



INVOICE NO. 520

11.7.2023

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
10/9/2023	JM	Team conference call to discuss assorted APEMT issues, follow up re audit	0.75
10/10/2023	JM	Review Cyber insurance app and update	0.40
10/11/2023	JM	Audit meeting prep attendance and follow up re Revenue cycle process	1.50
10/12/2023	JM	Update cash analysis for state reporting	1.50
10/16/2023	JM	Team conference call to discuss assorted APEMT issues, follow up audit prep and review of staff materials	2.00
10/18/2023	JM	Meeting with Trustee professionals and Mazars	0.25
10/23/2023	JM	Team conference call to discuss assorted APEMT issues, Reconciliation of accounts Merlinos file	1.25
10/24/2023	JM	Reconciliation of accounts for Merlinos file	1.25
10/30/2023	JM	Team conference call to discuss assorted APEMT issues	0.50
10/31/2023	JM	Accounting and finance entries and analysis, reconciliation of Merlinos File	3.00
10/4/2023	DC	Team conference call to discuss assorted APEMT issues, follow up discussions with trustee representative and merlinos, Review various emails from Trustees professionals, work on claims files from Aetna	2.25
10/5/2023	DC	Review of QualCare discovery	1.25
10/6/2023	DC	Call(s) with Trustee professionals, follow up calls with Aetna, Trustee and counsel	2.00
10/9/2023	DC	Team conference call to discuss assorted APEMT issues, Discuss claims files internally for analysis	0.75
10/10/2023	DC	Review APEMT Cyber Insurance application	0.40
10/11/2023	DC	Mazars Audit Call re revenue cycle	0.50



DATE	STAFF	DESCRIPTION	HOURS
10/16/2023	DC	Team conference call to discuss assorted APEMT issues, Review various emails from Trustees professionals, discussion with Merlinos on materials	1.50
10/17/2023	DC	Update assessment reconciliation with Mitnick August payment info	1.75
10/18/2023	DC	Meeting with Trustee professionals and Mazars, Call with Larry Downs, review of Brainbuilders material	1.25
10/19/2023	DC	Call with Aetna and Trustee Professional	0.25
10/23/2023	DC	Review and update of assessment file and compare to Mitnick File	0.50
10/23/2023	DC	Call with Merlinos and Trustee Professionals	0.40
10/23/2023	DC	Team conference call to discuss assorted APEMT issues, research of files for Merlinos	1.00
10/24/2023	DC	Review and respond to emails regarding assorted matters	0.20
10/25/2023	DC	Review and respond to emails regarding assorted matters	0.40
10/27/2023	DC	Review and respond to emails, Call with Trustee Professionals, collect and scan mail	1.25
10/30/2023	DC	Team conference call to discuss assorted APEMT issues, review and respond to emails regarding assorted matters	0.60
10/31/2023	DC	Review and respond to emails regarding assorted matters	0.25
10/2/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.25
10/3/2023	BG	Exchange of Communications and documents related to assorted matters	0.40
10/4/2023	BG	Team conference call to discuss assorted APEMT issues, Reviewed communications and documents related to assorted APEMT matters	2.00
10/5/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.50
10/6/2023	BG	Conference call to discuss assorted APEMT issues	0.50
10/10/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.25
10/11/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.25
10/12/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.80
10/16/2023	BG	Exchange of Communications and documents related to constant contact email notification and website updates, Reviewed communications and documents related to assorted APEMT matters	1.20

DATE	STAFF	DESCRIPTION	HOURS
10/17/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.25
10/18/2023	BG	Exchange of Communications and documents related to assorted matters	0.75
10/20/2023	BG	Exchange of Communications and documents related to assorted matters, Reviewed communications and documents related to assorted APEMT matters	1.00
10/23/2023	BG	Team conference call to discuss assorted APEMT issues, follow up discussions and review of communications for follow up analysis	2.00
10/24/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.25
10/26/2023	BG	Reviewed communications and documents related to assorted APEMT matters	0.25
10/27/2023	BG	Conference call to discuss assorted APEMT issues	0.50
10/30/2023	BG	Team conference call to discuss assorted APEMT issues	0.60
10/17/2023	PK	Reconcile Claims Detail from Aetna to GL for Mazur follow-up Requests	5.00
10/3/2023	VS	Created a new Share File folder Mary Jo requested. Added the users & notified them.	0.25
10/10/2023	VS	Filled in AP Cyber renewal, reviewed with John & Dawn. Emailed IT for confirmation on answers, sent for signature.	0.75
10/16/2023	VS	Updated invoices on the website and sent Constant Contact notice.	0.50
TOTAL HOURS			47.15
TOTAL PROFESSIONAL SERVICES			\$ 26,365.00

Reviewed and Approved for Payment



SUMMARY OF PROFESSIONAL SERVICES

Name		Staff Level	Hours	Rate	Total
John J. McSorley	JM	Member/CEO	12.40	600.00	\$7,440.00
Dawn Clessuras	DC	Member/COO	16.50	600.00	\$9,900.00
Bridget Gielis	BG	Member EVP Sales/Marketing	11.75	600.00	\$7,050.00
Pam Kress	PK	SVP Finance & Administration	5.00	350.00	\$1,750.00
Valerie Seto	VS	Director Client Operations	1.50	150.00	\$225.00
TOTALS			47.15		\$26,365.00

Reviewed and Approved for Payment

OUT-OF-POCKET EXPENSES

10/17/2023 – Constant Contact monthly	\$429.00
5-10/2023 – Postage for direct mailings to Parties	\$127.89

Total OUT-OF-POCKET Expenses Reviewed and Approved for Payment **\$556.89**

Total Due this Invoice by 12/05/2023 **\$26,921.89**

Reviewed and Approved for Payment

From: [Dawn Clessuras](#)
To: [John McSorley](#)
Subject: FW: EXTERNAL: Constant Contact Payment Receipt for Bridget Gielis
Date: Monday, October 16, 2023 2:32:53 PM

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: Saturday, October 14, 2023 3:05 AM
To: Dawn Clessuras <dclessuras@concordmgt.com>
Subject: EXTERNAL: Constant Contact Payment Receipt for Bridget Gielis

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 October 14, 2023

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

Attention: Bridget Gielis

Concord Management Resources

1 Mill Ridge Lane

Suite 100

Chester, NJ 07930

US

9082936103

User Name: mewasales@concordmgt.com

Today's Date: October 14, 2023

Payment Date: October 14, 2023

Payment Method: VI (last 4 digits: 4011)

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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UK Toll Free: 0808-234-0942

Outside US / Canada: 0808-234-0945

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Postage Invoice for APEMT Mailings
Prepared by Concord Management Resources

Date	Quantity	Postage	Total
5/3/2023	29	\$ 0.63	\$18.27
5/19/2023	29	\$ 0.63	\$18.27
6/20/2023	29	\$ 0.63	\$18.27
7/14/2023	29	\$ 0.63	\$18.27
8/21/2023	29	\$ 0.63	\$18.27
9/15/2023	29	\$ 0.63	\$18.27
10/18/2023	29	\$ 0.63	\$18.27
			<hr/>
			\$127.89

Reviewed and Approved for Payment