

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND  
MEETING AGENDA  
JANUARY 23, 2024 – 2:00 PM**

**MOORESTOWN TOWN HALL  
111 WEST 2<sup>ND</sup> STREET  
MOORESTOWN, NJ 08057**

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

- I. Sending sufficient notice to the Burlington County Times**
- II. Advance written notice of this meeting was filed with the Clerk/Administrator of each member municipalities and,**
- III. Posting this notice on the Public Bulletin Board of all member municipalities**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
MEETING: JANUARY 23, 2024**

- MEETING OF FUND COMMISSIONERS CALLED TO ORDER**
- ROLL CALL OF 2023 COMMISSIONERS**
- APPROVAL OF MINUTES:**
  - November 28, 2023, Open Session..... **Appendix I**
  - November 28, 2023, Closed Session.....**To be distributed**
  - December 14, 2023, Open Session..... **Appendix II**
  
- CORRESPONDENCE**..... None
  
- ADJOURN MEETING**
  - .Chair vacated - Chairperson asks Executive Director to run meeting
  
- EXECUTIVE DIRECTOR CALLS MEETING TO ORDER**
  
- ROLL CALL OF 2024 FUND COMMISSIONERS**
  
- ELECTION OF CHAIRMAN AND SECRETARY**
  
- ATTORNEY SWEARS IN COMMISSIONERS – OATHS OF OFFICE**.....**Page 1**

**REPORTS**

- EXECUTIVE DIRECTOR/ADMINISTRATOR - PERMA**
    - .Executive Director's Report..... **Page 2**
  
  - ATTORNEY - William J. Kearns, Esquire**
  
  - TREASURER - Thomas Tontarski**
    - .Treasurer Reports..... **Page 39**
    - .December 2023 Voucher List Resolution 23-24..... **Page 41**
    - .December Dividend Voucher List Resolution 23-25..... **Page 43**
    - .January 2024 Voucher List Resolution 24-8.....**Page 44**
  
  - UNDERWRITING MANAGER – Conner Strong & Buckelew**
    - .Monthly Certificate Reports..... **Page 55**
    - .Cyber Risk Management Compliance – November 30, 2023..... **Page 60**
  
  - SAFETY DIRECTOR – J.A. Montgomery Risk Control**
    - .Monthly Report ..... **Page 61**
  
  - MANAGED CARE – Qual Care**
    - .Monthly Report..... **Page 64**
  
  - CLAIMS SERVICE – Qual Lynx**
    - .2024 Servicing Personnel..... **Page 63**
-

- 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**

**NEXT MEETING: February 27, 2024**

**MEETING ADJOURNED**

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**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND**

**OATH OF OFFICE**

State of New Jersey:

I, \_\_\_\_\_ do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the authority of the people; and I will faithfully, impartially and justly perform all of the duties of Commissioner within the Professional Municipal Management Joint Insurance Fund, according to the best of my ability [So Help Me God]\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name [Print or Type]

Sworn and subscribed before me this **23<sup>rd</sup>** day of **January 2024**

Date:

\_\_\_\_\_  
Williams Kearns, Attorney at Law

State of New Jersey



# Professional Municipal Management Joint Insurance Fund

2 Cooper Street  
Camden, NJ 08102

Date: January 23, 2024  
Memo to: Fund Commissioners  
Professional Municipal Management Joint Insurance Fund  
From: PERMA Risk Management Services  
Subject: Executive Director's Report

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## 2024 Reorganization Resolutions

Included in the Agenda Packet are the Resolutions necessary to undertake the 2024 Reorganization of the Fund

- |   |         |
|---|---------|
| <input type="checkbox"/> Resolution 24-1 – Appointing Professionals and Service Organizations | Page 4  |
| <input type="checkbox"/> Resolution 24-2 – Designation of Banking Manager                     | Page 7  |
| <input type="checkbox"/> Resolution 24-3 - Establishment of Public Meeting Procedures         | Page 8  |
| <input type="checkbox"/> Resolution 24-4 - Establishment of a Fiscal Management Plan          | Page 10 |
| <input type="checkbox"/> Resolution 24-5 - 2024 Risk Management Plan                          | Page 15 |
| <input type="checkbox"/> Resolution 24-6 Placement of POL/EPL Coverage                        | Page 25 |

### Motion to adopt Resolutions 24-1 through 23-6

- Appointing Defense Attorneys:** The Fund received proposals from various law firms to serve on the Fund's defense panel. Mr. Kearns reviewed the responses and has recommended that the firms listed in Resolution 24-7 be re-appointed to serve in this capacity. The rate of compensation is reflected in the resolution. **Page 26.**

### Motion to Adopt Resolution 24-7 Appointing Defense Attorneys

- Special Fund Commissioner:** With the Fund's membership at four, the bylaws require the appointment of a Special Fund Commissioner in an effort to avoid tying votes. For 2024, Moorestown has this privilege and they are appointing \_\_\_\_\_.
- Residual Claims Fund 2024 Reorganization Meeting:** The Residual Claims Fund's 2024 Reorganization meeting was held on January 8, 2024 via Zoom. Enclosed is a copy of Chairperson Danson's report on the meeting. **(Appendix III)**
- E-JIF 2024 Reorganization Meeting:** The E-JIF 2024 Reorganization meeting was held on January 8, 2024 at the Forsgate Country Club. Enclosed is Chairman Danson's report on the meeting. **(Appendix III)**

- ❑ **MEL 2024 Reorganization Meeting:** The MEL 2024 Reorganization meeting was held on January 8, 2024. Enclosed is a copy of Chairman Danson’s report on the meeting. **(Appendix III)**
- ❑ **NJ Cyber JIF:** The New Jersey Cyber Risk Management Fund conducted its public hearing on the 2024 budget on November 20<sup>th</sup> via Zoom. Enclosed is a copy of those minutes with the adopted budget. The Cyber JIF also met on December 28<sup>th</sup> to consider excess limits, including an excess sub-limit for “social engineering”. Those minutes also are attached. **(Appendix III)**

The NJ Cyber JIF website now has a Secure Documents page where members can obtain checklists, incident response plan and other secure information. Registration information appears on **page 28**.

- ❑ **Cyber Security Status Report:** D2 Cyber Security will be rolling out the 2024 training and phishing programs in mid-February. The Cyber Security Program is now under the jurisdiction of the NJ Cyber JIF. D2’s year-end report showing the status of each member will be distributed at the Fund meeting and discussed during closed session.
- ❑ **2024 Assessments:** The 2024 Assessments were mailed to all member towns in late December. First Installment payments were due to the Treasurer by January 15, 2024.
- ❑ **2024 Budget:** In accordance with the regulations, the budget adopted by the Fund has been advertised in the Fund’s official newspaper. In addition, PERMA has sent the budget to member municipalities and will file the same with the State.
- ❑ **Power of Collaboration:** Included on **page 29** is the latest in a series of advertisements to appear in the League Magazine. The ad highlights the **new version** of the MEL app to be downloaded. Be sure to download the new MEL app to receive important news, updates and links to safety related resources.
- ❑ **Elected Officials Training:** The MEL’s Annual Elected Officials Seminar was held as part of the League of Municipalities Conference. The course has been uploaded into the MEL’s Learning Management System. Enclosed on **page 30** are directions to access the program.

❑ **Due Diligence Reports:**

❑ <b>Financial Fast Track Report</b>	<i>Distributed Quarterly</i>
❑ <b>Expected Loss Ratio Analysis</b>	<b>Pages 31 &amp; 32</b>
❑ <b>Claims Activity Report</b>	<b>Pages 33 &amp; 34</b>
❑ <b>Lost Time Accident Frequency Report</b>	<b>Pages 35 &amp; 36</b>
❑ <b>2024 EPL Checklist</b>	<b>Page 37</b>
❑ <b>Regulatory Affairs Checklist</b>	<b>Page 38</b>

**RESOLUTION NO. 24-1**

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

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

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

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

**Now, THEREFORE, BE IT RESOLVED** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, that the following be appointed for Fund Year 2024:

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

10. **Conner Strong** is appointed as **Risk Management Consultant**
11. **Qual Care** is appointed as **Workers' Compensation Managed Care Organization** for the Fund.
12. **Russo & Associates** is appointed as **Internal Auditor** for the Fund.

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

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

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

1. PERMA as Administrator for the Professional Municipal Management Joint Insurance Fund for calendar year 2024 in the amount of \$146,803.00 as set forth specifically in the Agreement.
2. The law firm of, Helmer, Conley & Kasselmann, with William John Kearns, Jr., Esquire as the designated attorney, as the Attorney for the Professional Municipal Management Joint Insurance Fund for calendar year 2024 in the amount of \$22,814.00 for general legal services and the sum of \$19,433.00 for litigation management, plus expenses, as set forth specifically in the Agreement.
3. Thomas Tontarski as Treasurer for the Professional Municipal Management Joint Insurance Fund for calendar year 2024 in the amount of \$19,720.00 as set forth specifically in the Agreement.
4. The Actuarial Advantage, with Kyle Mrotek, as its designated representative, as Actuary for the Professional Municipal Management Joint Insurance Fund for calendar year 2024 at a rate not to exceed \$43,383.00, as set forth specifically in the Agreement.
5. J.A. Montgomery Risk Control, as Safety Director and for Right to Know Services for the Professional Municipal Management Joint Insurance Fund for calendar year 2024 with a fee in the amount of \$25,862.00 for Safety Director services and \$21,114.00 for Right To Know services as set forth specifically in the Agreement
6. Bowman & Company with Dennis Skalkowski as its designated representative, as Auditor for the Professional Municipal Management Joint Insurance Fund for calendar year 2024 on the basis of an hourly fee schedule attached to the Agreement, but not to exceed

\$25,033.00 without the specific approval of the Commissioners, as set forth specifically in the Agreement.

7. Citizens Bank as Banking Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2024 at an earning rate based on a combined average balance of \$20,000,000 of participating joint insurance funds.
8. Qual Lynx as Claims Administrator for the Professional Municipal Management Joint Insurance Fund for calendar year 2024 in accordance with the fee schedule set forth in the Agreement in the amount of \$158,213.00 plus the actual cost of a performance bond as set forth specifically in the Agreement.
9. Conner Strong & Buckelew as Underwriting Manager for the Professional Municipal Management Joint Insurance Fund for calendar year 2024 in the amount of \$145,000.00 as set forth specifically in the Agreement.
10. Qual Care as Workers' Compensation Managed Care Organization for calendar year 2024 in the amount of \$97,870.00 as set forth specifically in the Agreement.
11. Conner Strong as Risk Management Consultant for the calendar year 2024 in the amount of \$145,000 as set forth specifically in the Agreement.
12. Russo & Associates as Internal Auditor for calendar year 2024 in the amount of \$4,742.00 as set forth specifically in the Agreement.

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

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

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 23, 2024.

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**CHAIRPERSON**

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**SECRETARY**

**RESOLUTION NO. 24-2**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
DESIGNATION OF BANKING MANAGER**

**WHEREAS**, the Professional Municipal Management Joint Insurance Fund (hereinafter the Fund), finds it necessary for the proper conduct and order of business that official depositories for the Fund be designated and named; and

**WHEREAS**, Citizens Bank for banking services - at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn base of 4.20% as of 7/1/2023 plus 80% beta on Federal Fund Target Rate increase / decrease when utilizing the fully (FDIC) insured sweep product for the funds - is hereby proposed by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f)

**NOW, THEREFORE, BE IT RESOLVED**, by the Professional Municipal Management Joint Insurance Fund, that Citizens Bank for banking services - at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn base of 4.20% as of 7/1/2023 plus 80% beta on Federal Fund Target Rate increase / decrease when utilizing the fully (FDIC) insured sweep product for the funds-is hereby approved by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f) and that sums so deposited may be withdrawn upon a check, draft or order of the Board of Fund Commissioners; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution, duly executed, be delivered to the proper officers of Citizens Bank.

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND**

Attest:

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY

**RESOLUTION NO. 24-3**

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

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

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

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

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

**Now, THEREFORE, BE IT RESOLVED** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, assembled in public session on this 23<sup>rd</sup> day of January 2024, that:

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

February 27, 2024	Moorestown Town Hall	2:00 PM
April 23, 2024	Maple Shade Municipal Building	2:00 PM
May 28, 2024	Maple Shade Municipal Building	2:00 PM
June 25, 2024	Evesham Municipal Building	2:00 PM
July 23, 2024	Evesham Municipal Building	2:00 PM
September 24, 2024	Willingboro Municipal Complex	2:00 PM
October 22, 2024	Willingboro Municipal Complex	2:00 PM
November 26, 2024	Moorestown Town Hall	2:00 PM
January 28, 2025	Moorestown Town Hall	2:00 PM

as the dates and places of its regular meetings and the meeting of January 23, 2024, shall serve as the 2024 Reorganization Meeting; unless otherwise modified by Resolution; all meetings shall begin at 2:00 PM unless otherwise noted.

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

Burlington County Times

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

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

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

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 23, 2024.

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**CHAIRPERSON**

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**SECRETARY**



**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
ADOPTING FISCAL POLICIES AND PROCEDURES**

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

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

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

**Now, Therefore, Be It Resolved** by the Commissioners of the Professional Municipal Management Joint Insurance Fund, meeting in public session on January 23, 2024, that:

1. There is hereby established an interest rate to be charged on all delinquent assessments for the year 2024, of ten (10%) per cent per annum from the due date for any such assessments, except that no interest shall be charged prior to January 15, 2024.
2. Bradford C. Stokes, Executive Director and/or the Account Manager so designated by the Executive Director is designated as the person authorized to accept service of process on behalf of the Professional Municipal Management Joint Insurance Fund at 9 Campus Drive Parsippany NJ 07054 and at 2 Cooper Street, Camden, NJ 08102.
3. The Executive Director of the Professional Municipal Management Joint Insurance Fund is hereby designated as the custodian of the records which shall be maintained at the office of the Administrator located at 2 Cooper Street, Camden, NJ 08102.
4. Citizens Bank having principal offices within the State of New Jersey, and organized under the laws of the United States or of the State of New Jersey is hereby designated as the primary depository of the Professional Municipal Management Joint Insurance Fund and any Bank, Trust Company, Savings Bank or Savings and Loan Association, having its principal place of business in the State of New Jersey and organized under the laws of the United States or of the State of New Jersey is hereby designated as an investment depository of the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2024 with a “30 – day cancellation clause”, provided that prior to the deposit of any funds in any depository authorized herein, the designated institution shall file with the Treasurer of the Professional Municipal Management Joint Insurance Fund a statement certifying that the institution is covered under the provisions of the Government Units Deposit Protection Act, N.J.S.A. 18:9-41, et seq.
5. The State of New Jersey Cash Management Fund is hereby designated as a legal depository for the Professional Municipal Management Joint Insurance Fund for the term ending December 31, 2024.

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

_____	CHAIRPERSON
_____	SECRETARY
_____	COMMISSIONER
<u>Thomas Tontarski</u>	TREASURER

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

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

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

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

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

This resolution was duly adopted by the Professional Municipal Management Joint Insurance Fund at a public meeting held on January 23, 2024.

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

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

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**  
**2024 CASH MANAGEMENT AND INVESTMENT POLICY**

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

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

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

2.) **Permissible Investments**

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

3.) **Authorized Depositories**

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

Citizens Bank

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

4.) **Authority for Investment Management**

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

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

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

5.) **Preservation of Capital**

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

6.) **Safekeeping**

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

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

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

8.) **Reporting**

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

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

9.) **Audit**

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

10.) **Cash Flow Projections**

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

11.) **Cash Management**

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

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

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

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

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

## RESOLUTION NO. 24-5

### Professional Municipal Management Joint Insurance Fund

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

#### ESTABLISHING THE 2024 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's Commissioners that the 2024 Plan of Risk Management shall be:

Definitions:

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

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

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

## Section I – Coverage

### Insurance Coverages

The following coverages are provided to the Fund's members, effective January 1, 2024:

- Workers' Compensation
- Liability (including optional excess)
- Public Officials Liability / Employment Practices Liability (including optional excess)
- Optional Volunteer Directors & Officers Liability
- Crime
- Non-Owned Aircraft Liability
- Environmental Impairment Liability
- Cyber
- Property & Equipment Breakdown (effective December 31, 2023)
- Terrorism

### Limits of Coverage

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

## 1. **Workers' Compensation**

- Workers' Compensation: \$250,000
- Employer's Liability: \$250,000
- USL&H, Harbor Marine/Jones Act, Incidental Foreign Workers' Compensation, Communicable Disease: Per Person
- MEL Excess Limit: Statutory
- Employer's Liability Excess Limit: \$6,750,000

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

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

- Failure to Supply Utility: \$5,000,000 Per Occurrence
- Garagekeepers Liability: \$2,000,000 Per Occurrence
- New Jersey Personal Injury Protection (NJ PIP): Statutory Minimum
- New Jersey Uninsured/Underinsured Motorist (NJ UM/UIM): Statutory Minimum

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

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

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

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

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

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

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

- Retentions and Coinsurance:
  - \$20,000 is the standard retention per claim and 20% of the first \$250,000 of the loss is the standard coinsurance, although other retentions and coinsurances may apply.
  - Local member units may qualify based on certain criteria to have options to purchase a lower retention and/or coinsurance contribution.
  - Members with adverse loss experience may be subject to higher retention and/or coinsurance.
  - Non-compliance with the MEL's EPL Risk Management Plan will result in a deductible of \$100,000 and copay of 20% of \$2,000,000

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

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

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



- \$8,000,000 (equals \$10,000,000 total).

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

Volunteer Emergency Service Units have the option of adding Volunteer Directors & Officers Liability coverage to the Public Officials coverage. The coverage applies to the non-emergency activities of such entity. If elected, coverage will be included in the Public Officials Liability limits and subject to a \$1,000 deductible.

## 7. **Crime**

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

## 8. **Non-Owned Aircraft Liability**

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

## 9. Environmental Impairment Liability

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

## 10. Cyber

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

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

## 11. Property & Equipment Breakdown

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

## 12. Terrorism

Aggregate: \$125,000,000

## Individual Self-Insured Retentions

### Optional Individual Self-Insured Retentions:

### Amount of Risk to be Retained by the Fund

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

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

### Commercial Insurance / Reinsurance Purchased

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

1. **Non-Owned Aircraft Liability:** The Fund purchases this coverage through the MEL
2. **Excess Property & Equipment Breakdown:** The Fund purchases this coverage from the MEL
3. **Excess Liability:** The Fund purchases this coverage from the MEL
4. **Excess Workers' Compensation:** The Fund purchases this coverage from the MEL
5. **Excess Crime:** The Fund purchases this coverage from the MEL

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

## Section II – Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ADOPTED:** *this \_\_\_\_ day of \_\_\_\_\_, 2024 by the Commissioners:*

**Professional Municipal Management JOINT INSURANCE FUND**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

**RESOLUTION NO. 24-6**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

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

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

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

**WHEREAS**, the Underwriting Manager is recommending award to Lexington Insurance Company for primary public officials/employment practices liability coverage in the amount of \$447,169.00 inclusive of commission; and

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

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

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

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

**WHEREAS**, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2024 budget in the amount of \$447,169.00 inclusive of commission from:

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Professional Municipal Management Joint Insurance Fund authorizes the Executive Director to enter into a contract with Lexington Insurance Company for the 2024 budget year for primary public officials/employment practices liability coverage in the amount of not to exceed \$447,169.00 inclusive of commission.

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND**

Attest:

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY



**RESOLUTION NO. 24-7**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
APPOINTING DEFENSE ATTORNEYS**

**WHEREAS**, the Professional Municipal Management Joint Insurance Fund has been organized pursuant to *N.J.S.A.* 40A:10-36 *et seq.*, and

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

**WHEREAS**, the Executive Committee of the Professional Municipal Management Joint Insurance Fund finds that it is necessary and appropriate to obtain certain professional services and, therefore, to appoint and designate defense attorneys so that the claims filed against the member municipalities of the Professional Municipal Management Joint Insurance Fund and for which the Professional Municipal Management Joint Insurance Fund is obligated to provide a defense may be properly defended, and

**WHEREAS**, the Fund resolved to award certain professional service agreements in accordance with a fair and open process pursuant to *N.J.S.A.* 19:44A-20.4 *et. Seq.*; and

**NOW, THEREFORE, BE IT RESOLVED** by the Executive Committee of the Professional Municipal Management Joint Insurance Fund, assembled in a public session on January 23, 2024, that the following law firms are hereby designated as approved defense attorneys for the Professional Municipal Management Joint Insurance Fund:

**Workers Compensation Claims:**

Capehart Scatchard  
Brown & Connery  
Pietras, Saracino, Smith & Meeks  
Malamut & Associates

**General Liability Claims:**

Capehart Scatchard – Besty Ramos  
Parker McCay  
Zeller & Wieliczko LLP  
Raymond, Coleman, Heinhold & Norman – Douglas Heinhold  
Maley Givens, P.C.

**BE IT FURTHER RESOLVED** by the Fund Commissioners of the Fund that the following fee schedule for Defense Attorney's for 2024 is established:

1. Third Party Liability cases - \$190/hour
2. Workers Compensation cases - \$140/hour

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND**

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**CHAIRPERSON**

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**SECRETARY**



The **Cyber JIF** has created a Secure Documents page to allow members to access important information about our Cyber Risk Control Program. This includes checklists, framework and technology requirements, incident response plans, and deductible information.

To access these materials you must be a member of a MEL affiliated JIF and complete a form that can be found here:

**[cyberjif.org/registration](https://cyberjif.org/registration)**

**These are the steps:**

- 1** Complete the form - create a username/password
- 2** Click SUBMIT
- 3** A JIF Administrator will receive the form to review
- 4** If approved, the member will receive an email confirmation
- 5** Go to **Cyberjif.org** website and click LOGIN
- 6** Click the "Secure Documents" button
- 7** Once logged in, the "Secure Documents" page will also appear under the "Documents" top navigation bar on the website
- 8** If you click on the Secure Documents button, and you receive a "404 This Page Cannot Be Found" message, then you are **not** logged in.

For questions or issues please send an email to: [Stacey@princetonosc.com](mailto:Stacey@princetonosc.com).



# THE FREE NJ MEL APP IS AVAILABLE

## Download the New Version Today

Easy access to essential and timely information about safety, risk management, and training needed to ensure community safety and regulatory compliance.

### KEY FEATURES

- Important news and regulatory updates
- Push notifications for emergencies and trending issues
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Access [njmel.org/njmel-mobile-app](http://njmel.org/njmel-mobile-app) for instructions on how to download the new upgraded NJMEL App

Or... Scan this QR code to visit the app ▶▶▶

#### AND PLEASE NOTE...

If you have the old NJ MEL App, you must delete it before downloading the new, updated version.



# MEL

THE POWER OF COLLABORATION

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This seminar is designed to provide a general understanding of the legal principles pertaining to governmental operations. Municipal elected officials, authority commissioners, and a member's COO (i.e. municipal manager/administrator or executive director) who completes this course by May 2024 may qualify for a \$250 credit (capped at approx. 5% of MEL assessment) in their local unit 2024 assessment.

#### Login to LMS

1. Click to access the [MSI Learning Management System](#).
2. If you have previously taken MSI classes, enter your username and password.
3. If you are new or do not know your username/password, check with your Training Administrator, or call the MSI Help Line at (866) 661-5120.
4. Click the **Request Training button** on the top right of your **Home Screen**.
5. Select the check box to the right of the course **2023-2024 Elected Officials Risk Management Seminar**.
6. Scroll to the bottom of the page to submit your selection.
7. The course now shows in the **Assigned** section of your **Home Screen**.
8. Click the program name to launch the course.
9. Upon completion of the course, a screen with your **Certificate of Completion** will appear and can be printed.
10. The course and certificate will now appear in the **Completed** section of your Home Screen. Learning transcripts are automatically updated in the MEL Safety Institute's Learning Management System.

If you have questions or need assistance, contact the [Andrea Felip at 856-552-4740](#) or [afelip@jamontgomery.com](mailto:afelip@jamontgomery.com).

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

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

AS OF NOVEMBER 30, 2023

	Budget	Limited	59	MONTH	58	MONTH	47	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-23		31-Oct-23		30-Nov-22	
PROPERTY	189,999	179,915	94.69%	100.00%	94.69%	100.00%	94.69%	100.00%
GEN LIABILITY	413,752	276,318	66.78%	97.06%	66.78%	97.02%	78.62%	95.40%
AUTO LIABILITY	44,262	11,760	26.57%	95.94%	26.57%	95.69%	26.57%	92.21%
WORKER'S COMP	1,275,000	1,709,825	134.10%	99.86%	132.06%	99.83%	133.72%	99.34%
TOTAL ALL LINES	1,923,013	2,177,818	113.25%	99.18%	111.90%	99.15%	115.54%	98.40%
NET PAYOUT %	\$1,922,688		99.98%					

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

	Budget	Limited	47	MONTH	46	MONTH	35	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-23		31-Oct-23		30-Nov-22	
PROPERTY	171,000	101,857	59.57%	100.00%	59.57%	100.00%	63.92%	100.00%
GEN LIABILITY	376,171	91,221	24.25%	95.40%	24.25%	95.07%	24.25%	89.48%
AUTO LIABILITY	47,021	64,093	136.31%	92.21%	85.27%	91.84%	53.57%	86.58%
WORKER'S COMP	1,319,715	1,036,706	78.56%	99.34%	104.20%	99.28%	84.22%	97.90%
TOTAL ALL LINES	1,913,907	1,293,878	67.60%	98.45%	84.03%	98.33%	69.87%	96.16%
NET PAYOUT %	\$837,129		43.74%					

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

	Budget	Limited	35	MONTH	34	MONTH	23	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-23		31-Oct-23		30-Nov-22	
PROPERTY	168,000	213,813	127.27%	100.00%	127.27%	100.00%	134.43%	99.33%
GEN LIABILITY	333,052	212,663	63.85%	89.48%	66.14%	88.77%	34.86%	78.18%
AUTO LIABILITY	52,789	34,599	65.54%	86.58%	65.54%	85.94%	42.07%	75.06%
WORKER'S COMP	1,330,010	815,122	61.29%	97.90%	88.98%	97.68%	66.85%	92.71%
TOTAL ALL LINES	1,883,851	1,276,197	67.74%	96.28%	66.52%	95.99%	66.52%	90.24%
NET PAYOUT %	\$909,148		48.26%					

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

	Budget	Limited	23	MONTH	22	MONTH	11	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-23		31-Oct-23		30-Nov-22	
PROPERTY	164,000	233,134	142.15%	99.33%	145.80%	98.69%	100.14%	86.00%
GEN LIABILITY	286,842	240,470	83.83%	78.18%	78.60%	76.91%	46.23%	49.00%
AUTO LIABILITY	55,642	59,520	106.97%	75.06%	106.97%	73.57%	46.90%	45.00%
WORKER'S COMP	1,353,000	833,487	61.60%	92.71%	61.60%	91.80%	43.40%	52.00%
TOTAL ALL LINES	1,859,484	1,366,611	73.49%	90.53%	73.01%	89.57%	48.94%	54.33%
NET PAYOUT %	\$839,126		45.13%					

**FUND YEAR 2023 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	11	MONTH	10	MONTH	-1	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Nov-23		31-Oct-23		30-Nov-22	
PROPERTY	169,000	204,456	120.98%	86.00%	99.97%	76.00%	N/A	N/A
GEN LIABILITY	301,156	117,747	39.10%	49.00%	41.49%	42.00%	N/A	N/A
AUTO LIABILITY	51,791	19,254	37.18%	45.00%	22.26%	40.00%	N/A	N/A
WORKER'S COMP	1,560,000	723,662	46.39%	52.00%	12.55%	42.00%	N/A	N/A
TOTAL ALL LINES	2,081,947	1,065,119	51.16%	54.15%	24.07%	44.71%	N/A	N/A
NET PAYOUT %	\$528,048		25.36%					



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

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

AS OF DECEMBER 31, 2023

	Budget	Limited	60	MONTH	59	MONTH	48	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-23		30-Nov-23		31-Dec-22	
PROPERTY	189,999	179,915	94.69%	100.00%	94.69%	100.00%	94.69%	100.00%
GEN LIABILITY	413,752	258,948	62.59%	97.10%	66.78%	97.06%	83.57%	95.70%
AUTO LIABILITY	44,262	11,760	26.57%	96.17%	26.57%	95.94%	26.57%	92.58%
WORKER'S COMP	1,275,000	1,707,934	133.96%	99.88%	134.10%	99.86%	133.72%	99.40%
TOTAL ALL LINES	1,923,013	2,158,557	112.25%	99.21%	113.25%	99.18%	116.61%	98.51%
NET PAYOUT %	\$1,940,440		100.91%					

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

	Budget	Limited	48	MONTH	47	MONTH	36	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-23		30-Nov-23		31-Dec-22	
PROPERTY	171,000	101,857	59.57%	100.00%	59.57%	100.00%	63.92%	100.00%
GEN LIABILITY	376,171	91,221	24.25%	95.70%	24.25%	95.40%	24.25%	90.15%
AUTO LIABILITY	47,021	64,093	136.31%	92.58%	136.31%	92.21%	46.58%	87.18%
WORKER'S COMP	1,319,715	1,034,816	78.41%	99.40%	78.56%	99.34%	80.36%	98.10%
TOTAL ALL LINES	1,913,907	1,291,988	67.51%	98.56%	67.60%	98.45%	67.03%	96.44%
NET PAYOUT %	\$851,232		44.48%					

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

	Budget	Limited	36	MONTH	35	MONTH	24	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-23		30-Nov-23		31-Dec-22	
PROPERTY	168,000	213,813	127.27%	100.00%	127.27%	100.00%	134.43%	100.00%
GEN LIABILITY	333,052	228,663	68.66%	90.15%	63.85%	89.48%	34.86%	79.39%
AUTO LIABILITY	52,789	34,599	65.54%	87.18%	65.54%	86.58%	42.07%	76.44%
WORKER'S COMP	1,330,010	815,122	61.29%	98.10%	61.29%	97.90%	69.51%	93.51%
TOTAL ALL LINES	1,883,851	1,292,197	68.59%	96.56%	67.74%	96.28%	68.40%	91.11%
NET PAYOUT %	\$919,630		48.82%					

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

	Budget	Limited	24	MONTH	23	MONTH	12	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-23		30-Nov-23		31-Dec-22	
PROPERTY	164,000	233,134	142.15%	100.00%	142.15%	99.33%	122.34%	95.24%
GEN LIABILITY	286,842	263,303	91.79%	79.39%	83.83%	78.18%	45.27%	60.18%
AUTO LIABILITY	55,642	59,520	106.97%	76.44%	106.97%	75.06%	59.43%	51.17%
WORKER'S COMP	1,353,000	833,487	61.60%	93.51%	61.60%	92.71%	47.58%	64.07%
TOTAL ALL LINES	1,859,484	1,389,445	74.72%	91.39%	73.49%	90.53%	54.18%	65.84%
NET PAYOUT %	\$844,059		45.39%					

**FUND YEAR 2023 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	12	MONTH	11	MONTH	0	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	31-Dec-23		30-Nov-23		31-Dec-22	
PROPERTY	169,000	196,990	116.56%	95.24%	120.98%	86.00%	N/A	N/A
GEN LIABILITY	301,156	121,047	40.19%	60.18%	39.10%	49.00%	N/A	N/A
AUTO LIABILITY	51,791	20,281	39.16%	51.17%	37.18%	45.00%	N/A	N/A
WORKER'S COMP	1,560,000	738,422	47.33%	64.07%	46.39%	52.00%	N/A	N/A
TOTAL ALL LINES	2,081,947	1,076,741	51.72%	65.72%	51.16%	54.15%	N/A	N/A
NET PAYOUT %	\$594,248		28.54%					

**Professional Municipal Mgmt Joint Insurance Fund**

**CLAIM ACTIVITY REPORT**

AS OF 11/30/23

<b>COVERAGE LINE - PROPERTY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2019	2020	2021	2022	2023	TOTAL
October-23	1	1	7	9	10	28
November-23	1	1	7	8	14	31
NET CHGE	0	0	0	-1	4	3
Limited Reserves						<b>\$3,477</b>
Year	2019	2020	2021	2022	2023	TOTAL
October-23	\$1	\$1	\$7	\$51,486	\$24,670	\$76,164
November-23	\$1	\$1	\$7	\$45,507	\$62,273	\$107,789
NET CHGE	\$0	\$0	\$0	(\$5,979)	\$37,603	\$31,625
Ltd Incurred	\$179,915	\$101,857	\$213,813	\$233,134	\$204,456	\$933,175
<b>COVERAGE LINE - GENERAL LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2019	2020	2021	2022	2023	TOTAL
October-23	1	1	4	20	17	43
November-23	1	1	4	20	17	43
NET CHGE	0	0	0	0	0	0
Limited Reserves						<b>\$9,984</b>
Year	2019	2020	2021	2022	2023	TOTAL
October-23	\$17,403	\$17,905	\$160,483	\$117,326	\$117,410	\$430,526
November-23	\$17,403	\$17,905	\$151,509	\$132,326	\$110,182	\$429,325
NET CHGE	\$0	\$0	(\$8,974)	\$15,000	(\$7,228)	(\$1,201)
Ltd Incurred	\$276,318	\$91,221	\$212,663	\$240,470	\$117,747	\$938,420
<b>COVERAGE LINE - AUTO LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2019	2020	2021	2022	2023	TOTAL
October-23	0	1	0	2	1	4
November-23	0	1	0	2	4	7
NET CHGE	0	0	0	0	3	3
Limited Reserves						<b>\$10,541</b>
Year	2019	2020	2021	2022	2023	TOTAL
October-23	\$0	\$3,281	\$0	\$40,618	\$1,000	\$44,899
November-23	\$0	\$24,445	\$0	\$40,618	\$8,725	\$73,788
NET CHGE	\$0	\$21,164	\$0	\$0	\$7,725	\$28,889
Ltd Incurred	\$11,760	\$64,093	\$34,599	\$59,520	\$19,254	\$189,227
<b>COVERAGE LINE - WORKERS COMP.</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2019	2020	2021	2022	2023	TOTAL
October-23	10	14	18	23	38	103
November-23	10	14	18	23	44	109
NET CHGE	0	0	0	0	6	6
Limited Reserves						<b>\$14,060</b>
Year	2019	2020	2021	2022	2023	TOTAL
October-23	\$214,376	\$502,229	\$189,619	\$328,466	\$138,298	\$1,372,988
November-23	\$237,726	\$414,398	\$215,533	\$309,035	\$355,891	\$1,532,582
NET CHGE	\$23,350	(\$87,831)	\$25,914	(\$19,431)	\$217,592	\$159,594
Ltd Incurred	\$1,709,825	\$1,036,706	\$815,122	\$833,487	\$723,662	\$5,118,802
<b>TOTAL ALL LINES COMBINED</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2019	2020	2021	2022	2023	TOTAL
October-23	12	17	29	54	66	178
November-23	12	17	29	53	79	190
NET CHGE	0	0	0	-1	13	12
Limited Reserves						<b>\$11,281</b>
Year	2019	2020	2021	2022	2023	TOTAL
October-23	\$231,780	\$523,416	\$350,109	\$537,895	\$281,378	\$1,924,578
November-23	\$255,130	\$456,749	\$367,049	\$527,485	\$537,071	\$2,143,484
NET CHGE	\$23,350	(\$66,667)	\$16,940	(\$10,410)	\$255,693	\$218,906
Ltd Incurred	\$2,177,818	\$1,293,878	\$1,276,197	\$1,366,611	\$1,065,119	\$7,179,623



**Professional Municipal Mgmt Joint Insurance Fund**

**CLAIM ACTIVITY REPORT**

AS OF 12/31/23

<b>COVERAGE LINE - PROPERTY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2019	2020	2021	2022	2023	TOTAL
November-23	1	1	7	8	14	31
December-23	1	1	7	8	12	29
NET CHGE	0	0	0	0	-2	-2
Limited Reserves						<b>\$3,389</b>
Year	2019	2020	2021	2022	2023	TOTAL
November-23	\$1	\$1	\$7	\$45,507	\$62,273	\$107,789
December-23	\$1	\$1	\$7	\$45,507	\$52,773	\$98,289
NET CHGE	\$0	\$0	\$0	\$0	(\$9,500)	(\$9,500)
Ltd Incurred	\$179,915	\$101,857	\$213,813	\$233,134	\$196,990	\$925,710
<b>COVERAGE LINE - GENERAL LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2019	2020	2021	2022	2023	TOTAL
November-23	1	1	4	20	17	43
December-23	0	1	4	18	18	41
NET CHGE	-1	0	0	-2	1	-2
Limited Reserves						<b>\$9,879</b>
Year	2019	2020	2021	2022	2023	TOTAL
November-23	\$17,403	\$17,905	\$151,509	\$132,326	\$110,182	\$429,325
December-23	\$0	\$17,905	\$167,509	\$155,159	\$64,482	\$405,056
NET CHGE	(\$17,403)	\$0	\$16,000	\$22,833	(\$45,700)	(\$24,270)
Ltd Incurred	\$258,948	\$91,221	\$228,663	\$263,303	\$121,047	\$963,183
<b>COVERAGE LINE - AUTO LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2019	2020	2021	2022	2023	TOTAL
November-23	0	1	0	2	4	7
December-23	0	1	0	2	4	7
NET CHGE	0	0	0	0	0	0
Limited Reserves						<b>\$9,894</b>
Year	2019	2020	2021	2022	2023	TOTAL
November-23	\$0	\$24,445	\$0	\$40,618	\$8,725	\$73,788
December-23	\$0	\$24,028	\$0	\$36,408	\$8,825	\$69,261
NET CHGE	\$0	(\$417)	\$0	(\$4,210)	\$100	(\$4,527)
Ltd Incurred	\$11,760	\$64,093	\$34,599	\$59,520	\$20,281	\$190,254
<b>COVERAGE LINE - WORKERS COMP.</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2019	2020	2021	2022	2023	TOTAL
November-23	10	14	18	23	44	109
December-23	9	13	18	23	41	104
NET CHGE	-1	-1	0	0	-3	-5
Limited Reserves						<b>\$14,295</b>
Year	2019	2020	2021	2022	2023	TOTAL
November-23	\$237,726	\$414,398	\$215,533	\$309,035	\$355,891	\$1,532,582
December-23	\$218,116	\$398,823	\$205,050	\$308,311	\$356,412	\$1,486,712
NET CHGE	(\$19,610)	(\$15,575)	(\$10,483)	(\$724)	\$522	(\$45,870)
Ltd Incurred	\$1,707,934	\$1,034,816	\$815,122	\$833,487	\$738,422	\$5,129,781
<b>TOTAL ALL LINES COMBINED</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2019	2020	2021	2022	2023	TOTAL
November-23	12	17	29	53	79	190
December-23	10	16	29	51	75	181
NET CHGE	-2	-1	0	-2	-4	-9
Limited Reserves						<b>\$11,377</b>
Year	2019	2020	2021	2022	2023	TOTAL
November-23	\$255,130	\$456,749	\$367,049	\$527,485	\$537,071	\$2,143,484
December-23	\$218,117	\$440,756	\$372,566	\$545,385	\$482,493	\$2,059,318
NET CHGE	(\$37,013)	(\$15,992)	\$5,517	\$17,900	(\$54,578)	(\$84,166)
Ltd Incurred	\$2,158,557	\$1,291,988	\$1,292,197	\$1,389,445	\$1,076,741	\$7,208,928

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

November 30, 2023				
FUND	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	TOTAL RATE * 2023 - 2021
Monmouth County	0.50	0.98	0.99	0.83
Camden County	0.94	1.55	1.44	1.33
Suburban Municipal	1.15	1.26	1.85	1.43
Burlington County Municipal JIF	1.16	1.38	1.55	1.37
Ocean County	1.16	1.32	1.84	1.45
Bergen County	1.19	1.55	1.59	1.45
Suburban Metro	1.22	1.66	1.59	1.50
Gloucester, Salem, Cumberland	1.25	1.44	2.05	1.60
Morris County	1.39	1.27	1.60	1.42
NJ Utility Authorities	1.39	1.44	2.08	1.64
NJ Public Housing Authority	1.61	2.01	1.53	1.72
Professional Municipal Manager	1.63	1.74	1.74	1.70
Central New Jersey	2.00	2.17	1.56	1.90
Atlantic County Municipal JIF	2.01	2.22	1.91	2.04
South Bergen County	2.28	2.37	2.11	2.25
<b>AVERAGE</b>	<b>1.39</b>	<b>1.62</b>	<b>1.70</b>	<b>1.58</b>

\* NOTE : lost days may include claims with reserves - where claimant may not yet have had lost time

**Professional Municipal Management JOINT INSURANCE FUND**

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

		DATA VALUED AS OF			11/30/2023				
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	0.70	1.40	1.21	1 Moorestown	1.11	
2	308 Willingboro	0	4	1.58	2.14	2.08	2 Willingboro	1.95	
3	304 Evesham	1	4	1.77	1.73	0.76	3 Evesham	1.39	
4	306 Maple Shade	0	2	1.90	1.65	4.90	4 Maple Shade	2.86	
5	305 Evesham Township Fire Dist	1	2	2.80	1.14	0.00	5 Evesham Township Fire	1.20	
Totals:			2	13	1.63	1.74		1.70	

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	November 30, 2022	1.11
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**2023 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS**

December 31, 2023				
FUND	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	TOTAL RATE * 2023 - 2021
Monmouth County	0.52	1.00	0.99	0.84
Camden County	1.05	1.55	1.41	1.34
Suburban Municipal	1.05	1.26	1.85	1.39
Burlington County Municipal JIF	1.16	1.38	1.55	1.37
Ocean County	1.20	1.37	1.84	1.47
Bergen County	1.11	1.55	1.59	1.42
Suburban Metro	1.19	1.66	1.63	1.49
Gloucester, Salem, Cumberland	1.27	1.41	2.05	1.59
Morris County	1.37	1.28	1.62	1.42
NJ Utility Authorities	1.41	1.44	2.08	1.64
NJ Public Housing Authority	1.53	2.01	1.53	1.69
Professional Municipal Manager	1.49	1.74	1.74	1.66
Central New Jersey	1.96	2.17	1.56	1.89
Atlantic County Municipal JIF	1.88	2.22	1.91	2.00
South Bergen County	2.22	2.35	2.08	2.21
<b>AVERAGE</b>	<b>1.36</b>	<b>1.63</b>	<b>1.70</b>	<b>1.56</b>

\* NOTE : lost days may include claims with reserves - where claimant may not yet have had lost time

**Professional Municipal Management JOINT INSURANCE FUND**

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

		DATA VALUED AS OF 12/31/2023							
MEMBER_ID	MEMBER	** # CLAIMS FOR 12/31/2023	Y.T.D. ACCIDENTS	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	2021 LOST TIME FREQUENCY	MEMBER	TOTAL RATE 2023 - 2021	
1	307 Moorestown	0	1	0.64	1.40	1.21	1 Moorestown	1.08	
2	308 Willingboro	0	4	1.44	2.14	2.08	2 Willingboro	1.90	
3	304 Evesham	0	4	1.62	1.73	0.76	3 Evesham	1.35	
4	306 Maple Shade	0	2	1.74	1.65	4.90	4 Maple Shade	2.79	
5	305 Evesham Township Fire Dist	0	2	2.56	1.14	0.00	5 Evesham Township Fire	1.17	
Totals:		0	13	1.49	1.74	1.74		1.66	

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	December 31, 2022	1.11
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Members With 2024 EPL Checklist Submitted			
MEL ID	JIF	Name	Checklist Received
304	PMM	Evesham	Y
305	PMM	Evesham Township Fire District	Y
306	PMM	Maple Shade	Y
307	PMM	Moorestown	Y
308	PMM	Willingboro	

**Professional Municipal Management Joint Insurance Fund**  
**Annual Regulatory Filing Check List**  
**Year 2023 as of January 17, 2024**

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

January 17, 2024

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

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

The statements included in this report are prepared on a “modified cash basis” and relate to financial activity through the two month period ending December 31, 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 \$ 33,965.10. This generated an average annual yield of 2.88%. However, we have an unrealized net gain of \$ 128,970.83 adjusting the reported yield to 13.84% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,649,081.06.

#### RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$1,125.00 with YTD \$ 42,265.17  
Salvage Receipts \$ 0.00  
Overpayment Reimbursements \$2,103.48

#### CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 280 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 \$ 209,810.58.

#### CASH ACTIVITY FOR THE PERIOD:

The enclosed report shows that during the reporting period the Fund’s “Cash Position” changed from an opening balance of \$ 7,207,119.43 to a closing balance of \$6,715,725.40 showing a decrease in the fund \$491,394.03.

**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. 23-24**

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

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

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

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

**FUND YEAR 2023**

<b><u>CheckNumber</u></b>	<b><u>VendorName</u></b>	<b><u>Comment</u></b>	<b><u>Invoice.Amount</u></b>
002067			
002067	MUNICIPAL EXCESS LIABILITY JIF	FPB - 4TH QTR 2023	1,423.25
			<b>1,423.25</b>
002068			
002068	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 4TH QTR 2023	117,551.00
002068	MUNICIPAL EXCESS LIABILITY JIF	MEL 4TH QTR 2023	210,353.25
			<b>327,904.25</b>
002069			
002069	QUAL-LYNX	CLAIM ADJ. SERVICES 12/23	12,738.59
			<b>12,738.59</b>
002070			
002070	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 12/23	2,089.00
			<b>2,089.00</b>
002071			
002071	PERMA RISK MANAGEMENT SERVICES	POSTAGE 11/23	52.93
002071	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 12/23	11,993.67
			<b>12,046.60</b>
002072			
002072	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 12/23	3,544.33
			<b>3,544.33</b>
002073			
002073	QUALCARE, INC.	WC ACCESS/UM 12/23	7,880.00
			<b>7,880.00</b>
002074			
002074	THOMAS TONTARSKI	TREASURER FEE 12/23	1,611.08
			<b>1,611.08</b>
002075			
002075	HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MANAGEMENT FEE 12/23	1,587.67
002075	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 12/23	1,863.92
			<b>3,451.59</b>
002076			
002076	MUNICIPAL EXCESS LIABILITY JIF	MSI-4TH QTR 2023	7,406.25
			<b>7,406.25</b>
002077			
002077	GATEHOUSE MEDIA PENN. HOLDINGS, INC	ACCT 791111 STMT 6026377 ORD 9421557	15.21
002077	GATEHOUSE MEDIA PENN. HOLDINGS, INC	ACCT 791111 STMT6026377 BAL DUE 11/23	7.80
			<b>23.01</b>
002078			
002078	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 12/23	539.00
			<b>539.00</b>



002079			
002079	ACCESS	DEPT 413 INV 10628530 11/30/23 FOR DEC	70.92
002079	ACCESS	DEPT 413 INV 10543133 10/31/23 FOR NOV	68.80
			139.72
		<b>Total Payments FY 2023</b>	<b>380,796.67</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>380,796.67</b>

\_\_\_\_\_  
Chairperson

Attest:

\_\_\_\_\_

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

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

\_\_\_\_\_  
Treasurer

**RESOLUTION NO. 23-25**

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

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

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

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

**FUND YEAR 2023**

<b><u>CheckNumber</u></b>	<b>VendorName</b>	<b>Comment</b>	<b>InvoiceAmount</b>
002066	EVESHAM TOWNSHIP	2023 DIVIDEND	25,242.00
002066			<b>25,242.00</b>
		<b>Total Payments FY CLOSED</b>	<b>25,242.00</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>25,242.00</b>

\_\_\_\_\_  
Chairperson

Attest:

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

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

\_\_\_\_\_  
Treasurer

**RESOLUTION NO. 24-8**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
JANUARY 2024 BILLS LIST**

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

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

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

**FUND YEAR 2023**

<b><u>CheckNumber</u></b>	<b>VendorName</b>	<b>Comment</b>	<b>InvoiceAmount</b>
002080			
002080	J.A. MONTGOMERY CONSULTING	RTK- 22 SURVEY DUE TO STATE 7/23	20,000.00
			<b>20,000.00</b>
002081			
002081	PERMA RISK MANAGEMENT SERVICES	POSTAGE 12/23	50.96
			<b>50.96</b>
		<b>Total Payments FY 2023</b>	<b>20,050.96</b>

**FUND YEAR 2024**

<b><u>CheckNumber</u></b>	<b>VendorName</b>	<b>Comment</b>	<b>InvoiceAmount</b>
002082			
002082	MUNICIPAL EXCESS LIABILITY JIF	FPB Q1 2024	963.75
			<b>963.75</b>
002083			
002083	NJ CYBER RISK MANAGEMENT FUND	CYBER- 1ST HALF 2024	32,583.00
			<b>32,583.00</b>
002084			
002084	MUNICIPAL EXCESS LIABILITY JIF	MEL- PROPERTY Q1 2024	171,006.75
002084	MUNICIPAL EXCESS LIABILITY JIF	MEL Q1 2024	248,631.75
			<b>419,638.50</b>
002085			
002085	N.J. MUNICIPAL ENVIRONMENTAL	EJIF- 1ST HALF 2024	56,698.00
			<b>56,698.00</b>
002086			
002086	QUAL-LYNX	CLAIM ADJUSTING SERVICES 01/24	13,184.42
			<b>13,184.42</b>
002087			
002087	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 01/24	2,155.17
			<b>2,155.17</b>
002088			
002088	PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR FEE 01/24	12,233.58
			<b>12,233.58</b>
002089			
002089	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 01/24	3,615.25
			<b>3,615.25</b>
002090			
002090	QUALCARE, INC.	MANAGED CARE SERVICES 01/24	8,155.83
			<b>8,155.83</b>

002091			
002091	THOMAS TONTARSKI	TREASURER FEE 01/24	1,643.33
			<b>1,643.33</b>
002092			
002092	HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MANAGEMENT 01/24	1,619.42
002092	HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEES 01/24	1,901.17
			<b>3,520.59</b>
002093			
002093	MUNICIPAL EXCESS LIABILITY JIF	MSI Q1 2024	5,014.50
			<b>5,014.50</b>
002094			
002094	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 01/24	549.75
			<b>549.75</b>
		<b>Total Payments FY 2024</b>	<b>559,955.67</b>
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>580,006.63</b>

\_\_\_\_\_  
Chairperson

Attest:

\_\_\_\_\_

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

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

\_\_\_\_\_  
Treasurer

**PROFESSIONAL MUNICIPAL MANAGEMENT JIF  
SUBROGATION REPORT 2023**

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
8/1	WILLINGBORO TWP.	2021222925	WILLINGBORO TWP.	PR	2020	10,474.00	
TOTAL- AUG.						10,474.00	
YTD 2023							24,606.07
9/18	MAPLE SHADE TWP	2023299966	MAPLE SHADE TWP	PR	2023	11,534.10	
TOTAL- SEP.						11,534.10	
YTD 2023							36,140.17
10/4	MAPLE SHADE TWP	2022250090	MAPLE SHADE TWP	PR	2021	5,000.00	
TOTAL- OCT.						5,000.00	
YTD 2023							41,140.17
TOTAL- NOV.						0.00	
YTD 2023							41,140.17
1/12	WILLINGBORO TWP.	2024315059	WILLINGBORO TWP.	PR	2023	1,125.00	
TOTAL- DEC.						1,125.00	
YTD 2023							42,265.17

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

<b>Current Fund Year: 2023</b>										
<b>Month Ending: November</b>										
	<b>Property</b>	<b>Liability</b>	<b>Auto</b>	<b>Workers Comp</b>	<b>POL/EPL</b>	<b>EJIF</b>	<b>Cyber JIF</b>	<b>MEL</b>	<b>Admin</b>	<b>LFC</b>
<b>OPEN BALANCE</b>	22,050.36	1,188,215.11	136,338.51	2,924,395.45	(17,635.81)	(235,200.35)	(1,017.34)	347,592.21	2,736,350.04	106,031.25
<b>RECEIPTS</b>										
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	2,103.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Invest Pymnts	1,169.24	13,921.93	1,597.42	36,330.55	0.00	0.00	0.00	0.00	32,303.80	1,242.33
Invest Adj	5.57	66.28	7.61	172.99	0.00	0.00	0.00	0.00	153.81	5.91
Subtotal Invest	1,174.81	13,988.21	1,605.03	36,503.54	0.00	0.00	0.00	0.00	32,457.61	1,248.24
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>3,278.29</b>	<b>13,988.21</b>	<b>1,605.03</b>	<b>36,503.54</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,457.61</b>	<b>1,248.24</b>
<b>EXPENSES</b>										
Claims Transfers	0.00	1,379.54	2,836.32	87,639.21	0.00	0.00	0.00	0.00	0.00	0.00
Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,907.17	0.00
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>0.00</b>	<b>1,379.54</b>	<b>2,836.32</b>	<b>87,639.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43,907.17</b>	<b>0.00</b>
<b>END BALANCE</b>	<b>25,328.65</b>	<b>1,200,823.78</b>	<b>135,107.22</b>	<b>2,873,259.78</b>	<b>(17,635.81)</b>	<b>(235,200.35)</b>	<b>(1,017.34)</b>	<b>347,592.21</b>	<b>2,724,900.48</b>	<b>107,279.49</b>

**REPORT STATUS SECTION**

**Report Month: November**

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



SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
PMM JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	November					
CURRENT FUND YEAR	2023					
Description:	ASSET MGR	OPERATING ACCT 7307	CLAIMS ACCT. 7326	ADMIN. EXPENSE 7350	JCMI	
ID Number:						
Maturity (Yrs)						
Purchase Yield:						
<b>TOTAL for All</b>						
<b>Accts &amp; instruments</b>						
Opening Cash & Investm	\$7,207,119.93	-	2,580,563.52	119,798.89	1,043.48	4,505,714.04
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 - disco	\$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	\$412.17	\$0.00	\$0.00	\$0.00	\$0.00	\$412.17
5 Interest Paid - Cash Inst	\$17,808.59	\$0.00	\$9,243.38	\$522.08	\$27.79	\$8,015.34
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	\$68,756.69	\$0.00	\$0.00	\$0.00	\$0.00	\$68,756.69
8 Net Investment Income	\$86,977.45	\$0.00	\$9,243.38	\$522.08	\$27.79	\$77,184.20
9 Deposits - Purchases	\$138,513.27	\$0.00	\$2,751.03	\$91,855.07	\$43,907.17	\$0.00
10 (Withdrawals - Sales)	-\$272,172.03	\$0.00	-\$134,199.34	-\$94,024.37	-\$43,948.32	\$0.00
Ending Cash & Investment	\$7,160,438.62	\$0.00	\$2,458,358.59	\$118,151.67	\$1,030.12	\$4,582,898.24
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$73,724.35	\$0.00	\$0.00	\$48,058.98	\$25,665.37	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$7,234,162.97	\$0.00	\$2,458,358.59	\$166,210.65	\$26,695.49	\$4,582,898.24

CERTIFICATION AND RECONCILIATION OF CLAIMS PAYMENTS AND RECOVERIES							
PMM JOINT INSURANCE FUND							
November 2023							
1.	2.	3.	4.	5.	6.	7.	8.
Calc. Net Paid Thru Last Month	Monthly Net Paid November	Monthly Recoveries November	Calc. Net Paid Thru November	TPA Net Paid Thru November	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
144,286.28	0.00	2,103.48	142,182.80	142,182.80	0.00	0.00	0.00
7,537.41	27.50	0.00	7,564.91	7,564.91	0.00	0.00	0.00
10,528.67	0.00	0.00	10,528.67	10,528.67	0.00	0.00	0.00
310,323.43	57,447.94	0.00	367,771.37	367,771.37	0.00	0.00	0.00
<b>472,675.79</b>	<b>57,475.44</b>	<b>2,103.48</b>	<b>528,047.75</b>	<b>528,047.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
187,627.03	0.00	0.00	187,627.03	187,627.03	(0.00)	(0.00)	0.00
108,144.45	0.00	0.00	108,144.45	108,144.45	0.00	0.00	0.00
18,902.50	0.00	0.00	18,902.50	18,902.50	0.00	0.00	0.00
505,020.92	19,431.19	0.00	524,452.11	524,452.11	0.00	0.00	0.00
<b>819,694.90</b>	<b>19,431.19</b>	<b>0.00</b>	<b>839,126.09</b>	<b>839,126.09</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
213,805.75	0.00	0.00	213,805.75	213,805.75	(0.00)	(0.00)	0.00
59,802.04	1,352.04	0.00	61,154.08	61,154.08	0.00	0.00	0.00
34,598.93	0.00	0.00	34,598.93	34,598.93	0.00	0.00	0.00
594,802.96	4,786.08	0.00	599,589.04	599,589.04	(0.00)	0.00	(0.00)
<b>903,009.68</b>	<b>6,138.12</b>	<b>0.00</b>	<b>909,147.80</b>	<b>909,147.80</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>(0.00)</b>
101,856.21	0.00	0.00	101,856.21	101,856.21	(0.00)	(0.00)	0.00
73,316.24	0.00	0.00	73,316.24	73,316.24	0.00	0.00	0.00
36,812.36	2,836.32	0.00	39,648.68	39,648.68	0.00	0.00	0.00
872,868.98	3,314.75	0.00	876,183.73	876,183.73	0.00	0.00	0.00
<b>1,084,853.79</b>	<b>6,151.07</b>	<b>0.00</b>	<b>1,091,004.86</b>	<b>1,091,004.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
179,914.35	0.00	0.00	179,914.35	179,914.35	0.00	0.00	0.00
258,914.52	0.00	0.00	258,914.52	258,914.52	0.00	0.00	0.00
11,760.28	0.00	0.00	11,760.28	11,760.28	(0.00)	(0.00)	0.00
1,469,439.90	2,659.25	0.00	1,472,099.15	1,472,099.15	0.00	0.00	0.00
<b>1,920,029.05</b>	<b>2,659.25</b>	<b>0.00</b>	<b>1,922,688.30</b>	<b>1,922,688.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>5,200,263.21</b>	<b>91,855.07</b>	<b>2,103.48</b>	<b>5,290,014.80</b>	<b>5,290,014.80</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>



**PMM JOINT INSURANCE FUND**

**SUMMARY OF CASH TRANSACTIONS - ALL FUND YEARS COMBINED**

<b>Current Fund Year: 2023</b>											
<b>Month Ending: December</b>											
	<b>Property</b>	<b>Liability</b>	<b>Auto</b>	<b>Workers Comp</b>	<b>POL/EPL</b>	<b>EJIF</b>	<b>Cyber JIF</b>	<b>MEL</b>	<b>Admin</b>	<b>LFC</b>	<b>TOTAL</b>
OPEN BALANCE	25,328.65	1,200,823.78	135,107.22	2,873,259.78	(17,635.81)	(235,200.35)	(1,017.34)	347,592.21	2,724,900.48	107,279.49	7,160,438.11
<b>RECEIPTS</b>											
Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Refunds	1,125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,125.00
Invest Pymnts	1,061.28	12,364.42	1,391.14	31,428.15	0.00	0.00	0.00	0.00	28,270.70	1,104.62	75,620.31
Invest Adj	4.74	55.29	6.22	140.54	0.00	0.00	0.00	0.00	126.43	4.94	338.16
Subtotal Invest	1,066.02	12,419.71	1,397.36	31,568.69	0.00	0.00	0.00	0.00	28,397.13	1,109.56	75,958.47
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>2,191.02</b>	<b>12,419.71</b>	<b>1,397.36</b>	<b>31,568.69</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,397.13</b>	<b>1,109.56</b>	<b>77,083.47</b>
<b>EXPENSES</b>											
Claims Transfers	3,159.39	49,033.00	5,554.36	58,010.76	0.00	0.00	0.00	0.00	0.00	0.00	115,757.51
Expenses	1,423.25	0.00	0.00	0.00	0.00	0.00	0.00	327,904.25	76,711.17	0.00	406,038.67
Other *	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>4,582.64</b>	<b>49,033.00</b>	<b>5,554.36</b>	<b>58,010.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>327,904.25</b>	<b>76,711.17</b>	<b>0.00</b>	<b>521,796.18</b>
<b>END BALANCE</b>	<b>22,937.03</b>	<b>1,164,210.49</b>	<b>130,950.22</b>	<b>2,846,817.71</b>	<b>(17,635.81)</b>	<b>(235,200.35)</b>	<b>(1,017.34)</b>	<b>19,687.96</b>	<b>2,676,586.44</b>	<b>108,389.05</b>	<b>6,715,725.40</b>

**REPORT STATUS SECTION**

**Report Month: December**

**Balance Differences**

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

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS						
PMM JOINT INSURANCE FUND						
ALL FUND YEARS COMBINED						
CURRENT MONTH	December					
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 & Investn	\$7,160,438.62	-	2,458,358.59	118,151.67	1,030.12	4,582,898.24
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 - discou	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	\$338.17	\$0.00	\$0.00	\$0.00	\$0.00	\$338.17
5 Interest Paid - Cash Inst	\$15,406.17	\$0.00	\$8,944.56	\$594.55	\$236.55	\$5,630.51
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	\$60,214.14	\$0.00	\$0.00	\$0.00	\$0.00	\$60,214.14
8 Net Investment Income	\$75,958.48	\$0.00	\$8,944.56	\$594.55	\$236.55	\$66,182.82
9 Deposits - Purchases	\$523,471.05	\$0.00	\$1,674.87	\$115,757.51	\$406,038.67	\$0.00
10 (Withdrawals - Sales)	-\$1,044,142.23	\$0.00	-\$521,796.18	-\$116,279.59	-\$406,066.46	\$0.00
Ending Cash & Investment	\$6,715,725.92	\$0.00	\$1,947,181.84	\$118,224.14	\$1,238.88	\$4,649,081.06
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plus Outstanding Checks	\$495,788.55	\$0.00	\$0.00	\$88,261.47	\$407,527.08	\$0.00
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance per Bank	\$7,211,514.47	\$0.00	\$1,947,181.84	\$206,485.61	\$408,765.96	\$4,649,081.06

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

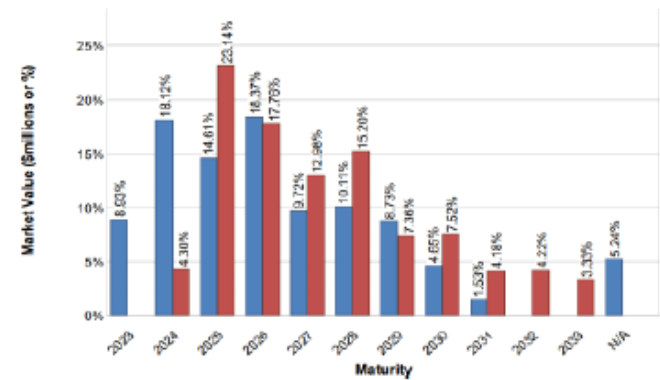
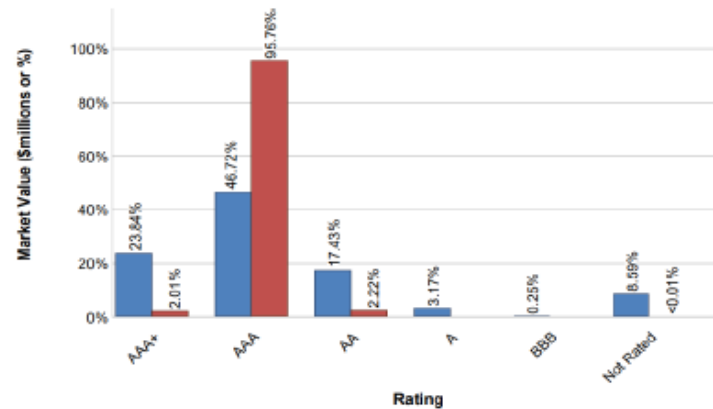
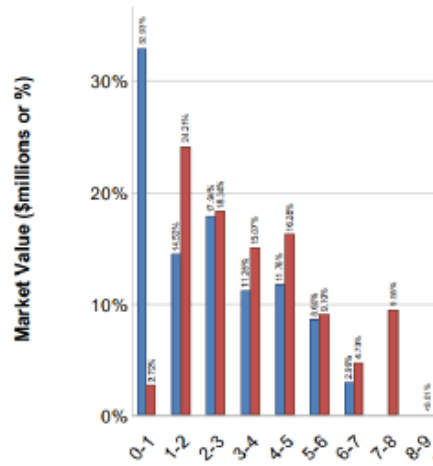
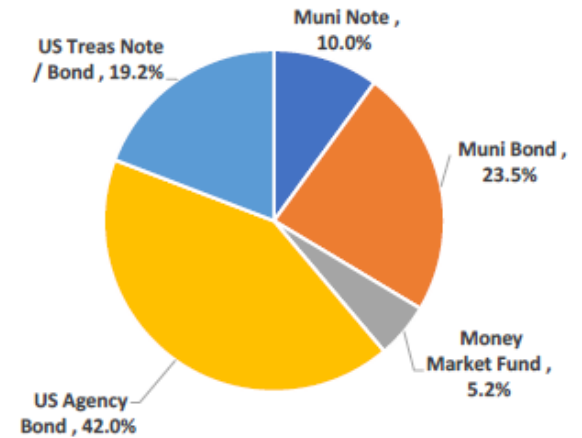
Month		December								
Current Fund Year		2023								
Policy Year	Coverage	1.	2.	3.	4.	5.	6.	7.	8.	
		Calc. Net Paid Thru Last Month	Monthly Net Paid December	Monthly Recoveries December	Calc. Net Paid Thru December	TPA Net Paid Thru December	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month	
2023	Property	142,182.80	3,159.39	1,125.00	144,217.19	144,217.19	0.00	0.00	0.00	
	Liability	7,564.91	49,000.00	0.00	56,564.91	56,564.91	0.00	0.00	0.00	
	Auto	10,528.67	927.64	0.00	11,456.31	11,456.31	0.00	0.00	0.00	
	Workers Comp	367,771.37	14,238.25	0.00	382,009.62	382,009.62	0.00	0.00	0.00	
	<b>Total</b>	<b>528,047.75</b>	<b>67,325.28</b>	<b>1,125.00</b>	<b>594,248.03</b>	<b>594,248.03</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
2022	Property	187,627.03	0.00	0.00	187,627.03	187,627.03	(0.00)	(0.00)	0.00	
	Liability	108,144.45	0.00	0.00	108,144.45	108,144.45	0.00	0.00	0.00	
	Auto	18,902.50	4,209.50	0.00	23,112.00	23,112.00	0.00	0.00	0.00	
	Workers Comp	524,452.11	723.88	0.00	525,175.99	525,175.99	0.00	0.00	0.00	
	<b>Total</b>	<b>839,126.09</b>	<b>4,933.38</b>	<b>0.00</b>	<b>844,059.47</b>	<b>844,059.47</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>	
2021	Property	213,805.75	0.00	0.00	213,805.75	213,805.75	(0.00)	(0.00)	0.00	
	Liability	61,154.08	0.00	0.00	61,154.08	61,154.08	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	599,589.04	10,482.63	0.00	610,071.67	610,071.67	(0.00)	(0.00)	0.00	
	<b>Total</b>	<b>909,147.80</b>	<b>10,482.63</b>	<b>0.00</b>	<b>919,630.43</b>	<b>919,630.43</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>	
2020	Property	101,856.21	0.00	0.00	101,856.21	101,856.21	(0.00)	(0.00)	0.00	
	Liability	73,316.24	0.00	0.00	73,316.24	73,316.24	0.00	0.00	0.00	
	Auto	39,648.68	417.22	0.00	40,065.90	40,065.90	0.00	0.00	0.00	
	Workers Comp	876,183.73	14,847.00	0.00	891,030.73	891,030.73	0.00	0.00	0.00	
	<b>Total</b>	<b>1,091,004.86</b>	<b>15,264.22</b>	<b>0.00</b>	<b>1,106,269.08</b>	<b>1,106,269.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
2019	Property	179,914.35	0.00	0.00	179,914.35	179,914.35	0.00	0.00	0.00	
	Liability	258,914.52	33.00	0.00	258,947.52	258,947.52	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	1,472,099.15	17,719.00	0.00	1,489,818.15	1,489,818.15	0.00	0.00	0.00	
	<b>Total</b>	<b>1,922,688.30</b>	<b>17,752.00</b>	<b>0.00</b>	<b>1,940,440.30</b>	<b>1,940,440.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Closed FY	Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Auto	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Workers Comp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
	<b>TOTAL</b>	<b>5,290,014.80</b>	<b>115,757.51</b>	<b>1,125.00</b>	<b>5,404,647.31</b>	<b>5,404,647.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

# Muni Excess Liability Joint Insurance Fund

As of 11/30/2023	
Portfolio Total Par	\$ 346,195,000
Principal Market Value	\$ 306,604,140
Accrued Interest	\$ 19,145,606
Market Value Plus Accrued	\$ 325,749,746
Total Revenue YTD	\$ 6,594,983
NAV	\$ 9.5812
Average Maturity (yrs)	2.58
Modified Duration	2.31
Book Yield	2.13%
Yield to Maturity / Call	4.77%
Projected Coupon Income	\$ 5,861,066

As of 11/30	QTD	YTD*
MEL (Gross)	1.91%	2.01%
BB Govt Intermediate	2.19%	0.81%

\*account funding inception 2/3/23



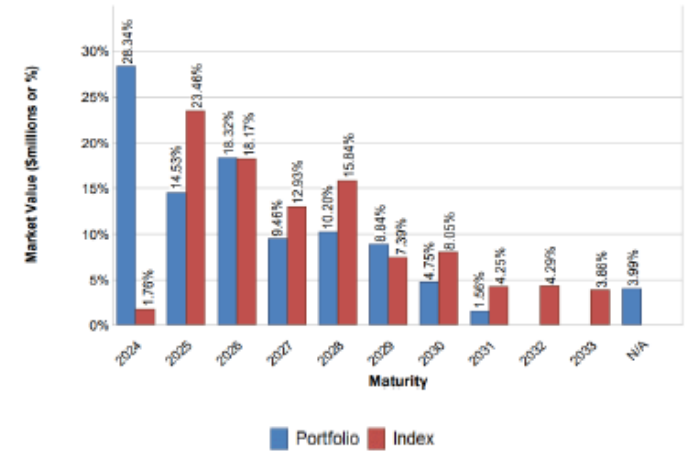
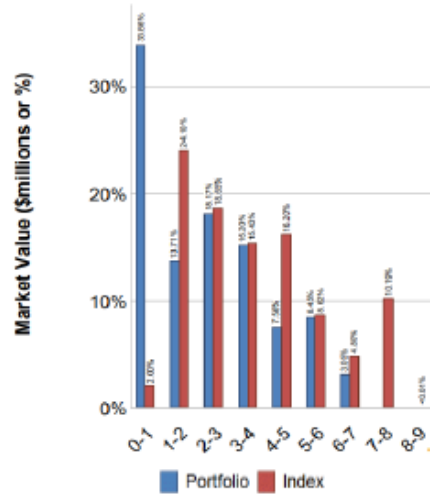
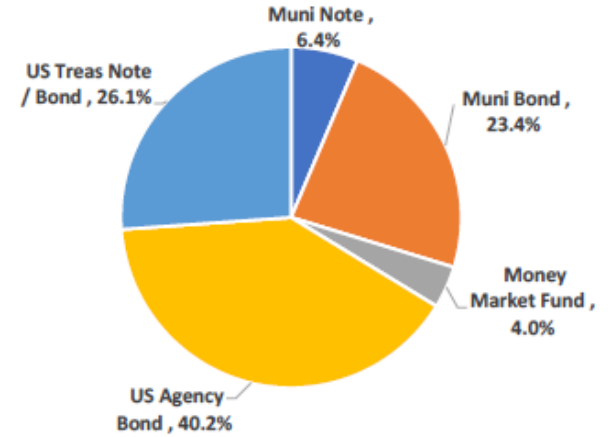


# Muni Excess Liability Joint Insurance Fund

As of 12/31/2023	
Portfolio Total Par	\$ 347,529,000
Principal Market Value	\$ 315,723,146
Accrued Interest	\$ 14,371,120
Market Value Plus Accrued	\$ 330,094,265
Total Revenue YTD	\$ 10,939,503
NAV	\$ 9.7196
Average Maturity (yrs)	2.53
Modified Duration	2.29
Book Yield	2.39%
Yield to Maturity / Call	4.46%
Projected Coupon Income	\$ 5,523,002

As of 12/31/23	QTD	YTD*
MEL (gross)	3.30%	3.40%
BB Govt Intern	3.97%	2.91%

\*account funding inception 2/3/23



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	Last Share Date	Initial Share Date	PolicyType
4LR1A	Professional Municipal Management JIF	Township of Willingboro	RE; Shared Services Agreement  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 Shared Services Agreement.		County of Burlington			Y_	me":	10/27/2023	10/27/2023	Automobile Liability  Commercial General Liability Excess Liability Workers Compensation and Employers' Liability

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	Last Share Date	Initial Share Date	PolicyType
FQXVK	Professional Municipal Management JIF	Evesham Township Fire District	<p>RE: Use of Premises</p> <p>The entities listed below are Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies as respect to use of their premises for the Evesham Township Fire District's new apparatus operators driver training. The following are Additional Insured:</p> <ul style="list-style-type: none"> <li>-Needleman Management Co. Inc.</li> <li>-8000 Lincoln Drive TIC, LLC</li> <li>-620 North Broad Street, LLC</li> <li>-Woodbury Medical Centers, L.P.</li> </ul>		Evidence of Insurance			y_	me":	11/07/2023	11/03/2023	Automobile Liability
												Commercial General Liability
												Excess Liability
												Workers Compensation and Employers' Liability

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	Last Share Date	Initial Share Date	PolicyType
FQY7M	Professional Municipal Management JIF	Township of Evesham	RE: 2023 Burlington County History Partnership Program Grant  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 develop and install interpretive signs relating to Lenni-Lenape Indians, Old Milford Burying Ground, and African American cemetery.	Burlington County Board of County Commissioners	49 Rancocas Road		Mount Holly	NJ	08060	11/03/2023	11/03/2023	Automobile Liability
												Commercial General Liability
												Excess Liability
												Property
												Workers Compensation and Employers' Liability
G2XT4	Professional Municipal Management JIF	Township of Willingboro	RE: Additional Insured  The Certificate Holder is an Additional Insured on the above-referenced Commercial General Liability and Excess Liability Policies if required by written contract.		Willingboro			y_	me"-	10/30/2023	10/30/2023	Automobile Liability



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	Last Share Date	Initial Share Date	PolicyType
												Commercial General Liability
												Excess Liability
												Workers Compensation and Employers' Liability

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	Last Share Date	Initial Share Date	PolicyType
FQX4J	Professional Municipal Management JIF	Township of Moorestown	RE: Use of Facilities  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 use of facilities for Moorestown sponsored activities/sports/events during the current calendar year.	Township of Maple Shade	200 Stiles Avenue		Maple Shade	NJ	08052	12/15/2023	12/15/2023	Commercial General Liability
												Excess Liability
												Workers Compensation and Employers' Liability
FR94K	Professional Municipal Management JIF	Township of Moorestown	RE: Use of Facilities  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 use of facilities for Moorestown sponsored activities/sports/events during the current calendar year.	Township of Maple Shade	200 Stiles Avenue		Maple Shade	NJ	08052	12/15/2023	12/15/2023	Commercial General Liability
												Excess Liability
												Workers Compensation and Employers' Liability

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	Last Share Date	Initial Share Date	PolicyType
												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
Morris County	31%	24%	44%	11%	44%	44%
Suburban Municipal	30%	30%	40%	20%	40%	40%
NJ Public Housing Authority	28%	42%	29%	22%	49%	29%
Bergen County	21%	18%	61%	5%	34%	61%
Camden County	21%	21%	58%	21%	21%	58%
NJ Utility Authorities	20%	31%	49%	14%	38%	49%
<b>Professional Municipal Management</b>	<b>20%</b>	<b>60%</b>	<b>20%</b>	<b>0%</b>	<b>80%</b>	<b>20%</b>
Suburban Metro	15%	54%	31%	8%	62%	31%
Monmouth County	10%	15%	76%	7%	17%	76%
Ocean County	10%	0%	90%	3%	6%	90%
South Bergen County	9%	30%	61%	4%	35%	61%
Central New Jersey	0%	38%	63%	0%	38%	63%
<b>Total #</b>	<b>82</b>	<b>114</b>	<b>216</b>	<b>50</b>	<b>146</b>	<b>216</b>
<b>Total %</b>	<b>19.9%</b>	<b>27.7%</b>	<b>52%</b>	<b>12.1%</b>	<b>35.4%</b>	<b>52%</b>

## Analytics

What security questions are most often unanswered or have a “No” response?

- Incident Response Plan
- Technology Practices Policy
- Disaster Recovery Plan
- Email Warning Label
- Government Cyber Memberships
- Password Strength
- Encrypt or Password Protect PII/PHI
- MFA for Remote Access
- Third Party Risk Management Tool

JIF	Member	Approval Status - Minimum	Approval Status - Advanced
Professional Municipal Manager	Evesham		
Professional Municipal Manager	Evesham Township Fire District	Approved	Incomplete
Professional Municipal Manager	Maple Shade	Incomplete	Incomplete
Professional Municipal Manager	Moorestown	Incomplete	Incomplete
Professional Municipal Manager	Willingboro	Incomplete	Incomplete



**Professional Municipal Management Joint Insurance Fund**

**TO:** Fund Commissioners, Safety Coordinators, and Risk Managers  
**FROM:** Keith Hummel, JIF Safety Director  
**DATE:** January 23, 2024

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

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

***LOSS CONTROL SURVEYS – Nov & Dec***

- Township of Maple Shade on November 28, 2023
- No Loss Control Surveys for the month of December 2023

***LAW ENFORCEMENT LOSS CONTROL SURVEYS - Nov & Dec***

- Township of Evesham on November 28, 2023
- Township of Maple Shade on December 12, 2023

***MEETINGS ATTENDED – Nov & Dec***

- Funds Commissioners Meeting on November 28, 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 – Nov & Dec**

- Holiday Depression & Stress
- Winter Slip & Falls Prevention Best Practices
- Black Bear Best Practices
- Sanitation & Recycling Reducing Musculoskeletal Injuries Best Practices
- Crane Truck Regulations

**MSI FIRE & EMS – Nov & Dec**

- Traffic Controls During Roadway Incidents
- No Fire & EMS for the month of December

**MSI LAW ENFORCEMENT – Nov & Dec**

- No Law Enforcement for the month of November.
- No Law Enforcement for the month of December

**MSI NOW – Nov & Dec**

[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	2

## *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](mailto:afelip@jamontgomery.com).



**Professional Municipal Management JIF  
Cumulative Savings Summary  
Year End 2023**

<b>2023</b>	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% SAVINGS</b>
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%
SEPTEMBER	74	\$78,216.54	\$47,749.37	\$30,467.17	39%
OCTOBER	86	\$90,846.72	\$39,206.39	\$51,640.33	57%
NOVEMBER	104	\$132,939.93	\$40,037.95	\$92,901.98	70%
DECEMBER	44	\$27,940.82	\$7,681.47	\$20,259.35	73%
<b>Grand Total</b>	<b>862</b>	<b>\$1,147,229.14</b>	<b>\$516,362.51</b>	<b>\$630,866.63</b>	<b>55%</b>

<b>2022</b>	<b>UNITS OF SERVICE</b>	<b>BILLED</b>	<b>APPROVED</b>	<b>SAVINGS</b>	<b>% SAVINGS</b>
JANUARY	49	\$84,549.75	\$27,474.50	\$57,075.25	68%
FEBRUARY	107	\$289,735.55	\$89,817.94	\$199,917.61	69%
MARCH	74	\$168,041.50	\$34,019.12	\$134,022.38	80%
APRIL	68	\$596,408.04	\$157,868.30	\$438,539.74	74%
MAY	128	\$103,917.17	\$41,808.43	\$62,108.74	60%
JUNE	82	\$154,621.88	\$38,472.66	\$116,149.22	75%
JULY	124	\$738,812.74	\$286,528.57	\$452,284.17	61%
AUGUST	87	\$46,807.67	\$15,982.98	\$30,824.69	66%
SEPTEMBER	67	\$42,443.89	\$13,888.95	\$28,554.94	67%
OCTOBER	91	\$96,970.32	\$34,778.70	\$62,191.62	64%
NOVEMBER	66	\$48,876.79	\$17,783.92	\$31,092.87	64%
DECEMBER	77	\$75,464.43	\$27,131.59	\$48,332.84	64%
<b>TOTALS</b>	<b>1020</b>	<b>\$2,446,649.73</b>	<b>\$785,555.66</b>	<b>\$1,661,094.07</b>	<b>68%</b>





Professional Municipal Management JIF

1/1/2023 – 12/31/2023

Top 10 Providers

	UNITS OF SERVICE	APPROVED
VIRTUA MOUNT HOLLY HOSPITAL	10	\$101,880.77
KENNEDY HEALTH	16	\$54,041.76
INSPIRA MEDICAL CENTER MULLICA HILL	1	\$44,531.82
EMERGENCY PHYSICIAN ASSOCIATES OF SOUTH JERSEY, PC	26	\$27,525.00
SURGICAL CENTER OF SOUTH JERSEY	4	\$20,523.00
VIRTUA WEST JERSEY HEALTH INC	8	\$19,998.50
THOMAS JEFFERSON UNIV HOSPITAL	2	\$17,470.79
STRIVE PHYSICAL THERAPY SPECIALISTS, LLC	177	\$16,030.00
CONCENTRA MEDICAL CENTERS	71	\$15,144.54
VIRTUA MEDICAL GROUP, PA	49	\$14,982.69
<b>Grand Total</b>	<b>364</b>	<b>\$332,128.87</b>

Savings By Specialty

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Hospital	41	\$491,879.75	\$252,127.89	\$239,751.86	49%
Physical therapy	388	\$180,666.02	\$37,067.64	\$143,598.38	79%
Ambulatory Surgical Center	13	\$152,625.00	\$53,942.75	\$98,682.25	65%
Orthopedic Surgery	98	\$50,980.00	\$24,207.94	\$26,772.06	53%
Physical Medicine & Rehab	15	\$42,704.00	\$8,860.09	\$33,843.91	79%
Occupational Medicine	92	\$39,179.51	\$18,038.89	\$21,140.62	54%
MRI/Radiology	44	\$37,348.89	\$14,256.78	\$23,092.11	62%
Emergency Medicine	30	\$34,804.00	\$28,993.87	\$5,810.13	17%
Durable Medical Equipment	9	\$31,586.07	\$25,027.27	\$6,558.80	21%
Anesthesiology	28	\$22,482.61	\$15,770.86	\$6,711.75	30%
Other	3	\$13,431.74	\$13,225.00	\$206.74	2%
Internal Medicine	6	\$11,166.00	\$2,280.13	\$8,885.87	80%
Neurosurgery	15	\$8,050.00	\$2,456.21	\$5,593.79	69%
Behavioral Health	23	\$7,520.00	\$5,546.46	\$1,973.54	26%
Urgent Care Center	26	\$7,040.01	\$4,118.15	\$2,921.86	42%
Ambulance	6	\$5,067.80	\$4,308.00	\$759.80	15%
Physicians Fees	10	\$4,001.00	\$2,953.75	\$1,047.25	26%
Vascular Surgery	4	\$3,104.00	\$1,863.55	\$1,240.45	40%
Sports Medicine	5	\$2,047.50	\$484.49	\$1,563.01	76%
Laboratory Services	3	\$653.24	\$342.44	\$310.80	48%
Podiatry	1	\$496.00	\$251.11	\$244.89	49%
General Surgery	1	\$246.00	\$165.61	\$80.39	33%
Ophthalmology	1	\$150.00	\$73.63	\$76.37	51%
<b>Grand Total</b>	<b>862</b>	<b>\$1,147,229.14</b>	<b>\$516,362.51</b>	<b>\$630,866.63</b>	<b>55%</b>





**Professional Municipal Management JIF  
Workers' Compensation Claims Reported  
1/1/2023 – 12/31/2023**

**Workers' Compensation Claims Reported**

	<b>INDEMNITY</b>	<b>MEDICAL ONLY</b>	<b>REPORT ONLY</b>	<b>Grand Total</b>
EVESHAM TOWNSHIP	4	21	44	69
EVESHAM TWP FIRE DIST. 1	2	5	9	16
MAPLESHADE TOWNSHIP	2	8	3	13
MOORESTOWN	1	5	1	7
WILLINGBORO TOWNSHIP	4	24	2	30
<b>Grand Total</b>	<b>13</b>	<b>63</b>	<b>59</b>	<b>135</b>

**Workers' Compensation Covid-19 Claims Reported**

	<b>MEDICAL ONLY</b>	<b>REPORT ONLY-WC</b>	<b>Grand Total</b>
EVESHAM TWP FIRE DIST. 1	3	3	6
<b>Grand Total</b>	<b>3</b>	<b>3</b>	<b>6</b>



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

**OVERALL ACCOUNT RESPONSIBILITY**

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

<b>Karen Conway</b> WC Assistant Supervisor	Ph: 609-833-2913 Fax: 609-601-3169	karen.conway@qual-lynx.com
<b>Bettina Pendleton</b> WC Lost Time Adjuster	Ph: 609-653-8607 Fax: 732-465-7355	bettina.pendleton@qual-lynx.com
<b>Cynthia DiPasquale</b> WC Lost Time/Medical Only Adjuster	Ph: 609-833-9346 Fax: 609-601-3196	cynthia.dipasquale@qual-lynx.com

**LIABILITY**

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

**PROPERTY**

<b>Joseph Lisciandri</b> Property Supervisor	Ph: 609-601-3191 Fax: 609-601-3192 Cell: 609-402-5218	joseph.lisciandri@qual-lynx.com
<b>Eileen Stasuk</b> Property Adjuster	Ph: 609-833-2091 Fax: 609-601-3193	eileen.stasuk@qual-lynx.com
<b>Doris Moore</b> Property Adjuster	Ph: 609-833-2903 Fax: 609-601-3194	doris.moore@qual-lynx.com
<b>Karen Oliva</b> Property Adjuster	Ph: 609-360-2236 Fax: 609-601-3192	karen.oliva@qual-lynx.com



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

**WORKERS' COMPENSATION MANAGED CARE**

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

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

**SENIOR MANAGEMENT**

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

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

***APPENDIX I***  
***NOVEMBER 28, 2023 MINUTES***

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
 OPEN SESSION MINUTES  
 MEETING – NOVEMBER 28, 2023  
 WILLINGBORO MUNICIPAL BUILDING, 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
David Pfeiffer	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 <b>Bradford C. Stokes,</b> <b>Karen A. Read</b> <b>Crystal Chuck</b>
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Treasurer	<b>Tom Tontarski</b>
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Attorney	Helmer, Conley & Kasselmann <b>William Kearns, Esquire</b>
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Auditor	Bowman & Company
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Claims Service	Qual Lynx <b>Kathy Kissane</b>
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Safety Director	J.A. Montgomery Risk Control <b>Harry Earl</b> <b>Glenn Prince</b>
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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

Jackie Lindsey, Conner Strong & Buckelew  
Dwayne Harris, Willingboro Township

**APPROVAL OF MINUTES:** October 24, 2023 - Open Minutes

**MOTION TO APPROVE OPEN MINUTES OF OCTOBER 24, 2023:**

Moved: Commissioner Danson  
Second: Commissioner Carmichael  
Vote: Unanimous

**CORRESPONDENCE:** NONE.

**EXECUTIVE DIRECTOR:**

Chairman Merchel announced his retirement as Fund Commissioner for Moorestown Township and as Chairman for Professional Municipal Management JIF. Chairman Merchel stated that he will be working with Conner Strong & Buckelew. Due to his new role, Chairman Merchel will recuse himself from some of the votes.

**2024 BUDGET** – Executive Director reported at the October Fund Meeting, the Board of Fund Commissioners introduced the Budget for 2024 in the amount of \$5,018,263 that represents a 10.09% increase over last year’s budget. Executive Director stated the budget increased by \$357 since introduction as the Fund’s underwriting data was refreshed in Origami so the revised budget is \$5,018,620. In accordance with state regulations, the proposed budget has been advertised in the Fund’s official newspaper and sent to each member municipality/entity and was enclosed in the agenda, additionally the Proposed assessments were enclosed as well.

Executive Director reported the Loss Funds were down 3.29%, premium increased by 9.11% due to the primary increase of the MEL Property 34%. Majority of the Professional Service Fees increased by 2% per their RFP responses. Overall Expenses are standing at 0.92%. The RMC fee saw an increase as there will now be a single RMC serving all members in the JIF, the fee is now \$145,000. Overall JIF 2024 Budget is 10.09%

- Motion to open the Public Hearing on the 2024 Budget.**
- Discussion of Budget & Assessments.**
- Motion to close the Public Hearing.**
- Motion to adopt the 2024 Budget & Certify Assessments.**

Motion: Commissioner Danson  
Second: Commissioner Carmichael  
Vote: 3 Ayes – 0 Nays; 1 Abstain, Chairman Merchel

**2023 Dividend** – At last month’s meeting, the Board authorized a \$100,000 JIF dividend pending state approval. As discussed, the Department of Banking & Insurance (DOBI) has expressed

concerns with JIF's seeking permission on dividends as most JIF's have seen their surplus decrease over the past several years. As of the mailing of this agenda we have not heard back from DOBI. The EJIF has not received a communication back yet either on their request for their dividend. An update will be provided at the meeting.

Once we have a final decision on the dividends, the Fund Office will send out a memorandum to all members an option to receive a credit or a check.

Enclosed in the agenda was the 2024 Proposed Assessment if 2023 Dividends were applied as credit. Executive Director reported with the inclusion of the 2023 Dividends the 2024 Assessment increased by 7.89%.

Executive Director stated that he had a call with DOBI and advised that the State highly recommended two JIFs' not to distribute dividends. Nothing has been recommended for PMM JIF at this time. The state has said if dividends are distributed, to not expect approval the following year and beyond until the surplus is back in good standing. Executive Director will continue to follow up with the state on PMM JIF. If approved a special meeting will take place in December to discuss distribution.

**Defense Panel RFQ:** The Fund office has advertised for RFQ's for defense panel as appointments are up at the end of the year. Responses were due back on November 21<sup>st</sup>. A report will be provided at the meeting. Executive Director reported the Fund received several responses back, some being new. Appointments will be made at the January Reorg meeting.

**RCF 2019 Fund Year Rollover** – The Residual Claims Fund board adopted a resolution accepting the transfer of member JIF's Fund Year 2019. Enclosed in the agenda was **Resolution 23-22** authorizing the transfer of the PMM JIF's 2019 claim liabilities to the RCF.

**Motion to Approve Resolution 23-22 Authorizing the Transfer of Fund Year 2019 to the RCF**

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

**MEL, RCF, EJIF & Cyber Representative** - The fund should elect its representative to the MEL, RCF, EJIF& Cyber for the 2024 Fund Year. The Fund has recommended to elect Commissioner Susan Danson.

**Motion to elect \_\_\_\_\_ as the Professional Municipal Management Joint Insurance Fund's 2024 representative to the Municipal Excess Liability Joint Insurance Fund.**

**Motion to elect \_\_\_\_\_ as the Professional Municipal Management Joint Insurance Fund's 2024 representative to the Residual Claims Fund Joint Insurance Fund.**

**Motion to elect \_\_\_\_\_ as the Professional Municipal Management Joint Insurance Fund's 2024 representative to the Environmental Joint Insurance Fund.**

**Motion to elect \_\_\_\_\_ as the Professional Municipal Management Joint Insurance Fund's 2024 representative to the NJ Cyber Risk Management Fund.**

Moved: Commissioner Merchel  
Second: Commissioner Pfeiffer  
Vote: Unanimous

**NJ Cyber JIF** - The Cyber JIF met on November 20<sup>th</sup>, a report on that meeting will be sent out via email. Executive Director reported that the 2024 Budget was adopted with a 1.99% increase. Cyber JIF website now has a member only section which was introduced by Chairman Merchel.

**MEL Meeting** – The MEL met at the League of Municipalities Convention. Chairman Merchel's report will be sent out via email. Executive Director reported that the 2024 Budget was adopted.

**D2 CyberSecurity** – D2's monthly report was distributed at the meeting; the 4<sup>th</sup> quarter campaign is about to conclude. The D2 Report was discussed in closed session.

**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/employment-practices-risk-control-program/>. Executive Director reported that EPL Checklist have been received with 2 members outstanding and that the next deadline is December 1<sup>st</sup>.

**Power of Collaboration:** Enclosed in the agenda was the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine. The ad highlights the importance and priority the MEL has placed on risk control and safety training.

**Microsoft Teams** – Executive Director reported the Fund Office is expected to eliminate the use of the Zoom application for meetings and webinars. Microsoft Teams will become the default option for audio & video conferencing beginning in January.

**December Meeting** – The JIF has historically cancelled the December Fund meeting; if the Commissioners wish to follow past procedure, Resolution 23-8 was passed in February that authorizes the Treasurer to process payments & expenses and authorizes Fund Professionals to continue services during months that the Fund does not meet.

**Motion to Cancel the December Meeting**

**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 the 3<sup>rd</sup> quarter Financial Fast Track as of September 30<sup>th</sup> shows a positive increase \$3.2 million surplus with \$8m in cash. October Loss Ratio report shows the PMM JIF at 40.4% and the Actuary targeted us at 44% ; this time last year we were at 48%. Claims Activity Report showed 4 less open claims for the month of October. Loss Time



Accident Frequency was distributed showing 1.51 for the month of October. Executive Director thanked Chairman Merchel for all his years of service, wished him the best in his new role, and advised the Fund is looking forward to working with him in his new capacity.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** Attorney Kearns reported on the status of the Defense Panel RFQ and gave his recommendations. Mr. Kearns thanked Chairman Merchel for all his years of service and wished him the best.

**TREASURER:**

**Payment of November 2023 Vouchers Resolution 23-23**

Fund Year 2023	\$43,907.17
<b>Total</b>	<b>\$43,907.17</b>

**MOTION TO APPROVE RESOLUTIONS 23-23 VOUCHER LIST FOR THE MONTH OF NOVEMBER**

Motion: Commissioner Danson  
Second: Commissioner Carmichael  
Vote: 3 Ayes – 0 Nays; 1 Abstain, Chairman Merchel

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

<b>2023</b>	\$147,414.44
<b>2022</b>	\$16,314.86
<b>2021</b>	\$3,694.42
<b>2020</b>	\$916.88
<b>2019</b>	\$3,710.46
<b>Closed</b>	0.00
<b>TOTAL</b>	<b>\$168,340.60</b>

Treasurer's Report Made Part of Minutes.

**UNDERWRITING MANAGER:**

**REPORT:** Executive Director advised there was 1 certificate issued from 9/22/2023 to 10/22/2023. 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. Chairman Merchel advised a best practices for banking will be sent out to the fund to help the fund be less vulnerable to threats.

**SAFETY DIRECTOR:**

**REPORT:** Safety Director Harry Earle reviewed the Safety Director's Report.

Monthly Activity Report/Agenda Made Part of Minutes.

**MANAGED CARE:**

**REPORT:** Kathy Kissane reported Managed Care Provider Karen Beaty could not make it this meeting and gave the report and said 86 bills were reviewed totaling \$90,846.72. The cumulative saving summary showing an approved savings of \$39,206.39, which is a 57% savings as of October 2023. Kathy thanked Chairmen Merchel for his service and congratulated Secretary Danson.

Monthly Activity Report Part of Minutes.

**CLAIMS ADMINISTRATOR:**

**REPORT:** Claims Manager said there are 8 PARs will be reviewed in closed session.

Report Part of Minutes.

**OLD BUSINESS:** NONE.

**NEW BUSINESS:** Chairman Merchel stated it's been a pleasure to serve his Township, his residents, to serve with his fellow commissioners and to work with all the great fund professionals. He thanks everyone.

**PUBLIC COMMENT:** NONE

**MOTION TO GO INTO EXECUTIVE SESSION**

Moved:	Commissioner Danson
Second:	Commissioner Carmichael
Vote:	Unanimous

**MOTION TO GO INTO OPEN SESSION**

Moved:	Commissioner Carmichael
Second:	Commissioner Danson
Vote:	Unanimous

**MOTION TO APPROVE PARS AS DISCUSSED IN EXECUTIVE SESSION**

Moved:	Commissioner Danson
Second:	Commissioner Carmichael
Vote:	4 Ayes, 0 Nays

**MOTION TO ADJOURN MEETING:**

Motion:	Commissioner Danson
Second:	Commissioner Carmichael
Vote:	Unanimous

**MEETING ADJOURNED: 2:44 pm**

**NEXT REGULAR MEETING: January 23, 2024**  
**Moorestown Town Hall at 2:00PM**

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

***APPENDIX II***  
***DECEMBER 14, 2023 MINUTES***

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – DECEMBER 14, 2023  
VIA TEAMS  
3:30 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
David Pfeiffer	Township of Evesham	Absent
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 <b>Bradford C. Stokes,</b> <b>Karen A. Read</b>
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Treasurer

Attorney	Helmer, Conley & Kasselmann <b>William Kearns, Esquire</b>
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Auditor	Bowman & Company
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Claims Service	Qual Lynx
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Safety Director	J.A. Montgomery Risk Control
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Managed Care Organization	QualCare
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Underwriting Manager	Conner Strong & Buckelew
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**ALSO PRESENT:**

**CORRESPONDENCE:** NONE.

**EXECUTIVE DIRECTOR:**

**PMM JIF Dividend** – Executive Director reported the Department of Banking and Insurance (DOBI) has responded to the Fund with correspondence regarding our request for a \$100,000 dividend. Enclosed in the agenda was the letter from DOBI. He stated that the Fund is confident in releasing the dividends as the Fund’s surplus is in good standing at \$3.2m despite the decrease noted by the State from the year prior. Executive Director voiced concern regarding the last 2 years the Fund has been hit by an additional assessment by the RCF and MEL in the amount of \$450,000 per year. If an additional assessment is applied in 2024 for Executive Director remains confident that the surplus will stay in good standing; at this time the surplus shows an amount of \$2.8m and \$7.3m in cash.

**Motion to reaffirm the Board’s decision on Resolution 23-20, Authorizing the Refund of Closed Year Accounts Surplus**

Moved:	Commissioner Carmichael
Second:	Commissioner Danson
Vote:	3 Ayes – 0 Nays

**OLD BUSINESS:** NONE.

**NEW BUSINESS:** NONE

**PUBLIC COMMENT:** NONE

**MOTION TO ADJOURN MEETING:**

Motion:	Commissioner Danson
Second:	Commissioner Carmichael
Vote:	Unanimous

**MEETING ADJOURNED: 3:45PM**

**NEXT REGULAR MEETING: January 23, 2024  
Moorestown Town Hall at 2:00PM**

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

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



## Municipal Excess Liability Residual Claims Fund

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

January 5, 2023

Memo to: Executive Committee  
Professional Municipal Management Joint Insurance Fund

From: Chairman Thomas Merchel

Re: **RCF 2023 Reorganization Meeting**

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**New Jersey Municipal Environmental  
Risk Management Fund**

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

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

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

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

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

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

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

The Board of Fund Commissioners confirmed the following appointments:

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

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

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

**EXCESS COVERAGE RENEWAL**

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

**2023 MEETING SCHEDULE:**

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



**Municipal Excess Liability Joint Insurance Fund**

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

To: Members of the Municipal Excess Liability Joint Insurance Fund

Date: December 27, 2022

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

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

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

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

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

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

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

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

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

Wishing you a happy, healthy and prosperous New Year.

With Sincerity and Profound Appreciation,

Joy Tozzi, Chairwoman



## Municipal Excess Liability Joint Insurance Fund

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

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

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

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

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

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

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

Chair	JOY TOZZI	Mid-Jersey
Secretary	PAUL TOMASKO	Bergen

5 member Executive Committee	TOM MERCHEL	PMM
	CHARLES CUCCIA	SUB METRO
	JOSEPH WOLK	CAMDEN

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

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

**2023 Standing Committees Chairpersons**

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

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

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

Resolution #1-23 Fiscal Management Plan

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



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

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

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

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

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

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

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

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

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

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

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

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

Associates as Mgmt. & Supervisory Training Training

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

Marketing Consultant

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

Communications Group as Marketing Manager

Resolution #18-23 Award Excess Property to Zurich

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

Resolution #20-23 Award Excess Flood - Tabled

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**NEW JERSEY CYBER RISK MANAGEMENT FUND**

9 Campus Drive – Suite 216

Parsippany, NJ 07054

Tel 201.881.7632

**Date:** Monday, November 20, 2023

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

**2024 Budget:** The Public Hearing for the NJ Cyber JIF 2024 proposed budget and assessments was held, and the enclosed budget was reviewed and adopted by the Board of Fund Commissioners.

**Training / Phishing and External Scanning Update** – D2 launched phishing exercises and external vulnerability scanning for members that submitted email and IP addresses.

**Cyber Website Members Only** - The Members Only login on the Cyber JIF website was launched in early November.

**Joint Cash Management & Investment Program (JCMI):** The MEL’s JCMI Operating Committee has put together a “Banking Best Practices” memorandum providing guidance for members to manage the growing fraud risk. The MEL Board of Fund Commissioners recommended it be included in the Cyber JIF’s Risk Management Program and a motion was passed to include it.

**2024 Meeting Platform** – The Fund office is expected to eliminate the use of the Zoom application for meetings and webinars. Microsoft Teams will become the default option for audio or video conferencing beginning January 2024.

**Next Meeting:** The next meeting will be the 2024 Reorganization. The Cyber JIF has been meeting virtually on the third Thursday. Following that, the Board voted to hold the reorganization meeting on January 18, 2024, at 2:00 PM. The Board deemed it would be adequate to meet every other month in 2024.

# Cyber Risk Management Fund

## Adopted FY2024 Budget

	Annualized FY2023	Adopted FY2024	Change	
			\$	%
<b>Claims Fund</b>				
1 Retained Claims	\$ 2,379,986	\$ 2,447,086	\$ 67,100	2.82%
2 Excess Insurance	\$ 1,915,883	\$ 1,954,201	\$ 38,318	2.00%
3 Loss Fund Contingency	\$ 151,269	\$ 151,269	\$ -	0.00%
4 <b>Total Claims Fund</b>	<b>\$ 4,447,138</b>	<b>\$ 4,552,556</b>	<b>\$ 105,418</b>	<b>2.37%</b>
5				
<b>6 Expenses</b>				
7 Risk Control Services				
8 Cyber Training/Phishing/Testing	\$ 622,227	\$ 634,672	\$ 12,445	2.00%
9 External Scanning	\$ 274,083	\$ 279,565	\$ 5,482	2.00%
10 Consulting	\$ 60,710	\$ 61,924	\$ 1,214	2.00%
11 Local JIF Coordination	\$ 151,771	\$ 154,806	\$ 3,035	2.00%
12 <b>Sub Total Risk Control</b>	<b>\$ 1,108,791</b>	<b>\$ 1,130,967</b>	<b>\$ 22,176</b>	<b>2.00%</b>
13 Administration				
14 Executive Director	\$ 125,000	\$ 127,500	\$ 2,500	2.00%
15 Deputy Ex Director	\$ 50,000	\$ 51,000	\$ 1,000	2.00%
16 Planning Consultant	\$ 30,000	\$ 30,600	\$ 600	2.00%
17 Attorney	\$ 50,000	\$ 51,000	\$ 1,000	2.00%
18 Underwriting Manager	\$ 50,000	\$ 51,000	\$ 1,000	2.00%
19 Treasurer	\$ 25,000	\$ 25,500	\$ 500	2.00%
20 Actuary	\$ 25,000	\$ 25,500	\$ 500	2.00%
21 Auditor	\$ 25,000	\$ 25,500	\$ 500	2.00%
22 Claims Adjuster	\$ 25,000	\$ 25,500	\$ 500	2.00%
23 QPA	\$ 15,000	\$ 15,300	\$ 300	2.00%
24				
25 <b>Sub Total Administration</b>	<b>\$ 420,000</b>	<b>\$ 428,400</b>	<b>\$ 8,400</b>	<b>2.00%</b>
26				
27 General Contingency	\$ 347,170	\$ 336,919	\$ (10,251)	-2.95%
28				
29 <b>Total Expenses &amp; Contingency</b>	<b>\$ 1,875,961</b>	<b>\$ 1,896,286</b>	<b>\$ 20,325</b>	<b>1.08%</b>
30				
31 <b>Total Budget</b>	<b>\$ 6,323,099</b>	<b>\$ 6,448,842</b>	<b>\$ 125,743</b>	<b>1.99%</b>



**NEW JERSEY CYBER RISK MANAGEMENT FUND**

9 Campus Drive – Suite 216

Parsippany, NJ 07054

Tel 201.881.7632

**Date:** Thursday, December 28, 2023

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

**Excess Insurance Options.** The Underwriting Manager presented two options to obtain additional excess insurance for 2024 coverage for cyber liability including cybercrime (social engineering) to the Board of Fund Commissioners. The current limits reflected in the 2024 budget purchased from Cowbell is \$3 million per claim/\$6 million annual aggregate per member JIF. The Board passed a motion to purchase additional excess insurance for 2024. The additional excess option is for \$2 million per claim/\$4 million annual aggregate shared by all member JIFs. This option includes an additional \$500,000 of excess cybercrime (social engineering). The additional coverage is effective 1/1/24.

**Next Meeting:** The next meeting will be the 2024 Reorganization and is scheduled for January 18, 2024, at 2:00 PM via Teams audio/video teleconference.

	2023 Cyber		2022 Cyber		Difference	% Increase
	JIF Assessment		MEL Assessment			
Atlantic	\$ 458,830	\$	291,100	\$	167,730	57.62%
Bergen	\$ 443,252	\$	272,650	\$	170,602	62.57%
Burlco	\$ 318,167	\$	200,900	\$	117,267	58.37%
Camden	\$ 433,403	\$	272,650	\$	160,753	58.96%
Central	\$ 194,474	\$	107,625	\$	86,849	80.70%
First Responders	\$ 263,967	\$	158,169	\$	105,798	66.89%
Monmouth	\$ 456,097	\$	294,175	\$	161,922	55.04%
Morris	\$ 529,773	\$	322,875	\$	206,898	64.08%
Ocean	\$ 356,737	\$	222,425	\$	134,312	60.39%
PMM	\$ 53,975	\$	28,700	\$	25,275	88.07%
South Bergen	\$ 278,336	\$	165,025	\$	113,311	68.66%
Suburban Municipal	\$ 119,065	\$	71,750	\$	47,315	65.94%
Suburban Metro	\$ 129,547	\$	78,925	\$	50,622	64.14%
Mid Jersey	\$ 143,863	\$	57,516	\$	86,347	150.13%
NJ PHA	\$ 795,522	\$	559,650	\$	235,872	42.15%
NJ Self Insurer's	\$ 60,627	\$	35,875	\$	24,752	69.00%
NJUA	\$ 576,000	\$	347,477	\$	228,523	65.77%
Trico	\$ 433,405	\$	272,650	\$	160,755	58.96%
PAIC	\$ 227,820	\$	100,653	\$	127,167	126.34%
	6,272,860		3,860,790		2,412,070	62.48%