

**NEW JERSEY PUBLIC HOUSING AUTHORITY  
JOINT INSURANCE FUND  
April 24, 2023  
Hard Rock Hotel / Casino  
Fort Pierce Salon A  
3:30 PM**

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Meeting Called to Order by Chairman DiVincent. Open Public Meeting Statement read into the record.

**Salute to American Flag**

**ROLL CALL OF EXECUTIVE COMMITTEE:**

<b>Chairperson</b>		
Robert DiVincent	Edgewater Housing Finance Urban Renewal Corp.	Present
<b>Secretary</b>		
Sherry Sims	Boonton Housing Authority	Present
<b>Board of Commissioners</b>		
John Mahon	Bayonne Housing Authority	Present
Joseph Billy	Freehold Housing Authority	Present
John Clarke	New Brunswick Housing Authority	Present
Douglas Dzema	Perth Amboy Housing Authority	Absent
Kathleen DiTomasso	Woodbridge Housing Authority	Present

**ALTERNATE EXECUTIVE COMMITTEE MEMBERS:**

Larry Stratton	South Amboy Housing Authority	Present
Grace Dekker	Berkeley Housing Authority	Absent
Susan Thomas	Middletown Housing Authority	Absent
Eric Chubenko	Carteret Housing Authority	Present
Anthony Feorenzo	Hackensack Housing Authority	Present
Joseph Capano	Cliffside Park Housing Authority	Present

**APPOINTED OFFICIALS PRESENT:**

<b>Executive Director /Administrator</b>	Perma Risk Management Services	Steve Sacco	Present
<b>Attorney</b>	DeCotiis, Fitzpatrick Cole & Giblin, LLP	Frank Borin	Present-via telephone
<b>Underwriting Mgr</b>	Conner Strong & Buckelew	Edward Cooney	Absent
<b>Co-Treasurers</b>	Execu-Tech, Inc.	William Snyder Louis Riccio	Absent Present
<b>Claims Service</b>	Qual-Lynx	Claudia Acosta	Present
<b>Safety Director</b>	J.A. Montgomery Consulting	Brian Maitland	Present
<b>Auditor</b>	Holman Frenia Allison	Robert Allison	Absent
<b>Actuary</b>	Actuarial Advantage	Kyle Mrotek	Absent
<b>Managed Care</b>	Qual-Care	Lisa Gallo	Present
<b>Marketing</b>	Warren Risk Marketing, LLC	Jack Warren	Present

**ALSO PRESENT**

Dominick Facchini, Weehawken HA  
Thomas McGuire, Phillipsburg HA  
William Katche, CPA  
Kimberly Gober, Gloucester Cty & Glassboro HA’s  
Jeffrey Daniels, Gloucester Cty & Glassboro HA’s  
Tracy Lopez, Perma

Salute to American Flag

**APPROVAL OF MINUTES:** March 15, 2023 Open Minutes

**MOTION TO APPROVE THE OPEN/CLOSED MINUTES AS REFERENCED ABOVE**

**MOTION:** Commissioner Billy  
**SECOND:** Commissioner Clarke  
**VOTE:** Unanimous

**Correspondence**

Executive Director referred to two pieces of correspondence one of which was a bulletin issued by the MEL Fund Attorney urging public entities to meet website compliance avoiding potential claims under NJ Law Against Discrimination, N.J.S.A. 10:5-1 et seq. Executive Director also referred to correspondence from J.A. Montgomery Consulting advising of the new MSI Learning Management System and training for same. Safety Director advised that the training will be recorded and available for members to view.

**Claims Administration**

Claims Administrator noted that the Claims Committee met on Thursday April 20, 2023 via zoom and reviewed a total of (15) claims, if there are no questions relating to the claims, on behalf of the Claims Committee we respectfully asked for payment authority of claims presented.

**MOTION TO ACCEPT THE RECOMMENDATION OF THE CLAIMS COMMITTEE AND APPROVE THE PARS AS PRESENTED BY THE CLAIMS ADMINISTRATOR**

FILE	COVG
2019175559	WC
2021234673	WC
2022244084	WC
2022265470	WC
2023280853	WC

2023291012	WC
2022266342	WC
2023296852	WC
2023292075	Prop
2023292412	Prop
2023294933	Prop

2023295348	Prop
2023295742	Prop
2023297441	Prop
2023289943	Prop

**MOTION:** Commissioner Sims  
**SECOND:** Commissioner Clarke  
**VOTE:** Unanimous

### **Underwriting Manager**

In the absence of Underwriting Manager, Executive Director referred to agenda reports inclusive of the Cyber Compliance status report under the new Cyber program and the listing of certificates of insurance previously issued.

### **Pro Forma Financial Reports**

Executive Director advised that the Financial Fast Track will be provided at a later date as the current financials are being updated; the balance of the reports are included for review. Executive Director stated that Mr. Hrubash, Executive Director of the MEL will be present during the May meeting to discuss the current insurance climate and financial impact claims have had on the MEL which has triggered an additional assessment. The additional assessment will be taken from current surplus and not a direct assessment to the members; each member fund of the MEL will have an additional assessment from the MEL. In response to Executive Director, Chairman DiVincent said it is not surprising given what is happening in recent years globally which has affected insurance carriers. Executive Director noted the total incurred property claims from 2017-2022 within the Fund result in \$20,192,943 in large claims alone; this number does not include "incurred but not reported" (IBNR) and one very large property claim with one member.

### **2023 MEL/RCF/EJIF March 24th Meeting & Retreat**

Executive Director said the MEL, RCF and EJIF held their March meetings in conjunction with the MEL Annual Retreat. This year's retreat was held on March 24<sup>th</sup> at the Princeton Marriott. The purpose of the retreat is to provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF. Note: The NJPHA JIF is not a member of the EJIF.

In response to Executive Directors request for additional comments on the reports submitted, Commissioner Clarke noted that the entire insurance industry is in flux due to all the disasters happening around the country and the cost to rebuild communities is going to be beyond any historic level which means the industry is changing and there are going to be changes for us as members and everyone should be of the understanding that this is an industry wide affect although we are being very proactive and conservative.

### **2023 MEL, Municipal Reinsurance Health Insurance Fund and NJ Counties Excess JIF Educational Seminar**

Executive Director said the 12<sup>th</sup> annual seminar will be conducted virtually on 2 half-day sessions: the first seminar was held on Friday April 21<sup>st</sup>, the next is scheduled for Friday April 28<sup>th</sup> from 9AM to 12PM. The seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for service companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF).

### **Property Appraisals**

Executive Director said as previously authorized by the Board, the Fund is currently in process of finalizing the RFP for property appraiser services as a result of the MEL having mandate any JIF that hasn't had physical property appraisals since 2015. The NJPHA JIF will have to have

property appraisals performed for all locations with a building value of \$1,000,000 or greater by September 1 for use with the 2024 property renewal.

Commissioner Clarke added further comment with regards to the mandate of the appraisal noting the changes within the insurance industry and our efforts to insure to value and make sure that all values are updated, no member would want to be underinsured in the climate that insurance carriers are now facing.

### **Cyber JIF**

Executive Director said the Cyber JIF met on March 16, 2023. A copy of Commissioner Clarke's report was reviewed as distributed.

### **Cyber and Other Coverages Available**

Executive Director said based on the findings of competitive carriers no longer offering Cyber Coverage, discussions had taken place with our Underwriting Manager and our Chairman which resulted in Cyber Coverage being offered to Housing Authority members that are currently in the Fund for workers compensation coverage only. Member housing authorities interested in this line of coverage may reach out to the Fund office for quoting purposes. A copy of the memo to be distributed was reviewed.

### **2023 PRIMA CONFERENCE**

Executive Director said the 2023 PRIMA Conference is scheduled for June 4-7, and will be held at the Long Beach Convention & Entertainment Center, Long Beach, CA. Registration is now open and available online at [www.primacentral.org](http://www.primacentral.org). Executive Committee members interested in attending the conference should contact the Fund office. Traveling members will be responsible to book their own travel arrangements (airplane, hotel and transportation, etc.) as outlined within the Travel Policy. Resolution #16-23 authorizing travel and expense was reviewed for consideration.

### **MOTION TO ADOPT RESOLUTION #16-23 AUTHORIZING TRAVEL AND RELATED EXPENSES FOR APPROVAL OF FIVE BOARD MEMBERS TO ATTEND THE 2023 PRIMA CONFERENCE, JUNE 4-7, 2023, LONG BEACH, CA.**

<b>MOTION:</b>	Commissioner Mahon
<b>SECOND:</b>	Commissioner Clarke
<b>VOTE:</b>	Unanimous

### **Administration**

#### **2022/2023 Elected Officials Training**

Ms. Lopez said the MEL's Annual Elected Officials Training will be available on the MEL Safety Institute (MSI). As a reminder, the all-lines members can earn a credit of \$100 (maximum per authority - \$500) per Executive Director/Commissioner attendance. The MEL is now in the process transitioning the MEL Safety Institute's Learning Management System Platform. Access to the LMS is shut down until April 30th. As a result, the deadline for Elected Officials to complete the online training and be eligible for a credit against the MEL Assessment has been extended to May 31, 2023 in lieu of May 1<sup>st</sup>. The flyer providing directions for Elected Officials to access this training online after May 1<sup>st</sup> was reviewed as distributed.

### **Workers Compensation Payroll Audit**

Ms. Lopez said the 2022 payroll audit is currently underway, members have been notified via email to anticipate contact from a representative from NEIS, Inc. for completion of the audit in preparation of the 2024 Fund Year budget.

### **2023 Financial Disclosures**

Ms. Lopez said JIF Commissioners and professionals have been notified for completion of the online filing of the Financial Disclosure forms inclusive of any other municipal or elected official related positions that require filing. The deadline date for filing is April 30, 2023; the Local Finance Board plans on issuing violations to non-filers at its June 14, 2023 meeting.

### **May Meeting**

Ms. Lopez noted the scheduled meeting of May 10<sup>th</sup> conflicts with the NJNAHRO meeting being held in Delaware; it is recommended that the Fund meeting be rescheduled for May 17, 2023. Time and location remain.

### **MOTION TO RESCHEDULE THE MAY 10<sup>TH</sup> MEETING TO MAY 17<sup>TH</sup> DUE TO CONFLICT OF NJNAHRO MEETING.**

<b>MOTION:</b>	Commissioner Clarke
<b>SECOND:</b>	Commissioner Billy
<b>VOTE:</b>	Unanimous

### **Treasurers Report**

Fund Treasurer said they have been working with the Fund auditor in preparation of the 2022 year end audit which should be completed within the next two weeks.

Fund Treasurer reviewed the January financial reports as distributed inclusive of the Summary of Cash Transactions, Summary of Cash and Investments Instruments and the Certification and Reconciliation of Claims Payments.

Fund Treasurer said there was only one member that has not paid their first installment of the 2023 assessment however it has been advised that they are mailing their check. The second installments are due by the June 30<sup>th</sup> and anticipate full receipt no later than late July. Fund Treasurer commented on the increase in costs as we move forward advising that the members of the Fund have enjoyed lower premiums within the Fund and we continue to provide competitive premiums when compared to the market; however we are now facing climate changes and legislative actions that will affect premiums and we will begin to see increases due to the industry. The MEL and the Fund continue to provide due diligence when securing coverages and issuing assessment. Fund Treasurer speculation is that this will not be a one-time occurrence but we may see higher premiums in the years to come.

<b>FUND YEAR</b>	<b>AMOUNT</b>
2022 Year	\$ 2,726.00
2023 Year	\$ 1,825,603.21
<b>Total</b>	<b>\$ 1,828,329.21</b>

**MOTION TO APPROVE RESOLUTION #17-23 APRIL 2023 BILL LIST AND THE TREASURERS REPORT AS DISTRIBUTED.**

**MOTION:** Commissioner DiVincent  
**SECOND:** Commissioner Clarke  
**VOTE:** Unanimous

**Marketing**

Marketing Director said as outlined by the Executive Director’s office, the Fund is now offering Cyber Coverage for workers’ compensation only, which is a great example of what the Fund can offer to its members in addition to all-lines of coverage and services. We continue to work toward expanding coverage for those respective members. This may be an incentive for those members to explore expanding coverages within the Fund.

**Attorney**

Fund Attorney reviewed the agenda report as distributed and noted the completion of the property appraiser RFP which will be advertised this week with a deadline in late May which will be reviewed followed by recommendation of appointment. Executive Director commented on services provided by Fund Attorney and Amy Shotmeyer his staff in the preparation of the RFP which was very challenging; excellent job for completion of same.

**Safety Director**

Safety Director referred to the agenda report as distributed outlining the loss control and security loss control surveys completed during the month of March. Safety Director also reviewed the listing of Safety Director Bulletins and Messages distributed to members. The MSI Now & MSI DVD participation was also reviewed; the DVD program will no longer be available however if members place an order they can be sent and returning them would not be expected. Safety Director also noted that email reminders are being issued more frequently prior to scheduled housing authority focused training which has increased participation.

**Managed Care**

Managed Care provider referred to the monthly report for March which outlined a total of 84 bills received with charges of \$50,204.12 repriced for \$14,238.99 delivering a total savings of \$35,965.13 or 72%. The claims pierced the network at a rate of 96%.

**Old Business**

None

**New Business**

As a result of discussions with Commissioner Clarke, Executive Director said due to the increase in health benefit costs of 22% it may be in the interest of the Fund to explore a Health Insurance

Fund. In response to Executive Director, Chairman said it would definitely be worth exploring. Executive Director will look into the program for the Fund and report back at a later date.

**Public Comment**

None

**Executive Session**

None

**MOTION TO ADJOURN THE MEETING**

<b>MOTION:</b>	Commissioner Billy
<b>SECOND:</b>	Commissioner Clarke
<b>ALL IN FAVOR:</b>	Unanimous

**Meeting adjourned at: 3:50 PM**

**RESOLUTION # 16-23**

**RESOLUTION AUTHORIZING ADVANCED TRAVEL EXPENSES FOR  
AUTHORIZED OFFICIAL TRAVEL**

**WHEREAS**, N.J.S.A. 40a:5-16.1 permits the governing body of any local unit to authorize payment in advance toward expenses for authorized official travel; and

**WHEREAS**, certain Commissioners of the New Jersey Public Housing Authority Joint Insurance Fund may need to travel to the PRIMA Conference on or about June 4, 2023 for the purpose of attending seminars on public entity risk management and pooling, and;

**WHEREAS**, the Treasurer has certified that funds are available from the 2023 miscellaneous contingency budget not to exceed \$5,000 per attending commissioner, and;

**WHEREAS**, the Commissioners representing the New Jersey Public Housing Authority Joint Insurance Fund will verify their expenses and any excess cash will be repaid to the New Jersey Public Housing Authority Joint Insurance Fund along with a detailed bill of items or demand, and the certification of affidavit required by N.J.S.A. 40A:5-16 which will be submitted within 10 days after the completion of the travel for which the advance was made;

**NOW THEREFORE BE IT RESOLVED**, that the Treasurer is hereby instructed to make up to \$5,000 in advance or reimbursement payment for the attending Commissioners of the New Jersey Public Housing Authority Joint Insurance Fund.

**NEW JERSEY PUBLIC HOUSING  
AUTHORITY JIF**



# NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND BILLS LIST

**Resolution No. 17-23**

**APRIL 2023**

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

**BE IT RESOLVED** that the New Jersey Public Housing Auth. 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 2022**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009731			
009731	THE ACTUARIAL ADVANTAGE	VOID AND REISSUE	-3,272.25
			<b>-3,272.25</b>
009896			
009896	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 7/22	3,272.25
			<b>3,272.25</b>
009897			
009897	ALAMO INSURANCE GROUP, INC	RMC 2ND HALF 2022 PRINCETON HA	2,726.00
			<b>2,726.00</b>
		<b>Total Payments FY 2022</b>	<b>2,726.00</b>

**FUND YEAR 2023**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009898			
009898	MUNICIPAL EXCESS LIABILITY JIF	FPB 2ND QTR 2023	2,501.50
			<b>2,501.50</b>
009899			
009899	QUAL-LYNX	MANAGED CARE 04/23	6,749.42
			<b>6,749.42</b>
009900			
009900	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY- 2ND QTR 2023	805,284.00
009900	MUNICIPAL EXCESS LIABILITY JIF	MEL- 2ND QTR 2023	451,144.50
			<b>1,256,428.50</b>
009901			
009901	APEX INSURANCE AGENCY, LLC	POL/EPL AND LAND USE 2ND INSTALL 4/23	395,055.50
			<b>395,055.50</b>
009902			
009902	DECOTHS, FITZPATRICK, COLE & GIBLIN, LLP	ATTORNEY FEES 3/1/23-3/31/23	4,063.00
009902	DECOTHS, FITZPATRICK, COLE & GIBLIN, LLP	ATTORNEY FEES 2/1/23-2/28/23	4,063.00
			<b>8,126.00</b>
009903			
009903	QUAL-LYNX	CLAIM ADJ SERVICES 04/23	19,361.50
			<b>19,361.50</b>
009904			
009904	PERMA	POSTAGE 03/23	7.80
009904	PERMA	EXECUTIVE DIRECTOR FEE 4/23	30,895.50
009904	PERMA	POSTAGE 02/23	5.40
			<b>30,908.70</b>
009905			
009905	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 04/23	1,633.00
			<b>1,633.00</b>
009906			
009906	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 4/23	3,337.66
			<b>3,337.66</b>
009907			
009907	NEW JERSEY ASSOC. OF HOUSING & REDEVELOPMENT AUTH.	SPONSOR FEE - 2ND QTR 2023	10,046.36
			<b>10,046.36</b>
009908			
009908	ASBURY PARK PRESS	ACCT #ASB-117561-MAR FUND MEET. 3/7/23	44.68
			<b>44.68</b>

009909				
009909	EXECU-TECH, INC.	TREASURER FEE - 2ND QTR 2023	20,692.50	<b>20,692.50</b>
009910				
009910	EXECU-TECH, INC.	WEBSITE MAINTENANCE 04/23	200.00	<b>200.00</b>
009911				
009911	NJ ADVANCE MEDIA	ACCT #XNJPU0555207 AD 3/8/23	19.78	<b>19.78</b>
009912				
009912	MUNICIPAL EXCESS LIABILITY JIF	MSI- 2ND QTR 2023	13,024.50	<b>13,024.50</b>
009913				
009913	WARREN RISK MARKETING, LLC	MARKETING DIRECTOR FEE 04/23	3,155.33	<b>3,155.33</b>
009914				
009914	J.A. MONTGOMERY CONSULTING	SAFETY TRAINING 04/23	3,144.33	
009914	J.A. MONTGOMERY CONSULTING	SAFETY DIR/LOSS CONTROL 04/23	8,839.25	
009914	J.A. MONTGOMERY CONSULTING	RIGHT TO KNOW INV SERVICE 04/23	10,603.75	<b>22,587.33</b>
009915				
009915	ALAMO INSURANCE GROUP, INC	RMC FEES - MIDDLETOWN 1/23-12/23	6,820.00	
009915	ALAMO INSURANCE GROUP, INC	RMC FEE HQM PROPERTIES 1/23-12/23	4,836.00	
009915	ALAMO INSURANCE GROUP, INC	RMC FEE 1/1/23-12/31/23	4,357.00	<b>16,013.00</b>
009916				
009916	DREW & ROGERS, INC.	500 LED CLIP LIGHTS 4/23	1,092.24	<b>1,092.24</b>
009917				
009917	ACCESS	ACCT#862/CUST 224 STORE 3/23 FOR APR	59.01	
009917	ACCESS	DEPT 862/CUST 224 STORE 2/23 FOR MAR	86.70	<b>145.71</b>
009918				
009918	BROWN & BROWN METRO, LLC	RMC FEE 1ST HALF 2023 HOBOKEN HA	14,480.00	<b>14,480.00</b>
		<b>Total Payments FY 2023</b>	<b>1,825,603.21</b>	
		<b>TOTAL PAYMENTS ALL FUND YEARS</b>	<b>1,828,329.21</b>	