



INVOICE NO. 518

9.8.2023

BILL TO

Attn: Mr. Brian Hofmeister, Esq.
 Members Health Plan NJ
 3131 Princeton Pike
 Building 5 Suite 110
 Lawrenceville, NJ 08648

REMIT PAYMENT TO:

Concord Management Resources LLC
 Attn: John J. McSorley, President & CEO
 1 Mill Ridge Lane
 Suite 100
 Chester, NJ 08873

For Billing questions please call (908) 293-6101 or email jmsorley@concordmgt.com

DATE	STAFF	DESCRIPTION	HOURS
8/9/2023	JM	Auditor Status Call and follow up	1.00
8/14/2023	JM	Team conference call to discuss assorted APEMT issues, Audit planning and prep, SM bank account collections research	2.00
8/15/2023	JM	Audit prep accounting and schedules review	0.50
8/16/2023	JM	Audit prep accounting and schedules review, uploads to site	3.00
8/17/2023	JM	SM collections posting and reconciliation accounting	3.00
8/21/2023	JM	Team conference call to discuss assorted APEMT issues, Audit support and accounting updates	3.00
8/23/2023	JM	SM Bank collection research, email reviews	1.00
8/28/2023	JM	Team conference to discuss assorted APEMT issues	0.80
8/30/2023	JM	Audit Status update meeting with review and follow-up	1.00
8/3/2023	DC	Review actuarial material supplied by Trustee Representative	0.60
8/4/2023	DC	Reviewed communications and documents related to assorted APEMT matters	0.40
8/7/2023	DC	Team conference call to discuss assorted APEMT issues	0.80
8/14/2023	DC	Team conference call to discuss assorted APEMT issues, Audit request discussion with P Kress and J McSorley, Pull and file support for APEMT Audit	1.25
8/15/2023	DC	Pull and file support for APEMT audit	1.50
8/15/2023	DC	Review various emails from the Trustee and Professionals, collect mail and scan to appropriate parties	0.50
8/18/2023	DC	Call with Trustee representative	0.20
8/21/2023	DC	Team conference call to discuss assorted APEMT issues, Review various emails and files related to Aetna claims and other miscellaneous items	1.00

DATE	STAFF	DESCRIPTION	HOURS
8/22/2023	DC	Review various emails. FU on request for agreement with Shebelle.	0.20
8/22/2023	DC	Review and respond to various emails from professionals and Aetna. Review POC report.	0.50
8/25/2023	DC	Review various emails from Professionals, send data to Shebelle	0.20
8/28/2023	DC	Review filings sent from Trustee	0.50
8/29/2023	DC	Reviewed communications and documents related to assorted APEMT matters	0.40
8/30/2023	DC	Reviewed communications and documents related to assorted APEMT matters	0.20
8/2/2023	BG	Exchange of Communications related to assorted APEMT issues	0.25
8/3/2023	BG	Exchange of Communications and documents related to constant contact email notification and website updates	0.40
8/4/2023	BG	Exchange of Communications related to assorted APEMT issues	0.25
8/7/2023	BG	Team conference call to discuss assorted APEMT issues	1.00
8/9/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.50
8/15/2023	BG	Exchange of Communications and documents related to constant contact email notification and website updates	0.80
8/16/2023	BG	Exchange of Communications and documents related to constant contact email notification and website updates	0.50
8/17/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.25
8/18/2023	BG	Exchange of Communications and documents related to constant contact email notification and website updates	0.40
8/18/2023	BG	Exchange of Communications related to assorted APEMT issues	0.50
8/21/2023	BG	Team conference call to discuss assorted APEMT issues	0.50
8/21/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.80
8/23/2023	BG	Prepared response to receivers' professionals regarding employer assorted matters	4.75
8/23/2023	BG	Exchange of Communications related to assorted APEMT issues	1.00
8/24/2023	BG	Prepared response to receivers' professionals regarding employer assorted matters	1.20
8/25/2023	BG	Exchange of Communications related to assorted APEMT issues	0.40



DATE	STAFF	DESCRIPTION	HOURS
8/28/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.60
8/29/2023	BG	Exchange of Communications and documents related to constant contact email notification and website updates	0.50
8/29/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.50
8/31/2023	BG	Reviewed communications and documents related to assorted APEMT matters	1.50
8/14/2023	PK	Review PBC List from Auditors with D. Clessuras and J. McSorley for work distribution	0.50
8/14/2023	PK	Status and Regroup Meeting with Mazur Auditors	0.50
8/14/2023	PK	Pull Documentation for the PBC List requested by auditors for 2020 and 2021 - Prepare 2020 Revenue Schedule and reconciliation	3.50
8/15/2023	PK	Pull Documentation for the PBC List requested by auditors for 2020 and 2021 - Prepare 2021 Revenue Schedule and reconciliation	5.00
8/16/2023	PK	Complete Reconciliation of Revenue Schedules for 2020 and 2021	4.00
8/23/2023	PK	Correspond between Concord and Withum relative to Filing status of 5500 for 2021	0.50
8/3/2023	VS	Updated invoices on the website.	0.25
8/15/2023	VS	Updated invoices on the website and sent Constant Contact notice.	0.75
TOTAL HOURS			55.15
TOTAL PROFESSIONAL SERVICES			\$ 29,140.00

Reviewed and Approved for Payment



SUMMARY OF PROFESSIONAL SERVICES

Name		Staff Level	Hours	Rate	Total
John J. McSorley	JM	Member/CEO	15.30	600.00	\$9,180.00
Dawn Clessuras	DC	Member/COO	8.25	600.00	\$4,950.00
Bridget Gielis	BG	Member EVP Sales/Marketing	16.60	600.00	\$9,960.00
Pam Kress	PK	SVP Finance & Administration	14.00	350.00	\$4,900.00
Valerie Seto	VS	Director Client Operations	1.00	150.00	\$150.00
TOTALS			55.15		\$29,140.00

Reviewed and Approved for Payment

OUT-OF-POCKET EXPENSES

08/17/2023 – Constant Contact monthly \$429.00

Total OUT-OF-POCKET Expenses Reviewed and Approved for Payment **\$429.00**

Total Due this Invoice by 10/05/2023 **\$29,569.00**

Reviewed and Approved for Payment

From: [Dawn Clessuras](#)
To: [John McSorley](#)
Subject: FW: EXTERNAL: Constant Contact Payment Receipt for Dawn Clessuras
Date: Monday, August 14, 2023 9:17:39 AM

APEMT Receipt for July/Aug

Dawn Clessuras

Chief Operating Officer
Concord Management Resources

A: 1 Mill Ridge Lane, Suite 100, Chester, NJ 07930
P: 908.293.6103 **F:** 908.293.6099 **M:** 908.285.0458
E: dclessuras@concordmgt.com **W:** www.concordmgt.com

From: Constant Contact Billing <notification@constantcontact.com>
Sent: Monday, August 14, 2023 3:05 AM
To: Dawn Clessuras <dclessuras@concordmgt.com>
Subject: EXTERNAL: Constant Contact Payment Receipt for Dawn Clessuras

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Payment Receipt for August 14, 2023

Thank you for your recent payment. Your payment receipt is found below.

Attention: Dawn Clessuras
Concord Management Resources
1 Mill Ridge Lane
Suite 100
Chester, NJ 07930

US

9082936103

User Name: mewasales@concordmgt.com

Today's Date: August 14, 2023

Payment Date: August 14, 2023

Payment Method: VI (last 4 digits: 9309)

Amount: \$429.00

Reviewed and Approved for Payment

Thank you for your payment!

Amounts shown may reflect sales tax which is applicable in certain areas.

You can view payment receipts at any time in the Billing tab of your account.

Important Notice: To help maintain Constant Contact's strong sending reputation, we have implemented a monthly email send allowance and overage fee if the allowance is exceeded. This charge will be reflected on your next invoice, if you exceed the allowance. While most of our customers won't be impacted, [click here](#) to learn more.

We appreciate your business.

Best Regards,

Constant Contact Billing

1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? [Please give us a call!](#)

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