

**PROFESSIONAL MUNICIPAL MANAGEMENT  
JOINT INSURANCE FUND  
MEETING AGENDA  
JUNE 25, 2024 – 2:00 PM**

**EVESHAM MUNICIPAL BUILDING  
984 TUCKERTON ROAD  
MARLTON, NJ 08053**

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

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

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
MEETING: JUNE 25, 2024**

- MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ROLL CALL OF 2024 COMMISSIONERS**
- APPROVAL OF MINUTES:** May 28, 2024 Open Minutes.....**Appendix I**  
May 28, 2024 Closed Minutes ..... **Distributed**
- CORRESPONDENCE: None**

**REPORTS**

- EXECUTIVE DIRECTOR/ADMINISTRATOR – PERMA Risk Management Services**  
.Executive Director's Report.....**Page 1**
  - ATTORNEY – William J. Kearns, Esquire**
  - TREASURER – Thomas Tontarski**  
.Treasurer's Report .....**Page 15**  
.June 2024 Voucher List – Resolution Nos. 24-16 .....**Page 17**
  - SAFETY DIRECTOR – J.A. Montgomery Consulting**  
.Monthly Report.....**Page 23**
  - RISK MANAGERS REPORT - Conner Strong & Buckelew Companies, Inc**
  - UNDERWRITING MANAGER – Conner Strong & Buckelew Companies, Inc.**  
.Monthly Certificate Report..... *No Report*  
.Cyber Risk Management Compliance – Discussed in closed session
  - MANAGED CARE – Qual Care**  
.Monthly Report.....**Page 26**
  - CLAIMS SERVICE – Qual Lynx**
  
  - OLD BUSINESS**
  - NEW BUSINESS**
  - PUBLIC COMMENT**
  
  - RESOLUTION - EXECUTIVE SESSION FOR CERTAIN SPECIFIED PURPOSE:  
PERSONNEL - SAFETY - PUBLIC PROPERTY – LITIGATION**
  
  - Motion to Return to Open Session and Approve Payment Authorization Requests**
  - Next Meeting – July 23, 2024 – Evesham Twp.**
  - MEETING ADJOURNMENT**
-

# Professional Municipal Management Joint Insurance Fund

2 Cooper Street  
Camden, NJ 08102

Date: May 28, 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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- ❑ **Audit Report as of December 31, 2023** – The Auditor’s Report as of December 31, 2023 has been sent under separate cover to the Fund Commissioners. Representatives from Bowman & Company will give a report at the meeting and following that, the Board will be asked to formally approve Resolution 24-15 approving year end financials along with the Group Affidavit. **(Pages 3-5)**
  - ❑ **Motion to Approve Year-End Financials as of December 31, 2023 as presented, Adopt Resolution 24-15 and execute the Group Affidavit indicating that members of the Executive Committee have read the General Comments Section of the Audit Report**
- ❑ **NJ Cyber JIF** – As reported last month, the Cyber JIF met via Teams on May 16<sup>th</sup>. Chairperson Danson’s report is included in Appendix II. The JIF also conducted a special meeting on June 20<sup>th</sup> to certify the 2023 audit.
- ❑ **Residual Claims Fund** – The RCF met on Wednesday, June 10, 2024 at Forsgate Country Club. Chairperson Danson’s report is included in Appendix II.
- ❑ **EJIF**- The EJIF met on Wednesday, June 10, 2024 at Forsgate Country Club. Chairperson Danson’s report is included in Appendix II.
- ❑ **MEL JIF** – The MEL met on Wednesday, June 10, 2024 at Forsgate Country Club. Chairperson Danson’s report is included in Appendix II.
- ❑ **2024 Coverage Documents**: The Fund office is in the final stages of preparing coverage documents, which will be posted to Origami during the month of July.
- ❑ **D2 Cyber Security Report** – The D2 Cyber Security Status Report will be distributed and discussed in closed session.
- ❑ **Workers Compensation**: For informational purposes, we are enclosing a copy of an article written by Mark Wells, VP of Client Engagement at Safety National (MEL’s excess workers compensation carrier). He has identified many of the same factors impacting the JIF and MEL driving up worker compensation costs. (Pages 6-9)

□ **Due Diligence Reports:**

**Financial Fast Track**

**Loss Ratio Analysis**

**Claims Activity Report**

**Loss Time Accident Frequency**

**POL/EPL Compliance Report**

**Regulatory Affairs Checklist**

*Distributes Quarterly*

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**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
Resolution of Certification  
Annual Audit Report for Period Ending December 31, 2023**

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

**WHEREAS**, the Annual Report of Audit for the year 2023 has been filed by the appointed Fund Auditor with the Secretary of the Fund as per the requirements of N.J.S.A. 40A:5-6 and N.J.S.A. 40A:10-36, and a copy has been received by each member of the EXECUTIVE COMMITTEE, and

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

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

General Comments and Recommendations

and

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

General Comments and Recommendations

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

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

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

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

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

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

WE HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON JUNE 25, 2024.

\_\_\_\_\_  
**SUSAN DANSON, CHAIRPERSON**

\_\_\_\_\_  
**IVY CARMICHAEL, SECRETARY**

\_\_\_\_\_  
Date

**GROUP AFFIDAVIT FORM**  
**CERTIFICATION OF EXECUTIVE**  
**COMMITTEE**

**of the**  
**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND**

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

- 1.) We are duly elected members of the Executive Committee of the Professional Municipal Management Joint Insurance Fund.
  
- 2.) In the performance of our duties, and pursuant to the Local Finance Board Regulation, we have familiarized ourselves with the contents of the Annual Fund Audit filed with the Secretary of the Fund pursuant to N.J.S.A. 40A:5-6 and N.J.S.A. 40A:10-36 for the year 2023.
  
- 3.) We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled:

**GENERAL COMMENTS - RECOMMENDATIONS**

\_\_\_\_\_(L.S.)  
\_\_\_\_\_(L.S.)  
\_\_\_\_\_(L.S.)  
\_\_\_\_\_(L.S.)

Attest:

\_\_\_\_\_  
**IVY CARMICHAEL**, Secretary to the Fund

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

# Mark Walls: Factors Contributing to Record Workers' Compensation Claims Severity

MAY 28, 2024 - WORKCOMPWIRE

By Mark Walls, Vice President of Client Engagement at Safety National

While workers' compensation has been the most stable property and casualty line for several years, medical severity within the system is causing catastrophic claims costs to hit some of the highest totals seen to date.

Many use data from rating bureaus like NCCI as a benchmark for workers' compensation trends, but it is not showing the full picture – especially that of costly developmental and catastrophic claims. These rating bureaus focus their research on the first-dollar market and cap loss severity in their analysis to exclude claims that are open past 10 years. This approach does not accurately account for the long-tail development and payout associated with catastrophic claims. In addition, self-insured employers that represent a significant percentage of the U.S. workforce, especially in segments such as public entities, hospitals, educational institutions and other large employers, generally do not report loss information to NCCI or state rate-making bureaus.



Other industry data does illustrate that high costs are rolling through the system. For instance, a recent study published by actuaries from a large brokerage firm reported estimated a 6.6% increase in the



workers' compensation cost index, which is the highest since 2009. As one of the national's largest excess and high deductible workers' compensation carriers, Safety National's claims over the last six years show that claims at \$2 million incurred increased by 91%, and claims with \$10 million incurred increased by 183%.

Several factors are serving as cost drivers resulting in this claims severity.

### **1. Medical Technology**

Advances in medical care, along with the increased use of artificial intelligence in medical equipment, are dramatically changing accident survivability and prolonging life expectancies for severely injured workers. These advances are also significantly improving their quality of life and independence. While this is great, all of this progress in medicine and technology comes at a price. New technology is very expensive, which contributes to increasing costs of medical services. In addition, the medical devices used for these services seem to have shorter lifecycles and require constant improvements and replacements, often adding to the increase in costs.

### **2. Accident Survivability**

Catastrophic cases require higher medical costs early on due to the complexity and intensity of the injuries. Medical care at the accident scene has significantly advanced over the years, leading to better chances of survival. Air ambulances are deployed faster and the care provided by Level 1 trauma centers has vastly improved. Injured workers are now, thankfully, surviving accidents that would have been fatal five years ago, yet significant costs are associated with this initial treatment.

### **3. Life Expectancy**

Severely injured individuals are living much longer with advances in medical technologies, timely intervention, medical care access, specialists, and home health. Complications that previously would significantly reduce life expectancies can now be prevented. This means that a person with quadriplegia in their twenties could live 30-40 years, all while requiring round-the-clock professional nursing care. Long-term exposure can be significant for catastrophic claims when the injured worker requires lifetime medical care and equipment.

### **4. Fee Schedules**

The large cost drivers associated with catastrophic injury claims are often not covered by fee schedules. These services include extended intensive care unit stays, durable medical equipment, prosthetics, transportation, and professional home nursing. These costs are increasing at rates far greater than average medical inflation. For example, some home healthcare rates have more than doubled in the last 10 years.

### **5. Presumption Laws**

Legislative expansion of benefits is also a contributor, including cancer presumption laws in the public

entity market. These laws presume that certain types of cancer contracted by first responders are the result of duty-related exposure. Varying by state, these benefits continue to expand, with changes ranging from the types of cancers that will be covered by workers' compensation to the extension of filing periods. These claims often take time to develop and can have an extremely long tail. It is also common to see a claim with an incurred well under the policy retention suddenly jump in value because of a recurrence of the cancer years after the original diagnosis. Due to cancer presumptions, these losses are also showing up in workers' compensation.

## **6. The Job Market**

A strong labor market in the last few years has led to a struggle to hire and increased turnover. This adds a potential for hiring new employees with less experience, causing a rise in injury frequency. When filling open positions is critical, employers may also be tempted to make concessions during onboarding procedures rather than setting a strong standard of safety from the start of employment. A recent study from the Workers' Compensation Insurance Rating Bureau of California (WCIRB), reported that 40% of workers' compensation claims resulted from injuries sustained by workers employed for less than a year and employees with less than one year of tenure in a physical labor industry were more than three times as likely to have a claim.

## **7. Vendor Labor Shortages**

Attendant care is already a large cost driver in claims. Long-term care can cost several hundred thousand dollars per year. Home health care, which is increasing in demand, is also getting more expensive. The labor shortage is only exasperating these costs as providers struggle to find and keep staff. This is trickling over into their rates for service. Attendant care will often be required in older employees since spouses may be unable to provide care, and additional comorbidities may cause complications through infections, diminished overall strength, and further surgeries.

## **8. Comorbidities & COVID-19**

A severely injured worker enters a claim with every pre-existing illness, injury, or health issue. Those comorbidities must be treated alongside the injury to avoid adverse claim affects. Co-morbidities like high blood pressure, arthritis, and type 2 diabetes have been common for years. With an increasingly aging workforce, along with the prevalence of obesity in the workplace, co-morbidities are now present in a majority of claims. In addition, the long effects of COVID-19 continue to exist in claims with some of the more considerable and costly treatments including lung and heart transplants.

## **About Mark Walls**

Mark Walls is currently Vice President of Client Engagement at Safety National. In this role, he is responsible for oversight of the Client Engagement and Corporate Communications Departments along with government affairs efforts. Previously, he spent over 20 years in the claims field, which offers him insights into the daily challenges faced by adjusters and employers. Mark is the founder of the 34,000+ member Work Comp Analysis Group on LinkedIn – the largest online discussion group focused on

workers' compensation issues. He is a widely-recognized industry expert and has been a frequent speaker at many industry conferences.

**About Safety National**

Safety National® is a multi-line specialty insurance carrier that offers risk solutions for large commercial and public entity clients, providing specialized expertise, flexible program design and unique claims proficiency supported by relationship-driven customer service. The company is a member of the Tokio Marine Group and is rated A++, FSC XV by A.M. Best. Learn more at [www.SafetyNational.com](http://www.SafetyNational.com).



*Disclosure:*

*Safety National has advertised with WorkCompWire.*

*This is NOT a paid placement.*

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

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

	Budget	Limited	52	MONTH	51	MONTH	40	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-24		31-Mar-24		30-Apr-23	
PROPERTY	171,000	102,033	59.67%	100.00%	59.67%	100.00%	63.92%	100.00%
GEN LIABILITY	376,171	91,221	24.25%	96.51%	24.25%	96.38%	24.25%	92.48%
AUTO LIABILITY	47,021	74,093	157.58%	93.94%	157.58%	93.62%	103.97%	89.30%
WORKER'S COMP	1,319,715	1,034,799	78.41%	99.62%	78.41%	99.57%	101.00%	98.70%
<b>TOTAL ALL LINES</b>	<b>1,913,907</b>	<b>1,302,147</b>	<b>68.04%</b>	<b>98.90%</b>	<b>68.04%</b>	<b>98.84%</b>	<b>82.68%</b>	<b>97.36%</b>
NET PAYOUT %	\$861,365		45.01%					

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

	Budget	Limited	40	MONTH	39	MONTH	28	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-24		31-Mar-24		30-Apr-23	
PROPERTY	168,000	213,813	127.27%	100.00%	127.27%	100.00%	134.87%	100.00%
GEN LIABILITY	333,052	279,649	83.97%	92.48%	76.01%	91.95%	42.70%	83.56%
AUTO LIABILITY	52,789	34,599	65.54%	89.30%	65.54%	88.81%	98.90%	81.06%
WORKER'S COMP	1,330,010	807,673	60.73%	98.70%	60.73%	98.57%	59.85%	95.79%
<b>TOTAL ALL LINES</b>	<b>1,883,851</b>	<b>1,335,734</b>	<b>70.90%</b>	<b>97.45%</b>	<b>69.50%</b>	<b>97.25%</b>	<b>64.61%</b>	<b>93.59%</b>
NET PAYOUT %	\$953,266		50.60%					

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

	Budget	Limited	28	MONTH	27	MONTH	16	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-24		31-Mar-24		30-Apr-23	
PROPERTY	164,000	233,475	142.36%	100.00%	142.36%	100.00%	139.86%	96.65%
GEN LIABILITY	286,842	256,366	89.38%	83.56%	86.62%	82.70%	75.12%	67.85%
AUTO LIABILITY	55,642	59,520	106.97%	81.06%	106.97%	80.03%	44.83%	62.03%
WORKER'S COMP	1,353,000	822,636	60.80%	95.79%	60.77%	95.33%	60.95%	81.73%
<b>TOTAL ALL LINES</b>	<b>1,859,484</b>	<b>1,371,997</b>	<b>73.78%</b>	<b>93.84%</b>	<b>73.34%</b>	<b>93.33%</b>	<b>69.61%</b>	<b>80.31%</b>
NET PAYOUT %	\$863,945		46.46%					

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

	Budget	Limited	16	MONTH	15	MONTH	4	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-24		31-Mar-24		30-Apr-23	
PROPERTY	169,000	260,106	153.91%	96.65%	154.01%	96.43%	18.88%	30.00%
GEN LIABILITY	301,156	134,337	44.61%	67.85%	44.61%	66.07%	7.62%	10.00%
AUTO LIABILITY	51,791	22,581	43.60%	62.03%	43.60%	59.58%	16.06%	10.00%
WORKER'S COMP	1,560,000	864,385	55.41%	81.73%	56.29%	78.67%	8.03%	6.00%
<b>TOTAL ALL LINES</b>	<b>2,081,947</b>	<b>1,281,410</b>	<b>61.55%</b>	<b>80.44%</b>	<b>62.21%</b>	<b>77.81%</b>	<b>9.05%</b>	<b>8.63%</b>
NET PAYOUT %	\$755,540		36.29%					

**FUND YEAR 2024 -- LOSSES CAPPED AT RETENTION**

	Budget	Limited	4	MONTH	3	MONTH	-8	MONTH
		Incurred	Actual	TARGETED	Actual	TARGETED	Actual	TARGETED
		Current	30-Apr-24		31-Mar-24		30-Apr-23	
PROPERTY	211,000	38,573	18.28%	30.00%	13.58%	23.00%	N/A	N/A
GEN LIABILITY	272,732	20,873	7.65%	10.00%	7.43%	6.00%	N/A	N/A
AUTO LIABILITY	55,309	10,601	19.17%	10.00%	9.94%	6.00%	N/A	N/A
WORKER'S COMP	1,481,335	36,193	2.44%	6.00%	2.00%	3.00%	N/A	N/A
<b>TOTAL ALL LINES</b>	<b>2,020,376</b>	<b>106,240</b>	<b>5.26%</b>	<b>9.16%</b>	<b>4.16%</b>	<b>5.58%</b>	<b>N/A</b>	<b>N/A</b>
NET PAYOUT %	\$45,304		2.24%					

**Professional Municipal Mgmt Joint Insurance Fund**  
**CLAIM ACTIVITY REPORT**  
**AS OF 04/30/24**

<b>COVERAGE LINE - PROPERTY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2020	2021	2022	2023	2024	TOTAL
March-24	0	7	7	11	4	29
April-24	0	7	7	11	4	29
NET CHGE	0	0	0	0	0	0
Limited Reserves						\$3,530
Year	2020	2021	2022	2023	2024	TOTAL
March-24	\$0	\$7	\$45,506	\$40,423	\$16,874	\$102,810
April-24	\$0	\$7	\$45,506	\$39,974	\$16,874	\$102,361
NET CHGE	\$0	\$0	\$0	(\$449)	\$0	(\$449)
Ltd Incurred	\$102,033	\$213,813	\$233,475	\$260,106	\$38,573	\$848,000
<b>COVERAGE LINE - GENERAL LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2020	2021	2022	2023	2024	TOTAL
March-24	1	5	15	17	16	54
April-24	1	5	14	17	23	60
NET CHGE	0	0	-1	0	7	6
Limited Reserves						\$7,437
Year	2020	2021	2022	2023	2024	TOTAL
March-24	\$16,460	\$182,608	\$130,671	\$76,676	\$20,235	\$426,650
April-24	\$16,460	\$196,659	\$135,639	\$76,663	\$20,804	\$446,223
NET CHGE	\$0	\$14,050	\$4,967	(\$14)	\$569	\$19,573
Ltd Incurred	\$91,221	\$279,649	\$256,366	\$134,337	\$20,873	\$782,447
<b>COVERAGE LINE - AUTO LIABILITY</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2020	2021	2022	2023	2024	TOTAL
March-24	1	0	2	1	3	7
April-24	1	0	2	1	3	7
NET CHGE	0	0	0	0	0	0
Limited Reserves						\$11,311
Year	2020	2021	2022	2023	2024	TOTAL
March-24	\$30,304	\$0	\$34,958	\$7,489	\$5,000	\$77,751
April-24	\$27,399	\$0	\$34,958	\$7,489	\$9,331	\$79,177
NET CHGE	(\$2,905)	\$0	\$0	\$0	\$4,331	\$1,426
Ltd Incurred	\$74,093	\$34,599	\$59,520	\$22,581	\$10,601	\$201,395
<b>COVERAGE LINE - WORKERS COMP.</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2020	2021	2022	2023	2024	TOTAL
March-24	13	17	21	26	12	89
April-24	13	17	21	20	19	90
NET CHGE	0	0	0	-6	7	1
Limited Reserves						\$14,337
Year	2020	2021	2022	2023	2024	TOTAL
March-24	\$398,823	\$188,682	\$292,029	\$426,222	\$14,492	\$1,320,249
April-24	\$396,924	\$185,802	\$291,949	\$401,744	\$13,927	\$1,290,346
NET CHGE	(\$1,899)	(\$2,880)	(\$81)	(\$24,478)	(\$565)	(\$29,903)
Ltd Incurred	\$1,034,799	\$807,673	\$822,636	\$864,385	\$36,193	\$3,565,686
<b>TOTAL ALL LINES COMBINED</b>						
<b>CLAIM COUNT - OPEN CLAIMS</b>						
Year	2020	2021	2022	2023	2024	TOTAL
March-24	15	29	45	55	35	179
April-24	15	29	44	49	49	186
NET CHGE	0	0	-1	-6	14	7
Limited Reserves						\$10,312
Year	2020	2021	2022	2023	2024	TOTAL
March-24	\$445,586	\$371,297	\$503,165	\$550,810	\$56,601	\$1,927,460
April-24	\$440,782	\$382,468	\$508,052	\$525,869	\$60,937	\$1,918,107
NET CHGE	(\$4,804)	\$11,170	\$4,887	(\$24,941)	\$4,335	(\$9,353)
Ltd Incurred	\$1,302,147	\$1,335,734	\$1,371,997	\$1,281,410	\$106,240	\$5,397,528

2024 LOST TIME ACCIDENT FREQUENCY ALL JIFs EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS				
			April 30, 2024	
FUND	2024 LOST TIME FREQUENCY	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	TOTAL RATE * 2024 - 2022
Professional Municipal Management	0.34	1.83	1.74	1.58
Morris County	0.37	1.67	1.25	1.31
Monmouth County	0.47	0.69	1.00	0.79
Bergen County	0.52	1.42	1.57	1.35
NJ Public Housing Authority	0.68	1.63	2.01	1.67
Ocean County	0.75	1.45	1.44	1.35
Central New Jersey	0.79	2.19	2.21	1.98
Suburban Municipal	0.91	1.23	1.26	1.19
Suburban Metro	0.92	1.34	1.70	1.42
Burlington County Municipal JIF	1.02	1.30	1.43	1.32
Gloucester, Salem, Cumberland Counties Municipal JIF	1.03	1.41	1.38	1.34
Camden County	1.10	1.24	1.52	1.34
South Bergen County	1.12	2.46	2.37	2.23
NJ Utility Authorities	1.59	1.60	1.51	1.56
Atlantic County Municipal JIF	1.64	2.19	2.22	2.13
AVERAGE	0.88	1.58	1.64	1.50

Professional Municipal Management JOINT INSURANCE FUND									
2024 LOST TIME ACCIDENT FREQUENCY EXCLUDING SIR MEMBERS/ EXCLUDING COVID CLAIMS									
DATA VALUED AS OF April 30, 2024									
MEMBER_ID	MEMBER	# CLAIMS ** FOR * 4/30/2024	Y.T.D. LOST TIME ACCIDENTS	2024 LOST TIME FREQUENCY	2023 LOST TIME FREQUENCY	2022 LOST TIME FREQUENCY	MEMBER	TOTAL RATE 2024 - 2022	
1	305 Evesham Township Fire Dist	0	0	0.00	2.56	1.14	1 Evesham Township Fire	1.55	
2	306 Maple Shade	0	0	0.00	1.74	1.65	2 Maple Shade	1.47	
3	307 Moorestown	0	0	0.00	1.28	1.40	3 Moorestown	1.14	
4	308 Willingboro	0	0	0.00	2.17	2.14	4 Willingboro	1.85	
5	304 Evesham	0	1	1.17	1.62	1.73	5 Evesham	1.60	
Totals:		0	1	0.34	1.83	1.74		1.58	

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND												
EMPLOYMENT PRACTICES COMPLIANCE STATUS - Professional Municipal Mgmt Joint Insurance Fund												
Data Valued As of : June 14, 2024												
Total Participating Members		5		5								
Complaint				5								
Percent Compliant				100.00%								
				01/01/24	2024	Amended Deductible	Revised EPL	Revised POL	Land Use			
				EPL	POL				Co-Insurance			
Member Name	EPL Program ?	Checklist Submitted	Compliant	Deductible	Deductible	Date	Deductible	Deductible	01/01/24	Deductible	Co-Insurance	
EVESHAM	Yes	Yes	Yes	\$ 20,000	\$ 20,000				20% of 1st 250K	\$ 20,000	20% of \$1,000,000	
EVESHAM TOWNSHIP FIRE D	Yes	Yes	Yes	\$ 20,000	\$ 20,000				20% of 1st 250K	\$ 20,000	20% of \$1,000,000	
MAPLE SHADE	Yes	Yes	Yes	\$ 10,000	\$ 10,000				0%	\$ 10,000	20% of \$1,000,000	
MOORESTOWN	Yes	Yes	Yes	\$ 20,000	\$ 20,000				20% of 1st 250K	\$ 20,000	20% of \$1,000,000	
WILLINGBORO	Yes	Yes	Yes	\$ 20,000	\$ 20,000				20% of 1st 250K	\$ 20,000	20% of \$1,000,000	

**Professional Municipal Management Joint Insurance Fund**  
**Annual Regulatory Filing Check List**  
**Year 2024 as of June 1, 2024**

<b><u>Item</u></b>	<b><u>Filing Status</u></b>
<input type="checkbox"/> <b>2024 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>N/A</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>To be Filed</b>
<input type="checkbox"/> <b>Annual Audit</b>	<b>To be Filed</b>
<input type="checkbox"/> <b>State Comptroller Audit Filing</b>	<b>To be Filed</b>
<input type="checkbox"/> <b>Ethics Filing</b>	<b>Online Filing</b>



June 19, 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 one-month period ending May 31, 2024 for Closed Fund Years 1987 to 2019, and Fund Years 2020, 2021, 2022, 2023 and 2024. 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 \$ 21,226.94. This generated an average annual yield of 3.02%. However, we have an unrealized net gain of \$ 44,697.38, adjusting the reported yield to 6.36% for the period. Our Portfolio Investment with J.C.M.I. is valued at \$ 4,659,968.11.

#### RECEIPT ACTIVITY FOR THE PERIOD:

Subrogation Receipts \$ 4,021.20 with YTD \$ 11,882.45  
Salvage Receipts \$ 0.00  
Overpayment Reimbursements \$ 0.00  
FY 2024 Premium Receipts \$ 2,496,259.00

#### CLAIM ACTIVITY FOR THE PERIOD:

The enclosed report shows 104 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 \$ 170,039.97.

**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 \$ 7,463,084.08 to a closing balance of \$ 9,410,544.83 showing an increase in the fund of \$1,947,460.75.

**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. 24-16**

**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
BILLS LIST - JUNE 2024**

**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 2024**

VendorName	Comment	InvoiceAmount
QUAL-LYNX	CLAIM ADJ. SERVICES 06/24	13,184.42 <b>13,184.42</b>
J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR 06/24	2,155.17 <b>2,155.17</b>
PERMA RISK MANAGEMENT SERVICES	POSTAGE 05/24	48.01
PERMA RISK MANAGEMENT SERVICES	EXECUTIVE DIRECTOR 06/24	12,233.58
PERMA RISK MANAGEMENT SERVICES	BAL OF APRIL POSTAGE	44.63
		<b>12,326.22</b>
THE ACTUARIAL ADVANTAGE	ACTUARY 06/24 & APRIL BALANCE DUE	4,615.25 <b>4,615.25</b>
QUALCARE, INC.	MANAGED CARE SERVICES 6/24	8,155.83 <b>8,155.83</b>
THOMAS TONTARSKI	TREASURER FEE 06/24	1,643.33 <b>1,643.33</b>
HELMER, CONLEY & KASSELMAN, P.A.	LITIGATION MGMT 06/24	1,619.42
HELMER, CONLEY & KASSELMAN, P.A.	ATTORNEY FEE 06/24	1,901.17
		<b>3,520.59</b>
CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 06/24	549.75
CONNER STRONG & BUCKELEW	SURETY-PUB OFF SELECT INS #B6026199	1,094.00
		<b>1,643.75</b>
SUSAN DANSON	REIMB. FOR PRIMA CONF. HOTEL /MEALS	1,827.23 <b>1,827.23</b>
ACCESS	INV 10864937 DEPT 413 4/30/24	71.14 <b>71.14</b>

CONNER STRONG & BUCKELEW

RMC FEE 6 OF 12 06/24

12,083.33  
12,083.33

Total Payments FY 2024

61,226.26

**TOTAL PAYMENTS ALL FUND YEARS**

**61,226.26**

\_\_\_\_\_  
Chairperson

Attest:

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

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

\_\_\_\_\_  
Treasurer

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

Current Fund Year: 2024 Month Ending: May		Property	Liability	Auto	Workers Comp	POL/EPL	EJIF	Cyber JIF	MEL	Admin	LFC	TOTAL
OPEN BALANCE		9,250.49	1,114,307.63	113,382.79	3,719,782.69	(225,243.51)	(36,327.45)	(705.47)	31,769.01	348,387.48	113,656.00	5,188,259.67
<b>RECEIPTS</b>												
Assessments		105,249.64	136,761.18	27,734.53	734,752.20	218,896.30	13,471.95	32,505.68	847,467.58	375,262.34	4,157.61	2,496,259.00
Refunds		4,021.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,021.20
Invest Pymnts		1,135.74	8,911.49	906.76	29,748.38	0.00	0.00	0.00	0.00	2,816.95	908.95	44,428.27
Invest Adj		6.88	53.99	5.49	180.19	0.00	0.00	0.00	0.00	17.06	5.50	269.11
Subtotal Invest		1,142.62	8,965.48	912.25	29,928.57	0.00	0.00	0.00	0.00	2,834.01	914.45	44,697.38
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>110,413.46</b>	<b>145,726.66</b>	<b>28,646.78</b>	<b>764,680.77</b>	<b>218,896.30</b>	<b>13,471.95</b>	<b>32,505.68</b>	<b>847,467.58</b>	<b>378,096.35</b>	<b>5,072.06</b>	<b>2,544,977.58</b>
<b>EXPENSES</b>												
Claims Transfers		62,660.35	65,203.60	8,771.86	31,570.16	0.00	0.00	0.00	0.00	0.00	0.00	168,205.97
Expenses		0.00	0.00	0.00	0.00	0.00	0.00	32,583.00	0.00	396,727.87	0.00	429,310.87
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>62,660.35</b>	<b>65,203.60</b>	<b>8,771.86</b>	<b>31,570.16</b>	<b>0.00</b>	<b>0.00</b>	<b>32,583.00</b>	<b>0.00</b>	<b>396,727.87</b>	<b>0.00</b>	<b>597,516.84</b>
<b>END BALANCE</b>		<b>57,003.60</b>	<b>1,194,830.68</b>	<b>133,257.71</b>	<b>4,452,893.30</b>	<b>(6,347.21)</b>	<b>(22,855.50)</b>	<b>(782.80)</b>	<b>879,236.59</b>	<b>329,755.96</b>	<b>118,728.06</b>	<b>7,135,720.41</b>

**REPORT STATUS SECTION**

**Report Month: May**

		Balance Differences
Opening Balances:	Opening Balances are NOT equal	-\$2,274,827.83
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 NOT equal	-\$2,273,734.88
Accural Balances:	Accural Balances are equal	\$0.00

SUMMARY OF CASH AND INVESTMENT INSTRUMENTS							
PMM JOINT INSURANCE FUND							
ALL FUND YEARS COMBINED							
CURRENT MONTH	May						
CURRENT FUND YEAR	2024						
Description:	ASSET MGR	OPERATING ACCT 7307	CLAIMS ACCT. 7326	ADMIN. EXPENSE 7350	JCMI		
ID Number:							
Maturity (Yrs)							
Purchase Yield:							
TOTAL for All Accts & instruments							
Opening Cash & Investm	\$7,463,087.50	-	2,727,302.70	100,730.03	6,263.11	4,628,791.66	
Opening Interest Accrua	\$0.00	-	-	-	-	-	
1 Interest Accrued and/or	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Interest Accrued - discor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 on and/or Interest Cost)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Accretion	\$269.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$269.11
5 Interest Paid - Cash Inst	\$20,957.83	\$0.00	\$12,700.42	\$585.42	\$235.09	\$7,436.90	
6 Interest Paid - Term Ins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7 Realized Gain (Loss)	\$23,470.44	\$0.00	\$0.00	\$0.00	\$0.00	\$23,470.44	
8 Net Investment Income	\$44,697.38	\$0.00	\$12,700.42	\$585.42	\$235.09	\$31,176.45	
9 Deposits - Purchases	\$3,097,797.04	\$0.00	\$2,500,280.20	\$168,205.97	\$429,310.87	\$0.00	
10 (Withdrawals - Sales)	-\$1,196,126.63	\$0.00	-\$597,516.84	-\$168,691.70	-\$429,918.09	\$0.00	
Ending Cash & Investment	\$9,409,455.29	\$0.00	\$4,642,766.48	\$100,829.72	\$5,890.98	\$4,659,968.11	
Ending Interest Accrual Bal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Plus Outstanding Checks	\$497,738.40	\$0.00	\$0.00	\$127,051.97	\$370,686.43	\$0.00	
(Less Deposits in Transit)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Balance per Bank	\$9,907,193.69	\$0.00	\$4,642,766.48	\$227,881.69	\$376,577.41	\$4,659,968.11	

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

Month		May							
Current Fund Year		2024							
Policy Year	Coverage	1.	2.	3.	4.	5.	6.	7.	8.
		Calc. Net Paid Thru Last Month	Monthly Net Paid May	Monthly Recoveries May	Calc. Net Paid Thru May	TPA Net Paid Thru May	Variance To Be Reconciled	Delinquent Unreconciled Variance From	Change This Month
2024	Property	21,698.99	39,952.77	0.00	61,651.76	61,651.76	(0.00)	0.00	(0.00)
	Liability	68.75	13.75	0.00	82.50	82.50	0.00	0.00	0.00
	Auto	1,269.87	3,544.81	0.00	4,814.68	4,814.68	0.00	0.00	0.00
	Workers Comp	22,266.15	14,823.41	0.00	37,089.56	37,089.56	0.00	(0.00)	0.00
	<b>Total</b>	<b>45,303.76</b>	<b>58,334.74</b>	<b>0.00</b>	<b>103,638.50</b>	<b>103,638.50</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>(0.00)</b>
2023	Property	220,132.40	22,707.58	0.00	242,839.98	242,839.98	(0.00)	0.00	(0.00)
	Liability	57,674.91	0.00	0.00	57,674.91	57,674.91	0.00	0.00	0.00
	Auto	15,092.29	398.48	0.00	15,490.77	15,490.77	0.00	0.00	0.00
	Workers Comp	462,640.88	8,451.94	0.00	471,092.82	471,092.82	0.00	0.00	0.00
	<b>Total</b>	<b>755,540.48</b>	<b>31,558.00</b>	<b>0.00</b>	<b>787,098.48</b>	<b>787,098.48</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>
2022	Property	187,968.87	0.00	0.00	187,968.87	187,968.87	(0.00)	(0.00)	0.00
	Liability	120,727.21	1,455.77	0.00	122,182.98	122,182.98	0.00	(0.00)	0.00
	Auto	24,562.00	606.45	0.00	25,168.45	25,168.45	0.00	0.00	0.00
	Workers Comp	530,687.14	1,527.43	0.00	532,214.57	532,214.57	0.00	0.00	0.00
	<b>Total</b>	<b>863,945.22</b>	<b>3,589.65</b>	<b>0.00</b>	<b>867,534.87</b>	<b>867,534.87</b>	<b>0.00</b>	<b>(0.00)</b>	<b>0.00</b>
2021	Property	213,805.75	0.00	4,021.20	209,784.55	209,784.55	(0.00)	(0.00)	0.00
	Liability	82,990.81	63,734.08	0.00	146,724.89	146,724.89	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	621,870.91	5,127.38	0.00	626,998.29	626,998.29	(0.00)	(0.00)	0.00
	<b>Total</b>	<b>953,266.40</b>	<b>68,861.46</b>	<b>4,021.20</b>	<b>1,018,106.66</b>	<b>1,018,106.66</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>
2020	Property	102,032.94	0.00	0.00	102,032.94	102,032.94	(0.00)	(0.00)	0.00
	Liability	74,761.88	0.00	0.00	74,761.88	74,761.88	0.00	0.00	0.00
	Auto	46,694.70	4,222.12	0.00	50,916.82	50,916.82	0.00	0.00	0.00
	Workers Comp	894,847.66	1,640.00	0.00	896,487.66	896,487.66	0.00	0.00	0.00
	<b>Total</b>	<b>1,118,337.18</b>	<b>5,862.12</b>	<b>0.00</b>	<b>1,124,199.30</b>	<b>1,124,199.30</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>3,736,393.04</b>	<b>168,205.97</b>	<b>4,021.20</b>	<b>3,900,577.81</b>	<b>3,900,577.81</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0.00</b>

## SUBROGATION REPORT

DATE REC'D	CREDITED TO:	FILE NUMBER	CLAIMANT NAME	COV. TYPE	FUND YEAR	AMOUNT RECEIVED	RECEIVED Y.T.D.
1/10	WILLINGBORO TWP.	2023285403	WILLINGBORO TWP.	PR	2022	1,336.98	
TOTAL-JAN.						1,336.98	
TOTAL- YTD							1,336.98
3/1	EVESHAM TWP.	2024319230	EVESHAM TWP.	PR	2023	1,259.00	
3/12	WILLINGBORO TWP.	2021238406	ROBERT ROSARIO	WC	2021	5,265.30	
TOTAL-MAR.						6,524.30	
TOTAL- YTD							7,861.28
TOTAL-APR.						0.00	
TOTAL- YTD							7,861.28
5/8	MAPLE SHADE TWP	2022257683	MAPLE SHADE TWP	PR	2021	4,021.20	
TOTAL-MAY						4,021.20	
TOTAL- YTD							11,882.48





**Professional Municipal Management Joint Insurance Fund**

**TO:** Fund Commissioners, Safety Coordinators, and Risk Managers  
**FROM:** Keith Hummel, JIF Safety Director  
**DATE:** June 25, 2024

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

<p>Keith Hummel  Vice President Law Enforcement  Risk Control Services  <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.)  Assistant Director Law Enforcement  Risk Control Services  <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**

- Township of Maple Shade on May 22, 2024

**LAW ENFORCEMENT LOSS CONTROL SURVEYS**

- No Law Enforcement Loss Control Surveys for the month of May

**MEETINGS ATTENDED**

- Fund Commissioners meeting on May 28, 2024

**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**

- Lightning Safety Best Practices
- National Police Week - Officer Safety Resources
- Excavation, Trenching, & Shoring Competent Person
- May Mental Health Awareness
- Flash Flood Preparedness Best Practices
- Schools Resources from MSI

**MSI FIRE & EMS**

- Hurricane Preparation Best Practices

**MSI LAW ENFORCEMENT**

- Car Meets and Street Takeovers – Pre-Planning and Training are Essential

**MSI NOW**

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

<b>MSI NOW</b>	
<b>Municipality</b>	<b>Number of Videos</b>
Evesham	6
Moorestown	1

## MSI LIVE

[MSI LIVE](#) features real-time, instructor-led in-person, and virtual classes. Experienced instructors provide an interactive experience for the attendees on a broad spectrum of safety and risk control topics. Most MSI LIVE offerings have been awarded continuing education credits for municipal designations and certifications. The MSI LIVE catalog provides a description of the course, the intended audience, and available credits.

The [MSI LIVE Schedule](#) is available for registration. Please register early; under-attended classes will be canceled.

To maintain the integrity of the MSI classes and our ability to offer CEUs, we must abide by the rules of the State agency that issued the designation. Chief among those rules is that the class attendee must attend the whole session. **Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion.**

For virtual classes, the MSI utilizes the Zoom platform to track the time each attendee logs in and logs out. Also, we can track participation to demonstrate to the State agency the student also participated in polls, quizzes, and question & answer activities during the class. The MSI maintains these records to document our compliance with the State agency.

If you need assistance using the MSI Learning Management System, please call the MSI Helpdesk at 866-661-5120.

**NOTE:** We need to keep our list of MSI Training Administrators up-to-date. If there are any changes or deletions, or you need to appoint a new Training Administrator, please advise Andrea Felip at [afelip@jamontgomery.com](mailto:afelip@jamontgomery.com).



**Professional Municipal Management JIF  
Cumulative Savings Summary  
2024**

2024	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
January	128	\$88,076.68	\$28,728.51	\$59,348.17	67%
February	116	\$87,591.42	\$34,348.21	\$53,243.21	61%
March	48	\$28,202.45	\$11,142.14	\$17,060.31	60%
April	47	\$54,626.96	\$16,639.47	\$37,987.49	70%
May	52	\$26,689.37	\$11,418.77	\$15,270.60	57%
<b>Grand Total</b>	<b>391</b>	<b>\$285,186.88</b>	<b>\$102,277.10</b>	<b>\$182,909.78</b>	<b>64%</b>

2023	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
JANUARY	43	\$48,620.64	\$9,742.06	\$38,878.58	80%
FEBRUARY	99	\$68,361.27	\$31,459.56	\$36,901.71	54%
MARCH	61	\$142,680.16	\$56,571.07	\$86,109.09	60%
APRIL	53	\$37,950.95	\$20,823.27	\$17,127.68	45%
MAY	103	\$170,507.95	\$87,464.66	\$83,043.29	49%
JUNE	72	\$76,828.63	\$19,688.17	\$57,140.46	74%
JULY	51	\$64,301.10	\$32,393.17	\$31,907.93	50%
AUGUST	72	\$208,034.43	\$123,545.37	\$84,489.06	41%
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>



**Professional Municipal Management JIF  
1/1/2024 – 5/31/2024**

*Top 10 Providers*

	UNITS OF SERVICE	APPROVED
CONCENTRA MEDICAL CENTERS	44	\$8,430.38
EMERGENCY PHYSICIAN ASSOCIATES OF SOUTH JERSEY, PC	7	\$9,305.00
IVY REHAB NETWORK INC	71	\$8,094.00
KENNEDY HEALTH	3	\$5,086.60
ONE CALL CARE DIAGNOSTICS	11	\$4,855.00
STRIVE PHYSICAL THERAPY SPECIALISTS LLC	45	\$4,150.00
TWIN BORO PHYSICAL THERAPY ASSOCIATES PA	64	\$5,486.00
VIRTUA MEDICAL GROUP, PA	23	\$5,956.84
VIRTUA WEST JERSEY HEALTH INC	6	\$17,194.50
VIRTUA WILLINGBORO HOSPITAL, INC.	3	\$8,100.00
<b>Grand Total</b>	<b>277</b>	<b>\$76,658.32</b>

*Savings By Specialty*

	UNITS OF SERVICE	BILLED	APPROVED	SAVINGS	% SAVINGS
Anesthesiology	9	\$6,445.00	\$5,077.26	\$1,367.74	21%
Behavioral Health	15	\$6,972.00	\$3,683.08	\$3,288.92	47%
Cardiology	11	\$2,432.00	\$1,590.43	\$841.57	35%
Emergency Medicine	9	\$13,419.00	\$9,946.61	\$3,472.39	26%
General Surgery	6	\$2,008.00	\$1,827.34	\$180.66	9%
Hospital	14	\$76,889.35	\$33,134.30	\$43,755.05	57%
Internal Medicine	4	\$932.00	\$528.89	\$403.11	43%
MRI/Radiology	16	\$14,162.00	\$5,233.16	\$8,928.84	63%
Neurosurgery	5	\$1,950.00	\$589.80	\$1,360.20	70%
Occupational Medicine	42	\$15,350.67	\$7,673.57	\$7,677.10	50%
Orthopedic Surgery	26	\$13,401.00	\$5,054.39	\$8,346.61	62%
Physical Medicine & Rehab	4	\$24,202.40	\$3,176.38	\$21,026.02	87%
Physical therapy	213	\$101,353.00	\$22,644.64	\$78,708.36	78%
Physicians Fees	1	\$25.00	\$16.28	\$8.72	35%
Podiatry	1	\$199.00	\$123.34	\$75.66	38%
Sports Medicine	7	\$2,782.50	\$660.67	\$2,121.83	76%
Urgent Care Center	8	\$2,663.96	\$1,316.96	\$1,347.00	51%
<b>Grand Total</b>	<b>391</b>	<b>\$285,186.88</b>	<b>\$102,277.10</b>	<b>\$182,909.78</b>	<b>64%</b>



**Professional Municipal Management JIF**  
**Workers' Compensation Claims Reported**  
**01/01/2024 – 05/31/2024**

**Workers' Compensation Claims Reported**

	INDEMNITY	MEDICAL ONLY	REPORT ONLY-WC	Grand Total
EVESHAM TOWNSHIP	2	9	8	19
EVESHAM TWP FIRE DIST. 1	1	5	5	11
MAPLESHADE TOWNSHIP		1	4	5
MOORESTOWN		4	1	5
WILLINGBORO TOWNSHIP	2	4	3	9
<b>Grand Total</b>	<b>5</b>	<b>23</b>	<b>21</b>	<b>49</b>

# ***APPENDIX I - MINUTES***



**PROFESSIONAL MUNICIPAL MANAGEMENT JOINT INSURANCE FUND  
OPEN SESSION MINUTES  
MEETING – MAY 28, 2024  
MAPLE SHADE MUNICIPAL BUILDING  
2:00 PM**

Meeting of 2024 Fund Commissioners called to order. Open Public Meetings notice read into record.

**ROLL CALL OF 2024 FUND COMMISSIONERS:**

Susan Danson, Chairperson	Township of Maple Shade	Present
Kevin Aberant	Township of Moorestown	Present
David Pfeiffer	Township of Evesham	Present
Dwyane Harris	Township of Willingboro	Absent

**ALTERNATE FUND COMMISSIONER:**

Ivy Carmichael, Secretary	Township of Willingboro	Present
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**SPECIAL FUND COMMISSIONER:**

Mary-Ann Knell	Township of Moorestown	Absent
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**APPOINTED OFFICIALS PRESENT:**

Executive Director/Administrator	PERMA Risk Management Services <b>Bradford C. Stokes,</b> <b>Karen Read</b>
Treasurer	<b>Thomas J. Tontarski</b>
Attorney	Helmer, Conley & Kasselmann <b>Joseph Stringfellow</b> <b>William Kearns (telephonically)</b>
Claims Service	Qual Lynx <b>Kathy Kissane</b>
Managed Care	Qual Care <b>Karen Beatty</b> <b>Christine Gallagher</b>
Safety Director	J.A. Montgomery Risk Control <b>Harry Earle</b>
Underwriting Manager	Conner Strong & Buckelew

**ALSO PRESENT:**

Tom Merchel, Conner Strong & Buckelew  
Jacyn Lindsey, Conner Strong & Buckelew  
Maureen Mitchell, Evesham Twp Fire District

**APPROVAL OF MINUTES:** April 23, 2024 Open & Closed Minutes



## MOTION TO APPROVE CLOSED MINUTES OF APRIL 23, 2024:

Moved: Commissioner Aberant  
Second: Commissioner Carmichael  
Vote: Unanimous

**CORRESPONDENCE:** NONE.

### EXECUTIVE DIRECTOR:

**Actuary Discount Rate** – Since interest rates have increased substantially in the past several years, the actuary has revised the interest rate assumption from 1% to 3% for all Joint Insurance Funds and Insurance Commissions. This has significantly changed our year-end financials, increasing our surplus by \$270,886.

**Banking Best Practices:** The MEL issued “Banking Best Practices” in late 2023 and the Cyber JIF then incorporated these practices into its minimum risk control standards. Since that time, we have been asked for clarification from many of our members. As a result, the Operating Committee of the Joint Cash Management & Investment Program (JCMI) has put together a PowerPoint presentation, which we hope addresses most of the questions raised.

The PowerPoint was issued via email by Jaine Testa on April 24<sup>th</sup> to all Fund Commissioners and Risk Management Consultants and is now posted to Origami and the member section of the Cyber JIF webpage – [www.cyberjif.org](http://www.cyberjif.org).

**2024 MEL, MR HIF & NJCE JIF Educational Seminar:** The 14th annual seminar was conducted virtually on 2 half-day sessions and had over 200 participants each session. Perma is in the process of generating certificates for CEUs for Municipal Clerk, Chief Financial Officer, Certified DPW, Qualified Purchasing Agents, Registered Public Purchasing Official.

Perma is waiting for final approval for Total Content Hours for Water Supply & Wastewater License Operators and are also in the process of providing attendance records for Accountants, Lawyers and Insurance Producers to the Insurance Institutes. If you do not receive your credit by May 31<sup>st</sup> then please contact the Fund Office.

**D2 Cyber Security Report** – The D2 Cyber Security Status Report will be distributed and discussed in closed session.

**MEL Special Meeting** – The MEL held a special meeting on May 14<sup>th</sup> via Zoom, the meeting was held to discuss various Fund positions. A copy of the report of the meeting appears on Page 3. Chairwoman Danson said the appointment of QPA and Treasurer were discussed as well as some organizational changes for the meetings dates and times.

**Cyber JIF:** The Cyber JIF met on May 16<sup>th</sup> via Zoom; Chairwoman Danson’s report will appear in the next agenda.

**Elected Officials Seminar** – The Annual Elected Officials Seminar has been uploaded into the MEL’s Learning Management System. The program is available through the end of May.

**Auditor & Actuary Year-End Reports:** The financial audit for the period ending December 31, 2023, will be ready for review and approval at the June meeting and will be filed with the Departments of Insurance and Community Affairs by the June 30th deadline.

**Due Diligence Reports:** Monthly report submitted to Fund Commissioners including Quarterly Financial Fast-track Accident Frequency, Fast-Track Financial report, Interest Rate Summary Comparison, Monthly Loss Ratio by fund year and line of coverage and the Monthly and Annual Regulatory Checklist. Executive Director reported the surplus stands at \$3.6 million and over \$8 million in cash which is a good standing financially. Loss Ratio Analysis report, the actuary’s projection for the month of March has the Fund at 5.8% and the Fund came in at 4.1%. Claims Activity Report showed the Fund has no change on open claims from last month to this month. Loss Time Accident Frequency is at 0.46 and only one lost time accident for this quarter and hopefully this trend continues. EPL Compliance is at 100%.

Executive Director's Report Made Part of Minutes.

**ATTORNEY:** None

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

**Payment of May 2024 Vouchers Resolution 24-14**

Fund Year Closed	\$339,513.12
Fund Year 2024	\$ 89,797.75
<b>Total</b>	<b>\$429,310.87</b>

**MOTION TO APPROVE RESOLUTION 24-14 VOUCHER LIST FOR THE MONTH OF MAY**

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

**Confirmation of Claims Payments/Certification of Claims Transfers for the Month April 2024:**

April	
<b>2024</b>	\$17,872.09
<b>2023</b>	\$11,105.04
<b>2022</b>	\$3,420.34
<b>2021</b>	\$15,329.63
<b>2020</b>	\$5,473.60
<b>Closed</b>	\$0.00
<b>TOTAL</b>	<b>\$53,200.70</b>

**SAFETY DIRECTOR:**

**REPORT:** Ret. Chief Harry Earle presented the Safety Director’s report and said the Safety Committee meeting that was held in Maple Shade was very productive and there was a great discussion. A new course for police officers is a four-hour work zone course and there are a lot of folks signed up for that. There is a course on Dealing Difficult People and De-escalation which is new and recently added the de-escalation to the dealing with difficult people course available on the MSI. Reminder to everyone to take the Child Abuse training with the summer camps that will take place in the summer. A bulletin will go out sometime next

week. In response to Chairman Danson, a bulletin has been issued on AI which was specific to police and encourage work groups to discuss as things are moving so quickly with AI. Chief Earle said he would provide that information to everyone.

#### **RISK MANAGERS REPORT:**

**REPORT:** Risk Manager Tom Merchel reviewed the Risk Managers Report. An email from Stacy Russo the JIF internal auditor should be coming out shortly regarding the workers comp information for Origami. If there are any questions on Origami renewal information, please contact the Risk Managers office for assistance. Mr. Merchel reviewed the Cyber JIF Deductible Reduction Program and to turn in the survey and try to complete at least the basic level and the Optional Limits Program and if any member would like to discuss pricing for higher limit options please contact the Risk Managers office. Information on MEL EPL Hotline was provided in the agenda on page 25 which is free to JIF members. Mr. Merchel discussed Indemnification Ordinances and Approved Plan Design Immunity Resolutions. Sample copies will be mailed to members.

#### **UNDERWRITING MANAGER:**

**REPORT:** Executive Director advised there was 4 certificates issued from 03/22/2024 to 04/22/2024. Executive Director said if any towns are planning for fireworks please submit your paperwork to Jaelyn Lindsey as the time of year is fast approaching.

Monthly Activity Report/Agenda Made Part of Minutes.

#### **MANAGED CARE:**

**REPORT:** Christine Gallagher reported on the cumulative saving summary reported for the year showing a monthly savings of 70% and 60% year to date. Ms. Gallagher said there is very little activity with Covid-19 claims. The committee agreed there is no need to report on Covid-19 unless there is another rise in claims.

Monthly Activity Report Part of Minutes.

#### **CLAIMS ADMINISTRATOR:**

**REPORT:** Ms. Kissane reviewed the new Qual-Lynx Claim Service Team. There should not be any concerns with the new team. The property claims adjuster Joe Lisciandri is no longer with Qual Lynx and there are two very seasoned property claims adjusters filling in at this time until Joe Lisciandri's replacement is on board. Claims Manager said there were three PARs to review in closed session.

Report Part of Minutes.

**OLD BUSINESS: NONE**

**NEW BUSINESS: NONE**

**PUBLIC COMMENT: NONE**

#### **MOTION TO GO INTO EXECUTIVE SESSION**

Moved:	Commissioner Carmichael
Second:	Commissioner Aberant
Vote:	4 Ayes - 0 Nays.

**MOTION TO INTO OPEN SESSION**

Moved: Commissioner Carmichael  
Second: Commissioner Aberant  
Vote: 4 Ayes - 0 Nays.

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

Moved: Commissioner Carmichael  
Second: Commissioner Aberant  
Vote: 4 Ayes - 0 Nays.

**MOTION TO ADJOURN MEETING:**

Moved: Commissioner Aberant  
Second: Commissioner Carmichael  
Vote: 4 Ayes - 0 Nays.

**MEETING ADJOURNED: 2:32pm**

**NEXT REGULAR MEETING: June 25, 2024**

**Evesham Township Municipal Building at 2:00PM**

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Karen Read, Assisting Secretary for  
**IVY CARMICHAEL, SECRETARY**