

**NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND
February 14, 2024
The Birchwood at Perth Amboy – Community Room
10:30 AM**

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

Salute to American Flag

ROLL CALL OF EXECUTIVE COMMITTEE:

Chairperson		
Robert DiVincent	Edgewater Housing Finance Urban Renewal Corp.	Present
Secretary		
Sherry Sims	Boonton Housing Authority	Present
Board of Commissioners		
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	Present
Kathleen DiTomaso	Woodbridge Housing Authority	Present

ALTERNATE EXECUTIVE COMMITTEE MEMBERS:

Larry Stratton	South Amboy Housing Authority	Absent
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:

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

ALSO PRESENT

Ken Schulz, JA Montgomery
Matt McArow, RMC
Zach Edelman, RMC
Allison Durham, Morristown HA
Steven Krolian, Perma

APPROVAL OF MINUTES: January 17, 2024 Open Minutes

MOTION TO APPROVE THE OPEN MINUTES AS REFERENCED ABOVE

MOTION:	Commissioner Clarke
SECOND:	Commissioner Billy
VOTE:	Unanimous

Correspondence

None

Underwriting Manager

In the absence Underwriting Manager, Executive Director referred to the listing of certificates of insurance as previously issued and further reviewed the cyber compliance status report. Reports are informational only, no action needed.

Financial Reports

Executive Director reviewed financial reports which included the December Financial Fast-Track, Claims Management Report, Claim Activity Report, Lost Time Accident Frequency Report, All JIFs Lost Time Accident Frequency. Executive Director referred the financial fast track which outlines a quarterly increase of \$279,271 as of year, \$813,270 at year end resulting in a statutory surplus of \$4,106,874. Executive Director noted the deficit years of 2021 and 2022 however there is enough surplus within the other years to extinguish those deficits.

Executive Director reviewed the claims management report which outlined a 30% decrease in overall claims however cautioned that although the property line is less than this time last year, this line of coverage continues to run high.

2024 MEL, MR HIF & NJCE JIF Educational Seminar

Executive Director said the 14th annual seminar will be conducted virtually on 2 half-day sessions: Friday April 19th and Friday April 26th 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 services 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). We are in the process of preparing to distribute this notice to all members and risk managers. The registration link has not been posted to the MEL website at this time, the fund office will send notification once the link is available.

The latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine which highlights the educational seminar was reviewed as distributed.

2024 PRIMA Conference

Executive Director said the next PRIMA conference will take place in Nashville, Tennessee from June 6-9, 2024. Travel Policy allows for five board members to travel to the conference. Link for information on the conference was made available for board members to register - <https://conference.primacentral.org/2024/welcome.cfm>.

In response to Commissioner Clarke, an interest poll was taken resulting in a total of 10 members interested in traveling to the PRIMA Conference.

MOTION TO ADOPT RESOLUTION 13-24 AUTHORIZING TRAVEL AND RELATED EXPENSES FOR ATTENDANCE OF UP TO THE AMENDED COUNT OF 10 BOARD MEMBERS AT THE ANNUAL RISK MANAGEMENT CONFERENCE.

MOTION:	Chairman DiVincent
SECOND:	Commissioner Clarke
ROLL CALL VOTE:	Unanimous

In response to Commissioner Sims, Executive Director said Perma is Perma Risk Management Services, Administration/Executive Director's office of the Fund and PRIMA is Public Risk Management Association providing training nationally, the two are separate entities not affiliated in anyway.

2024 Sub-Committee Listing

Executive Director referred to the listing of the 2024 Sub-Committee of the Fund as appointed by the Chairman. Should anyone have an interest in serving on either of the Committees may reach out to the Fund office.

2023/2024 Elected Officials Training

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 by May 1, 2024. Registration information will be issued and posted the MEL website at www.njmel.org.

Workers Compensation Payroll Audit

Executive Director recommended that the Board consider obtaining quotes to perform the 2023 payroll audit for all workers compensation members. This will assist to accurately report payroll dollars for the 2025 Fund Year budget.

MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO OBTAIN PAYROLL AUDIT QUOTATIONS FOR THE 2023 YEAR.

MOTION:	Commissioner Sims
SECOND:	Commissioner Clarke
ROLL CALL VOTE:	Unanimous

NJPHA JIF/Booth

Executive Director advised in anticipation of the 2024 NJNAHRO/NJAHRA annual conferences, the Fund is requesting authorization to purchase giveaway items as part of the NJPHA JIF booth.

MOTION TO AUTHORIZE EXECUTIVE DIRECTORS OFFICE TO REVIEW OPTIONS FOR MARKETING MATERIALS FOR 2024 CONFERENCES AT AN AMOUNT NOT TO EXCEED \$3,000.

MOTION: Commissioner DiVincent
SECOND: Commissioner Sims
VOTE: Unanimous

Risk Management Consultant Agreements

All Risk Managers must submit a copy of the executed Risk Management Consultant Agreement to the Fund office for the 2024 Fund year. Once the agreement is received, the risk manager may submit the signed voucher to the Fund office for processing. All risk management consultant appointments will be filed with the State.

Executive Director requested an offsite meeting with the Executive Committee to review the Property policy of the Fund pending availability of Underwriting Manager, Edward Cooney following the March 13, 2024 meeting. A confirming email will be sent to the Executive Committee members.

Treasurer Report

Fund Treasurer reviewed the December 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 noted \$6,778,847 of the \$15,968,384 2024 assessments have been collected as of February 13, 2024 and anticipates receipt of any member that has not paid to date; an update will be provided for any member that has not paid for the implementation of the late interest penalty of 18%.

Fund Treasurer referred to and reviewed 14-24 February Bill List.

February 2024– Bill List Resolution #14-24

FUND YEAR	AMOUNT
2022 Year	\$ 1,050.00
2023 Year	\$ 113.05
2024 Year	\$ 526,654.25
Total	\$ 526,767.30

MOTION TO APPROVE RESOLUTION #14-24 FEBRUARY 2024 BILL LIST AND THE TREASURERS REPORT AS DISTRIBUTED.

MOTION: Commissioner Ditomasso
SECOND: Commissioner Billy
ROLL CALL VOTE: Unanimous

Fund Treasurer requested the immediate cashing of checks when issued as the stop payment and reissues can be cumbersome.

In response to Executive Director, Fund Treasurer agrees that we should be at 100% of first installments as Ms. Lopez reached out to the nine authorities outstanding; an updated list will be provided upon her return.

Marketing

Marketing Director said we intend to continue our focus on reaching out to workers compensation only members to expand their insurance program to the all lines program of the Fund. We will be working with the Fund office in establishing contact with the respective members and will keep the board informed as we move along.

In response to Commissioner Ditomasso, Marketing Director noted interest in prior years may be related to a marketing exercise which evidences an attempt to market their program however resulting in prospects remaining with their current program. Executive Director said coverage is an issue, when releasing a quote the pricing is heavily considered not realizing the differences in coverage; the Fund coverage is broad in comparison to other markets.

Attorney

Fund Attorney reviewed the agenda report as distributed noting case oversight and general/miscellaneous items in the prior month. Fund Attorney requested Board consideration as it relates to the firm's contract approved during the January meeting. There are two components to their current contract, one being their retainer and the other being a fee for RAD/non-profit reviews. The RAD/non-profit review was put in place due to prior years review of non-profit admission into the Fund and RAD conversions however, much of that work has slowed down while the retainer work has increased. Due to the change, Fund Attorney requested the budget line items be consolidated noting any request for non-profit reviews will be handled under their retainer fee.

MOTION TO AMEND THE 2024 BUDGET TO CONSOLIDATE THE TWO BUDGET LINE ITEMS OF FUND ATTORNEY AND RAD/NON-PROFIT REVIEW.

MOTION:	Commissioner Billy
SECOND:	Commissioner Clarke
ROLL CALL VOTE:	Unanimous

Safety Director

Safety Director referred to the agenda report as distributed outlining the loss control surveys completed during the month of January and listing of meetings attended. In addition, Safety Director referred to the listing of Safety Director Bulletins and Messages distributed to members, MSI Now usage and further advised of the links provided to access the MSI Live schedule.

Managed Care

Managed Care provider referred to the monthly report for January outlining a total of 72 bills received with charges of \$38,245.54 utilizing the network at 93%. Once the Qual-Lyns rates were applied the bills were repriced for \$15,418.89 resulting in a total savings of \$22,826.35 or 60%.

In response to Commissioner Sims, Managed Care provider noted that network utilization does impact the savings/reduction in the cost of bills.

Claims Administration

Claims Administrator said the Claims Committee met this morning reviewing a total of five (5) claims, if there are no questions relating to the claims, on behalf of the recommendation of 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
2023297612	GL
2024322069	Prop
2024316619	Prop
2024321300	Prop
2017106228	WC

MOTION: Commissioner Sims
SECOND: Commissioner DiTomasso
ROLL CALL VOTE: Unanimous

Executive Session

None

Old Business

In response to Commissioner Sims, Executive Director said the property appraisals are in the final stages with approximately 10-15 pending completion and further added that the appraisals are being completed nationally due to the market demand to insure to value. In response to Commissioner Clarke, Executive Director confirmed copies of the appraisal reports will be distributed to members. Executive Director added further discussion will take place at the Board luncheon to follow the March meeting.

New Business

None

Public Comment

None

MOTION TO ADJOURN THE MEETING

MOTION: Commissioner Clarke
SECOND: Commissioner DiTomasso
ALL IN FAVOR: Unanimous

RESOLUTION # 13-24

**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 6, 2024 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 2024 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. 14-24

FEBRUARY 2024

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>
009834			
009834	PASSAIC HOUSING AUTHORITY	VOID AND REISSUE	-1,050.00
			-1,050.00
010092			
010092	PASSAIC HOUSING AUTHORITY	7 EXEC COMMITTEE MEETINGS 2022	1,050.00
			1,050.00
		Total Payments FY 2022	0.00

FUND YEAR 2023

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
010079			
010079	PERMA	2023 AATRIX 1099 FILING	39.00
			39.00
010080			
010080	ACCESS	INV 10647857 DEPT 862 12/31/23	74.05
			74.05
		Total Payments FY 2023	113.05

FUND YEAR 2024

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
010081			
010081	QUAL-LYNX	MANAGED CARE SERVICES 02/24	7,019.33
010081	QUAL-LYNX	MANAGED CARE SERVICE INV 70158 01/24	7,019.33
			14,038.66
010082			
010082	APEX INSURANCE AGENCY, LLC	LEXINGTON INS. POL/EPL 1ST INSTALL 2024	408,043.00
			408,043.00
010083			
010083	DECOTHS, FITZPATRICK, COLE & GIBLIN, LLP	ATTORNEY FEES FOR 01/24 FILE 01-009	4,144.25
			4,144.25
010084			
010084	QUAL-LYNX	CLAIM ADJUSTING SERVICES 02/24	20,136.00
010084	QUAL-LYNX	CLAIM ADJUSTING SERVICES 01/24	20,136.00
			40,272.00
010085			
010085	PERMA	POSTAGE 01/24	114.13
010085	PERMA	EXECUTIVE DIRECTOR 02/24	31,513.42
			31,627.55
010086			
010086	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 02/24	1,665.42
			1,665.42
010087			
010087	EXECU-TECH, INC.	WEBSITE MAINTENANCE 02/24	200.00
			200.00
010088			
010088	NJ ADVANCE MEDIA	ACCT #XNJPU0555207 AD 10821936 1/30/24	86.40
			86.40
010089			
010089	WARREN RISK MARKETING, LLC	MARKETING DIRECTOR 02/24	3,218.42
			3,218.42
010090			
010090	J.A. MONTGOMERY CONSULTING	SAFETY TRAINING 02/24	3,207.25
010090	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR/ LOSS CONTROL 02/24	9,016.00
010090	J.A. MONTGOMERY CONSULTING	RIGHT TO KNOW 02/24	10,815.84
			23,039.09
010091			
010091	PERTH AMBOY HOUSING AUTHORITY	REIMB FOR CATERING. 01/17/24	319.46
			319.46

Total Payments FY 2024

526,654.25

TOTAL PAYMENTS ALL FUND YEARS

526,767.30