

**PROFESSIONAL MUNICIPAL MANAGEMENT
JOINT INSURANCE FUND
MEETING AGENDA
SEPTEMBER 19, 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: SEPTEMBER 19, 2023**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- PLEDGE OF ALLEGIANCE**
- ROLL CALL OF 2023 COMMISSIONERS**
- APPROVAL OF MINUTES: July 25, 2023 Open Minutes Appendix I**
- 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 16
 - .August 2023 Voucher List – Ratification of Resolution Nos. 23-18..... Page 18
 - .September 2023 Voucher List – Resolution Nos. 23-19 Page 19
 - SAFETY DIRECTOR – J.A. Montgomery Risk Control**
 - .Monthly Report..... Page 29
 - UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**
 - .Monthly Certificate Report Page 32
 - .Cyber JIF Risk Management Compliance - As of July 31 & August 31, 2023..... Page 33
 - MANAGED CARE – Qual Care**
 - .Monthly Report..... Page 35
 - 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: September 19, 2023

Memo to: Fund Commissioners
Professional Municipal Management Joint Insurance Fund

From: PERMA Risk Management Services

Subject: Executive Director's Report

Defense Panel RFQ: The Funds defense panel appointments are up at the end of the year. The Fund Office would like to issue an RFQ utilizing the Fair & Open Process to procure attorneys.

Motion to Authorize the Fund Office to Advertise for Defense Attorneys

NJ Cyber JIF: The Cyber JIF met on August 25, 2023 at 2:00pm. The Cyber Board addressed several items:

- Contracts for Training/Phishing and External Scanning have been awarded to D2 Cybersecurity. Kick-off webinars have been scheduled for September 20th and September 22nd. We have emailed a registration link to all members.
- “Grandfathering” for those members that met prior risk control standards have been extended until July 1, 2024.

A copy of Chairman Merchel’s report appears on Page 3.

JIF Risk Management Consultant – As discussed at July’s fund meeting, Commissioners were in agreement of an appointment of one Risk Manager to serve all member entities starting in fund year 2024; a motion and formal approval should be taken to formalize this action.

Motion to Approve the Procurement of a Risk Management Consultant by the Non- Fair and Open Process for the Professional Municipal Management JIF

2023/2024 Employment Practices Liability (EPL) Program: Every two years the MEL reviews applicable laws and regulations to update the Model Personnel Manual, Model Employee Handbook and Model Volunteer Handbook. Information was issued in May announcing that the updated documents can be found on the MEL’s webpage <https://njmel.org/insurance/public-officials/risk-management-program/>

In addition, members are asked to complete training geared towards Managers & Supervisors, Non-Supervisory Employees and Police Command Staff training.

1. Attached on Page 4 you will find a flyer on the **Manager & Supervisors Training** – which will be available as “instructor-led webinars” accessible through the Mel Safety Institute (MSI Live). *Please note: Additional courses have been added, including two evening sessions.*
 2. Also attached on Page 5 is the flyer on the training course for “**non-supervisory employees**”. This training is on-line and is also available through the Mel Safety Institute (MSI Now).
 3. J.A. Montgomery’s Law Enforcement Unit will be scheduling the **Police Command Staff** “in person instructor-led classes” throughout the state. A session is scheduled for November 1st at the Moorestown Town Center.
- ❑ **2024 Renewal:** Members and Risk Managers received an Origami email with a link to renewal worksheets - to begin the 2024 underwriting renewal on or about July 25th with an August 31st completion date. We are following up with members who have not completed the process.
 - ❑ **2024 Membership Renewals** – Willingboro is scheduled to renew its membership as of January 1, 2024. Membership documents have been mailed to the Township.
 - ❑ **RCF, EJIF and MEL Meetings:** These JIFs all met on September 15th at the Forsgate Country Club in Monroe, NJ.
 - ❑ **Power of Collaboration:** Enclosed on **Page 6** is the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine. The ad highlights the \$3.6 billion savings provided to NJ Taxpayers while responding to the impacts of Covid-19, cost incurred from natural disasters and legislative challenges. The ad also discusses the purchase of over \$135 million in debt securities that stabilized the bond market disrupted by COVID-19.
 - ❑ **Due Diligence Reports:**

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Loss Ratio Analysis	Page 8
Claims Activity Report	Page 10
Loss Time Accident Frequency	Page 12
POL/EPL Compliance Report	Page 14
Regulatory Affairs Checklist	Page 15



NEW JERSEY CYBER RISK MANAGEMENT FUND

9 Campus Drive – Suite 216

Parsippany, NJ 07054

Tel 201.881.7632

Date: Friday, August 25, 2023

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

From: Chairman Thomas Merchel

Membership Request: The New Jersey Counties Excess Liability JIF is requesting membership in the NJ Cyber JIF. The options for coverage will be researched by the fund professionals and discussed with the Risk Control Committee.

Cyber Risk Control Services: The Board adopted the Risk Control Committee's recommendation to award Competitive Contract RFP #23-01 Training/Phishing and RFP #23-02 for External Scanning to D2 Cybersecurity. Work to begin implementation will begin immediately. The Committee will continue to discuss how JIFs with current cyber service(s) contracted will be managed and possible options for reimbursement.

Cybersecurity Loss Control Program: Underwriting Manager proposed adding an additional lower level of compliance to the 2023 Cyber Check list in an effort to make deductible relief accessible to more members and provide more time for members to put cyber security controls in place. Fund professionals will work with the Risk Control Committee to fine tune the program. The current 'grandfathered' deductible levels will carry over to July 1, 2024.

Risk Management Plan Amendment: Payment Authority: The Board passed a motion to amend the Risk Management Plan to establish a Claims Review Committee to enable the fund to respond in a timely manner to certain types of cyber claims. Claims requiring immediate response can be approved, with the condition that the excess carrier has confirmed coverage and reimbursement to the JIF.

NJ Cyber Website: The Board passed a motion to approve monies to Princeton Strategic Communications Group to implement a 'members only' log in to the Fund website, thereby preventing anyone acting with malicious intent from accessing information concerning our cyber controls.

Technology Stack Questionnaire: The Underwriting Manager has received a report from Chertoff Group on the results of the technology stack survey. This information will be digested and shared with members.

Next Meeting: The next Fund meeting is scheduled for Thursday, September 21, 2023 at 2:00 PM. to be held as a video / audio Zoom conference call.

MEL RISK MANAGEMENT FOR MANAGERS & SUPERVISORS



COURSE DESCRIPTION:

This course is the 2023 NJ MEL Risk Management for Managers and Supervisors is MANDATORY for all managers and supervisors in every department within your agency.

To register, select the session date below and click on the link.

DATE	SELECT COURSE SESSION TO REGISTER	TIME
Sept. 7th	MEL Risk Management for Managers & Supervisors	11 a.m. - 12:30 p.m.
Sept. 12th	MEL Risk Management for Managers & Supervisors	9 a.m. - 10:30 a.m.
Sept. 27th	MEL Risk Management for Managers & Supervisors	9 a.m. - 10:30 a.m.
October 2nd	MEL Risk Management for Managers & Supervisors	6:30 p.m. - 8 p.m.
October 13th	MEL Risk Management for Managers & Supervisors	9 a.m. - 10:30 a.m.
October 24th	MEL Risk Management for Managers & Supervisors	9 a.m. - 10:30 a.m.
October 25th	MEL Risk Management for Managers & Supervisors	6:30 p.m. - 8 p.m.
November 6th	MEL Risk Management for Managers & Supervisors	9 a.m. - 10:30 a.m.

Attendees must have working speakers on their computers to fully participate in the course.

Attendees will not receive credit if they are more than 5 minutes late signing on for the course, or if they leave the webinar early.



This online course discusses the right of each employee to a workplace free of harassment and each employee's duty to respect the rights of all other employees.

As part of the Employment Risk Management Program, this course should be offered to members' non-supervisory personnel.

Click the button to access this online training through the MEL Safety Institute Learning Management System (LMS)

MSI LMS System

- 1. Log into the MSI LMS System.**
 - If you have previously taken MSI classes, enter your username and password.
 - If you do not know your username/password, ask your Training Administrator to send an LMS activation email or call Andrea Felip at (856) 552-4740.
2. Once logged into the LMS, go to the Request Training button for a list of online courses and videos.
3. Select the course or video you wish to complete and submit it at the bottom of the screen.
4. Your course will now show in the Assigned section of your dashboard. Click the title to launch the course or video.
5. Learning Transcripts are automatically updated in the MEL Safety Institute's Learning Management System and show in the Completed section of your homepage.

Questions? Contact Andrea Felip at 856-552-4740.

For additional MSI information and resources go to the **MEL Safety Institute.**



MEL Increases New Jersey Taxpayers Savings to \$3.6 Billion While Responding to the Financial Impact of COVID-19, Natural Disasters, Legislative and Judicial Decisions

MEL has saved taxpayers \$3.6 billion dollars including \$22.2 million in dividends to its members since its inception. On average, each MEL JIF member has saved \$6 million.

MEL also assisted its members by purchasing over \$135 million in debt securities that stabilized the bond market disrupted by COVID-19.

“Despite the financial impact of COVID, natural disasters and increased coverage costs caused by legislative and judicial decisions, MEL continues to provide exceptional coverage at reasonable rates. MEL has the resources, tools, training and organizational competencies needed to weather the storms and support member needs. Our collaborative power is a major source of our strength.”

JOY TOZZI

MEL Chairperson and Township of Robbinsville Business Administrator

MEL JOINT INSURANCE FUND MEMBER SAVINGS				
Member Joint Insurance Fund	Established	JIF Savings (millions)	JIF Membership	JIF Member Savings (millions)
Bergen	1985	\$291.3	38	\$7.7
South Bergen	1986	251.4	23	10.9
Atlantic	1987	408.4	41	9.9
Camden	1987	216.6	37	5.9
Mid-Jersey	1987	184.8	12	15.4
Morris	1987	252.9	45	5.6
Ocean	1987	336.1	31	10.8
PMM	1987	87.2	4	21.8
Monmouth	1988	271.2	41	6.6
Burlco	1991	118.4	28	4.2
Trico	1991	229.1	38	6.0
NJ Utility Authorities	1991	190.0	72	2.6
NJ Self-Insurers	1992	70.9	5	4.2
Suburban Metro	1992	117.5	10	11.8
NJ Housing Authorities	1994	117.2	89	1.3
Suburban Municipal	1994	79.3	12	6.6
PAIC	1997	128.8	21	6.1
Central	1998	178.9	12	14.9
First Responders	2009	33.3	37	0.9
TOTALS		\$3.6 Billion	596	Average \$6.0 million



THE POWER OF COLLABORATION

njmel.org

PROFESSIONAL MUNICIPAL MANAGEMENT FUND						
FINANCIAL FAST TRACK REPORT						
		AS OF	June 30, 2023			
		2ND	YTD	PRIOR		FUND
		QUARTER		YEAR END		BALANCE
1.	UNDERWRITING INCOME	1,150,300	2,323,820	98,941,856		101,265,676
2.	CLAIM EXPENSES					
	Paid Claims	386,828	627,067	44,071,993		44,699,060
	Case Reserves	(199,607)	44,314	2,521,411		2,565,726
	IBNR	271,324	312,135	1,669,124		1,981,259
	Aggregate Excess Recoveries	-	-	-		-
		(46,347)	(49,587)	(451,962)		(501,549)
	TOTAL CLAIMS	412,199	933,929	47,810,567		48,744,495
3.	EXPENSES					
	Excess Premiums	478,631	957,261	28,176,031		29,133,292
	Administrative	175,876	333,766	13,783,157		14,116,923
	TOTAL EXPENSES	654,506	1,291,027	41,959,189		43,250,216
4.	UNDERWRITING PROFIT (1-2-3)	83,595	98,864	9,172,101		9,270,965
5.	INVESTMENT INCOME	14,309	121,420	4,931,046		5,052,466
6.	DIVIDEND INCOME	0	0	2,053,487		2,053,487
7.	STATUTORY PROFIT (4+5+6)	97,904	220,284	16,156,633		16,376,917
8.	DIVIDEND	23,000	23,000	12,209,147		12,232,147
9.	RCF & MEL Additional Assessments	0	0	967,449		967,449
10.	STATUTORY SURPLUS (7-8-9)	74,904	197,284	2,980,038		3,177,322
SURPLUS (DEFICITS) BY FUND YEAR						
	Closed	(18,626)	24,363	2,436,152		2,460,515
	Aggregate Excess LFC	0	0	(0)		(0)
	2019	7,995	(7,480)	(67,438)		(74,918)
	2020	16,644	70,674	503,976		574,651
	2021	(16,703)	92,776	145,365		238,141
	2022	111,692	3,912	(38,018)		(34,107)
	2023	(26,098)	13,040			13,040
	TOTAL SURPLUS (DEFICITS)	74,904	197,284	2,980,038		3,177,322
	TOTAL CASH					8,238,522
CLAIM ANALYSIS BY FUND YEAR						
	TOTAL CLOSED YEAR CLAIMS	0	0	40,557,444		40,557,444
	FUND YEAR 2019					
	Paid Claims	22,632	58,704	1,894,370		1,953,074
	Case Reserves	(52,602)	(51,025)	389,073		338,048
	IBNR	(7,558)	(18,127)	164,929		146,803
	Recoveries	-	0	(41,078)		(41,078)
	TOTAL FY 2019 CLAIMS	(37,528)	(10,448)	2,407,295		2,396,847
	FUND YEAR 2020					
	Paid Claims	142,219	159,165	912,769		1,071,934
	Case Reserves	(103,885)	(110,317)	584,575		474,259
	IBNR	(6,820)	(52,085)	146,664		94,579
	Recoveries	(46,347)	(49,587)	(214,339)		(263,927)
	TOTAL FY 2020 CLAIMS	(14,832)	(52,824)	1,429,670		1,376,845
	FUND YEAR 2021					
	Paid Claims	75,889	91,697	816,633		908,330
	Case Reserves	(32,401)	(126,157)	522,924		396,768
	IBNR	(24,655)	(37,989)	265,421		227,432
	Recoveries	-	0	(50,910)		(50,910)
	TOTAL FY 2021 CLAIMS	18,833	(72,449)	1,554,068		1,481,619
	FUND YEAR 2022					
	Paid Claims	47,257	173,964	590,629		764,592
	Case Reserves	(76,206)	133,454	416,763		550,217
	IBNR	(77,644)	(286,674)	854,698		568,024
	Recoveries	-	0	0		0
	TOTAL FY 2022 CLAIMS	(106,593)	20,743	1,862,090		1,882,833
	FUND YEAR 2023					
	Paid Claims	98,832	143,537			143,537
	Case Reserves	65,486	198,360			198,360
	IBNR	388,001	707,010			707,010
	Recoveries	-	0			0
	TOTAL FY 2023 CLAIMS	552,319	1,048,907			1,048,907
	COMBINED TOTAL CLAIMS	412,199	933,929	47,810,567		48,744,495

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

FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	55	MONTH	54	MONTH	43	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-23		30-Jun-23		31-Jul-22	
PROPERTY	189,999	179,915	94.69%	100.00%	94.69%	100.00%	93.02%	100.00%
GEN LIABILITY	413,752	362,794	87.68%	96.81%	87.68%	96.73%	70.97%	93.91%
AUTO LIABILITY	44,262	11,760	26.57%	94.86%	26.57%	94.56%	26.57%	90.64%
WORKER'S COMP	1,275,000	1,695,575	132.99%	99.74%	132.99%	99.70%	131.35%	99.02%
TOTAL ALL LINES	1,923,013	2,250,044	117.01%	99.02%	117.01%	98.97%	112.16%	97.82%
NET PAYOUT %	\$1,915,707		99.62%					

FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	43	MONTH	42	MONTH	31	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-23		30-Jun-23		31-Jul-22	
PROPERTY	171,000	111,809	65.39%	100.00%	63.92%	100.00%	62.10%	100.00%
GEN LIABILITY	376,171	91,221	24.25%	93.91%	24.25%	93.46%	27.84%	86.42%
AUTO LIABILITY	47,021	40,093	85.27%	90.64%	103.95%	90.21%	43.34%	83.75%
WORKER'S COMP	1,319,715	1,032,859	78.26%	99.02%	78.17%	98.92%	101.31%	96.90%
TOTAL ALL LINES	1,913,907	1,275,982	66.67%	97.90%	66.93%	97.73%	81.94%	94.79%
NET PAYOUT %	\$818,870		42.79%					

FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	31	MONTH	30	MONTH	19	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-23		30-Jun-23		31-Jul-22	
PROPERTY	168,000	226,589	134.87%	100.00%	134.87%	100.00%	140.61%	97.40%
GEN LIABILITY	333,052	194,846	58.50%	86.42%	58.50%	85.57%	36.31%	72.70%
AUTO LIABILITY	52,789	36,687	69.50%	83.75%	69.50%	82.91%	42.07%	68.41%
WORKER'S COMP	1,330,010	777,761	58.48%	96.90%	59.85%	96.57%	70.47%	88.04%
TOTAL ALL LINES	1,883,851	1,235,882	65.60%	94.96%	66.58%	94.55%	69.89%	85.62%
NET PAYOUT %	\$859,593		45.63%					

FUND YEAR 2022 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	19	MONTH	18	MONTH	7	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-23		30-Jun-23		31-Jul-22	
PROPERTY	164,000	240,603	146.71%	97.40%	139.87%	97.09%	43.32%	53.00%
GEN LIABILITY	286,842	234,720	81.83%	72.70%	74.39%	71.16%	19.11%	25.00%
AUTO LIABILITY	55,642	25,245	45.37%	68.41%	45.37%	66.43%	12.94%	25.00%
WORKER'S COMP	1,353,000	846,791	62.59%	88.04%	62.59%	86.31%	33.50%	19.00%
TOTAL ALL LINES	1,859,484	1,347,359	72.46%	85.91%	70.71%	84.33%	31.53%	23.10%
NET PAYOUT %	\$782,184		42.06%					

FUND YEAR 2023 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	7	MONTH	6	MONTH	-5	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Jul-23		30-Jun-23		31-Jul-22	
PROPERTY	169,000	182,067	107.73%	53.00%	49.20%	45.00%	N/A	N/A
GEN LIABILITY	301,156	69,015	22.92%	25.00%	9.60%	19.00%	N/A	N/A
AUTO LIABILITY	51,791	15,454	29.84%	25.00%	26.64%	20.00%	N/A	N/A
WORKER'S COMP	1,560,000	427,065	27.38%	19.00%	13.85%	14.00%	N/A	N/A
TOTAL ALL LINES	2,081,947	693,600	33.31%	22.78%	16.42%	17.39%	N/A	N/A
NET PAYOUT %	\$186,221		8.94%					

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

FUND YEAR 2019 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	56	MONTH	55	MONTH	44	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Aug-23		31-Jul-23		31-Aug-22	
PROPERTY	189,999	179,915	94.69%	100.00%	94.69%	100.00%	94.33%	100.00%
GEN LIABILITY	413,752	278,718	67.36%	96.90%	87.68%	96.81%	70.49%	94.32%
AUTO LIABILITY	44,262	11,760	26.57%	95.15%	26.57%	94.86%	26.57%	91.05%
WORKER'S COMP	1,275,000	1,695,575	132.99%	99.77%	132.99%	99.74%	132.72%	99.12%
TOTAL ALL LINES	1,923,013	2,165,968	112.63%	99.07%	117.01%	99.02%	113.09%	97.99%
NET PAYOUT %	\$1,915,707		99.62%					

FUND YEAR 2020 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	44	MONTH	43	MONTH	32	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Aug-23		31-Jul-23		31-Aug-22	
PROPERTY	171,000	101,857	59.57%	100.00%	65.39%	100.00%	62.10%	100.00%
GEN LIABILITY	376,171	91,221	24.25%	94.32%	24.25%	93.91%	27.04%	87.24%
AUTO LIABILITY	47,021	40,093	85.27%	91.05%	85.27%	90.64%	37.83%	84.53%
WORKER'S COMP	1,319,715	1,364,953	103.43%	99.12%	78.26%	99.02%	77.19%	97.19%
TOTAL ALL LINES	1,913,907	1,598,125	83.50%	98.06%	66.67%	97.90%	65.02%	95.18%
NET PAYOUT %	\$1,064,499		55.62%					

FUND YEAR 2021 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	32	MONTH	31	MONTH	20	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Aug-23		31-Jul-23		31-Aug-22	
PROPERTY	168,000	226,564	134.86%	100.00%	134.87%	100.00%	140.91%	97.72%
GEN LIABILITY	333,052	207,073	62.17%	87.24%	58.50%	86.42%	36.31%	74.17%
AUTO LIABILITY	52,789	36,687	69.50%	84.53%	69.50%	83.75%	42.07%	70.26%
WORKER'S COMP	1,330,010	770,256	57.91%	97.19%	58.48%	96.90%	65.24%	89.50%
TOTAL ALL LINES	1,883,851	1,240,579	65.85%	95.33%	65.60%	94.96%	66.22%	86.99%
NET PAYOUT %	\$893,767		47.44%					

FUND YEAR 2022 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	20	MONTH	19	MONTH	8	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Aug-23		31-Jul-23		31-Aug-22	
PROPERTY	164,000	240,602	146.71%	97.72%	146.71%	97.40%	71.15%	61.00%
GEN LIABILITY	286,842	226,280	78.89%	74.17%	81.83%	72.70%	21.55%	30.00%
AUTO LIABILITY	55,642	52,520	94.39%	70.26%	45.37%	68.41%	17.46%	30.00%
WORKER'S COMP	1,353,000	851,791	62.96%	89.50%	62.59%	88.04%	36.08%	26.00%
TOTAL ALL LINES	1,859,484	1,371,193	73.74%	87.29%	72.46%	85.91%	36.38%	29.82%
NET PAYOUT %	\$785,169		42.23%					

FUND YEAR 2023 -- LOSSES CAPPED AT RETENTION

	Budget	Limited	8	MONTH	7	MONTH	-4	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Aug-23		31-Jul-23		31-Aug-22	
PROPERTY	169,000	193,991	114.79%	61.00%	107.73%	53.00%	N/A	N/A
GEN LIABILITY	301,156	109,810	36.46%	30.00%	22.92%	25.00%	N/A	N/A
AUTO LIABILITY	51,791	14,729	28.44%	30.00%	29.84%	25.00%	N/A	N/A
WORKER'S COMP	1,560,000	389,155	24.95%	26.00%	27.38%	19.00%	N/A	N/A
TOTAL ALL LINES	2,081,947	707,685	33.99%	29.52%	33.31%	22.78%	N/A	N/A
NET PAYOUT %	\$298,465		14.34%					

Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT
AS OF 07/31/23

COVERAGE LINE - PROPERTY							
CLAIM COUNT - OPEN CLAIMS							
Year	2018	2019	2020	2021	2022	2023	TOTAL
June-23	0	1	2	9	10	8	30
July-23	0	1	2	9	10	11	33
NET CHGE	0	0	0	0	0	3	3
Limited Reserves							\$6,048
Year	2018	2019	2020	2021	2022	2023	TOTAL
June-23	\$0	\$1	\$2	\$8,033	\$61,210	\$38,096	\$107,342
July-23	\$0	\$1	\$2,502	\$8,033	\$64,944	\$124,120	\$199,599
NET CHGE	\$0	\$0	\$2,500	\$0	\$3,734	\$86,023	\$92,257
Ltd Incurred	\$91,226	\$179,915	\$111,809	\$226,589	\$240,603	\$182,067	\$1,032,208
COVERAGE LINE - GENERAL LIABILITY							
CLAIM COUNT - OPEN CLAIMS							
Year	2018	2019	2020	2021	2022	2023	TOTAL
June-23	0	3	1	7	26	15	52
July-23	0	3	1	7	25	21	57
NET CHGE	0	0	0	0	-1	6	5
Limited Reserves							\$8,336
Year	2018	2019	2020	2021	2022	2023	TOTAL
June-23	\$0	\$105,042	\$21,489	\$147,422	\$125,923	\$28,357	\$428,232
July-23	\$0	\$103,879	\$18,400	\$147,051	\$137,553	\$68,262	\$475,146
NET CHGE	\$0	(\$1,162)	(\$3,088)	(\$371)	\$11,631	\$39,905	\$46,914
Ltd Incurred	\$56,720	\$362,794	\$91,221	\$194,846	\$234,720	\$69,015	\$1,009,316
COVERAGE LINE - AUTO LIABILITY							
CLAIM COUNT - OPEN CLAIMS							
Year	2018	2019	2020	2021	2022	2023	TOTAL
June-23	0	0	2	1	3	3	9
July-23	0	0	1	1	3	4	9
NET CHGE	0	0	-1	0	0	1	0
Limited Reserves							\$2,259
Year	2018	2019	2020	2021	2022	2023	TOTAL
June-23	\$0	\$0	\$15,249	\$2,088	\$6,357	\$3,768	\$27,461
July-23	\$0	\$0	\$6,465	\$2,088	\$6,357	\$5,425	\$20,334
NET CHGE	\$0	\$0	(\$8,784)	\$0	\$0	\$1,657	(\$7,127)
Ltd Incurred	\$66,718	\$11,760	\$40,093	\$36,687	\$25,245	\$15,454	\$195,957
COVERAGE LINE - WORKERS COMP.							
CLAIM COUNT - OPEN CLAIMS							
Year	2018	2019	2020	2021	2022	2023	TOTAL
June-23	4	10	15	19	26	20	94
July-23	3	10	15	18	26	25	97
NET CHGE	-1	0	0	-1	0	5	3
Limited Reserves							\$16,946
Year	2018	2019	2020	2021	2022	2023	TOTAL
June-23	\$114,592	\$233,005	\$436,261	\$239,225	\$356,728	\$128,138	\$1,507,949
July-23	\$98,535	\$230,457	\$429,745	\$219,117	\$356,321	\$309,572	\$1,643,746
NET CHGE	(\$16,058)	(\$2,548)	(\$6,517)	(\$20,108)	(\$407)	\$181,434	\$135,797
Ltd Incurred	\$1,570,678	\$1,695,575	\$1,032,859	\$777,761	\$846,791	\$427,065	\$6,350,728
TOTAL ALL LINES COMBINED							
CLAIM COUNT - OPEN CLAIMS							
Year	2018	2019	2020	2021	2022	2023	TOTAL
June-23	4	14	20	36	65	46	185
July-23	3	14	19	35	64	61	196
NET CHGE	-1	0	-1	-1	-1	15	11
Limited Reserves							\$11,933
Year	2018	2019	2020	2021	2022	2023	TOTAL
June-23	\$114,592	\$338,048	\$473,001	\$396,768	\$550,217	\$198,360	\$2,070,985
July-23	\$98,535	\$334,337	\$457,112	\$376,289	\$565,174	\$507,379	\$2,338,826
NET CHGE	(\$16,058)	(\$3,710)	(\$15,889)	(\$20,478)	\$14,958	\$309,019	\$267,841
Ltd Incurred	\$1,785,341	\$2,250,044	\$1,275,982	\$1,235,882	\$1,347,359	\$693,600	\$8,588,209

Professional Municipal Mgmt Joint Insurance Fund
CLAIM ACTIVITY REPORT
AS OF 08/31/23

COVERAGE LINE - PROPERTY						
CLAIM COUNT - OPEN CLAIMS						
Year	2019	2020	2021	2022	2023	TOTAL
July-23	1	2	9	10	11	33
August-23	1	1	9	9	13	33
NET CHGE	0	-1	0	-1	2	0
Limited Reserves						\$6,249
Year	2019	2020	2021	2022	2023	TOTAL
July-23	\$1	\$2,502	\$8,033	\$64,944	\$124,120	\$199,599
August-23	\$1	\$1	\$8,008	\$64,943	\$133,279	\$206,231
NET CHGE	\$0	(\$2,501)	(\$25)	(\$1)	\$9,159	\$6,632
Ltd Incurred	\$179,915	\$101,857	\$226,564	\$240,602	\$193,991	\$942,929
COVERAGE LINE - GENERAL LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2019	2020	2021	2022	2023	TOTAL
July-23	3	1	7	25	21	57
August-23	1	1	5	22	20	49
NET CHGE	-2	0	-2	-3	-1	-8
Limited Reserves						\$8,755
Year	2019	2020	2021	2022	2023	TOTAL
July-23	\$103,879	\$18,400	\$147,051	\$137,553	\$68,262	\$475,146
August-23	\$19,803	\$18,400	\$154,771	\$128,614	\$107,385	\$428,973
NET CHGE	(\$84,076)	\$0	\$7,720	(\$8,940)	\$39,123	(\$46,174)
Ltd Incurred	\$278,718	\$91,221	\$207,073	\$226,280	\$109,810	\$913,102
COVERAGE LINE - AUTO LIABILITY						
CLAIM COUNT - OPEN CLAIMS						
Year	2019	2020	2021	2022	2023	TOTAL
July-23	0	1	1	3	4	9
August-23	0	1	1	2	3	7
NET CHGE	0	0	0	-1	-1	-2
Limited Reserves						\$6,613
Year	2019	2020	2021	2022	2023	TOTAL
July-23	\$0	\$6,465	\$2,088	\$6,357	\$5,425	\$20,334
August-23	\$0	\$6,372	\$2,088	\$33,632	\$4,200	\$46,291
NET CHGE	\$0	(\$93)	\$0	\$27,275	(\$1,225)	\$25,957
Ltd Incurred	\$11,760	\$40,093	\$36,687	\$52,520	\$14,729	\$155,789
COVERAGE LINE - WORKERS COMP.						
CLAIM COUNT - OPEN CLAIMS						
Year	2019	2020	2021	2022	2023	TOTAL
July-23	10	15	18	26	25	94
August-23	10	14	17	26	27	94
NET CHGE	0	-1	-1	0	2	0
Limited Reserves						\$15,366
Year	2019	2020	2021	2022	2023	TOTAL
July-23	\$230,457	\$429,745	\$219,117	\$356,321	\$309,572	\$1,545,212
August-23	\$230,457	\$508,852	\$181,946	\$358,836	\$164,357	\$1,444,449
NET CHGE	\$0	\$79,107	(\$37,171)	\$2,516	(\$145,215)	(\$100,763)
Ltd Incurred	\$1,695,575	\$1,364,953	\$770,256	\$851,791	\$389,155	\$5,071,730
TOTAL ALL LINES COMBINED						
CLAIM COUNT - OPEN CLAIMS						
Year	2019	2020	2021	2022	2023	TOTAL
July-23	14	19	35	64	61	193
August-23	12	17	32	59	63	183
NET CHGE	-2	-2	-3	-5	2	-10
Limited Reserves						\$11,617
Year	2019	2020	2021	2022	2023	TOTAL
July-23	\$334,337	\$457,112	\$376,289	\$565,174	\$507,379	\$2,240,291
August-23	\$250,261	\$533,625	\$346,812	\$586,024	\$409,221	\$2,125,944
NET CHGE	(\$84,076)	\$76,514	(\$29,477)	\$20,850	(\$98,158)	(\$114,347)
Ltd Incurred	\$2,165,968	\$1,598,125	\$1,240,579	\$1,371,193	\$707,685	\$7,083,551

2023 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS

July 31, 2023				
FUND	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	TOTAL RATE * 2023 - 2021
Monmouth County	0.44	0.96	0.99	0.86
Camden County	0.69	1.52	1.44	1.31
Ocean County	0.90	1.25	1.82	1.40
Suburban Metro	1.05	1.63	1.55	1.46
Bergen County	1.07	1.53	1.59	1.45
Burlington County Municipal JIF	1.16	1.38	1.37	1.33
Gloucester, Salem, Cumberland	1.34	1.38	2.00	1.62
Professional Municipal Manager	1.38	1.39	1.54	1.45
Suburban Municipal	1.41	1.26	1.85	1.53
Morris County	1.44	1.22	1.56	1.40
NJ Utility Authorities	1.49	1.40	2.08	1.67
Atlantic County Municipal JIF	1.49	2.22	2.04	1.99
Central New Jersey	1.59	2.12	1.54	1.77
NJ Public Housing Authority	1.59	1.85	1.53	1.67
South Bergen County	2.20	2.35	2.08	2.21
AVERAGE	1.28	1.56	1.67	1.54

Professional Municipal Management JOINT INSURANCE FUND

2023 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS

DATA VALUED AS OF July 31, 2023									
MEMBER_ID	MEMBER	# CLAIMS ** FOR	Y.T.D. LOST TIME ACCIDENTS	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	MEMBER	TOTAL RATE 2023 - 2021	
1	307 Moorestown	0	1	1.10	1.40	1.21	1 Moorestown	1.25	
2	308 Willingboro	1	2	1.24	1.07	1.78	2 Willingboro	1.41	
3	304 Evesham	0	2	1.39	1.73	0.76	3 Evesham	1.26	
4	306 Maple Shade	0	1	1.49	1.65	4.08	4 Maple Shade	2.57	
5	305 Evesham Township Fire District	0	1	2.20	1.14	0.00	5 Evesham Township Fire	0.89	
Totals:		1	7	1.38	1.39	1.54		1.45	

2023 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS

August 31, 2023				
FUND	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	TOTAL RATE * 2023 - 2021
Monmouth County	0.45	0.98	1.01	0.86
Camden County	0.65	1.52	1.44	1.28
Ocean County	0.94	1.24	1.82	1.38
Suburban Metro	0.98	1.63	1.55	1.43
Bergen County	1.17	1.53	1.59	1.47
Burlington County Municipal JIF	1.30	1.38	1.37	1.36
Gloucester, Salem, Cumberland	1.31	1.38	2.00	1.60
Suburban Municipal	1.32	1.26	1.85	1.50
Morris County	1.34	1.24	1.59	1.39
Professional Municipal Manager	1.38	1.50	1.54	1.49
NJ Utility Authorities	1.51	1.35	2.08	1.65
Atlantic County Municipal JIF	1.66	2.20	2.04	2.01
Central New Jersey	1.78	2.12	1.54	1.82
NJ Public Housing Authority	1.80	1.90	1.53	1.74
South Bergen County	2.17	2.37	2.08	2.21
AVERAGE	1.32	1.57	1.67	1.55

Professional Municipal Management JOINT INSURANCE FUND									
2023 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS									
		DATA VALUED AS OF			As of August 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
		* 8/31/2023	ACCIDENTS						
1	307 Moorestown	0	1	0.96	1.40	1.21	1 Moorestown	1.22	
2	308 Willingboro	0	2	1.08	1.43	1.78	2 Willingboro	1.50	
3	304 Evesham	0	2	1.22	1.73	0.76	3 Evesham	1.22	
4	305 Evesham Township Fire Dist	0	1	1.92	1.14	0.00	4 Evesham Township Fire	0.87	
5	306 Maple Shade	1	2	2.61	1.65	4.08	5 Maple Shade	2.81	
Totals:			1	8	1.38	1.50	1.54		1.49

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund
 Data Valued As of : **September 12, 2023**

Total Participating Members	5	5
Complaint		5
Percent Compliant		100.00%

Member Name	* EPL Program ?	Checklist Submitted	Compliant	01/01/24	2024	Amended Deductible Date	Revised EPL Deductible	Revised POL Deductible	Co-Insurance
				EPL Deductible	POL Deductible				
EVESHAM	Yes		Yes	\$ 20,000	\$ 20,000				20% of 1st 250K
EVESHAM TOWNSHIP FIRE DISTRICT	Yes		Yes	\$ 20,000	\$ 20,000				20% of 1st 250K
MAPLE SHADE	Yes		Yes	\$ 10,000	\$ 10,000				0%
MOORESTOWN	Yes		Yes	\$ 20,000	\$ 20,000				20% of 1st 250K
WILLINGBORO	Yes		Yes	\$ 20,000	\$ 20,000				20% of 1st 250K

Professional Municipal Management Joint Insurance Fund
Annual Regulatory Filing Check List
Year 2023 as of September 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	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	Filed
<input type="checkbox"/> Annual Audit	Filed
<input type="checkbox"/> State Comptroller Audit Filing	Filed
<input type="checkbox"/> Ethics Filing	Online Filing

September 12, 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 August 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 \$ 38,464.50. This generated an average annual yield of 2.93%. However, we have an unrealized net gain of \$ 285.26 adjusting the reported yield to 2.95% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,523,149.30.

RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$10,474.00 with YTD \$ 24,606.07
Salvage Receipts \$ 0.00
Overpayment Reimbursements \$135.00

CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 192 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 \$ 239,761.16.

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 \$ 8,238,524.59 to a closing balance of \$7,533,999.82 showing a decrease in the fund \$704,524.77.

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. 23-18

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
BILLS LIST - AUGUST 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.

<u>FUND YEAR 2023</u>			
<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
002028	QUAL-LYNX	CLAIM ADJ. SERVICES 8/23	12,738.58
			12,738.58
002029	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 08/23	2,089.00
			2,089.00
002030	PERMA RISK MANAGEMENT SERVICES	POSTAGE 07/23	74.78
002030	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 08/23	11,993.67
			12,068.45
002031	THE ACTUARIAL ADVANTAGE	ACTUARY FEES 8/23	3,544.33
			3,544.33
002032	QUALCARE, INC.	WC ACCESS/UM 08/23 INV 69587	7,880.00
			7,880.00
002033	THOMAS TONTARSKI	TREASURER 08/23	1,611.08
			1,611.08
002034	HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MANAGEMENT FEE 08/23	1,587.67
002034	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 08/23	1,863.92
			3,451.59
002035	COURIER TIMES	ACCT 791111 ORD 9000893 INV 0005744310	167.40
			167.40
002036	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 08/23	539.00
			539.00
002037	ACCESS	DEPT 413 INV 10382754 7/31/23 FOR AUG	71.14
002037	ACCESS	DEPT 413 INV 10312812 6/30/23 FOR JULY	71.14
			142.28
		Total Payments FY 2023	44,231.71
		TOTAL PAYMENTS ALL FUND YEARS	44,231.71

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. 23-19

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND
BILLS LIST - SEPTEMBER 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 2023			
CheckNumber	VendorName	Comment	InvoiceAmount
002038	QUAL-LYNX	CLAIM ADJ. SERVICES 9/23	12,738.59
			12,738.59
002039	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 9/23	2,089.00
			2,089.00
002040	PERMA RISK MANAGEMENT SERVICES	POSTAGE 08/23	46.12
002040	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 09/23	11,993.67
			12,039.79
002041	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 09/23	3,544.33
			3,544.33
002042	QUALCARE, INC.	WC ACCESS/UM 09/23 INV 69663	7,880.00
			7,880.00
002043	THOMAS TONTARSKI	TREASURER 09/23	1,611.08
			1,611.08
002044	HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MANAGEMENT FEE 09/23	1,587.67
002044	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 09/23	1,863.92
			3,451.59
002045	COURIER TIMES	ACCT 791111 ORD 9212659 AD 8/30/23	8.97
			8.97
002046	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 09/23	539.00
			539.00
002047	ACCESS	DEPT 413 INV 10427862 8/31/23 FOR SEPT	69.02
			69.02
		Total Payments FY 2023	43,971.37
		TOTAL PAYMENTS ALL FUND YEARS	43,971.37

Chairperson

Attest:

Dated: _____

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

Treasurer

PMM JOINT INSURANCE FUND
SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED

Current Fund Year: 2023											
Month Ending: July											
	Property	Liability	Auto	Workers Comp	POL/EPL	EJIF	Cyber JIF	MEL	Admin	LFC	TOTAL
OPEN BALANCE	128,919.61	1,226,459.64	139,290.33	3,223,260.17	(17,635.81)	(178,507.35)	(1,017.34)	678,996.46	2,933,296.96	105,461.93	8,238,524.60
RECEIPTS											
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	135.00
Invest Pymnts	460.41	2,941.62	334.09	8,137.43	0.00	0.00	0.00	0.00	7,085.17	252.95	19,211.67
Invest Adj	3.25	20.75	2.36	57.39	0.00	0.00	0.00	0.00	49.97	1.78	135.50
Subtotal Invest	463.66	2,962.37	336.45	8,194.82	0.00	0.00	0.00	0.00	7,135.14	254.73	19,347.17
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	598.66	2,962.37	336.45	8,194.82	0.00	0.00	0.00	0.00	7,135.14	254.73	19,482.17
EXPENSES											
Claims Transfers	20,513.14	14,526.51	0.00	42,568.37	0.00	0.00	0.00	0.00	0.00	0.00	77,608.02
Expenses	1,423.25	0.00	0.00	0.00	0.00	56,693.00	0.00	331,404.25	80,370.19	0.00	469,890.69
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	21,936.39	14,526.51	0.00	42,568.37	0.00	56,693.00	0.00	331,404.25	80,370.19	0.00	547,498.71
END BALANCE	107,581.88	1,214,895.50	139,626.78	3,188,886.62	(17,635.81)	(235,200.35)	(1,017.34)	347,592.21	2,860,061.91	105,716.66	7,710,508.06
REPORT STATUS SECTION											
Report Month: July											
						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					

PMM JOINT INSURANCE FUND

SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED

2023 August										
Property	Liability	Auto	Workers Comp	POL/EPL	EJIF	Cyber JIF	MEL	Admin	LFC	TOTAL
107,581.88	1,214,895.50	139,626.78	3,188,886.62	(17,635.81)	(235,200.35)	(1,017.34)	347,592.21	2,860,061.91	105,716.66	7,710,508.06
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10,474.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,474.00
434.15	2,961.46	340.36	8,192.66	0.00	0.00	0.00	0.00	7,022.28	257.70	19,208.61
4.39	29.90	3.44	82.75	0.00	0.00	0.00	0.00	70.92	2.60	194.00
438.54	2,991.36	343.80	8,275.41	0.00	0.00	0.00	0.00	7,093.20	260.30	19,402.61
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10,912.54	2,991.36	343.80	8,275.41	0.00	0.00	0.00	0.00	7,093.20	260.30	29,876.61
5,789.37	6,679.47	592.70	149,091.60	0.00	0.00	0.00	0.00	0.00	0.00	162,153.14
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,231.71	0.00	44,231.71
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5,789.37	6,679.47	592.70	149,091.60	0.00	0.00	0.00	0.00	44,231.71	0.00	206,384.85
112,705.05	1,211,207.39	139,377.88	3,048,070.43	(17,635.81)	(235,200.35)	(1,017.34)	347,592.21	2,822,923.40	105,976.96	7,533,999.82
REPORT STATUS SECTION										XXX
										- 0.48
Report Month: August										
										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						
PMM JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	July					
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 & Investment Balance	\$8,238,525.10	-	3,610,164.27	118,131.45	1,266.11	4,508,963.27
Opening Interest Accrual Balance	\$0.00	-	-	-	-	-
1 Interest Accrued and/or Interest Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Interest Accrued - discounted Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 (Amortization and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	\$135.49	\$0.00	\$0.00	\$0.00	\$0.00	\$135.49
5 Interest Paid - Cash Instr.s	\$20,542.85	\$0.00	\$12,402.75	\$504.77	\$393.66	\$7,241.67
6 Interest Paid - Term Instr.s	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	-\$1,331.19	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,331.19
8 Net Investment Income	\$19,347.15	\$0.00	\$12,402.75	\$504.77	\$393.66	\$6,045.97
9 Deposits - Purchases	\$548,424.05	\$0.00	\$925.34	\$77,608.02	\$469,890.69	\$0.00
10 (Withdrawals - Sales)	-\$1,095,787.76	\$0.00	-\$547,498.71	-\$78,132.25	-\$470,156.80	\$0.00
Ending Cash & Investment Balance	\$7,710,508.54	\$0.00	\$3,075,993.65	\$118,111.99	\$1,393.66	\$4,515,009.24
Ending Interest Accrual Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$59,881.93	\$0.00	\$0.00	\$49,661.59	\$10,220.34	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$7,770,390.47	\$0.00	\$3,075,993.65	\$167,773.58	\$11,614.00	\$4,515,009.24

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
PMM JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	August					
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	\$7,710,508.54	-	3,075,993.65	118,111.99	1,393.66	4,515,009.24
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 - discor	\$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	\$194.00	\$0.00	\$0.00	\$0.00	\$0.00	\$194.00
5 Interest Paid - Cash Inst	\$17,592.16	\$0.00	\$10,691.24	\$517.03	\$54.28	\$6,329.61
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	\$1,616.45	\$0.00	\$0.00	\$0.00	\$0.00	\$1,616.45
8 Net Investment Income	\$19,402.61	\$0.00	\$10,691.24	\$517.03	\$54.28	\$8,140.06
9 Deposits - Purchases	\$177,957.28	\$0.00	\$11,372.43	\$162,153.14	\$4,431.71	\$0.00
10 (Withdrawals - Sales)	-\$373,868.13	\$0.00	-\$206,384.85	-\$162,657.91	-\$4,825.37	\$0.00
Ending Cash & Investment	\$7,534,000.30	\$0.00	\$2,891,672.47	\$118,124.25	\$1,054.28	\$4,523,149.30
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$42,019.70	\$0.00	\$0.00	\$36,986.96	\$5,032.74	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$7,576,020.00	\$0.00	\$2,891,672.47	\$155,111.21	\$6,087.02	\$4,523,149.30

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

Month	July								
Current Fund Year	2023								
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid July	Monthly Recoveries July	Calc. Net Paid Thru July	TPA Net Paid Thru July	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2023	Property	45,058.78	13,023.14	135.00	57,946.92	57,946.92	0.00	0.00	0.00
	Liability	542.75	210.00	0.00	752.75	752.75	0.00	0.00	0.00
	Auto	10,028.67	0.00	0.00	10,028.67	10,028.67	0.00	0.00	0.00
	Workers Comp	87,907.09	29,585.79	0.00	117,492.88	117,492.88	0.00	0.00	0.00
	Total	143,537.29	42,818.93	135.00	186,221.22	186,221.22	0.00	0.00	0.00
2022	Property	168,169.13	7,490.00	0.00	175,659.13	175,659.13	(0.00)	(0.00)	0.00
	Liability	87,471.14	9,695.00	0.00	97,166.14	97,166.14	0.00	0.00	0.00
	Auto	18,888.75	0.00	0.00	18,888.75	18,888.75	0.00	0.00	0.00
	Workers Comp	490,063.40	406.89	0.00	490,470.29	490,470.29	0.00	(0.00)	0.00
	Total	764,592.42	17,591.89	0.00	782,184.31	782,184.31	(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	370.80	0.00	47,795.29	47,795.29	0.00	0.00	0.00
	Auto	34,598.93	0.00	0.00	34,598.93	34,598.93	0.00	0.00	0.00
	Workers Comp	556,840.36	1,802.98	0.00	558,643.34	558,643.34	0.00	0.00	0.00
	Total	857,419.53	2,173.78	0.00	859,593.31	859,593.31	(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	3,088.46	0.00	72,821.16	72,821.16	0.00	0.00	0.00
	Auto	33,628.78	0.00	0.00	33,628.78	33,628.78	0.00	0.00	0.00
	Workers Comp	838,240.91	8,224.50	0.00	846,465.41	846,465.41	0.00	0.00	0.00
	Total	1,050,908.90	11,312.96	0.00	1,062,221.86	1,062,221.86	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	257,752.27	1,162.25	0.00	258,914.52	258,914.52	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	1,462,569.69	2,548.21	0.00	1,465,117.90	1,465,117.90	0.00	0.00	0.00
	Total	1,911,996.59	3,710.46	0.00	1,915,707.05	1,915,707.05	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		4,728,454.73	77,608.02	135.00	4,805,927.75	4,805,927.75	0.00	0.00	0.00

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

Month		August							
Current Fund Year		2023							
		1.	2.	3.	4.	5.	6.	7.	8.
Policy Year	Coverage	Calc. Net Paid Thru Last Month	Monthly Net Paid August	Monthly Recoveries August	Calc. Net Paid Thru August	TPA Net Paid Thru August	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2023	Property	57,946.92	2,765.67	0.00	60,712.59	60,712.59	0.00	0.00	0.00
	Liability	752.75	1,672.72	0.00	2,425.47	2,425.47	0.00	0.00	0.00
	Auto	10,028.67	500.00	0.00	10,528.67	10,528.67	0.00	0.00	0.00
	Workers Comp	117,492.88	107,305.31	0.00	224,798.19	224,798.19	0.00	0.00	0.00
	Total	186,221.22	112,243.70	0.00	298,464.92	298,464.92	0.00	0.00	0.00
2022	Property	175,659.13	0.00	0.00	175,659.13	175,659.13	(0.00)	(0.00)	0.00
	Liability	97,166.14	500.00	0.00	97,666.14	97,666.14	0.00	0.00	0.00
	Auto	18,888.75	0.00	0.00	18,888.75	18,888.75	0.00	0.00	0.00
	Workers Comp	490,470.29	2,484.36	0.00	492,954.65	492,954.65	(0.00)	0.00	(0.00)
	Total	782,184.31	2,984.36	0.00	785,168.67	785,168.67	(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	47,795.29	4,506.75	0.00	52,302.04	52,302.04	0.00	0.00	0.00
	Auto	34,598.93	0.00	0.00	34,598.93	34,598.93	0.00	0.00	0.00
	Workers Comp	558,643.34	29,666.82	0.00	588,310.16	588,310.16	(0.00)	0.00	(0.00)
	Total	859,593.31	34,173.57	0.00	893,766.88	893,766.88	(0.00)	(0.00)	(0.00)
2020	Property	109,306.51	3,023.70	10,474.00	101,856.21	101,856.21	(0.00)	(0.00)	(0.00)
	Liability	72,821.16	0.00	0.00	72,821.16	72,821.16	0.00	0.00	0.00
	Auto	33,628.78	92.70	0.00	33,721.48	33,721.48	(0.00)	0.00	(0.00)
	Workers Comp	846,465.41	9,635.11	0.00	856,100.52	856,100.52	0.00	0.00	0.00
	Total	1,062,221.86	12,751.51	10,474.00	1,064,499.37	1,064,499.37	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	258,914.52	0.00	0.00	258,914.52	258,914.52	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	1,465,117.90	0.00	0.00	1,465,117.90	1,465,117.90	0.00	0.00	0.00
	Total	1,915,707.05	0.00	0.00	1,915,707.05	1,915,707.05	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	4,805,927.75	162,153.14	10,474.00	4,957,606.89	4,957,606.89	(0.00)	0.00	(0.00)

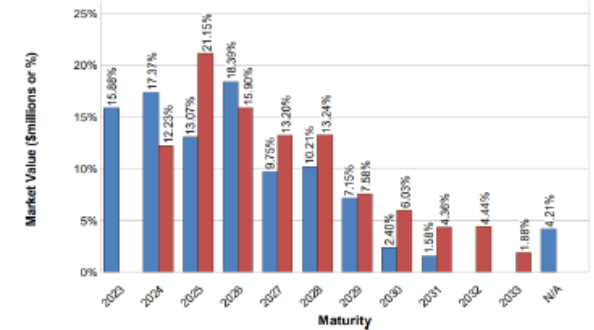
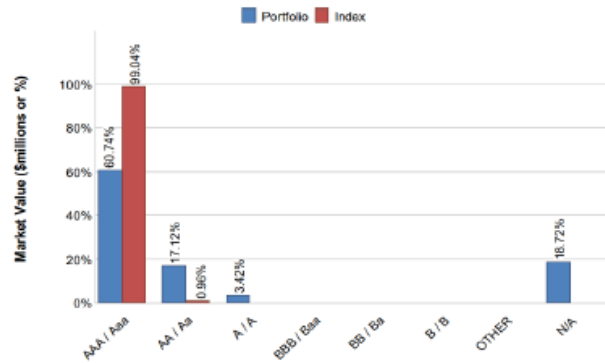
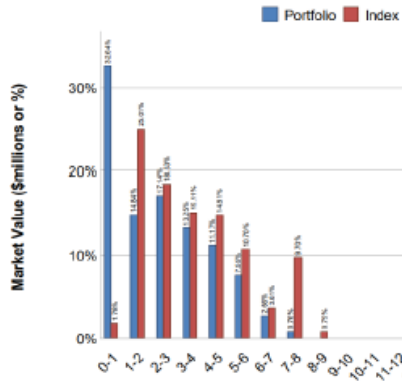
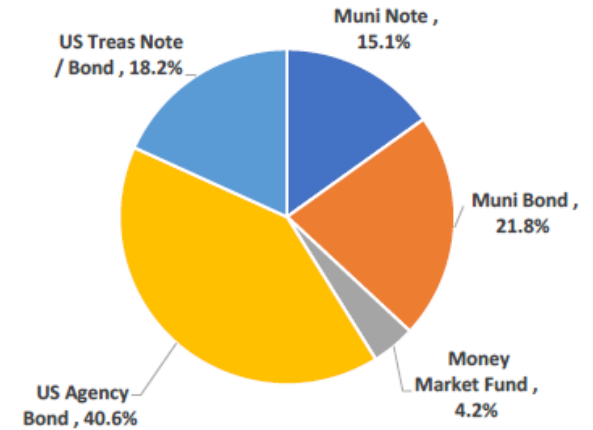
DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
2/1	EVESHAM TWP.	2023282944	EVESHAM TWP.	PR	2022	947.60	
TOTAL- FEB. YTD 2023						947.60	947.60
3/15	WILLINGBORO TWP.	2022273038	WILLINGBORO TWP.	PR	2022	5,000.00	
TOTAL- MAR. YTD 2023						5,000.00	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.. YTD 2023						8,184.47	14,132.07
8/1	WILLINGBORO TWP.	2021222925	WILLINGBORO TWP.	PR	2020	10,474.00	
TOTAL- AUG. YTD 2023						10,474.00	24,606.07

Muni Excess Liability Joint Insurance Fund

As of 7/31/2023	
Portfolio Total Par	\$ 344,402,000
Principal Market Value	\$ 305,543,122
Accrued Interest	\$ 15,308,823
Market Value Plus Accrued	\$ 320,851,945
Total Revenue YTD	\$ 1,673,313
NAV	\$ 9.4393
Average Maturity (yrs)	2.63
Modified Duration	2.40
Book Yield	2.01%
Yield to Maturity / Call	4.73%
Projected Coupon Income	\$ 5,992,902

As of 7/31	QTD	YTD
MEL (Gross)	0.18%	0.49%
BB Govt Intermediate	0.11%	-0.14%

*account funding inception 2/3/23

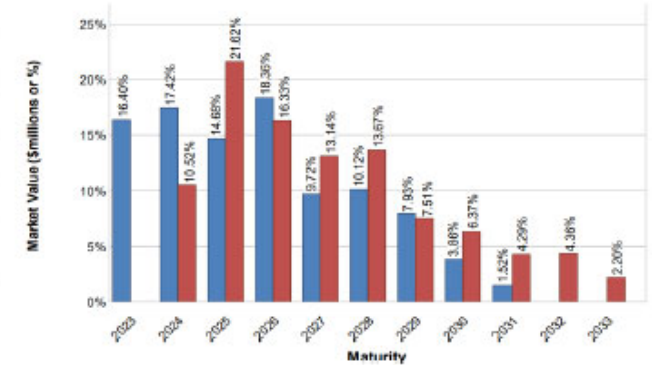
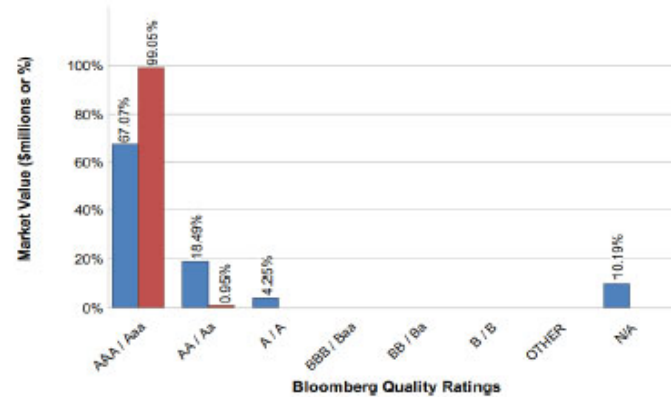
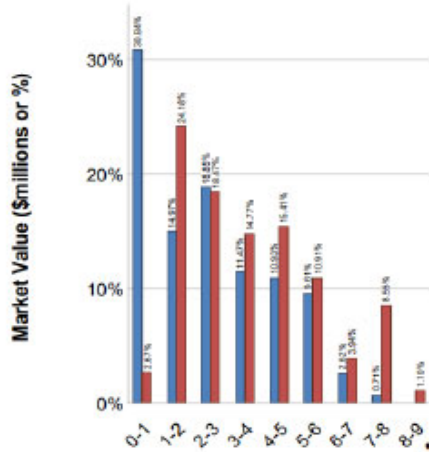
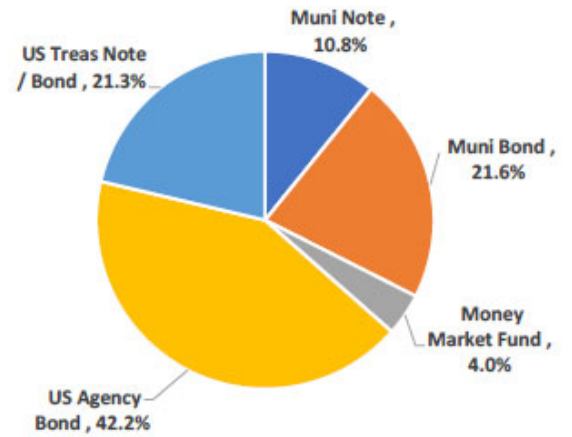


Muni Excess Liability Joint Insurance Fund

As of 8/31/2023	
Portfolio Total Par	\$ 344,556,000
Principal Market Value	\$ 306,951,158
Accrued Interest	\$ 14,349,367
Market Value Plus Accrued	\$ 321,300,525
Total Revenue YTD	\$ 2,121,893
NAV	\$ 9.4563
Average Maturity (yrs)	2.66
Modified Duration	2.40
Book Yield	2.00%
Yield to Maturity / Call	4.83%
Projected Coupon Income	\$ 5,842,100

As of 8/31	QTD	YTD*
MEL (Gross)	0.35%	0.66%
BB Govt Intermediate	0.16%	-0.08%

*account funding inception 2/3/23





Professional Municipal Management Joint Insurance Fund

TO: Fund Commissioners, Safety Coordinators, and Risk Managers
FROM: Keith Hummel, JIF Safety Director
DATE: September 26, 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 – July & August

- Township of Maple Shade on July 18, 2023

LAW ENFORCEMENT LOSS CONTROL SURVEYS – July & August

- Township of Moorestown on June 13, 2023.

MEETINGS ATTENDED – July & August

- Claims Committee Meeting on July 25, 2023.

MEL SAFETY INSTITUTE (MSI)

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MSI SAFETY DIRECTOR -July & August

- Persons with Communication Disabilities in Public Settings Best Practices
- Gaga Ball Best Practices
- Passenger Bus & Van Operations Best Practices
- Pickleball Best Practices
- Utility Terrain Vehicle (UTV) Beach Access Transportation Best Practices
- Automated External Defibrillators (AED) Programs
- Backflow Preventers Best Practices
- Beach & Swimming Site Closures Best Practices
- Road, Signs, & Walkway Program Best Practices
- MSA Altair PID Gas Detector Notice
- Low-Speed Vehicles Best Practices
- Animal Carcass Disposal Best Practices
- Lifeguards - Lightning Best Practices

MSI FIRE & EMS – July & August

- No MSI Fire & EMS for the months of July and August.

MSI LAW ENFORCEMENT – July & August

- Crossing Guard Program Resources

MSI NOW – July & August

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

MSI NOW	
Municipality	Number of Videos
Moorestown	1

MSI LIVE

[MSI LIVE](#) features real-time, instructor-led in-person, and virtual classes. Experienced instructors provide an interactive experience for the attendees 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

COIID	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
XWOCN	Professional Municipal Management JIF	Township of Evesham	Re: Jr. Police Academy/Active Shooter Drill The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract as respect to the Jr. Police Academy/Active Shoo	Evesham Township Board of Education	25 S. Maple Ave.		Marlton	NJ	08053	07/05/2023	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	10%	0%	90%	5%	3%	92%
NJ Utility Authorities	7%	0%	93%	3%	3%	95%
Bergen County	3%	0%	97%	3%	0%	97%
Ocean County	3%	0%	97%	3%	0%	97%
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%	1%	99%	0%	1%	99%
South Bergen County	0%	4%	96%	0%	4%	96%
Central New Jersey	0%	13%	88%	0%	13%	88%
Total #	11	4	400	6	7	402
Total %	2.7%	1.0%	96%	1.4%	1.7%	97%

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 Management	Evesham		
Professional Municipal Management	Evesham Township Fire District		
Professional Municipal Management	Maple Shade		
Professional Municipal Management	Moorestown		
Professional Municipal Management	Willingboro		



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
Morris County	13%	29%	58%	4%	38%	58%
Camden County	11%	21%	68%	11%	21%	68%
NJ Utility Authorities	11%	22%	68%	5%	27%	68%
NJ Public Housing Authority	10%	44%	46%	8%	45%	47%
Suburban Metro	0%	38%	62%	0%	38%	62%
Ocean County	6%	0%	94%	3%	3%	94%
Bergen County	5%	18%	76%	3%	21%	76%
South Bergen County	4%	22%	74%	4%	22%	74%
Suburban Municipal	0%	30%	70%	0%	30%	70%
Professional Municipal Management	0%	60%	40%	0%	60%	40%
Monmouth County	0%	15%	85%	0%	15%	85%
Central New Jersey	0%	25%	75%	0%	25%	75%
Total #	31	104	277	19	115	278
Total %	7.5%	25.2%	67%	4.6%	27.9%	67%

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





**Professional Municipal Management JIF
Cumulative Savings Summary
August 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%
JUNE	72	\$76,828.63	\$19,688.17	\$57,140.46	74%
JULY	51	\$64,301.10	\$32,393.17	\$31,907.93	50%
AUGUST	72	\$208,034.43	\$123,545.37	\$84,489.06	41%
Grand Total	554	\$817,285.13	\$381,687.33	\$435,597.80	53%

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 – 8/31/2023**

Top 10 Providers

	UNITS OF SERVICE	APPROVED
VIRTUA MOUNT HOLLY HOSPITAL	8	\$82,128.13
INSPIRA MEDICAL CENTER MULLICA HILL	1	\$44,531.82
KENNEDY HEALTH	11	\$32,227.97
EMERGENCY PHYSICIAN ASSOCIATES OF SOUTH JERSEY, PC	20	\$21,428.00
THOMAS JEFFERSON UNIV HOSPITAL	2	\$17,470.79
VIRTUA WEST JERSEY HEALTH INC	7	\$16,223.00
NEUROPHYSIOLOGIC INTERPRETIVE SPECIALISTS LLC	2	\$12,400.00
CENTENNIAL SURGERY CENTER LLC	3	\$11,875.50
VIRTUA MEDICAL GROUP, PA	38	\$11,045.66
STRIVE PHYSICAL THERAPY SPECIALISTS, LLC	103	\$8,920.00
Grand Total	195	\$258,250.87

Savings By Specialty

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Hospital	31	\$383,810.78	\$201,385.96	\$182,424.82	48%
Ambulatory Surgical Center	9	\$104,651.00	\$34,419.10	\$70,231.90	67%
Physical therapy	234	\$101,117.27	\$23,565.66	\$77,551.61	77%
Physical Medicine & Rehab	15	\$42,704.00	\$8,860.09	\$33,843.91	79%
Orthopedic Surgery	64	\$32,588.00	\$16,468.57	\$16,119.43	49%
Emergency Medicine	22	\$26,491.00	\$22,289.87	\$4,201.13	16%
MRI/Radiology	31	\$26,415.89	\$10,162.11	\$16,253.78	62%
Durable Medical Equipment	5	\$16,924.17	\$13,651.07	\$3,273.10	19%
Occupational Medicine	44	\$16,484.30	\$8,116.49	\$8,367.81	51%
Anesthesiology	20	\$15,810.61	\$11,043.22	\$4,767.39	30%
Other	2	\$12,400.00	\$12,400.00	\$0.00	0%
Internal Medicine	7	\$10,787.80	\$2,321.99	\$8,465.81	78%
Neurosurgery	13	\$5,350.00	\$1,828.85	\$3,521.15	66%
Behavioral Health	16	\$4,935.00	\$3,698.03	\$1,236.97	25%
Urgent Care Center	16	\$4,111.01	\$2,479.75	\$1,631.26	40%
Physicians Fees	9	\$3,621.00	\$2,776.46	\$844.54	23%
Vascular Surgery	5	\$3,534.00	\$2,116.71	\$1,417.29	40%
Ambulance	5	\$3,447.80	\$3,386.00	\$61.80	2%
Sports Medicine	4	\$1,680.00	\$396.40	\$1,283.60	76%
Laboratory Services	2	\$421.50	\$321.00	\$100.50	24%
Grand Total	554	\$817,285.13	\$381,687.33	\$435,597.80	53%



Professional Municipal Management JIF
Workers' Compensation Claims Reported
1/1/2023 – 8/31/2023

Workers' Compensation Claims Reported

	INDEMNITY	MEDICAL ONLY	REPORT ONLY	Grand Total
EVESHAM TOWNSHIP	2	13	22	37
EVESHAM TWP FIRE DIST. 1	1	4	5	10
MAPLESHADE TOWNSHIP	2	5	1	8
MOORESTOWN	1	3	1	5
WILLINGBORO TOWNSHIP	4	13	1	18
Grand Total	10	38	30	78

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 – JULY 25, 2023
EVESHAM TOWNSHIP, NJ 08053
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	Present
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, 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
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Underwriting Manager	Conner Strong & Buckelew
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ALSO PRESENT:

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

APPROVAL OF MINUTES: June 27, 2023 - Open Minutes

MOTION TO APPROVE OPEN MINUTES OF JUNE 27, 2023:

Moved: Commissioner Corrales
Second: Commissioner Danson
Vote: Unanimous

CORRESPONDENCE: NONE.

EXECUTIVE DIRECTOR:

Professional Services Agreements: The Fund's professional service agreements are up for renewal in 2024. All firms have submitted proposals and proper forms to enable re-appointments at our January re-organization meeting. The Fund Office will prepare a response list for Fund Commissioners with the various firm's fee request for consideration.

Cyber Security Status Report: The 2023 2nd quarter campaign has concluded; the next report will reflect the progress of 3rd quarter results. That report will be sent out under separate cover prior to our next meeting. Executive Director said the report was sent out but nothing has changed so an updated version will be distributed in Executive Session in September.

NJ Cyber JIF: The NJ Cyber JIF met on June 22, 2023 via Zoom, Chairman Merchel's report appears on **Page 4**. The next meeting of the Fund is on August 3rd. Chairman Merchel reported the majority of the PMM JIF members responded to the technology stack survey questionnaire and it will be helpful to the Cyber JIF. Executive Director said the next Cyber JIF meeting will be held on August 3, 2023.

2022/2023 Employment Practices Liability (EPL) Program: Every two years the MEL reviews applicable laws and regulations to update the Model Personnel Manual, Model Employee Handbook and Model Volunteer Handbook. Information was issued in May announcing that the updated documents can be found on the MEL's webpage <https://njmel.org/insurance/public-officials/risk-management-program/>

Executive Director encouraged members to update their Personnel Manual and Handbooks and to complete the necessary training. The deadline to complete all of the items and return the checklist is November 1, 2023.

In addition, members are asked to complete training geared towards Managers & Supervisors, Non-Supervisory Employees and Police Command Staff training.

1. Attached on page 5 you will find a flyer on the **Manager & Supervisors Training** – which will be available as “instructor-led webinars” accessible through the Mel Safety Institute (MSI Live).
2. Also attached on Page 6 is the flyer on the training course for “**non-supervisory employees**”. This training is on-line and is also available through the Mel Safety Institute (MSI Now)
3. J.A. Montgomery's Law Enforcement Unit will be scheduling the **Police Command Staff** “in person instructor-led classes” throughout the state. A session is scheduled at the Collingswood Community Center on September 28th.

Banking Best Practices: Considering the increase in “social engineering and cyber related claims” in the handling of monies, we enclosed on **page 7** a white paper distributed by Perma's Chief Accounting Officer on Banking Best Practices that we are suggesting JIF Treasurers to adhere too. This was distributed to all Treasurers

last week. Chairman Merchel said members should continue to monitor your practices because the wrongdoers are getting better at doing their job. Moorestown is toward a sandboxing process where they have a dedicated computer that will only be used for banking and financial transactions. Chairman Merchel also like the suggestion to remove permissions on international wires.

2023 Coverage Documents: The Fund office has uploaded all of the coverage documents to Origami and they are available to members. If any members need assistance accessing any documents, please reach out to the Fund Office.

2024 Renewal: Members and Risk Managers will receive an Origami email with a link to renewal worksheets - to begin the 2024 underwriting renewal on or about July 25th with an August 31st completion date. We will issue an email with those additional directions once the underwriting system link is sent.

2024 Membership Renewals – Willingboro is scheduled to renew its membership as of January 1, 2024. Membership documents will be mailed to the Township early next month.

2022 Audit Filing: PERMA filed the 2022 Year End Audit, Certification of the Audit adopted by the Executive Committee, Actuarial Valuation and Actuarial Certification with the Departments of Insurance and Community Affairs. In addition, the Synopsis of Audit was published in the Fund’s official newspapers.

August Meeting Cancellation - The JIF has historically cancelled the August Fund meeting; if the Commissioners wish to follow past procedure, a motion to cancel the meeting would be in order. The Commissioners did pass Resolution 23-2 in February that authorizes fund professionals to continue services and process payments for the months that the Fund does not meet.

Motion to Cancel the Fund’s August Meeting

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

Retrospective Premium - Executive Director discussed the retrospective premium and distributed a report to members. This report will be generated again after the actuary provides their second quarter report. As the next year rolls into the RCF that is when any additional premium will be due. Executive Director noted the reserves can change over time. Once calculations are completed letters will be sent to members that can expect a retrospective premium on their next assessment billing.

Due Diligence Reports: Monthly reports submitted to Fund Commissioners including Monthly Lost Time Accident Frequency, Quarterly 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. Executive Director reported June Loss Ratio report shows the PMM JIF at 16.42% and the Actuary targeted us at 17.39% and this time last year we were at 24%, Claims Activity Report showed 4 more open claims than the prior month, Loss Time Accident Frequency was distributed showing 1.38 and no Loss Time Accidents for the month. Executive Director reported that the MEL EPL checklist is expecting to post the revised list in September as the two-year cycle is completed.

Executive Director's Report Made Part of Minutes.

ATTORNEY: Attorney Kearns reported the courts have been relatively quiet because of summertime and judges being on vacation and facing is a shortage of judges. The only cases going to trial are criminal cases. Burlington

County has done fairly well but the shortage is becoming very severe because the Governor and Senate cannot agree on nominees for new judges.

TREASURER:

Payment of July 2023 Vouchers Resolution 23-16

Fund Year 2023	\$445,481.13
Total	\$445,481.13

Payment of July 2023 Vouchers Resolution 23-17

Fund Year 2023	\$24,409.56
Total	\$24,409.56

MOTION TO APPROVE RESOLUTIONS 23-16 AND 23-17 VOUCHER LIST FOR THE MONTHS OF JULY

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

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

2023	\$45,325.92
2022	\$5,261.17
2021	\$3,845.26
2020	\$2,708.64
2019	\$12,253.00
Closed	0.00
TOTAL	\$69,393.99

Treasurer's Report Made Part of Minutes.

UNDERWRITING MANAGER:

REPORT: Executive Director advised there was 1 certificate issued from 5/22/2023 to 6/22/2023. 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.

SAFETY DIRECTOR:

REPORT: Safety Director Harry Earle reviewed the Safety Director's Report. Safety Director reported that next the MEL website will be launching new information for Crossing Guards with resources sample policy checklist and medical examinations and bulletin will be issued regarding the updates.

Monthly Activity Report/Agenda Made Part of Minutes.

MANAGED CARE:

REPORT: Claims Manager Kathy Kissane gave the report for Karen Beatty and said the cumulative saving summary showings a savings of \$319,200.81 year to date, which is a 59% savings as of June 2023. In response to Chairman Merchel, Claims Manager said the nurse case managers work hand in hand with claimant as long as the provider is treating employees timely and sends in all required reports in a timely fashion, if that is the case the employee can continue to use those providers. Ms. Kissane said in the PMM JIF she has not seen any instances where there would be a need to steer a claimant to another provider but if there is a need Qual Care would reach out to recommend a change for better savings.

Monthly Activity Report Part of Minutes.

CLAIMS ADMINISTRATOR:

REPORT: Claims Manager said the PARs will be reviewed in closed session.

MOTION TO GO INTO EXECUTIVE SESSION

Moved:	Commissioner Corrales
Second:	Commissioner Danson
Vote:	Unanimous

MOTION TO GO INTO OPEN SESSION

Moved:	Commissioner Danson
Second:	Commissioner Corrales
Vote:	Unanimous

Report Part of Minutes.

OLD BUSINESS: NONE.

NEW BUSINESS: Chairman Merchel discussed the interest of considering a Professional Service Agreement for a Risk Manager for all members of the PMM JIF and felt it would be beneficial to all the members. Chairman Merchel asked if other members had thoughts on considering looking into this service and Fund Commissioners were in agreement.

PUBLIC COMMENT: NONE

MOTION TO ADJOURN MEETING:

Motion:	Commissioner Danson	
Second:	Commissioner Corrales	
Vote:		Unanimous

MEETING ADJOURNED: 2:45 pm

NEXT REGULAR MEETING: September 19, 2023
Maple Shade Municipal Building at 2:00PM

Karen A. Read, Assisting Secretary for
SUSAN DANSON, SECRETARY
