

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
JUNE 27, 2023 – 2:00 PM**

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

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

- I. Sending sufficient notice to the Burlington County Times**
- II. Advance written and electronic notice of this meeting was filed with the Clerk/Manager of all member municipalities and, posting electronic notice of this meeting on the Fund's website.**
- III. Posting this notice on the Public Bulletin Board of all member municipalities**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
MEETING: JUNE 27, 2023**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- PLEDGE OF ALLEGIANCE**
- ROLL CALL OF 2023 COMMISSIONERS**
- APPROVAL OF MINUTES:** May 23, 2023 Open Minutes **Appendix I**
May 23, 2023 Closed Minutes **Distributed**
- CORRESPONDENCE: None**

REPORTS

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**
.Executive Director's Report **Page 1**
 - ATTORNEY – William J. Kearns, Esquire**
 - TREASURER – Thomas Tontarski**
.Treasurer's Report **Page 17**
.June 2023 Voucher List – Resolution Nos. 23-15 **Page 19**
 - SAFETY DIRECTOR – J.A. Montgomery Risk Control**
.Monthly Report **Page 26**
 - UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
.Monthly Certificate Report **Page 29**
.Cyber JIF Risk Management Compliance - As of June 1, 2023 **Page 30**
 - MANAGED CARE – Qual Care**
.Monthly Report **Page 31**
 - CLAIMS SERVICE – Qual Lynx**
 - OLD BUSINESS**
 - NEW BUSINESS**
 - PUBLIC COMMENT**
 - RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSE:
PERSONNEL - SAFETY - PUBLIC PROPERTY – LITIGATION**
 - Motion to Return to Open Session and Approve Payment Authorization Requests**
 - MEETING ADJOURNMENT**
-

Professional Municipal Management Joint Insurance Fund

2 Cooper Street
Camden, NJ 08102

Date: June 27, 2023

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

- ❑ **Audit Report as of December 31, 2022** – The Auditor’s Report as of December 31, 2022 has been sent under separate cover to the Fund Commissioners. Representatives from Bowman & Company will give a report at the meeting and following that, the Board will be asked to formally approve Resolution 23-14 approving year end financials along with the Group Affidavit. **(Pages 3-5)**
 - ❑ **Motion to Approve Year-End Financials as of December 31, 2022 as presented, Adopt Resolution 23-14 and execute the Group Affidavit indicating that members of the Executive Committee have read the General Comments Section of the Audit Report**
- ❑ **Cyber Security Status Report:** Attached on **Page 6** is the monthly report from D2, recapping members’ participation and training to date. Note that the 2023 Q2 Campaign has concluded, and the phishing results are shown in column L. This quarter’s phishing campaign included spear phishing attacks, which is a targeted form of phishing attack. D2 impersonated POCs for organizations that gave us permission to use their names for these attacks.
- ❑ **NJ Cyber JIF:** The Cyber JIF met on June 22, 2023 at 2:00PM via Zoom, Chairman Merchel’s report will be available in next month’s agenda.
- ❑ **Cyber JIF Questionnaire:** The Cyber JIF’s Cybersecurity Consultant, The Chertoff Group, designed a technology stack questionnaire for all members to complete. The goal of the questionnaire is obtaining more detailed insight of the technology stacks of our members in order to better tailor the cybersecurity framework and provide broadscale advice to the members. That survey has been added to the Origami Underwriting Database.

You or your designated Origami user will receive an email generated by Origami from email address: notifications@origamirisk.com. This email will include directions for you or your Origami user to reassign the worksheet to your IT personnel to help you complete the survey. Please make every effort to complete the questionnaire by **June 30th**. Items that may not apply can be left blank.
- ❑ **Residual Claims Fund** – The RCF met on Wednesday, June 2, 2023 at Forsgate Country Club. Chairman Merchel’s report is attached in Appendix II.

- ❑ **EJIF-** The EJIF met on Wednesday, June 2, 2023 at Forsgate Country Club. Chairman Merchel’s report is attached in Appendix II.
- ❑ **MEL JIF** – The MEL met on Wednesday, June 2, 2023 at Forsgate Country Club. Chairman Merchel’s report is attached in Appendix II.
- ❑ **2022/2023 Employment Practices Liability (EPL) Program:** The EPL Program, which occurs every two years, has officially begun. The MEL reviews applicable laws and regulations to update the Model Personnel Manual, Model Employee Handbook and Model Volunteer Handbook. In addition, members are asked to complete training geared towards Managers & Supervisors, Non-Supervisory Employees and Police Command Staff training. For information, a memorandum is included on **pages 7-11** that outlines the changes made to the current model documents.

Members submitting the required form by **November 1, 2023**, will qualify or continue to qualify for the deductible incentives. Members submitting this form after the deadline will become eligible for the deductible incentive upon approval of the application, but not retroactively.

- ❑ **2023 Coverage Documents:** The Fund office is in the final stages of preparing coverage documents, which will be posted to Origami during the month of June.

❑ **Due Diligence Reports:**

Financial Fast Track - <i>distributed quarterly</i>	
Loss Ratio Analysis	Page 12
Claims Activity Report	Page 13
Loss Time Accident Frequency	Page 14
POL/EPL Compliance Report	Page 15
Regulatory Affairs Checklist	Page 16

RESOLUTION NO. 23-14

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
Resolution of Certification
Annual Audit Report for Period Ending December 31, 2022**

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

WHEREAS, the Annual Report of Audit for the year 2022 has been filed by the appointed Fund Auditor with the Secretary of the Fund as per the requirements of N.J.S.A. 40A:5-6 and N.J.S.A. 40A:10-36, and a copy has been received by each member of the EXECUTIVE COMMITTEE, and

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

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

General Comments and Recommendations

and

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

General Comments and Recommendations

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

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

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

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

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

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

WE HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON JUNE 27, 2023.

THOMAS MERCHEL, CHAIRMAN

SUSAN DANSON, SECRETARY

Date

GROUP AFFIDAVIT FORM
CERTIFICATION OF EXECUTIVE
COMMITTEE

of the
PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND

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

- 1.) We are duly elected members of the Executive Committee of the Professional Municipal Management Joint Insurance Fund.
- 2.) In the performance of our duties, and pursuant to the Local Finance Board Regulation, we have familiarized ourselves with the contents of the Annual Fund Audit filed with the Secretary of the Fund pursuant to N.J.S.A. 40A:5-6 and N.J.S.A. 40A:10-36 for the year 2022.
- 3.) We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled:

GENERAL COMMENTS - RECOMMENDATIONS

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

Attest:

SUSAN DANSON, Secretary to the Fund

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

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

D2 Cybersecurity Training Report
As of June 20, 2023

Town/Entity	Primary POC	Users	Users Added From Previous Month	Fully Trained (Jun. '22 - Nov. '22)	Previous Month's Training Progress	Current Month's Training Progress	Training Percent Change For The Month	2022 Q3 Phishing Results (% of Users Phished)	2022 Q4 Phishing Results (% of Users Phished)	2023 Q1 Phishing Results (% of Users Phished)	2023 Q2 Phishing Results (% of Users Phished)
Evesham Fire District	Michael Haas	129		54	42.25%	42.25%	0.00%	6%	9%	0%	40%
Evesham Township	Eric Menifee	152	2	96	63.58%	64.47%	0.90%	3%	3%	1%	0%
Maple Shade	Susan Danson	78		71	91.03%	91.03%	0.00%		37%	4%	14%
Moorestown	John Polkiewicz	127		104	81.89%	81.89%	0.00%	36%	54%	0%	42%
Willingboro	Shaun O'Bryand	241		159	65.98%	65.98%	0.00%	5%	6%	0%	18%



Municipal Excess Liability Joint Insurance Fund

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

To: Members - Municipal Excess Liability Joint Insurance Fund
(Municipalities and Utility Authorities)

From: David N. Grubb, Executive Director

Date: May 10, 2023

Re: **2024 - 2025 Employment Practices Liability (EPL) Program**

Please allow this memorandum to serve as official notice that the 2024-2025 Employment Practices Liability Program has begun.

Every two years the MEL reviews applicable laws and regulations to update the Model Personnel Manual, Model Employee Handbook and Model Volunteer Handbook. In addition, members are asked to complete training geared towards Managers & Supervisors, Non-Supervisory Employees and Police Command Staff training. For information, we are attaching a memorandum that outlines the changes made to the current model documents.

95% of MEL members have adopted the MEL's model employment practices risk control program and are eligible for lower deductibles. These programs must be updated every two years to remain eligible.

Please visit the MEL webpage – www.njmel.org - for downloadable copies of the revised model documents. OR

Click this link to the program: <https://njmel.org/insurance/public-officials/risk-management-program/>

Members with updated loss control programs receive the standard EPL deductible of \$20,000 per claim plus a 20% co-pay capped at \$50,000 and may be eligible to buy down deductibles and co-insurance caps (See note below concerning members with adverse EPL claims experience).

To qualify for the lower deductibles, have your General Counsel or Employment Attorney complete the one-page form checking the minimum requirements for updating the plan. It is not necessary to attach any further documentation. Mail the completed form to MEL Fund Office, 9 Campus Drive, Suite 216, Parsippany, NJ 07054. (copy attached)

Members submitting the required form by **November 1, 2023** will qualify or continue to qualify for the deductible incentives. Members submitting this form after the deadline will become eligible for the deductible incentive upon approval of the application, but not retroactively.

Members without updated loss control programs will have a deductible of \$100,000 per claim plus a 20% co-pay with no cap. (See note below concerning members with adverse EPL claims experience).

Members with adverse EPL claims experience: Members with adverse loss experience will have a deductible of \$75,000 if they have an updated loss control plan and \$150,000 if they do not – in addition to the co-pay (as outlined above). In a few cases, the insurance carrier will establish higher deductibles for members due to exceptionally poor experience.

Required Elements for the Incentive

1. **Employment Attorney/Advisor:** An Employment Attorney or an Employment Advisor usually provides advice concerning personnel matters. However, the member may designate its General Counsel if experienced in employment matters.
2. **Personnel Policies and Procedures Manual:** To facilitate this process, the MEL has developed a Revised Model Personnel Policies and Procedure Manual that members are free to use at their discretion. Members can adopt the model, take sections from the model and place them in their existing personnel manual, or write their own policies that cover the subjects in the model.
3. **Conscientious Employee Protection Act Notice:** This notice (in both English and Spanish) must be posted on the bulletin board and distributed to all personnel. The notice required by the NJ Department of Labor is included in the Model Personnel Policies and Procedures Manual. (copy can also be found on the MEL webpage – njmel.org)
4. **Employee Handbook:** The handbook must be updated and distributed to all personnel. To facilitate this process, the MEL has developed a Model Employee handbook that members are free to use at their discretion which can be found on the MEL webpage – njmel.org.
5. **Model Local Unit Civil Rights Resolution (municipalities only):** Adopt the model resolution which can be found on the MEL webpage – njmel.org.
6. **Managerial and Supervisory Training:** Court decisions made personnel training for managerial and supervisory "mandatory". A signed acknowledgement that the manager or supervisor has completed training within the last 12 months must be placed in the personnel files. Training is also mandatory for the Municipal Judge, the heads of volunteer emergency service organizations such as Volunteer Fire Departments, EMS units, and the heads of organizations such as Library Boards and Planning Boards, etc., that are involved in personnel matters.
 - a. The MEL has developed a Model Managers & Supervisors training program that will be available be offered as a Live Webinar through the MEL Safety Institute. You will receive directions on how to access this program from you JIF's Executive Director.
7. **Police Chief, Captains and Lieutenants Training:** Because Police Departments are involved in a high percentage of employment related litigation, Police Chiefs and at least one other command officer must complete employment-practices training that takes into consideration the Attorney General's guidelines for police operations.
 - a. J.A. Montgomery's Law Enforcement Unit has already been conducting this training program & will be scheduling more throughout the state.
8. **Training for All Other Personnel:** Court decisions also require employers to offer anti-harassment and related personnel training to all employees.
 - a. The non-supervisory training video is in the final stages. Once available, instructions to access the program will be distributed by your JIF's Executive Director.
9. **MEL EPL Helpline:** The MEL includes a helpline to its members at no additional cost. For information, we are including a copy of the helpline.

For assistance, please contact the MEL office or the office of your local JIF Executive Director.

Attachments:

- **Synopsis of Changes**
- **Checklist**
- **MEL Helpline**

CLEARY | GIACOBBE | ALFIERI | JACOBS

MATTHEW J. GIACOBBE, Partner
mgiacobbe@cgalaw.com

Reply to: Oakland Office

To: Member Entities
From: Matthew J. Giacobbe, Esq.
Nicholas DelGaudio, Esq.
Fred Semrau, Esq.

Date: March 13, 2023

Re: Changes to Employee Handbook and Personnel Policies and Procedures Manual

The Municipal Excess Liability Joint Insurance Fund (“MEL”) has made suggested modifications to the Model Employee Handbook and Personnel Policies and Procedures Manual (“PPPM”) for our members’ consideration. Several of the changes made were to make the related policies in the Employee Handbook and PPPM more uniform, while other revisions were made due to changes in law. Below is a brief explanation of the changes that have been made.

- Sick Leave Policy

In accordance with COVID-19-related updates to the Earned Sick Leave Law, an additional reason for which sick leave may be used was added in both the PPPM and Employee Handbook. In addition, a note was added in both the PPPM and Employee Handbook to clarify that employers may choose to require up to seven (7) days’ notice for foreseeable sick leave usage under the Earned Sick Leave Law.

- Alcohol and Drug-Free Workplace

Changes were made in the PPPM to account for the legalization of recreational cannabis, including the addition of language relating to the requirement that there be documentation of physical signs of impairment in addition to a positive drug test in order to subject an employee to adverse action. Language was also added to provide that applicants cannot be denied employment based solely on a pre-employment positive drug test for cannabis, with some listed exceptions. In the Policy Prohibitions section, cannabis was added to the portion discussing alcohol, as it would no longer fit under the illegal drugs portion that precedes it.

Language that is no longer applicable due to the legalization of cannabis was also removed throughout the policy. On the Pre-Employment Consent and Release Form, the language “for certain employment positions” was added after “Cannabinoids” because employers will no longer need to test for cannabis in pre-employment panels for most positions. In the Employee Handbook, the word “unlawful” was removed before “drugs” in order to make clear that the use of cannabis in the workplace is still prohibited.

Oakland Office: 169 Ramapo Valley Road, UL 105, Oakland, NJ 07436 Tel 973 845-6700 Fax 201 644-7601
Somerville Office: 50 Division Street, Suite 501, Somerville, NJ 08876 Tel 732 583-7474 Fax 201 644-7601
Matawan Office: 955 State Route 34, Suite 200, Matawan, NJ 07747 Tel 732 583-7474 Fax 732 290-0753

www.cgajlaw.com

- Domestic Violence Policy

Letter (E) under the Domestic Violence Reporting Procedures in the PPPM was removed due to it only being applicable to issues between State employees.

- Personal Day Policy

More details were added to the Personal Day Policy in the PPPM in order to match the language included in the same policy found in the Employee Handbook.

- Equal Employment Opportunity Policy and Americans with Disabilities Policy

The protected categories of pregnancy, breastfeeding and childbirth were added to make the policy uniform with the Employee Handbook policy. An additional paragraph regarding breastfeeding accommodations was also added to the Americans with Disabilities Policy to further explain necessary accommodations.

- Family and Medical Leave Policy

Language was added in the PPPM to clarify that the employer may choose to include in their policy that employees are either required to use accrued paid leave during an FMLA-covered leave or may choose to use accrued paid leave. A “utilization of paid leave” section was added to the Employee Handbook to mirror the PPPM. In addition, the Family Temporary Disability section was updated to remove the “six weeks” and “effective July 2020” language.

- New Jersey Family Leave

An additional reason that NJFLA leave may be taken was added in both the PPPM and Employee Handbook, in accordance with COVID-19 related updates to the law. Changes were also made in the PPPM Policy to reinforce and clarify that NJFLA leave may be taken consecutively, intermittently or on a reduced schedule with little restriction, and to clarify the notice requirements for intermittent leave.

- Policy for Use of Employer Vehicles (Non-Law Enforcement)

A provision regarding employees driving their own vehicles for employer business providing the employer with a copy of their current certificate of insurance was added in the PPPM in order to make this policy uniform with the Employee Handbook policy.

- Overtime

The highly-compensated employee overtime exemption was updated from \$100,000 to \$107,432 to reflect current law. In addition, language was added to clarify that the employer may choose to include in its policy that only time actually worked is considered for purposes of determining overtime compensation.

- Hours of Work

In the Employee Handbook’s Attendance and Tardiness section, a change was made to make the suggested time by which an employee must call out match the time found in the PPPM Absenteeism and Tardiness policy.

- Personnel Records

Some additions were made to the Employee Handbook policy in order to mirror the PPPM version of the policy.

The Ethical Conduct Policy and Resignation Policy found in the Employee Handbook were added to the PPPM in order to ensure every policy in the more streamlined Employee Handbook is also contained in the larger manual.

We urge you to consult with your entity's General or Labor Counsel regarding these recommended changes.

EMPLOYMENT PRACTICES BEST PRACTICES CHECKLIST

Name of Municipality or Authority: _____

SECTION ONE:

- Adopt and distribute to managerial/supervisory employees the Personnel Policies and Procedures Manual:

Required Policies to be included in Manual:

1. Equal Employment Opportunity Policy
2. Americans with Disabilities Act Policy
3. Contagious or Life Threatening Illnesses Policy
4. Safety Policy
5. Alcohol and Drug-Free Workplace
6. Workplace Violence Policy
7. Policy Against Harassment
8. Whistle Blower Policy
9. Overtime
10. Confidentiality of Personnel Files
11. Political Activity Policy
12. Performance Evaluation Policy
13. Discipline and Termination Policy
14. Use of Employer Vehicles Policy (Non-Law Enforcement)
15. Computer Use, Electronic Mail, and Internet Policy
16. Family and Medical Leave Act Policy
17. New Jersey Family Leave
18. Military Leave Policy
19. Domestic Violence Abuse Leave Policy
20. Employment Reference
21. Protection and Safe Treatment of Minors

SECTION TWO:

- Distribute a notice concerning the Conscientious Employee Protection Act to all personnel
- Adopt and distribute the Employee Handbook:
- Adopt the model civil rights resolution (municipalities only).
- Train managerial and supervisory personnel:
- Have Police Chief, Deputy Chief, Public Safety Director, Captains & Lieutenants complete the special EPL training course (municipalities only)
- Offer Anti-Harassment training to all other personnel:
- Review NJ MEL Helpline for Employment Practices.

I, _____, the (check General Counsel or Employment Attorney) of (member name) _____ hereby certify that the member has verified to me that the above actions have been completed and that I have read the Personnel Policies and Procedures Manual and the Employee Handbook.

Signature: _____

Date: _____ Telephone: _____

To qualify for the Employment Practices Liability standard policy deductible, this checklist should be returned to the MEL Fund Office (9 Campus Drive, Suite 216, Parsippany, NJ 07054 or scantwell@permainc.com as soon as possible. Members submitting this form by November 1, 2023 will qualify or continue to qualify for the deductible. Members submitting this form after the deadline will become eligible for the deductible incentive upon approval of the application, but not retroactively.

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

FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	53	MONTH	52	MONTH	41	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-May-23		30-Apr-23		31-May-22	
PROPERTY	189,999	179,915	94.69%	100.00%	94.69%	100.00%	100.25%	100.00%
GEN LIABILITY	413,752	362,794	87.68%	96.63%	94.93%	96.51%	69.03%	92.99%
AUTO LIABILITY	44,262	11,760	26.57%	94.26%	26.57%	93.94%	26.57%	89.77%
WORKER'S COMP	1,275,000	1,695,575	132.99%	99.66%	132.99%	99.62%	131.84%	98.81%
TOTAL ALL LINES	1,923,013	2,250,044	117.01%	98.92%	118.56%	98.86%	112.78%	97.47%
NET PAYOUT %	\$1,899,744		98.79%					

FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	41	MONTH	40	MONTH	29	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-May-23		30-Apr-23		31-May-22	
PROPERTY	171,000	109,309	63.92%	100.00%	63.92%	100.00%	69.41%	100.00%
GEN LIABILITY	376,171	91,221	24.25%	92.99%	24.25%	92.48%	30.57%	84.65%
AUTO LIABILITY	47,021	48,877	103.95%	89.77%	103.97%	89.30%	43.34%	82.02%
WORKER'S COMP	1,319,715	1,388,396	105.20%	98.81%	101.00%	98.70%	77.19%	96.21%
TOTAL ALL LINES	1,913,907	1,637,803	85.57%	97.55%	82.68%	97.36%	66.50%	93.93%
NET PAYOUT %	\$1,048,200		54.77%					

FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	29	MONTH	28	MONTH	17	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-May-23		30-Apr-23		31-May-22	
PROPERTY	168,000	226,589	134.87%	100.00%	134.87%	100.00%	144.04%	96.87%
GEN LIABILITY	333,052	192,346	57.75%	84.65%	42.70%	83.56%	39.97%	69.55%
AUTO LIABILITY	52,789	52,210	98.90%	82.02%	98.90%	81.06%	27.87%	64.31%
WORKER'S COMP	1,330,010	796,065	59.85%	96.21%	59.85%	95.79%	70.56%	84.23%
TOTAL ALL LINES	1,883,851	1,267,211	67.27%	94.11%	64.61%	93.59%	70.51%	82.20%
NET PAYOUT %	\$853,574		45.31%					

FUND YEAR 2022 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	17	MONTH	16	MONTH	5	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-May-23		30-Apr-23		31-May-22	
PROPERTY	164,000	229,378	139.86%	96.87%	139.86%	96.65%	27.45%	37.00%
GEN LIABILITY	286,842	213,394	74.39%	69.55%	75.12%	67.85%	15.52%	14.00%
AUTO LIABILITY	55,642	24,945	44.83%	64.31%	44.83%	62.03%	5.62%	15.00%
WORKER'S COMP	1,353,000	862,787	63.77%	84.23%	60.95%	81.73%	11.40%	9.00%
TOTAL ALL LINES	1,859,484	1,330,505	71.55%	82.48%	69.61%	80.31%	13.28%	12.42%
NET PAYOUT %	\$759,431		40.84%					

FUND YEAR 2023 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	5	MONTH	4	MONTH	-7	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-May-23		30-Apr-23		31-May-22	
PROPERTY	169,000	89,191	52.78%	37.00%	18.88%	30.00%	N/A	N/A
GEN LIABILITY	301,156	24,580	8.16%	14.00%	7.62%	10.00%	N/A	N/A
AUTO LIABILITY	51,791	11,697	22.58%	15.00%	16.06%	10.00%	N/A	N/A
WORKER'S COMP	1,560,000	205,063	13.15%	9.00%	8.03%	6.00%	N/A	N/A
TOTAL ALL LINES	2,081,947	330,531	15.88%	12.15%	9.05%	8.63%	N/A	N/A
NET PAYOUT %	\$98,211		4.72%					

Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT
AS OF 05/31/23

COVERAGE LINE - PROPERTY							
CLAIM COUNT - OPEN CLAIMS							
Year	2018	2019	2020	2021	2022	2023	TOTAL
April-23	0	1	2	9	10	4	26
May-23	0	1	2	9	10	8	30
NET CHGE	0	0	0	0	0	4	4
Limited Reserves							\$4,496
Year	2018	2019	2020	2021	2022	2023	TOTAL
April-23	\$0	\$1	\$2	\$8,033	\$61,209	\$15,212	\$84,457
May-23	\$0	\$1	\$2	\$8,033	\$61,209	\$65,639	\$134,883
NET CHGE	\$0	\$0	\$0	\$0	\$0	\$50,427	\$50,427
Ltd Incurred	\$91,226	\$179,915	\$109,309	\$226,589	\$229,378	\$89,191	\$925,607
COVERAGE LINE - GENERAL LIABILITY							
CLAIM COUNT - OPEN CLAIMS							
Year	2018	2019	2020	2021	2022	2023	TOTAL
April-23	0	3	1	9	26	11	50
May-23	0	3	1	6	26	11	47
NET CHGE	0	0	0	-3	0	0	-3
Limited Reserves							\$9,163
Year	2018	2019	2020	2021	2022	2023	TOTAL
April-23	\$0	\$143,196	\$21,489	\$94,797	\$129,085	\$22,420	\$410,987
May-23	\$0	\$113,227	\$21,489	\$144,922	\$126,960	\$24,050	\$430,647
NET CHGE	\$0	(\$29,970)	\$0	\$50,125	(\$2,126)	\$1,630	\$19,660
Ltd Incurred	\$56,720	\$362,794	\$91,221	\$192,346	\$213,394	\$24,580	\$941,056
COVERAGE LINE - AUTO LIABILITY							
CLAIM COUNT - OPEN CLAIMS							
Year	2018	2019	2020	2021	2022	2023	TOTAL
April-23	0	0	2	2	3	0	7
May-23	0	0	2	2	3	1	8
NET CHGE	0	0	0	0	0	1	1
Limited Reserves							\$5,227
Year	2018	2019	2020	2021	2022	2023	TOTAL
April-23	\$0	\$0	\$31,182	\$42,612	\$6,332	\$0	\$80,125
May-23	\$0	\$0	\$15,776	\$17,612	\$6,332	\$2,100	\$41,819
NET CHGE	\$0	\$0	(\$15,406)	(\$25,000)	\$0	\$2,100	(\$38,306)
Ltd Incurred	\$66,718	\$11,760	\$48,877	\$52,210	\$24,945	\$11,697	\$216,208
COVERAGE LINE - WORKERS COMP.							
CLAIM COUNT - OPEN CLAIMS							
Year	2018	2019	2020	2021	2022	2023	TOTAL
April-23	4	10	15	19	31	15	94
May-23	4	10	16	19	28	19	96
NET CHGE	0	0	1	0	-3	4	2
Limited Reserves							\$17,339
Year	2018	2019	2020	2021	2022	2023	TOTAL
April-23	\$115,643	\$238,993	\$561,177	\$245,817	\$349,696	\$91,559	\$1,602,883
May-23	\$114,921	\$237,073	\$552,337	\$243,070	\$376,573	\$140,531	\$1,664,505
NET CHGE	(\$722)	(\$1,920)	(\$8,840)	(\$2,746)	\$26,878	\$48,973	\$61,622
Ltd Incurred	\$1,586,735	\$1,695,575	\$1,388,396	\$796,065	\$862,787	\$205,063	\$6,534,622
TOTAL ALL LINES COMBINED							
CLAIM COUNT - OPEN CLAIMS							
Year	2018	2019	2020	2021	2022	2023	TOTAL
April-23	4	14	20	39	70	30	177
May-23	4	14	21	36	67	39	181
NET CHGE	0	0	1	-3	-3	9	4
Limited Reserves							\$12,552
Year	2018	2019	2020	2021	2022	2023	TOTAL
April-23	\$115,643	\$382,190	\$613,849	\$391,258	\$546,321	\$129,191	\$2,178,452
May-23	\$114,921	\$350,301	\$589,603	\$413,637	\$571,073	\$232,320	\$2,271,854
NET CHGE	(\$722)	(\$31,890)	(\$24,246)	\$22,378	\$24,752	\$103,129	\$93,402
Ltd Incurred	\$1,801,399	\$2,250,044	\$1,637,803	\$1,267,211	\$1,330,505	\$330,531	\$8,617,493

Professional Municipal Management JOINT INSURANCE FUND										
2023 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS										
DATA VALUED AS OF May 31, 2023										
MEMBER_ID	MEMBER	**	# CLAIMS FOR	Y.T.D. LOST TIME	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	MEMBER	TOTAL RATE	2023 - 2021
1	308 Willingboro	*	0	1	0.87	1.07	1.78	1 Willingboro	1.36	
2	307 Moorestown		0	1	1.54	1.40	1.21	2 Moorestown	1.34	
3	304 Evesham		1	2	1.95	1.73	0.76	3 Evesham	1.34	
4	306 Maple Shade		1	1	2.09	1.65	4.08	4 Maple Shade	2.74	
5	305 Evesham Township Fire Dist		1	1	3.08	1.14	0.00	5 Evesham Township Fire	0.95	
Totals:			3	6	1.65	1.39	1.54		1.50	
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										
2022 Loss Time Accident Frequency as of May 31, 2022 0.56										

2023 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS				
May 31, 2023				
FUND	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	TOTAL RATE * 2023 - 2021
Monmouth County	0.38	0.86	0.99	0.83
Ocean County	0.61	1.24	1.79	1.36
Camden County	0.82	1.46	1.41	1.33
Bergen County	0.84	1.51	1.59	1.43
Suburban Metro	0.95	1.48	1.48	1.38
NJ Utility Authorities	0.99	1.35	2.03	1.56
Gloucester, Salem, Cumberland	1.01	1.35	2.00	1.57
Atlantic County Municipal JIF	1.24	2.12	2.01	1.92
NJ Public Housing Authority	1.31	1.85	1.53	1.62
Burlington County Municipal JIF	1.39	1.28	1.33	1.32
Morris County	1.44	1.24	1.56	1.41
Central New Jersey	1.50	2.10	1.54	1.76
Professional Municipal Manager	1.65	1.39	1.54	1.50
Suburban Municipal	1.69	1.26	1.34	1.37
South Bergen County	1.99	2.32	2.08	2.16
AVERAGE	1.19	1.52	1.62	1.50
* NOTE : lost days may include claims with reserves - where claimant may not yet have had lost time				

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND						
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund						
Data Valued As of : June 14, 2023						
Total Participating Members	5		5			
Complaint			5			
Percent Compliant			100.00%			
				01/01/23	2023	
			Compliant	EPL	POL	Co-Insurance
Member Name	* EPL Program ?	Checklist Submitted		Deductible	Deductible	01/01/23
EVESHAM	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
EVESHAM TOWNSHIP FIRE DISTRICT	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
MAPLE SHADE	Yes	Yes	Yes	\$ 10,000	\$ 10,000	0%
MOORESTOWN	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
WILLINGBORO	Yes	Yes	Yes	\$ 20,000	\$ 20,000	20% of 1st 250K
* Member does NOT participate in EPL coverage						

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2023 as of June 1, 2023

<u>Item</u>	<u>Filing Status</u>
<input type="checkbox"/> 2023 Budget	Filed
<input type="checkbox"/> Assessments	Filed
<input type="checkbox"/> Actuarial Certification	To be Filed
<input type="checkbox"/> Fund Commissioners	Filed
<input type="checkbox"/> Fund Officers	Filed
<input type="checkbox"/> Renewal Resolutions	Filed
<input type="checkbox"/> New Members	None
<input type="checkbox"/> Withdrawals	None
<input type="checkbox"/> Risk Management Plan	Filed
<input type="checkbox"/> Certification of Professional Fees	Filed
<input type="checkbox"/> Unaudited Financials	To be Filed
<input type="checkbox"/> Annual Audit	To be Filed
<input type="checkbox"/> State Comptroller Audit Filing	To be Filed
<input type="checkbox"/> Ethics Filing	Online Filing

June 20, 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 one month period ending May 31, 2023 for Closed Fund Years 1987 to 2018, and Fund Years 2019, 2020, 2021, 2022 and 2023. 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 \$ 13,088.35. This generated an average annual yield of 2.19%. However, we have an unrealized net loss of \$ 26,294.87 adjusting the reported yield to -2.21% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,512,559.77.

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 0.00 with YTD \$ 14,132.07
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$ 0.00
Premium 2nd Installment Receipts \$ 1,497,321.00

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 154 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 \$ 159,682.22.

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 \$6,740,453.41 to a closing balance of \$7,606,633.56 showing an increase in the fund \$ 866,180.15.

BILL LIST FOR THE PERIOD:

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

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

Respectfully Submitted,

Thomas J. Tontarski
Treasurer

RESOLUTION NO. 23-15

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
BILLS LIST - JUNE 2023**

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>
002000			
002000	BOWMAN & COMPANY, LLP	2022 Y/E FINANCIAL STMT AUDIT INV 110660	10,404.00
			10,404.00
		Total Payments FY 2022	10,404.00

FUND YEAR 2023

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
002001			
002001	QUAL-LYNX	CLAIM ADJUSTING SERVICES 06/23	12,738.58
			12,738.58
002002			
002002	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 06/23	2,089.00
			2,089.00
002003			
002003	APPLIEDINFO PARTNERS, INC.	CYBERSECURITY AWARE TRAINING INV	5,292.00
			5,292.00
002004			
002004	PERMA RISK MANAGEMENT SERVICES	POSTAGE	50.23
002004	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIR FEE 06/23	11,993.67
			12,043.90
002005			
002005	THE ACTUARIAL ADVANTAGE	ACTUARY FEES 06/23	3,544.33
			3,544.33
002006			
002006	QUALCARE, INC.	WC ACCESS/UM 05/23 INV 69497	7,880.00
			7,880.00
002007			
002007	THOMAS TONTARSKI	TREASURER 06/23	1,611.08
			1,611.08

002008	HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MANAGEMENT FEE 06/23	1,587.67
002008	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 06/23	1,863.92
			3,451.59
002009	COURIER TIMES	ACCT 2012012000 AD 5/14/23-ORD.8821085	8.58
			8.58
002010	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 06/23	539.00
			539.00
002011	ACCESS	DEPT 413 INV 10261372 5/31/23 FOR JUNE	68.21
002011	ACCESS	DEPT 413 INV 10205207 4/30/23 FOR MAY	58.27
			126.48
002012	THOMAS J. MESCHEL	REIMBURSE FOR 2023 PRIMA CONFERENCE	1,836.76
			1,836.76
		Total Payments FY 2023	51,161.30
		TOTAL PAYMENTS ALL FUND YEARS	61,565.30

Chairperson

Attest:

Dated: _____

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

Treasurer

Current Fund Year: 2023											
Month Ending: May											
	Property	Liability	Auto	Workers Comp	POL/EPL	EJIF	Cyber JIF	MEL	Admin	LFC	TOTAL
OPEN BALANCE	74,329.55	1,088,448.97	156,896.07	2,607,007.17	(212,786.75)	(175,262.85)	(533.05)	11,765.91	3,085,108.46	105,528.33	6,740,501.80
RECEIPTS											
Assessments	55,193.01	98,353.29	16,914.21	509,473.92	129,804.81	(2,158.08)	17,600.36	443,808.94	228,330.54	0.00	1,497,321.00
Refunds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invest Pymnts	(248.92)	(1,972.43)	(284.31)	(5,020.61)	0.00	0.00	0.00	0.00	(5,590.72)	(191.23)	(13,308.22)
Invest Adj	1.90	15.07	2.17	38.37	0.00	0.00	0.00	0.00	42.74	1.46	101.71
Subtotal Invest	(247.02)	(1,957.36)	(282.14)	(4,982.24)	0.00	0.00	0.00	0.00	(5,547.98)	(189.77)	(13,206.51)
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	54,945.99	96,395.93	16,632.07	504,491.68	129,804.81	(2,158.08)	17,600.36	443,808.94	222,782.56	(189.77)	1,484,114.49
EXPENSES											
Claims Transfers	6,851.87	51.00	41,673.11	111,106.24	0.00	0.00	0.00	0.00	0.00	0.00	159,682.22
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	26,945.00	0.00	431,355.51	0.00	458,300.51
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	6,851.87	51.00	41,673.11	111,106.24	0.00	0.00	26,945.00	0.00	431,355.51	0.00	617,982.73
END BALANCE	122,423.67	1,184,793.89	131,855.03	3,000,392.61	(82,981.94)	(177,420.93)	(9,877.69)	455,574.85	2,876,535.50	105,338.56	7,606,633.56
REPORT STATUS SECTION											
Report Month: May											
						Balance Differences					
Opening Balances:		Opening Balances are equal				\$0.00					
Imprest Transfers:		Imprest Totals are equal				\$0.00					
Investment Balances:		Investment Payment Balances are equal				\$0.00					
		Investment Adjustment Balances are equal				\$0.00					
Ending Balances:		Ending Balances are equal				\$0.00					
Accural Balances:		Accural Balances are equal				\$0.00					

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
PMM JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	May					
CURRENT FUND YEAR	2023					
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	\$6,740,502.32	-	2,088,975.77	117,963.18	1,315.45	4,532,247.92
Opening Interest Accrua	\$0.00	-	-	-	-	-
1 Interest Accrued and/or	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Interest Accrued - discov	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	\$101.72	\$0.00	\$0.00	\$0.00	\$0.00	\$101.72
5 Interest Paid - Cash Inst	\$12,986.63	\$0.00	\$5,499.81	\$344.22	\$637.60	\$6,505.00
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	-\$26,294.87	\$0.00	\$0.00	\$0.00	\$0.00	-\$26,294.87
8 Net Investment Income	-\$13,206.52	\$0.00	\$5,499.81	\$344.22	\$637.60	-\$19,688.15
9 Deposits - Purchases	\$2,115,975.14	\$0.00	\$1,497,992.41	\$159,682.22	\$458,300.51	\$0.00
10 (Withdrawals - Sales)	-\$1,236,636.87	\$0.00	-\$617,982.73	-\$160,038.18	-\$458,615.96	\$0.00
Ending Cash & Investment	\$7,606,634.07	\$0.00	\$2,974,485.26	\$117,951.44	\$1,637.60	\$4,512,559.77
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$499,848.14	\$0.00	\$0.00	\$80,638.46	\$419,209.68	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$8,106,482.21	\$0.00	\$2,974,485.26	\$198,589.90	\$420,847.28	\$4,512,559.77

**CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES
PMM JOINT INSURANCE FUND**

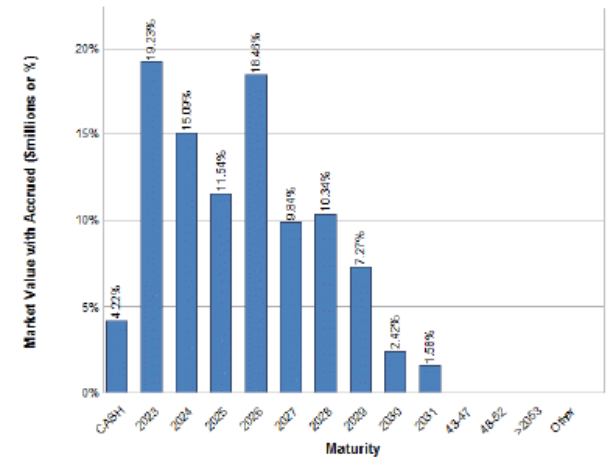
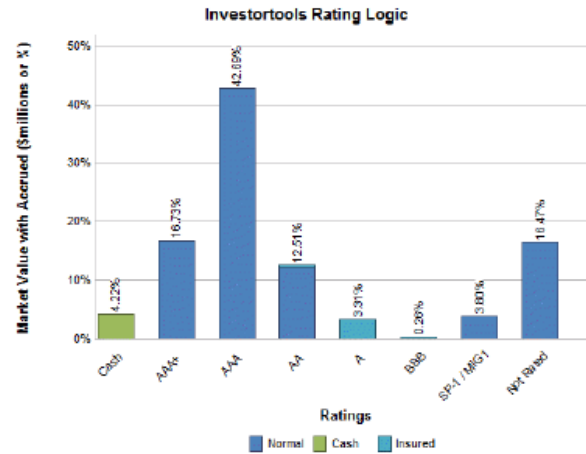
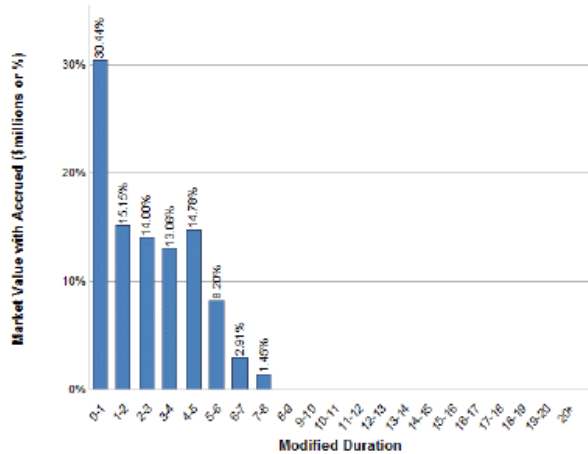
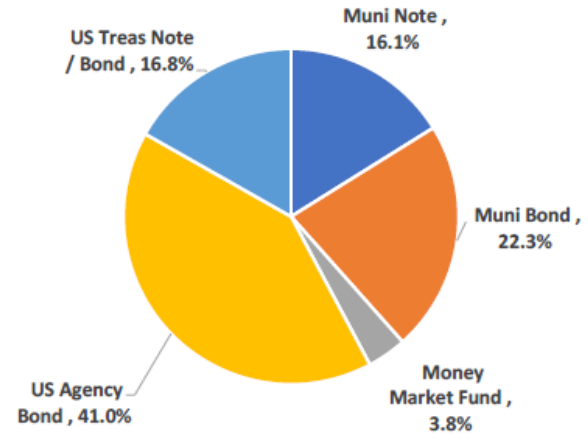
Month		May							
Current Fund Year		2023							
Policy Year	Coverage	1. Calc. Net Paid Thru Last Month	2. Monthly Net Paid May	3. Monthly Recoveries May	4. Calc. Net Paid Thru May	5. TPA Net Paid Thru May	6. Variance To Be Reconciled	7. Delinquent Unreconciled Variance From	8. Change This Month
2023	Property	16,700.46	6,851.87	0.00	23,552.33	23,552.33	(0.00)	0.00	(0.00)
	Liability	517.25	12.75	0.00	530.00	530.00	0.00	0.00	0.00
	Auto	8,317.29	1,279.55	0.00	9,596.84	9,596.84	0.00	0.00	0.00
	Workers Comp	33,653.80	30,878.40	0.00	64,532.20	64,532.20	0.00	0.00	0.00
	Total	59,188.80	39,022.57	0.00	98,211.37	98,211.37	0.00	0.00	0.00
2022	Property	168,169.13	0.00	0.00	168,169.13	168,169.13	(0.00)	(0.00)	0.00
	Liability	86,395.94	38.25	0.00	86,434.19	86,434.19	0.00	0.00	0.00
	Auto	18,613.75	0.00	0.00	18,613.75	18,613.75	0.00	0.00	0.00
	Workers Comp	474,926.24	11,288.04	0.00	486,214.28	486,214.28	(0.00)	0.00	(0.00)
	Total	748,105.06	11,326.29	0.00	759,431.35	759,431.35	(0.00)	(0.00)	(0.00)
2021	Property	218,555.75	0.00	0.00	218,555.75	218,555.75	(0.00)	(0.00)	0.00
	Liability	47,424.49	0.00	0.00	47,424.49	47,424.49	0.00	0.00	0.00
	Auto	9,598.93	25,000.00	0.00	34,598.93	34,598.93	0.00	0.00	0.00
	Workers Comp	550,248.68	2,746.42	0.00	552,995.10	552,995.10	0.00	(0.00)	0.00
	Total	825,827.85	27,746.42	0.00	853,574.27	853,574.27	(0.00)	(0.00)	0.00
2020	Property	109,306.51	0.00	0.00	109,306.51	109,306.51	(0.00)	(0.00)	0.00
	Liability	69,732.70	0.00	0.00	69,732.70	69,732.70	0.00	0.00	0.00
	Auto	17,708.00	15,393.56	0.00	33,101.56	33,101.56	0.00	0.00	0.00
	Workers Comp	771,785.81	64,273.68	0.00	836,059.49	836,059.49	0.00	0.00	0.00
	Total	968,533.02	79,667.24	0.00	1,048,200.26	1,048,200.26	0.00	0.00	0.00
2019	Property	179,914.35	0.00	0.00	179,914.35	179,914.35	0.00	0.00	0.00
	Liability	249,567.27	0.00	0.00	249,567.27	249,567.27	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	1,456,581.99	1,919.70	0.00	1,458,501.69	1,458,501.69	0.00	0.00	0.00
	Total	1,897,823.89	1,919.70	0.00	1,899,743.59	1,899,743.59	0.00	0.00	0.00
Closed FY	Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Workers Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		4,499,478.62	159,682.22	0.00	4,659,160.84	4,659,160.84	0.00	(0.00)	0.00

PMM JIF SUBROGATION REPORT

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
2/1	EVESHAM TWP.	2023282944	EVESHAM TWP.	PR	2022	947.60	
TOTAL- FEB.						947.60	
YTD 2023							947.60
3/15	WILLINGBORO TWP.	2022273038	WILLINGBORO TWP.	PR	2022	5,000.00	
TOTAL- MAR.						5,000.00	
YTD 2023							5,947.60
4/1	EVESHAM TWP.	2023297097	EVESHAM TWP.	PR	2023	5,384.47	
4/14	WILLINGBORO TWP.	2022248065	ROBERT ROSARIO	WC	2021	2,800.00	
TOTAL- APR..						8,184.47	
YTD 2023							14,132.07

Muni Excess Liability Joint Insurance Fund

As of 4/30/2023	
Portfolio Total Par	\$ 344,061,488
Principal Market Value	\$ 321,208,468
Accrued Interest	\$ 1,627,234
Market Value Plus Accrued	\$ 322,835,703
NAV	\$ 9.4573
Average Maturity	1/30/2026
Modified Duration	2.61
Book Yield	1.72%
Yield to Maturity / Call	3.97%
Projected Coupon Income	\$ 6,109,801



SAFETY DIRECTOR REPORT

Professional Municipal Management Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Keith Hummel, JIF Safety Director
DATE: June 27, 2023

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

<p>Keith Hummel Associate Public Sector Director khummel@jamontgomery.com Office: 856-552-6862</p>	<p>Glenn Prince Assistant Director Public Sector gprince@jamontgomery.com Office: 856-552-4744</p>	<p>Chief Harry Earle (Ret.) Law Enforcement Risk Control Consultant hearle@jamontgomery.com Office: 856-446-9277</p>
<p>Robert Garish Assistant Director Public Sector rgarish@jamontgomery.com Office: 856-552-4650</p>	<p>Tina M. Zaverzence Administrative Assistant tzaverzence@jamontgomery.com Office: 856-552-4902</p>	<p>Tom Reilly Risk Control Consultant treilly@jamontgomery.com Office: 856-446-9205</p>
<p>Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18th Floor Camden, NJ 08102</p> <p>P.O. Box 99106 Camden, NJ 08101</p>		

LOSS CONTROL SURVEYS

- Township of Evesham on May 8, 2023
- Township of Moorestown on May 10, 2023

LAW ENFORCEMENT LOSS CONTROL SURVEYS

- No Law Enforcement Surveys for the month of May.

MEETINGS ATTENDED

- Fund Commissioners Meeting on May 23, 2023

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

- New LMS FAQ
- National Bicycle Safety Month
- Flash Flood Preparedness Best Practices
- 15 Passenger Vans Best Practices
- Risk Management Strategies for Lifeguard Operations
- Transitional Duty Resources
- Mark Out Best Practices
- Batting Cage Best Practices
- Heat-Related Illness Best Practices
- Bounce Houses & Inflatable Best Practices
- Working Papers for Teenage Workers

MSI FIRE & EMS

- Fentanyl Exposure to First Responders Best Practices

MSI LAW ENFORCEMENT

- New Active Shoot Report Offers Key Findings and Considerations

MSI NOW

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

MSI NOW	
Municipality	Number of Videos
0	0

MSI 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 that the class attendee 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.

Conner Strong - Report by Insured

COI ID	Insured	Named Insured	Description of Operations	Cert Holder - Name	Cert Holder - Address	Cert Holder - Address 2	Cert Holder - City	Cert Holder - State	Cert Holder - Postal Code	Date of Share Date	PolicyType
OT8T2	Professional Municipal Management JIF	Township of Evesham	RE: Use of Facilities for The Color RunThe Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to insurance coverage for the Special Need	Evesham Township Board of Education	25 South Maple Avenue		Marlotn	NJ	08053	05/02/2023	Automobile Liability
											Commercial General Liability
											Excess Liability
											Property
											Workers Compensation and Employers' Liability

Professional Municipal Mgmt. JIF Cyber Compliance

Level 1: Minimum Security

Level 2: Advanced Security

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

JIF	Minimum			Advanced		
	Approved	Incomplete	No Response	Approved	Incomplete	No Response
Camden County	8%	0%	92%	5%	0%	95%
NJ Utility Authorities	4%	0%	96%	3%	1%	96%
Bergen County	3%	0%	97%	3%	0%	97%
South Bergen County	0%	4%	96%	0%	4%	96%
Suburban Metro	0%	0%	100%	0%	0%	100%
Suburban Municipal	0%	0%	100%	0%	0%	100%
Professional Municipal Management	0%	0%	100%	0%	0%	100%
Morris County	0%	0%	100%	0%	0%	100%
Monmouth County	0%	0%	100%	0%	0%	100%
NJ Public Housing Authority	0%	0%	100%	0%	0%	100%
Ocean County	0%	0%	100%	0%	0%	100%
Central New Jersey	0%	0%	100%	0%	0%	100%
Total #	7	1	407	5	2	408
Total %	1.7%	0.2%	98%	1.2%	0.5%	98%

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 - Minimum	Approval Status - Advanced
Professional Municipal Manage	Evesham		
Professional Municipal Manage	Evesham Township Fire District		
Professional Municipal Manage	Maple Shade		
Professional Municipal Manage	Moorestown		
Professional Municipal Manage	Willingboro		



**Professional Municipal Management JIF
Cumulative Savings Summary
May 2023**

2023	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	43	\$48,620.64	\$9,742.06	\$38,878.58	80%
FEBRUARY	99	\$68,361.27	\$31,459.56	\$36,901.71	54%
MARCH	61	\$142,680.16	\$56,571.07	\$86,109.09	60%
APRIL	53	\$37,950.95	\$20,823.27	\$17,127.68	45%
MAY	103	\$170,507.95	\$87,464.66	\$83,043.29	49%
Grand Total	359	\$468,120.97	\$206,060.62	\$262,060.35	56%

2022	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	49	\$84,549.75	\$27,474.50	\$57,075.25	68%
FEBRUARY	107	\$289,735.55	\$89,817.94	\$199,917.61	69%
MARCH	74	\$168,041.50	\$34,019.12	\$134,022.38	80%
APRIL	68	\$596,408.04	\$157,868.30	\$438,539.74	74%
MAY	128	\$103,917.17	\$41,808.43	\$62,108.74	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%
TOTALS	1020	\$2,446,649.73	\$785,555.66	\$1,661,094.07	68%



**Professional Municipal Management JIF
1/1/2023 – 5/31/2023**

Top 10 Providers

	UNITS OF SERVICE	APPROVED
INSPIRA MEDICAL CENTER MULLICA HILL	1	\$44,531.82
KENNEDY HEALTH	8	\$20,756.26
THOMAS JEFFERSON UNIV HOSPITAL	2	\$17,470.79
EMERGENCY PHYSICIAN ASSOCIATES OF SOUTH JERSEY, PC	14	\$14,116.00
NEUROPHYSIOLOGIC INTERPRETIVE SPECIALISTS LLC	2	\$12,400.00
CENTENNIAL SURGERY CENTER LLC	3	\$11,875.50
VIRTUA WEST JERSEY HEALTH INC	5	\$10,823.00
SUMMIT SURGICAL CENTER, LLC	1	\$7,589.25
CONCENTRA MEDICAL CENTERS	32	\$6,176.45
STRIVE PHYSICAL THERAPY SPECIALISTS, LLC	67	\$5,680.00
Grand Total	135	\$151,419.07

Savings By Specialty

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Hospital	17	\$213,322.41	\$96,281.87	\$117,040.54	55%
Physical therapy	152	\$63,982.00	\$14,331.64	\$49,650.36	78%
Ambulatory Surgical Center	7	\$57,343.00	\$24,592.31	\$32,750.69	57%
Physical Medicine & Rehab	12	\$25,004.00	\$5,422.82	\$19,581.18	78%
Emergency Medicine	15	\$16,342.00	\$14,314.15	\$2,027.85	12%
MRI/Radiology	19	\$15,814.00	\$5,987.94	\$9,826.06	62%
Occupational Medicine	38	\$15,392.65	\$7,199.78	\$8,192.87	53%
Orthopedic Surgery	37	\$12,465.00	\$7,077.44	\$5,387.56	43%
Other	2	\$12,400.00	\$12,400.00	\$0.00	0%
Internal Medicine	2	\$11,180.00	\$3,000.00	\$8,180.00	73%
Anesthesiology	14	\$10,311.80	\$7,017.67	\$3,294.13	32%
Behavioral Health	12	\$3,945.00	\$2,889.49	\$1,055.51	27%
Neurosurgery	9	\$3,550.00	\$1,180.38	\$2,369.62	67%
Urgent Care Center	10	\$2,585.01	\$1,554.55	\$1,030.46	40%
Ambulance	2	\$1,566.60	\$1,562.90	\$3.70	0%
Sports Medicine	2	\$945.00	\$220.22	\$724.78	77%
Physicians Fees	2	\$710.00	\$240.55	\$469.45	66%
Cardiology	4	\$641.00	\$340.28	\$300.72	47%
Laboratory Services	2	\$421.50	\$321.00	\$100.50	24%

Pulmonary Medicine	1	\$200.00	\$125.63	\$74.37	37%
Grand Total	359	\$468,120.97	\$206,060.62	\$262,060.35	56%



**Professional Municipal Management JIF
Workers' Compensation Claims Reported
1/1/2023 – 5/31/2023**

Workers' Compensation Claims Reported

	INDEMNITY	MEDICAL ONLY	REPORT ONLY	Grand Total
EVESHAM TOWNSHIP	3	6	7	16
EVESHAM TWP FIRE DIST. 1	1	3	4	5
MAPLESHADE TOWNSHIP	1	4	1	4
MOORESTOWN	1	1	1	3
WILLINGBORO TOWNSHIP	1	4	2	6
Grand Total	7	18	15	40

Workers' Compensation Covid-19 Claims Reported

	MEDICAL ONLY	REPORT ONLY-WC	Grand Total
EVESHAM TWP FIRE DIST. 1	3	3	6
Grand Total	3	3	6

APPENDIX I - MINUTES

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
 OPEN SESSION MINUTES
 MEETING – MAY 23, 2023
 MOORESTOWN, NJ 08057
 2:00 PM**

Meeting of 2023 Fund Commissioners called to order by Chairman Merchel. Open Public Meetings notice read into record.

ROLL CALL OF 2023 FUND COMMISSIONERS:

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

ALTERNATE FUND COMMISSIONER:

Ivy Carmichael, Clerk	Township of Willingboro	Present
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SPECIAL FUND COMMISSIONER:

Alex Davidson,	Township of Evesham	Absent
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APPOINTED OFFICIALS PRESENT:

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

Maureen Mitchell, Evesham Township Fire District
 Jaclyn Lindsey, Conner Strong & Buckelew

APPROVAL OF MINUTES: April 25, 2023 - Open & Closed Minutes

MOTION TO APPROVE OPEN & CLOSED MINUTES OF APRIL 25, 2023:

Moved: Commissioner Corrales
Second: Commissioner Merchel
Vote: Unanimous

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

CYBER SECURITY STATUS REPORT: Enclosed in the agenda was the monthly report from D2, recapping members' participation and training to date. Currently the 2023 Q2 campaign is running; these phishing values will be updated in the June report. Executive Director reported on the training progress with seeing results up to 91%.

NJ CYBER JIF: The Cyber JIF met on May 9, 2023 at 3:00PM via Zoom, enclosed in the agenda was a copy of Chairman Merchel's report it appeared in Appendix II. Executive Director reported the topic of discussion for this meeting was bids for cyber training, fishing, and external scanning from which we've received 5 responses. Due to the varying responses, the decision was made to reject all the responses and start the bid process over. The JIF will meet again to identify what the end result should be and write the RFP to meet that requirement and consider all options.

NJ CYBER JIF WEBPAGE: Executive Director announced the Cyber JIF website has launched; the URL is: <https://cyberjif.org/>. The MEL webpage will continue to carry the same content as members familiarize themselves with the new site. An announcement will be sent out to all member entities.

RCF & MEL JIF: The RCF and MEL conducted a special meeting on May 8th via Zoom. Enclosed in the agenda were copies of Chairman Merchel's report of the meetings, they appeared in Appendix II. The meeting was to authorize additional assessments, which Executive Director Joe Hrubash discussed at April's meetings, that were booked but not transferred out. Executive Director stated despite the additional assessments being scheduled to be transferred out, the JIF is in a good position as it started the year at \$3m and is currently at \$3m.

2022/2023 EMPLOYMENT PRACTICES LIABILITY (EPL) PROGRAM: The EPL Program, which occurs every two years, has officially begun. The MEL reviews applicable laws and regulations to update the Model Personnel Manual, Model Employee Handbook and Model Volunteer Handbook. In addition, members are asked to complete training geared towards Managers & Supervisors, Non-Supervisory Employees and Police Command Staff training. For information, a memorandum was included in the agenda that outlined the changes made to the current model documents.

Members submitting the required form by **November 1, 2023**, will qualify or continue to qualify for the deductible incentives. Members submitting this form after the deadline will become eligible for the deductible incentive upon approval of the application, but not retroactively.

ELECTED OFFICIALS TRAINING: The MEL's Annual Elected Officials Seminar is available through the new MEL Safety Institute. Enclosed in the agenda were the directions to follow to complete the course. The deadline for completing the training has been extended to May 31st.

MEL SAFETY INSTITUTE: The MEL Safety Institute transitioned to a new vendor for the Learning Management System. Enclosed in the agenda was a copy of the notice that was sent to training administrators. The notice included an announcement that training administrators should expect to get an email from **BISTraining** to activate accounts.

2023 MEL, MR HIF & NJCE JIF EDUCATIONAL SEMINAR: The 12th annual seminar was conducted virtually over two half-day sessions on April 21st and April 28th; the seminar had over 450 participants. The Fund Office has submitted attendance to the Department of Community Affairs and the Department of Environmental Protection. We are also in the process of generating certificates for municipal employees that earned continuing education credits.

Due Diligence Reports: Monthly reports submitted to Fund Commissioners including Monthly Fast-track Accident Frequency, Fast-Track Financial report, Claim Activity Report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist. The Financial Fast Track dated March 31, 2023, which is now issued a quarterly report, was provided as a hand out and shows the fund's surplus at \$3.1 million and gained \$122, 380. Executive Director reported March's Loss Ratio at 9%, Claims Activity Report showed 4 less claims, 0 Loss Time Accident Frequency, 1.13 Loss Time Accident Frequency for all JIFs

Executive Director's Report Made Part of Minutes.

ATTORNEY: Attorney Kearns gave a verbal report stating that from now until the end of June is when the Supreme Court makes major decisions. Attorney Kearns will stay abreast of the news and report of appellate decisions affecting municipalities.

TREASURER:

Payment of May 2023 Vouchers Resolution 23-13

Closed Year	\$376,771.40
Fund Year 2022	\$10,404.00
Fund Year 2023	\$71,125.11
Total	\$458,300.51

MOTION TO APPROVE RESOLUTION 23-13 VOUCHER LIST FOR THE MONTHS OF MAY

Motion: Commissioner Carmichael
 Second: Commissioner Corrales
 Vote: 3 Ayes – 0 Nays

Confirmation of Claims Payments/Certification of Claims Transfers for the Month of April 2023:

2023	19,867.51
2022	30,769.76
2021	47,097.16
2020	59,922.36
2019	8,459.24
Closed	0.00
TOTAL	166,116.03

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: Executive Director Stokes advised there were 1 certificate issued from 3/22/2023 to 04/22/2023. Executive Director advised with summer season approaching please be sure to get all the paperwork in on time for your firework and amusement request. Also included in the agenda was the cyber compliance report for the second version of the MEL Cyber Risk Management Program with zero members approved for Tiers 1 or 2 of the new cyber compliance program. Executive Director said members have until the end of the year to become complaint and all members are grandfathered from the previous program.

SAFETY DIRECTOR:

REPORT: Safety Director reviewed the Safety Director’s Report and highlighted bulletins Tornado Best Practices and Law Enforcement...Active Shooter/Mass Violence Prevention. Training is available for the new management system, please contact the fund office for assistance.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Managed Care Provider Karen Beatty reported on the cumulative saving summary reported for the year showing a savings of \$179,017.68 which is 60% in April 2023. Beatty asked if there were any questions and concluded her report.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: There were 2 claims reviewed in closed session.

MOTION TO GO INTO EXECUTIVE SESSION

Moved: Commissioner Corrales
Second: Commissioner Merchel
Vote: Unanimous

MOTION TO GO INTO OPEN SESSION

Moved: Commissioner Carmichael
Second: Commissioner Corrales
Vote: Unanimous

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

Motion: Commissioner Corrales
Second: Commissioner Carmichael

Vote: 3 Ayes, 0 Nays

Report Part of Minutes.

OLD BUSINESS: NONE.

NEW BUSINESS: NONE

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion:	Commissioner Corrales
Second:	Commissioner Carmichael
Vote:	Unanimous

MEETING ADJOURNED: 2:21 pm

NEXT REGULAR MEETING: June 27, 2023
Maple Shade Municipal Building at 2:00PM

Crystal Chuck, Assisting Secretary for
SUSAN DANSON, SECRETARY

Appendix II

RCF, EJIF, & MEL REPORTS



Municipal Excess Liability Residual Claims Fund

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

June 2, 2023

Memo to: Board of Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: Chairman Thomas Merchel

Re: RCF June Meeting

Auditor and Actuary Year-End Reports: The Audit Report as of December 31, 2022 and Actuarial Analysis and Loss Adjustment Reserves report were presented for review.

Fund Auditor said due to recent legislative decisions the Actuary for the Fund had to establish higher IBNR reserves, resulting in ending the year in a negative position. The special meeting held in May addressed the deficit by issuing an additional assessment. Comments and Recommendations are consistent with previous years, noting the deficit years. The unrealized loss on investments is also a factor but is expected to resolve as interest rates adjust and investments mature and are reinvested for higher yields. The Fund's financial status has been reviewed with the Department of Banking and Insurance and they feel no regulatory action is needed.

Fund Actuary said the total discounted reserves as of December 31, 2022 is \$147.2 million and is made up of \$107.5 million in case reserves and \$39.7 million in IBNR reserves. Fund Actuary's opinion determination is stated at 'Reasonable', which is the preferred of the five options of determination.

Following the reports, the Board approved the year-end financials as presented and adopted resolution 17-23 and executed the group affidavit indicating that members of the Executive Committee have read the general comments section of the audit report.

2022 Proposed Budget Amendment: The Board approved an amendment to fund year 2022 budget to accept the transfer of liabilities as of December 31st for fund year 2018. A motion was approved to introduce on first reading the amendments to the 2022 Budget and to schedule the Public Hearing on September 15, 2023 at 10:30 a.m. at the Forsgate Country Club, Jamesburg, New Jersey. Enclosed is the 2022 proposed amended budget.

JCMI Quarterly Report: Ms. Kontomanolis, CFO, reported they are working closely with Eagle Asset Management to review the portfolio and look for opportunities to reinvestment instruments at higher rates. Mr. Cuccia added they are adjusting policy on holding investments to shorter terms to reflect the current market.

2023 MEL, MR HIF & NJCE JIF Educational Seminar: Executive Director reported that the 12th annual seminar was conducted virtually in 2 half-day sessions on Friday, April 21st and Friday, April 28th from 9AM to 12PM. The combined attendance for the two sessions was a record of 450. The panel included Senators.

Claims Committee: The Claims Review Committee met on May 3rd and prior to the June 2nd meeting. Motion was carried to accept the June PARs as presented.

Next Meeting: The next meeting of the RCF is scheduled for September 15, 2023 at 10:30AM at the Forsgate Country Club.

MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND				
2022 PROPOSED BUDGET				
	2022	2022 Amendment	2022	\$
	PROPOSED	2018 Assessments	Revised Budget	CHANGE
	BUDGET			
APPROPRIATIONS				
MEL	315,330	13,211,400	13,526,730	13,211,400
BMEL	0	0	0	0
ATLANTIC	49,541	1,903,062	1,952,603	1,903,062
BERGEN	13,840	1,308,269	1,322,108	1,308,269
BURLCO	20,723	678,827	699,550	678,827
CAMDEN	23,828	903,413	927,241	903,413
MONMOUTH	27,328	1,539,271	1,566,599	1,539,271
MORRIS	20,794	1,964,504	1,985,298	1,964,504
NJUA	17,074	395,229	412,302	395,229
OCEAN	50,246	3,262,404	3,312,649	3,262,404
PMM	8,590	376,771	385,362	376,771
SOUTH BERGEN	22,222	1,269,488	1,291,710	1,269,488
SUBURBAN METRO	21,634	717,622	739,256	717,622
TRICO	31,031	849,602	880,633	849,602
SUBURBAN MUNICIPAL	3,504	353,830	357,334	353,830
CENTRAL JERSEY (incl. Run-in Receivable)	43,824	967,219	1,011,042	967,219
NJPHA	16,492	677,498	693,990	677,498
TOTAL	686,000	30,378,409	31,064,409	30,378,409
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND				
2022 PROPOSED BUDGET				
	2022 PROPOSED	2022 Amendment	2022	
	BUDGET	2018 Assessments	Revised Budget	
APPROPRIATIONS				
CLAIMS	0	29,678,409	29,678,409	29,678,409
Run-in Claim Receivable	15,000		15,000	0
LOSS FUND CONTINGENCY	0	700,000	700,000	700,000
SUBTOTAL LOSS FUND	15,000	30,378,409	30,393,409	30,378,409
EXPENSES				
ADMINISTRATOR	214,158		214,158	0
DEPUTY ADMINISTRATOR	72,849		72,849	0
ATTORNEY	44,336		44,336	0
CLAIMS SUPERVISION & AUDIT	64,092		64,092	0
TREASURER	41,626		41,626	0
AUDITOR	24,589		24,589	0
ACTUARY	43,899		43,899	0
MISCELLANEOUS	25,800		25,800	0
SUBTOTAL	531,349	0	531,349	0
EXPENSE CONTINGENCY	139,651		139,651	0
TOTAL BUDGET	671,000	30,378,409	31,049,409	30,378,409



**New Jersey Municipal Environmental
Risk Management Fund**

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

DATE: June 2, 2023

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

FROM: Chairman Thomas Merchel

SUBJECT: Summary of Topics Discussed at E-JIF Meeting

Auditor Year-End Reports – Mr. Jones of Nisivoccia & Company reviewed the audit report as of December 31, 2022. The Auditor said the Fund is in excellent financial condition. The audit report contained no findings and no recommendations. Following his review of the audit, the Executive Board adopted Resolution #21-23 approving the Year-End Financials and executed the Group Affidavit.

Actuarial IBNR Estimates – The E-JIF Actuary gave a verbal report on the actuarial IBNR estimates for the E-JIF valued as of March 31, 2023.

Next Meeting- The next meeting of the E-JIF is scheduled for September 15, 2023 at the Forsgate Country Club, Jamesburg, N.J.



Municipal Excess Liability Joint Insurance Fund

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

Date: Friday June 2, 2023

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

From: Chairman Thomas Merchel

Subject: June MEL Report

Special Meetings: The MEL Board met on May 8th and accepted recommendations of the Management Committee and Model Personnel Committee from their April meetings. The Board adopted a resolution issuing an additional assessment, approved changes to the Model Personnel Policies and Handbooks and adopted a Resolution awarding a contract for Marketing Consultant to service the member JIFs in the southern part of the state.

Audit Committee: Committee met on May 31, 2023 and submitted minutes of their meeting.

In addition, the Fund Auditor and Actuary attended the June meeting and reviewed their year-end reports. Auditor reviewed The Statement of Net Position with the Board. He also said the Audit Committee had a very good discussion on the various factors that are impacting the MEL and the RCF financials. Actuary said he estimated similar reserves as the Third Party Administrators (and are included in Audit Report) and has issued a statement that reserves are reasonable.

Committee Chairman said this has been a difficult year for the MEL and Fund Commissioners and Fund Professionals worked together to address.

Board also accepted the Audit Committee's recommendations and accepted the Internal Audits for *Contract Management & Conflict of Interest* and *Internal Audit on Liability Claims*.

Safety & Education Committee: Committee met on May 12th; a copy of the meeting minutes submitted to the board for information.

In addition, the Board accepted their recommendation and adopted a resolution awarding a “non fair and open” contract to Benchmark Analytics for a police accreditation study for an amount not to exceed \$39,500. A copy of the proposal was submitted to the Board of Fund Commissioners.

The MEL Safety Institute transitioned to a new vendor for the Learning Management System. A copy of the notice that was sent to training administrators submitted for information. . Notice included an announcement that training administrators should expect to get an email from **BIS Training** to activate accounts.

Emergency Restoration Services: In 2020, the MEL QPA issued a bid for Emergency Restoration

Services and confirmed it may serve as a “rolling” list where responders that comply with bid specification will be posted to the MEL website. Board approved the addition of *ServiceMaster by Timeless to the list*.

Suburban Metro Joint Insurance Fund: The Suburban Metro Fund accepted member town school boards for membership in 1999 with the School Pool for Excess Liability Limits (SPELL) providing the excess coverage. Commissioner Cuccia submitted a memorandum asking the MEL to consider providing excess coverage to the Nutley Board of Education and the Manchester Regional High School if the Underwriting Manager is not able to find an excess program by July 1, 2023 when their coverage with the SPELL Fund expires. Board agreed to provide excess temporarily if another option is not available by the expiration.

Legislative Committee: Committee met on May 1st and submitted meeting minutes for information. Committee is scheduled to meet again on Tuesday July 18, 2023 at 1:00PM via Zoom. Committee Chair and Executive Director said there is a bill that is moving quickly that would increase attorney fees on workers’ compensation – that if passed – would add an additional 5 to 6 percent increase on costs, in addition to all the other recent changes impacting workers’ compensation.

Governor has signed the bill establishing a licensing process for police. Fund Attorney will work with J.A.M’s law enforcement until to prepare a bulletin.

Claims Committee: Committee met on May 3rd; minutes of these meetings are sent to the full MEL Board separately from the agenda. The committee is scheduled to meet immediately following this meeting.

RCF: A copy of Commissioner Clark’s report on the RCF March 24, 2023 and May 8, 2023 meetings submitted for information. Committee is scheduled to meet just prior to the MEL meeting.

Cyber JIF: Cyber JIF met on May 9, 2023; enclosed is a copy of report on the meeting. Due to scheduling conflicts, the Cyber JIF has rescheduled the June 15, 2023 meeting to June, 22, 2023 at 2:00PM. Chairwoman said the RFP process for the Cyber JIF services had been difficult to manage and she thanked Commissioners Merchel and Brewer for all their efforts.

Underwriting Manager said the New Jersey Cybersecurity and Communications Integration Cell (NJCCIC) has released a communication about a Cyber Grant. Filing deadline is June 9th. At this stage, the details do not have to be included in order to file for the grant.

2023 Financial Disclosures: The filing deadline for the Financial Disclosure forms inclusive of any other municipal related positions that require filing was April 30th. All MEL Commissioners and Professionals have completed their filing by the deadline.

2023 MEL, MR HIF & NJCE JIF Educational Seminar: The 12th annual seminar was conducted virtually on Friday, April 21st and Friday, April 28th and total attendance was approximately 450 attendees.

Certificates have been issued for Municipal Clerks, Certified Public Managers, Chief Financial Officers and Qualified Purchasing Agents. We have sent attendance records for Lawyers, Accountants, and Insurance Producers to the *Institute of Strategic Educational Partners*. The credits for Total Contact Hours for Water Supply and Wastewater Licensed Operators will be reviewed by *The Advisory Council* at their

June agenda. If approved, those certificates will be issued.

2024 Renewal: Underwriting Manager said he has begun the marketing process for the 2024 renewal and added that the property policy will be critical this year and he thanked the JIFs for working on getting property appraisals in place. Fund Attorney added that – with the help of the QPA – we have been able to meet the comptrollers filing requirements.