

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 jmcsorley@concordmgt.com

DATE	STAFF	DESCRIPTION	HOURS
1/3/2024	JM	Team conference call to discuss assorted APEMT issues, email follow ups	0.50
1/4/2024	JM	Audit request follow up and accounting	1.00
1/5/2024	JM	Audit call IBNR RX rec confirm, Brainbuilders prep discussion	2.50
1/6/2024	JM	Invoice loads and entries for 1099 preparation, Audit follow up documentation IBNR and RX reconciliation to Aetna	5.00
1/8/2024	JM	Team conference call to discuss assorted APEMT issues	0.50
1/9/2024	JM	Cash and bank reconciliations and year end accrual work	4.00
1/12/2024	JM	Accounting and audit follow up on cash projections	3.00
1/17/2024	JM	Team conference call to discuss assorted APEMT issues, year end preparations and accounting	2.00
1/22/2024	JM	Team conference call to discuss assorted APEMT issues	0.40
1/23/2024	JM	Call with Merlinos Reconciling AR from SM accounts in collection	2.50
1/29/2024	JM	Team conference call to discuss assorted APEMT issues, email follow ups	0.50
1/31/2024	JM	Audit update call with Team and DOL	1.00
1/2/2024	DC	Review Cyber policy/review emails	0.50
1/3/2024	DC	Review various emails/Communications, Team conference call to discuss assorted APEMT issues	1.25
1/5/2024	DC	Brainbuilders Meeting/Review of Chancery Reply	3.50
1/8/2024	DC	Review of SPD / Storage Unit follow up, Calls with Trustee Professional to finalize Brainbuilders, review prepare exhibits and documentation for Discovery request	5.40
1/11/2024	DC	Call with Trustee professional/review and finalize Brainbuilders documentation	0.50



DATE	STAFF	DESCRIPTION	HOURS
1/12/2024	DC	Call with Aetna and follow up items related to Aetna	0.75
1/16/2024	DC	Review various emails/Communications	0.25
1/17/2024	DC	Weekly Trustee call and follow up on several emails/banking	0.75
1/18/2024	DC	Review various emails/Communications	0.25
1/19/2024	DC	Review Genova Burns material RE Brainbuilders/discussion with Trustee Professional	0.60
1/22/2024	DC	Respond to agent inquiry/ Team conference call to discuss assorted APEMT issues /review various emails and correspondence	0.75
1/23/2024	DC	Review Audit material for Mitnick	0.25
1/24/2024	DC	Review various emails/approve payments/scan mail	0.40
1/29/2024	DC	Internal discussion on Audit items, Team conference call to discuss assorted APEMT issues	1.20
1/30/2024	DC	Review various emails/Communications	0.25
1/2/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.25
1/3/2024	BG	Team conference call to discuss assorted APEMT issues	0.50
1/3/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.25
1/8/2024	BG	Team conference call to discuss assorted APEMT issues	0.40
1/8/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.50
1/9/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.40
1/11/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.40
1/16/2024	BG	Exchange of Communications and documents related to constant contact email notification and website updates	0.50
1/17/2024	BG	Team conference call to discuss assorted APEMT issues	0.40
1/17/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.50
1/18/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.25
1/19/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.75
1/22/2024	BG	Team conference call to discuss assorted APEMT issues	0.40
1/22/2024	BG	Exchange of Communications and documents related to constant contact email notification and website updates	1.00
1/22/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.50
1/23/2024	BG	Exchange of Communications and documents related to constant contact email notification and website updates	0.75



DATE	STAFF	DESCRIPTION	HOURS
1/24/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.50
1/26/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.50
1/29/2024	BG	Team conference call to discuss assorted APEMT issues	0.50
1/29/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.50
1/30/2024	BG	Reviewed communications and documents related to assorted APEMT matters	0.25
1/31/2024	BG	Exchange of Communications and documents related to constant contact email notification and website updates	0.40
1/2/2024	PK	Audit - Payment support for selections relating to credit cards	3.00
1/3/2024	PK	Audit - Payment support for selections relating to credit cards	4.50
1/4/2024	PK	Audit -review and reconcile Account 4000 - Revenue per auditors' questions - Rx Reports search for support to auditors	4.00
1/7/2024	PK	Review 1099 list from QB and reconciliation for preparation of 1099 filing	3.75
1/17/2024	PK	Send final 1009 detail for review by John	1.00
1/22/2024	PK	Print, compile, and mail 2023 1099's and 1096 for filing	4.50
1/2/2024	VS	Obtained the AP Cyber Policy and sent to DFL & Brian Hofmeister	0.25
1/5/2024	VS	Located an AP SPD for Dawn	0.25
1/16/2024	VS	Uploaded invoices to website and sent Constant Contact.	0.50
1/25/2024	VS	Added new emails Constant Contact and researched if other emails were on the contact list for Dawn.	0.50

TOTAL HOURS 72.15

TOTAL PROFESSIONAL SERVICES **\$37,427.50**

Reviewed and Approved for Payment



SUMMARY OF PROFESSIONAL SERVICES

Name		Staff Level	Hours	Rate	Total
John J. McSorley	JM	Member/CEO	22.90	600.00	\$13,740.00
Dawn Clessuras	DC	Member/COO	16.60	600.00	\$ 9,960.00
Bridget Gielis	BG	Member EVP Sales/Marketing	10.40	600.00	\$ 6,240.00
Pam Kress	PK	SVP Finance & Administration	20.75	350.00	\$ 7,262.50
Valerie Seto	VS	Director Client Operations	1.50	150.00	\$ 225.00
TOTALS			72.15		\$37,427.50

Reviewed and Approved for Payment

OUT-OF-POCKET EXPENSES

01/14/2024 – Constant Contact Monthly	\$429.00
01/08/2024 – Records Storage Monthly January	\$676.36

Total OUT-OF-POCKET Expenses

Reviewed and Approved for Payment **\$1,105.36**

Total Due this Invoice by 03/05/2024

\$38,532.86

Reviewed and Approved for Payment

From: [Dawn Clessuras](#)
To: [John McSorley](#)
Subject: FW: EXTERNAL: Constant Contact Payment Receipt for Bridget Gielis
Date: Tuesday, January 16, 2024 2:10:04 PM

Constant Contact Bill for APEMT.

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: Sunday, January 14, 2024 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.

Constant Contact Billing



Payment Receipt for January 14, 2024

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: January 14, 2024

Payment Date: January 14, 2024
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!](#)

US / Canada Toll Free: [\(855\) 229-5506](#)

UK Toll Free: [0808-234-0942](#)

Outside US / Canada: [0808-234-0945](#)

Need to cancel your account? [Just give us a call!](#)

US / Canada Toll Free: [855-229-5506](#)

UK Toll Free: [0808-234-0945](#)

Outside US / Canada: [+1 781-472-8120](#)

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at

<https://www.constantcontact.com/help>.

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From: [Dawn Clessuras](#)
To: [DFL Group](#); [John McSorley](#)
Subject: FW: EXTERNAL: Thank you for your payment.
Date: Monday, January 8, 2024 9:30:15 AM
Attachments: [image002.png](#)

Here is the first invoice for the Storage unit (it paid to our credit card). As you can see they gave us the discount down from 736.05. So we can either pay monthly (but know that they can increase at any time) or we pay for a period up front and if we are paid they cant increase it.

So let us know how you want to proceed. We can pay a year or we can pay 6 months. It will most likely go up when our payment period is up. These units are ridiculous. We could also get a smaller unit and move the stuff (now that we are not accessing it as frequently we don't need to be able to easily get into the boxes).

Thoughts?
Dawn

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: Extra Space Storage <email@info.extraspace.com>
Sent: Monday, January 8, 2024 12:39 AM
To: Dawn Clessuras <dclessuras@concordmgt.com>
Subject: EXTERNAL: Thank you for your payment.

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Thank you for your payment | [View in browser](#)



[MY ACCOUNT](#)

[CONTACT US](#)



[MY ACCOUNT](#) [CONTACT US](#)

PAYMENT SUCCESS!

Hi Dawn,

Your payment has been processed. You can visit your My Account portal to see transaction details.

As always, thank you for choosing Extra Space Storage!

[View My Account](#)

YOUR FACILITY

911 County Rd 517 Hackettstown, NJ
07840

Phone:
9086452166

YOUR RECEIPT

Transaction Number: 209546156
Payment Date: 01/08/2024
Unit: 1703

Payment Total: \$676.34

Reviewed and Approved for Payment



PAYMENT SUCCESS!

Hi Dawn,

Your payment has been processed. You can visit your My Account portal to see transaction details.

Thank you for choosing Extra Space Storage to store your belongings!

[VIEW MY ACCOUNT](#)

YOUR RECEIPT

Payment Date: 01/08/2024

Transaction Number: 209546156

Total Units Paid:

Payment Total: \$676.34 Reviewed and Approved for Payment

YOUR FACILITY

911 County Rd 517
Hackettstown, NJ 07840

Phone

[9086452166](tel:9086452166)

LET'S GET SOCIAL



This email was sent to dclessuras@concordmgt.com
This email was sent by: Extra Space Storage, 2795 East Cottonwood Pkwy, #300, Salt Lake City, UT
84121

You are receiving this mandatory informational email to notify you about your unit or account.
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