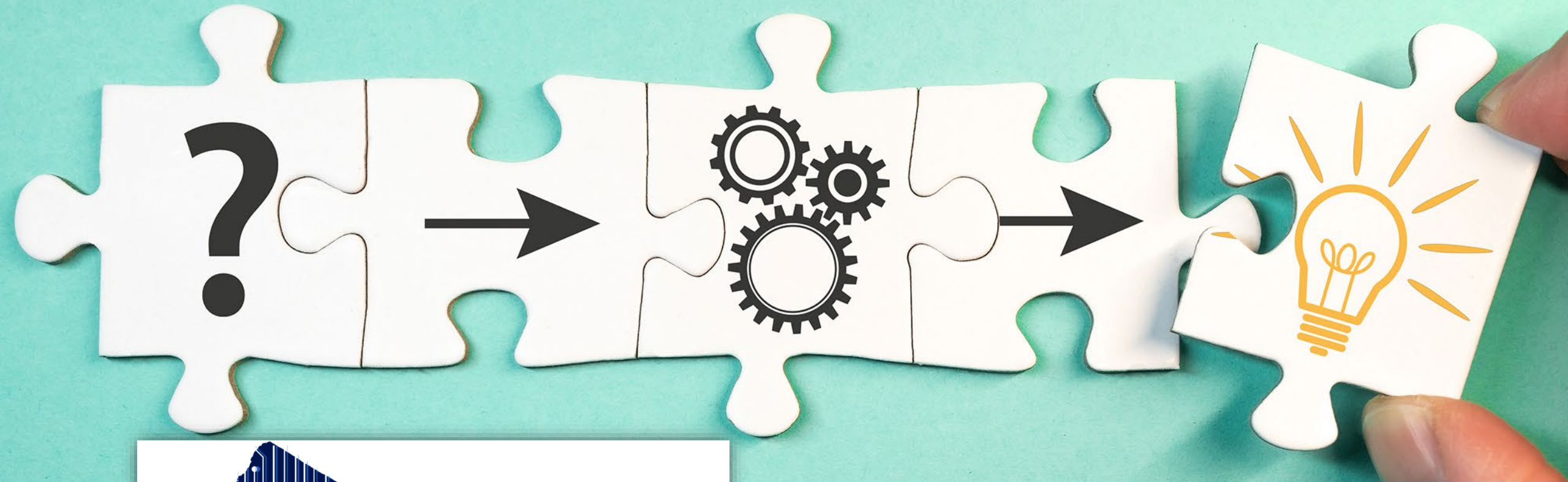
**NEXT REGULAR MEETING: January 24, 2023**

**Willingboro Municipal Complex at 2:00PM**

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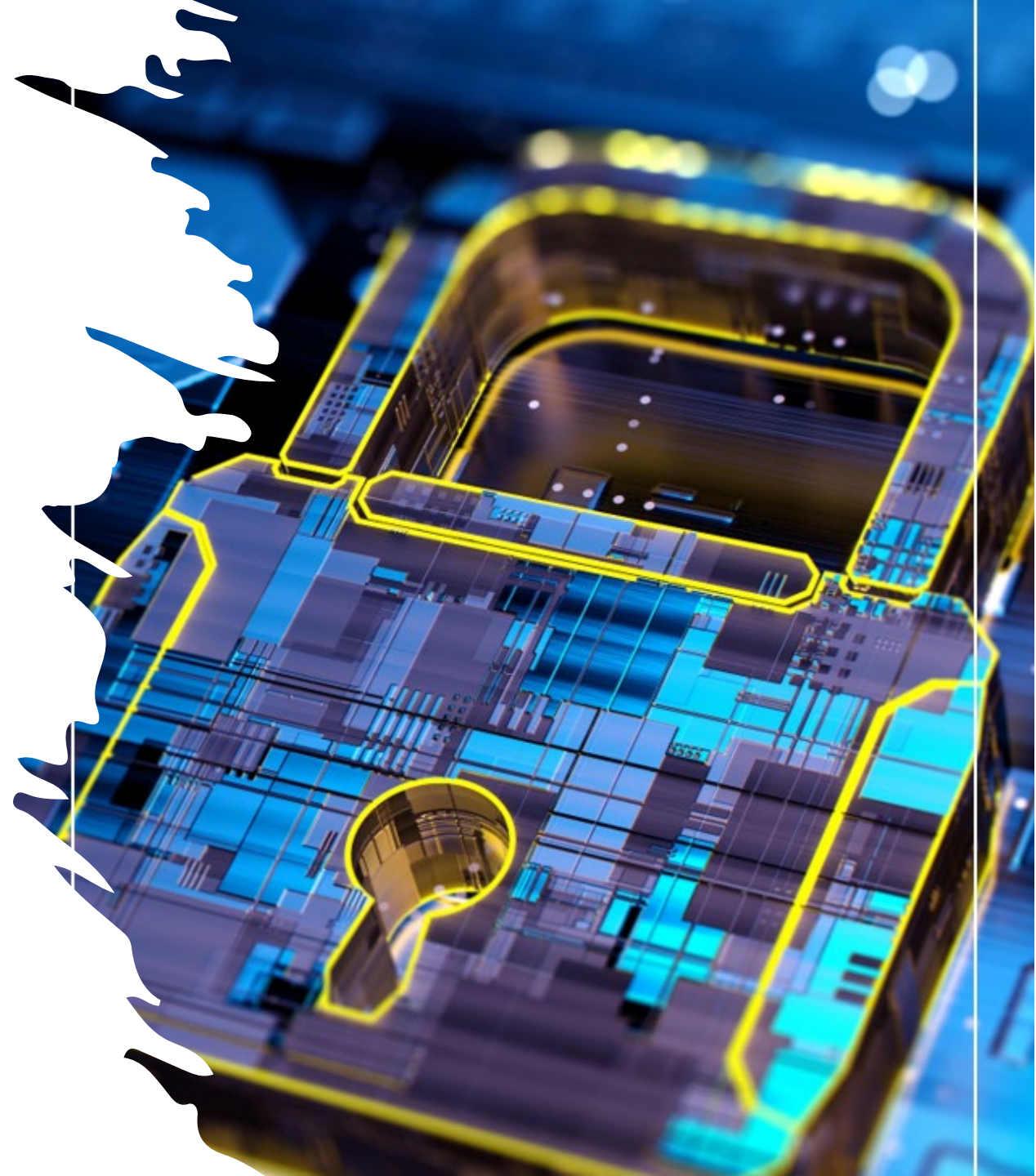
Crystal Chuck, Assisting Secretary for  
**SUSAN DANSON, SECRETARY**

***APPENDIX II***  
***CYBER JIF LAUNCH***



Faced with a hard cyber insurance market and even more limited options for local governments to obtain cyber insurance, the MEL has launched a first-of-its-kind Cyber JIF effective January 1, 2023.

Modeled after the MEL's Environmental Risk Management Fund, the Cyber JIF will offer cyber insurance coverage and risk management tools to assist local governments with mitigating the financial and security risks of cyber threats in today's landscape.





- ✓ **Insurance** Robust coverage for legal, forensics, extortion, interruption, etc.
- ✓ **Security Services** Employee Training, Phishing Campaigns, Vulnerability Scanning, Penetration Testing
- ✓ **Risk Management Program** Customized by The Chertoff Group for today's risks of NJ local governments, and aligned with CIS and Mitre ATT&CK framework
- ✓ **Policies** Custom template policies for Incident Response, Technology Practices and Password Management
- ✓ **Cybersecurity Grants** Will be identifying opportunities for grants that may be available to assist members with implementation of heightened cyber security protections

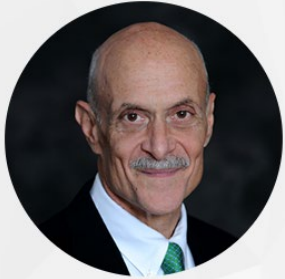


**ATT&CK**<sup>®</sup>





# About The Chertoff Group



**MICHAEL CHERTOFF**  
Co-Founder and Executive Chairman

## Previous Government Service:

- Secretary, U.S. Department of Homeland Security (2005 – 2009)
- Federal Judge, U.S. Court of Appeals for the Third Circuit (2003 – 2005)
- Assistant Attorney General of the United States, Criminal Division (2001 – 2003)



**ADAM ISLES**  
Principal and Head of Cybersecurity Practice

## Previous Experience

- Raytheon, Director of Strategy and Policy Consulting for homeland security
- U.S. Department of Homeland Security (DHS), Deputy Chief of Staff
- U.S. Department of Justice, Trial Attorney Criminal Division

## MISSION.

We apply our security expertise, technology insights and policy intelligence to help clients build resilient organizations, gain competitive advantage and accelerate growth.



# ■ Key Fund Professionals



**David Grubb**

Senior Partner, PERMA

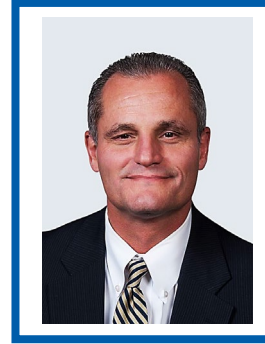
Executive Director, NJ Cyber JIF



**Paul Forlenza**

Sr. Program Administrator, Risk Program Administrators

JIF Deputy Executive Director



**Joseph Hrubash**

Senior Partner, PERMA

Executive Director, NJ Cyber JIF



**Cathleen Kiernan**

Partner, PERMA

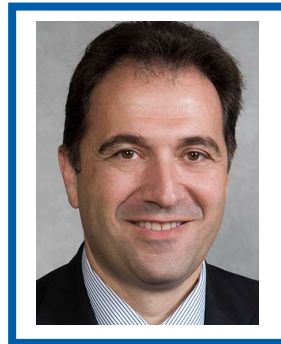
Deputy Executive Director, NJ Cyber JIF



**Edward J. Cooney, MBA**

Partner, Conner Strong & Buckelew

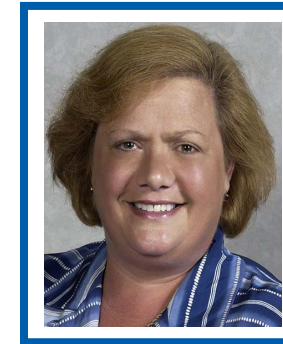
Underwriting Manager, NJ Cyber JIF



**Fred Semrau, Esq.**

Partner, Dorsey & Semrau

JIF Attorney



**Barbara Murphy**

President, Risk & Loss Managers

JIF Planning Consultant

# Insurance Offering Overview

\$6,000,000	Excess Insurers	\$6,000,000 County JIF Aggregate		
\$3,000,000		\$3,000,000 Each Claim Limit		
\$350,000	NJ Cyber JIF Retention	20% Copay	0% Copay	\$0 Deductible & 0% Copay
\$100,000				
\$50,000	Member Deductibles	\$50,000 Deductible	\$25,000 Deductible	
\$25,000				
\$0				
	<b>Compliance Level</b>	<b>Basic</b>	<b>Upgraded</b>	<b>Enhanced</b>



## ■ Compliance & Deductibles

**Level 1 “Basic”** – *Not meeting minimum security controls*

- \$50k Deductible plus 20% Copay of next \$300k (up to \$110k out of pocket)

**Level 2 “Upgraded”** – *Minimum security controls*

- \$25,000 Deductible (up to \$85k in savings)

**Level 3 “Enhanced”** – *Advanced security controls*

- \$0 Deductible (up to \$110k in savings)

*\*\*Members in compliance with Tier 1 of the current MEL Cyber Program (v2) prior to 1/1/23 will be grandfathered in Level 2 until 1/1/24\*\**

## ■ Security Services - \* INCLUDED \* with your insurance!

- **Employee Training** – Annual training of at least one hour provided by best-in-class education provider, like KnowBe4 or Wizer, with continuous phishing testing.
- **Vulnerability Management** – Internal and External vulnerability testing and management services performed on a monthly basis.
- **Security Consulting** – Survey on network architecture and application usage to deliver broad security advice, performed by The Chertoff Group.
- **Template Policies** – Template Technology Practices Policy and Incident Response Plan, created in conjunction with The Chertoff Group.
- **eRisk Hub** – Free access to our insurer’s cyber portal for access to cybersecurity news, reports, training videos, informational items, template policies, and more.

# ■ Cybersecurity Risk Management Framework

- **Asset Management** – *Inventory of your physical technology ecosystem*
- **Data Management** – *Inventory of your digital technology ecosystem*
- **Account Management** – *User account inventory and access security, including MFA*
- **Vulnerability Management** – *Vulnerability scans and patching cadence*
- **Logging** – *Logging practices*
- **Defensive Tools & Strategies** – *Antivirus, firewalls, rules and settings*
- **Cyber Hygiene** – *Employee training and testing*
- **3<sup>rd</sup> Party Risk Management** – *Cybersecurity assessments of the organizations you do business with*
- **Policies & Procedures** – *Documentation of all security practices, Incident Response Plan and Business Continuity*
- **Penetration Testing** – *Network penetration testing*

Designed by



# ■ Notable Changes in Security Control Groups

- Multi Factor Authentication (MFA) and Virtual Private Network (VPN) moved to Minimum Security
- Inventory of Technology Assets added in Minimum Security
- Data Management added in Minimum Security
- Vulnerability Management moved to Minimum Security
- Penetration Testing added in Advanced Security
- Endpoint Detection & Response (EDR) added to Minimum Security
- Access Privilege Controls moved to Minimum Security

Assisted by



## ■ Cybersecurity Grants

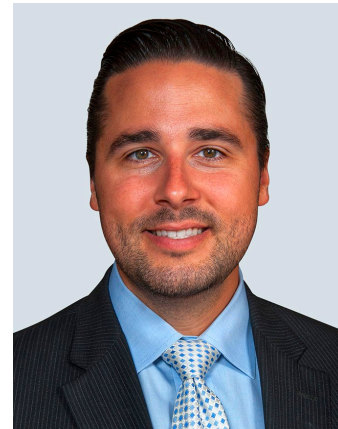
### Identification of grants from different organizations for cybersecurity

- CISA / Federal Government launched \$1 Billion grant package for state and local government
- Facilitate discussions with sector agencies, such as water sector and Homeland Security



# Contact Us

For more information, please reach out



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## Edward J. Cooney, MBA

Partner / Senior Account Executive

Underwriting Manager, NJ Cyber JIF

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**W** [www.connerstrong.com](http://www.connerstrong.com)



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## Cathleen Kiernan

Partner / Senior Account Executive

Deputy Executive Director, NJ Cyber JIF

**P** (201) 518-7031

**E** [catek@permainc.com](mailto:catek@permainc.com)

**W** [www.permainc.com](http://www.permainc.com)





## Asset Management

Inventory of your physical technology system, such as desktops and servers.

## Account Management

Inventory of your users' accounts and managing their access security, including Multi-Factor Authentication (MFA)

## Logging

Tracking activity throughout your network for security research.

## Hygiene

Employee training, with periodic testing.

## Policies

Documenting all security practices, and implementing and testing an Incident Response Plan.



## Data Management

Inventory of your digital assets, such as software, sensitive data and employee data.



## Vulnerability Management

Vulnerability scans of your system to detect vulnerable software, as well as your patch management practices.



## Defense

Antivirus, antispam, firewalls, Endpoint Detection & Response (EDR) to protect your network.



## 3rd Party Risk Management

Assessing organizations you do business with for security risk, and managing the contractual relationships, accordingly.



## Penetration Testing

With all security in place, annual penetration testing can show you how current security can be adjusted or what steps to take next.

# 2023

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



Municipal Excess Liability Residual Claims Fund

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

January 5, 2023

**Memo to:** Executive Committee  
 Professional Municipal Management Joint Insurance Fund

**From:** Chairman Thomas Merchel

**Re:** **RCF 2023 Reorganization Meeting**

**Executive Committee Nominations:** Although the RCF conducts its meetings as a Board of Commissioners, regulations require the election of an Executive Committee. Below is a listing of the 2023 Executive Committee and Alternates.

<b>2023 Executive Committee</b>
John Clarke, MEL JIF, Chairperson
Megan Champney Kweselait, Suburban Municipal, Secretary
Paul Tomasko, Bergen JIF
Tom Nolan, Monmouth JIF
Joseph Wolk, Camden JIF
Brian Bigler, NJUA JIF
Tom Merchel, PMM JIF

<b>Alternates - Executive Committee</b>
Sherry Sims, NJPHA JIF
Veronica Laureigh, Ocean JIF
William Northgrave, Central JIF
Meghan Jack, Burlco JIF
Brian McNeilly, Morris JIF
Gregory Franz, South Bergen JIF
Kellie Seib, Atlantic JIF
TBD - Suburban Metro JIF
TBD - Trico JIF

**RCF Claims Committee:** The following commissioners were submitted to serve on the 2023 RCF Claims Committee:

<b>RCF Claims Committee</b>
John Clarke, MEL JIF, Chairperson

Megan Champney Kweselait, Suburban Municipal, Secretary
Sherry Sims, NJPHA JIF
Tom Merchel, PMM JIF
Veronica Laureigh, Ocean JIF
Gregory Franz, South Bergen JIF

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

**Resolution 1-23 Appointing Fund Depository:** The RCF Board awarded a professional service agreement in accordance with a fair and open process pursuant to N.J.S.A. 19:44A –20.4 et. seq. appointing Citizens Bank, (formerly Investors Bank) as the Fund’s Banking Manager.

**Resolution 2-23 Fiscal Management Plan:** Resolution submitted designating Official Depositories and approving a Cash Management Plan; authorizing Signatories on Administrative Accounts; authorizing Signatories on Claim Accounts; establishing a rate of interest for delinquent assessments; establishing a wire transfer procedure; and certifying Approval Officer for all Fund expenses. In addition to the Chair, Secretary and Treasurer, Commissioner Greg Franz was designated as the additional RCF Commissioner signatory.

**Resolution 3-23 Public Meeting Procedures:** The Board of Fund Commissioners confirmed the following meeting schedule:

<b>2023 Meeting Schedule &amp; 2024 Reorganization</b>		
Friday March 24, 2023	Princeton Marriot at Forrestal	9:00 am
Friday June 2, 2023	Forsgate Country Club	10:30 am
Friday September 15, 2023	Forsgate County Club	10:30 am
Wednesday October 18, 2023	Forsgate County Club	10:30 am
Thursday January 4, 2024	Forsgate County Club	10:30 am

The RCF Claims Committee will meet on the same day as the Board of Fund Commissioners / Executive Committee at the above listed locations at 9:30AM before the Fund meeting with the exception of the March meeting. The RCF Claims Committee will also meet at 9:30AM on March 1, May 3, July 12 and December 6, 2023 and will be held via teleconference.

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

**Resolution 4-23 Remote Meeting Procedures:** The Board adopted a resolution establishing procedures for including public comment during a remote meeting.

**Resolution 5-23 Fund Records:** The Board confirmed the establishment of a Fund Records program appointing the Fund Secretary as custodian of records and Account Manager as Assistant Fund Secretary.

**Resolution 6-23 Risk Management Plan:** The Board adopted the 2023 Risk Management Plan which detailed coverage, assessment methodology and procedure for closure of fund years.

**RCF Professional Agreements:** A memorandum outlined the renewal of the RCF professional contracts for the 2023 fund year and the dollar amounts associated with the contracts.

**Annual Commissioner Retreat:** The Board of Fund Commissioners Annual Retreat has been scheduled for Friday March 24, 2023 starting at 9:00AM at Princeton Marriott at Forrestal, Princeton, N.J. Registration information and agenda will be distributed prior to the Retreat.

**Claims Committee:** The Claims Review Committee met on December 7, 2022 and met the morning of the Commissioner's meeting. Minutes of the December meeting were enclosed under separate cover.

**Next Meeting:** The next meeting of the RCF will be March 24, 2023 at 9:00AM at Princeton Marriott at Forrestal.



**New Jersey Municipal Environmental  
Risk Management Fund**

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

DATE: January 5, 2023  
TO: Executive Committee  
Professional Municipal Management Joint Insurance Fund  
FROM: Chairman Thomas Merchel  
SUBJECT: Summary of Topics Discussed at E-JIF Meeting

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**2023 REORGANIZATION-** The election of the slate was confirmed. Below is a listing of the 2023 Executive Committee and the 2023 Fund Professionals.

Position	JIF	Fund Commissioner
Chairman	NJUA	Bernie Rutkowski
Secretary	PMM	Thomas Merchel
Executive Committee	Burlco	Meghan Jack
	Monmouth	Thomas Nolan
	Camden	Joe Wolk
	South Bergen	Greg Franz
	Ocean	Veronica Laureigh
	Central	William Northgrave
Alternates:		
1.	Bergen	Paul Tomasko
2.	Suburban Municipal	Megan Champney Kweselait
3.	Morris	Brian McNeilly
4.	Suburban Metro	To be determined
5.	TRICO	To be determined

**REORGANIZATIONAL RESOLUTIONS** – The Resolutions necessary to undertake the 2023 Reorganization of the Fund were reviewed and adopted by the Board.

**FUND PROFESSIONALS & PROFESSIONAL SERVICE AGREEMENTS** – The E-JIF Board previously awarded competitive contracts in accordance with the New Jersey Local Publics Contract Law, N.J.S.A. 40A:11-4.1et. Seq. for fund years 2021, 2022 and 2023. The fund reserves the right to extend the competitive contract for an added two (2) years under the authority of N.J.S.A. 40A:11-4.2. The E-JIF Board also awarded professional service agreements in accordance with a non-fair and open process pursuant to N.J.S.A. 19:44A-21.4 et. seq. Contracts

will be forwarded to each Fund Professional which will outline adjustments to compensation for Fund year 2023.

The Board of Fund Commissioners confirmed the following appointments:

<b>Executive Director</b>	Stephen Sacco, PERMA Risk Management Services
<b>Fund Treasurer</b>	Charles Cuccia
<b>Banking Manager</b>	Citizens Bank (formerly Investors Bank)
<b>Fund Auditor</b>	Nisivoccia LLP
<b>Underwriting Manager</b>	Danskin Insurance Agency and Conner Strong & Buckelew
<b>Actuary</b>	AON Worldwide, Inc.
<b>Environmental Engineer</b>	First Environment
<b>Claims Supervisor</b>	Peter King, Esquire
<b>Legislative Agent</b>	Princeton Public Affairs Group (9/4/19- 9/4/24)
<b>Fund Attorney</b>	Fred Semrau, Esquire (1/1/23- 12/31/23)
<b>Qualified Purchasing Agent</b>	The Canning Group ( <i>As per the agreed pricing. 1/1/23 - 12/31/23</i> )

**2023 STANDING COMMITTEES** - Five standing committees were established for the 2023 Fund year. The five (5) committees are Coverage committee, Rules & Contracts committee, Budget & Finance committee, Nominating committee, and Claims committee.

**EXCESS AGGREGATE INSURANCE** - The Underwriting Manager indicated that excess coverage for the E-JIF will be issued in 2023 by Ascot Specialty Insurance Company. A summary is as follows:

**EXCESS COVERAGE RENEWAL**

<b>COVERAGE:</b>	Follow Form Excess Pollution Liability – Claims Made Coverage
<b>COMPANY:</b>	Ascot Specialty Insurance Company
<b>LIMIT OF LIABILITY:</b>	\$ 9,000,000      Pollution Incident Limit \$ 9,000,000      Aggregate Limit
<b>Aggregate of All Covered Losses Incurred:</b>	\$3,000,000      Aggregate of All Losses Incurred

**2023 MEETING SCHEDULE:**

<b>2023 Meeting Schedule</b>		
March 24, 2023	Princeton Marriot at Forrestal	9:20 am
June 2, 2023	Forsgate Country Club	10:50 am
September 15, 2023	Forsgate Country Club	10:50 am
October 18, 2023	Forsgate Country Club	10:50 am
November 8, 2023	Virtual	9:30 am
January 4, 2024	Forsgate Country Club	10:50 am





**Municipal Excess Liability Joint Insurance Fund**

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

To: Members of the Municipal Excess Liability Joint Insurance Fund

Date: December 27, 2022

As we near the end of 2022, I would like to take an opportunity to update our members on the significant challenges addressed and strides taken on behalf of the Municipal Excess Liability Joint Insurance Fund (Fund) and each participating member.

Workers' Compensation remains our major issue because of recent court and state decisions that have significantly increased costs. This year the MEL matched its lowest accident rate since inception, almost a 70% reduction since 1990. The MEL Safety Institute successfully trained 67,167 participants and offered 665 classroom programs. It is not only a credit to the MEL, but to our members who participate in the Joint Insurance Fund (JIF) commitment to safety, which is demonstrated by the superior low accident rate of MEL members versus all other public agencies throughout the State.

Additionally, cybersecurity came to the forefront as we commissioned a study group to evaluate the benefits of managing long-term cyber liability challenges facing members daily. I am pleased to advise that the Cyber Risk Management Fund has been established to promote member training and security to address the high cost of cyber incidents and claims prevalent in today's world.

Property insurance rates are also skyrocketing because of natural disasters. We are now working with the legislature to enact budget cap relief to address these increases.

The Fund continues to set a budget for our members that is responsible and accountable. Our ongoing assistance through the Joint Cash Management Investment Fund (JCMI) provided competitive bids on short-term notes so that other industry bidders were forced to compete with the JCMI's low interest rate, saving our members hundreds of thousands of dollars over the last 36 months.

During the past year, the Fund also successfully addressed significant issues from COVID-19. We worked to strengthen our policies and procedures, and to efficiently resolve pandemic-related worker's compensation claims, including a complex reinsurance matter. We were able to restore our in-person public meetings and the annual Fund Summit,

As the Chairwoman of the MEL, I wish to express our appreciation to each participating JIF, including each manager, member, and employee committed to the most unique organization of shared services in local government. It is a testament to our members that we have endured the unprecedented challenges of the last three years and find the Fund, as we head into 2023, in a position to continue to protect, represent, and train our members and serve the taxpayers of our member communities.

I want to express my great appreciation for all of those who volunteer to participate in the member JIFs, as well as the MEL, the Residual Claims Fund and the Environmental Joint Insurance Fund. The Fund is a product of your dedication, and the enormous impact each individual makes in this process.

Finally, I want to take a moment and encourage additional involvement and participation in the joint insurance fund process. It is not only educational, but a terrific way to use the resources that we all have at our disposal as public servants. I especially encourage women to become involved as JIF and MEL representatives. With increased diversity comes broader viewpoints and more effective conversations, all of which will help the MEL thrive.

Wishing you a happy, healthy and prosperous New Year.

With Sincerity and Profound Appreciation,

Joy Tozzi, Chairwoman



## Municipal Excess Liability Joint Insurance Fund

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

**Date:** January 5, 2013  
**To:** Executive Committee  
Professional Municipal Management Joint Insurance Fund  
**From:** Chairman Thomas Merchel  
**Subject:** MEL 2023 Reorganization

**SINCE MEETING HAD TO BE CHANGED TO VIRTUAL, PERMA PERSONNEL WAS PRESENT AT THE FORSGATE TO ADDRESS ANY PUBLIC THAT MAY HAVE ATTENDED.**

Mr. Grubb expressed the MEL's appreciation for outgoing Commissioners. Sherry Sims will no longer serve as Special Fund Commissioner. Chief Scholey no longer serving as the First Responders JIF representative. Joe Catenaro is retiring; he was noted for asking all the right questions. Robert Law served more than 10 years as MEL Fund Commissioner and served as RCF Chairman, but is no longer representing the Burlco JIF. Richard Hirsh is also retiring, having served as MEL Chairman, Legislative Committee Chairman and the Claims Committee Chairman. Paul Miola has served as Executive Director to the Atlantic, Trico & Burlco JIFs since the inception of each of those Funds and was instrumental in the MEL's formation as well as every step along the way. Paul retired at the end of 2022.

Mr. Hirsh and Ms Sims were in attendance & acknowledged the recognition. Mr. Law sent saying it had been a pleasure working with the MEL Fund Professionals and Fund Commissioners.

Chairwoman also thanked those that are moving on and welcomed the new commissioners.

**2023 Reorganization -** The MEL conducted its 2023 Reorganization. The Board of Fund Commissioners held elections for officers and board members, noted below.

Chair	JOY TOZZI	Mid-Jersey
Secretary	PAUL TOMASKO	Bergen
5 member Executive Committee		
	TOM MERCHEL	PMM
	CHARLES CUCCIA	SUB METRO
	JOSEPH WOLK	CAMDEN

Alternates	TOM NOLAN	MONMOUTH
	GREG FRANZ	SOUTH BERGEN
	BERNARD RUTKOWSKI	NJUA
	JOHN CLARKE	NJPHA
	VERONICA LAUREIGH	OCEAN
	WILLIAM NORTHGRAVE	CENTRAL
	MEGAN CHAMPNEY-KWESELAIT	SUBMUNI
	KEVIN DAVIS	PAIC
	MEGHAN JACK	BURLCO
	ADAM BREWER	MORRIS
	JIM ULRICH	NJSI
	ROBERT MCFARLAND	FIRST
	TO BE DETERMINED	TRICO

<b>2023 Meeting Schedule</b>		
March 24, 2023 (Friday)	Princeton Marriott	9:40 am
June 2, 2023 (Thurs)	Forsgate Country Club	11:15 am
September 15, 2023 (Fri)	Forsgate Country Club	11:15 am
October 18, 2023 (Wed)	Forsgate Country Club	11:15 am
November 15, 2023 (Wed)	Sheraton Hotel, Atlantic City	12:30 pm
January 4, 2024 (Thurs)	Forsgate Country Club	11:15 am

**2023 Standing Committees Chairpersons**

Management Committee	Joy Tozzi
Marketing Committee	Adam Brewer
Coverage Committee	Paul Tomasko
Investment Committee	Thomas Merchel
Legislative Committee	Charles Cuccia
Nominating Committee	Charles Cuccia
Safety & Education Committee	Bernard Rutkowski
Audit Committee	Thomas Merchel
Claims Review Committee	Megan Champney-Kweselaite

Chairwoman filled the Committee Chairperson vacancies left by Richard Hirsh, thanked all 2022 committee members for all their work and asked them to remain in place for 2023. In addition, Chairwoman will work in the coming weeks to fill other vacancies..

The Board of Fund Commissioner then reorganized for Fund year 2023 and adopted the resolutions noted below.

Resolution #1-23 Fiscal Management Plan

Resolution #2-23 Designation of Meeting Dates & Designation of Official Newspapers

Resolution #3-23 Designation of Secretary as Custodian of Records

Resolution #4-23 2023 Plan of Risk Management. Plan updated to reflect changes resulting from the renewal – mostly impacting property (including increase of JIF/MEL self-insured retention from \$1,000,000 to \$2,500,000). In addition, clause modified to allow the MEL to establish protocols, if needed, to manage catastrophic event claims and a clause allowing Fund Attorney and Executive Director to approve a claim if in the 11<sup>th</sup> hour if settlement opportunity might otherwise be lost.

Resolution #5-23 2023 Remote Meeting Procedures/Public Access

Resolution #6-23 Appointment of Asset Manager, Custodial & Accounting, Financial Advisory

Resolution #7-23 Designation of Citizens Bank fka Investors as Official Depository

Resolution #8-23 Authorizing agreement with The Canning Group as QPA

Resolution #9-23 Appointment of Special Legal Counsel - Thomas J. Germinario, Esq.

Resolution #10-23 Appointment of Special Legal Counsel – Matthew Giacobbe, Esq.

Resolution #11-23 Appointment of Special Legal Counsel – Craig Domelewski, Esq.

Resolution #12-23 Authorizing Extension of Award CC#20-01 to VCS as Online Webinars

Resolution #13-23 Authorizing Extension of Award CC#19-01 Origami as Risk Mgmt. Info System

Resolution #14-23 Authorizing Extension of Award CC#19-02 LaMendola &

Associates as Mgmt. & Supervisory Training Training

Resolution #15-23 Authorizing Extension of Award CC#19-03 to Acrisure as

Marketing Consultant

Resolution #16-23 Authorizing Extension of Award CC#19-04 to Princeton Strategic

Communications Group as Marketing Manager

Resolution #18-23 Award Excess Property to Zurich

Resolution #19-23 Award Excess Workers' Compensation to Safety National

Resolution #20-23 Award Excess Flood - Tabled

Resolution #21-23 Award Non-owned Aircraft Liability to Endurance

Resolution #22-23 Award Optional Excess Liability, Optional Shared Aggregate and Optional Public Officials/Employment Practices to Munich and Chubb

**Renewal:** Executive Director said the Underwriting Manager had a very difficult market and said negotiations would normally have concluded sooner.

Underwriting Manager said the commercial market, in general, is very difficult right now but that liability settled somewhat. However, in October the property market became increasingly more difficult. Underwriting Manager added that he will be distributing a renewal overview & he plans to conduct several webinars to review changes with members and risk management consultants.

**2023 Membership:** Effective January 1<sup>st</sup>, the Middlesex County Municipal Joint Insurance Fund is no longer affiliated with the MEL.

The Middlesex County Utilities Authority joined the NJUA JIF, the Borough of National Park joined the Trico JIF, the Dunellen Parking Authority joined the Central Jersey JIF and East Windsor joined the Mid-Jersey JIF.

**Competitive Contracts Request for Proposals (CCRF), Contracts & Professional Services:** The MEL follows procurement processes as guided by the QPA and NJ Local Public Contracts Law.

The Management Committee met in November to review the services of those vendors whose three-year contract term was through 12/31/22. Board accepted the Committee's recommendation and extended the contracts of LaMendola & Associates for Management Training, Origami Risk for Risk Management Information System; Acrisure for Marketing Consultant and Princeton Strategic Communications for Marketing Manager a 4<sup>th</sup> year.

Board also accepted the Management Committee's recommendation to re-appoint several professionals to one-year contracts. Resolutions included in the agenda re-appoint Craig Domalewski, Esquire as Coverage Counsel, Thomas Germinario, Esquire as Land Use Counsel and Matthew Giacobbe, Esquire as Employment Practices Liability Manual and Special Legal Counsel. Resolutions also included to re-appoint Bank of New York as Custodian of Funds and NW Financial as Financial Advisor effective March of 2023 - serving the Joint Cash Management & Investment Program. Eagle Asset Management was appointed as Clearbrook's replacement in November.

In addition, Executive Director distributed a memorandum providing a summary of contracts that are currently in force.

**RCF:** The Residual Claims Fund held its 2023 Reorganization meeting for Thursday January 5, 2023 at 10:30AM in the Forsgate Country Club, Jamesburg, NJ. Commissioner John Clarke is the designated MEL representative for the 2023 Fund Year.

**Cyber JIF:** The Cyber JIF met in December and began the process of reviewing vendor proposals. A copy of a report of the meeting distributed for information.

**Legislative Committee:** Committee met on November 16, 2022 and submitted the minutes for information. Committee Chairman Cuccia said they had success getting the bill to include additional items outside the appropriations cap but need to continue with their efforts to get same on levy cap.

**Safety & Education Committee:** Committee is scheduled to meet next on February 10, 2023 at 1:00PM via Zoom.

**Coverage Committee:** Committee will be scheduling a meeting in January.

**Joint Cash Management & Investment Committee:** Treasurer said the MEL had to operate without an Asset Manager since August & noted the Operating Committee members stepped up to fill the void. During the month of December, the appointment to Eagle Asset Management became effective (as approved at November meeting).

**Claims Committee:** The Claims Review Committee met on December 7, 2022 and is scheduled to meet immediately following today's board meeting.

**Fund Attorney:** Mr. Semrau highlighted some of the MEL's successes in 2022. The MEL was able to provide aid to a non-affiliated MEL JIF (Middlesex JIF) and in so doing – gained an appreciation for the operations and transparencies of the MEL and its affiliated local JIFs.

A successful negotiation was completed with Safety National for the sharing of the costs of covid claims that occurred during 2020. The efforts of the JCMI to be able to respond to quickly fill the void left by the necessary transition to a new Asset Manager. The formation of the Cyber Risk Management Fund and the continued increase in safety training through the MEL's Safety Institute. Mr. Semrau thanked Chairwoman Tozzi for her support, participation, energy and commitment working through the challenges in 2022. He also noted the professionalism of everyone involved in the JIFs and the MEL.