

NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND
January 13, 2021
Public Meeting via Zoom
10:00 AM

Meeting Called to Order by Chairman Robert DiVincent. Open Public Meeting Statement read into the record. Chairman requested Executive Director to proceed with agenda.

Salute to American Flag

ROLL CALL OF EXECUTIVE COMMITTEE:

Chairperson		
Robert DiVincent	West New York Housing Authority	Present
Secretary		
Sherry Sims	Boonton Housing Authority	Present
Board of Commissioners		
John Mahon	Bayonne Housing Authority	Present
Joseph Billy	Summit Housing Authority	Present
John Clarke	New Brunswick Housing Authority	Present
Douglas Dzema	Perth Amboy Housing Authority	Present
Kathleen DiTomasso	Woodbridge Housing Authority	Present

ALTERNATE EXECUTIVE COMMITTEE MEMBERS:

Larry Stratton	South Amboy Housing Authority	Present
Grace Dekker	Berkeley Housing Authority	Present
Susan Thomas	Middletown Housing Authority	Present
Eric Chubenko	Carteret Housing Authority	Present
Anthony Feorenzo	Hackensack Housing Authority	Present
Pamela Mitchell	Passaic 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	Present
Co-Treasurers	Execu-Tech, Inc.	William Snyder Louis Riccio	Absent Absent
Claims Service	Qual-Lynx	Claudia Acosta	Present
Safety Director	J.A. Montgomery Risk Consulting	Brian Maitland	Present
Auditor	Nisivoccia & Co.	Valerie Dolan	Absent
Actuary	Actuarial Advantage	Kyle Mroteck	Present
Managed Care	Qual-Care	Lisa Gallo	Present
Marketing	Warren Risk Marketing, LLC	Jack Warren	Absent

ALSO PRESENT

Deborah Hurley, Edison HA
Paul Shives, J.A. Montgomery
Glen Prince, J.A. Montgomery

Ken Schulz, J.A. Montgomery
Matt Genna, J.A. Montgomery
Vernon Lawrence, Pleasantville HA
D. Hepperle, West New York HA
Jasmine Brascom, RMC
Jennifer Modica, RMC
Jack Zisa, RMC
Bill Gosweiler, RMC
Patti Fahy, RMC
Helen Goodwin, RMC
Dominick Cinelli, RMC
Kelly Stephens, Morris County HA
Joanne Sbrana, Bridgeton HA
Kathy Young, RMC
Robyn Walcoff, Perma
Jennifer Conicella, Perma
Pauline Kontomanolis, Perma
Joseph Hrubash, Perma
Tracy Lopez, Perma

Salute to American Flag

APPROVAL OF MINUTES: December 9, 2020 Open Minutes

MOTION TO APPROVE THE OPEN MINUTES AS REFERENCED ABOVE

MOTION: Commissioner Clarke
SECOND: Commissioner Billy
VOTE: Unanimous

Reorganization

Chairman requested that the Fund adjourn the Sine Die meeting and asked the Executive Director to assume the Chair.

MOTION TO ADJOURN SINE DIE MEETING

MOTION: Commissioner Clarke
SECOND: Commissioner Chubenko
ALL IN FAVOR: 7 Ayes

It was established that a quorum of the Fund Commissioners was present and that the Fund has received a total of 51 proxy votes from the members, thus a quorum is established. Executive Director advised that Reorganization of the Fund would continue and that in accordance with the Fund's bylaws, the Fund elects a Chairman, Secretary, five (5) member Executive Committee and up to (7) alternates.

MOTION TO OPEN THE FLOOR FOR CONSIDERATION OF NOMINATIONS FOR THE EXECUTIVE COMMITTEE AND ALTERNATES:

MOTION: Commissioner Dzema
SECOND: Commissioner Billy
VOTE: Unanimous

Executive Director referred to the 2021 Slate as provided by the Nominating Committee for the 2021 Fund year:

2021 NJPHA JIF – Proposed Slate

Chairperson	
Robert DiVincent	West New York Housing Authority
Secretary	
Sherry Sims	Boonton Housing Authority
Board of Commissioners	
John Mahon	Bayonne Housing Authority
Joseph Billy	Summit Housing Authority
John Clarke	New Brunswick Housing Authority
Douglas Dzema	Perth Amboy Housing Authority
Kathleen DiTomasso	Woodbridge Housing Authority
Alternates	
Larry Stratton	South Amboy Housing Authority
Grace Dekker	Berkeley Housing Authority
Susan Thomas	Middletown Housing Authority
Eric Chubenko	Carteret Housing Authority
Anthony Feorenzo	Hackensack Housing Authority
Pamela Mitchell	Passaic Housing Authority

MOTION TO OPEN THE FLOOR FOR OTHER NOMINATIONS TO BE CONSIDERED FOR THE EXECUTIVE COMMITTEE AND ALTERNATES:

MOTION: Commissioner Mahon
SECOND: Commissioner Dzema
VOTE: Unanimous

Executive Director asked if there were any other nominations from the floor to be considered for the 2021 slate of the Executive Committee.

Hearing none, the motion to accept the 2021 slate of the Executive Committee as presented.

MOTION TO CLOSE THE FLOOR FOR NOMINATIONS AND ACCEPT THE NOMINATIONS OF THE 2021 EXECUTIVE COMMITTEE AND ALTERNATES AS PRESENTED BY THE NOMINATING COMMITTEE:

MOTION: Commissioner Billy
SECOND: Commissioner Feorenzo
VOTE: Unanimous

Fund Attorney, administered the oath of office for the 2021 Executive Committee members that were present

Oaths of Office will be made a part of the January 13, 2021 Minutes

Roll call of the 2021 Executive Committee and alternates:

Chairperson	
Robert DiVincent	West New York Housing Authority
Secretary	
Sherry Sims	Boonton Housing Authority
Board of Commissioners	
John Mahon	Bayonne Housing Authority
Joseph Billy	Summit Housing Authority
John Clarke	New Brunswick Housing Authority
Douglas Dzema	Perth Amboy Housing Authority
Kathleen DiTomasso	Woodbridge Housing Authority
Alternates	
Larry Stratton	South Amboy Housing Authority
Grace Dekker	Berkeley Housing Authority
Susan Thomas	Middletown Housing Authority
Eric Chubenko	Carteret Housing Authority
Anthony Feorenzo	Hackensack Housing Authority
Pamela Mitchell	Passaic Housing Authority

Reorganization Resolutions -2021

- Resolution 1-21 - Election of Chairman & Secretary
- Resolution 2-21 - Appointment of Fund Professionals
- Resolution 3-21 - Establishing Public Meeting Procedures
- Resolution 4-21 - Establishing Remote Meeting Procedure
- Resolution 5-21 - Establishing a Fiscal Management Plan
- Resolution 6-21 - Establishing a Fund Records Program
- Resolution 7-21 - Appointing a 2021 Legal Defense List
- Resolution 8-21 - 2021 Plan of Risk Management
- Resolution 9-21 - Ratifying Purchase of Coverage
- Resolution 10-21 - Meeting Compensation
- Resolution 11-21 - Named Storm Deductible
- Resolution 12-21 - Award of POL/EPL Contract
- Resolution 13-21 - Award of Cyber Liability Contract

Executive Director reviewed the reorganization resolutions 1-21 thru 13-21 noting the inclusion of resolutions #12-21 - #13-21 authorizing the purchase of Public Officials and Employment Practices Liability, and Cyber coverages. Executive Director asked if there were any questions on the Reorganization Resolutions; hearing none;

**MOTION TO ADOPT 2021 REORGANIZATIONAL RESOLUTIONS 1-21 THRU 13-21
AS A CONSENT AGENDA.**

MOTION: Commissioner DiVincent
SECOND: Commissioner Sims

ROLL CALL VOTE:

Unanimous

Correspondence

Executive Director referred to the updated Team listing provided by Qual-Lynx which outlines all persons currently working on the account for Claims Administration.

Underwriting Manager

Underwriting Manager referred to the previously adopted 2021 Risk Management Plan which included updates based on the 2021 Renewal program. The listing of prior certificates of insurance were reviewed as well as the current Cyber Compliance status report. In response to Commissioner Clarke, Underwriting Manager said reminder notices have been provided to members regarding the current Cyber Compliance program, in addition there will be an updated notice provided to all members outlining the new updates to the program. Underwriting Manager also noted that out of the 600 MEL members, approximately 60% have responded to the requirements. Executive Director noted the report does outline WC only members; they will be removed from the status listing as they do not fall under the cyber coverage.

MOTION:

Commissioner Sims

SECOND:

Commissioner Clarke

VOTE:

Unanimous

EXECUTIVE DIRECTORS REPORT

Pro Forma Financial Reports

Executive Director reviewed the monthly Fund monitoring reports as distributed which included the November Financial Fast-Track, October Expected Loss Ratio Analysis, Claim Activity Report, Lost Time Accident Frequency Report, All JIFs Lost Time Accident Frequency. Executive Director further reviewed the Expected Loss Ratio report which evidenced the increase in property claims for the years from 2016-2020 noting that the Fund's retention is \$100,000 per claim which it is then transferred to the MEL Layer of coverage. Beginning with 2016, the Fund's property budget was \$754,107, the losses totaled \$898,517; 2017, the budget was \$935,081; losses actually totaled \$1,045,981; 2018, the budget was \$939,738; losses totaled \$1,707,267; 2019 the budget was \$1,220,253; losses actually totaled slightly less than the originally budgeted at \$1,211,729 and the 2020 loss fund was \$1,234,486; losses actually totaled \$1,269,505. Executive Director outlined this portion of the report to review the loss trend of large property losses due to fires associated with cooking, smoking and pipe breakage etc. Executive Director said that discussions have taken place with the Safety Directors office to assist members with safety issues related to loss trends; members will see a greater presence associated with the Safety Directors office. The Executive Committee had to make the very difficult decision of increased property deductibles during the 2021 Fund year, it is our goal to assist in reducing the large losses by working with maintenance staffs.

Committee Appointments

Executive Director referred to the listing of the appointed six standing committees of the Fund and asked if there are any changes needed to the appointments made to the Committees or if anyone would like to volunteer to please reach out to the Fund office for consideration. The Committees are as follows:

- Safety Committee;**
- Operations Committee;**
- Claims Committee;**
- Nominating Committee;**

**Coverage Committee;
Finance Committee**

MEL 2021 Reorganization Meeting

The MEL held its Reorganization Meeting on Wednesday, January 6, 2021 via Zoom. Commissioner Clarke's report of the meeting was reviewed as distributed.

RCF 2021 Reorganization Meeting

The RCF also held its Reorganization Meeting on Wednesday January 6, 2021 via zoom. Commissioner Sims's report of the meeting was reviewed as distributed.

In response to introduction by Executive Director, Mr. Hrubash, Executive Director of the MEL noted the MEL and RCF did reorganized on January 6, 2021, one of the discussions that took place during the MEL meeting addressed requests for guidance on mandating vaccinations for employees. Currently there is a working group reviewing this issue and advised in the interim, all members should follow the EEOC guidelines. Mr. Hrubash further noted the commercial placement of coverage for which the Underwriting Manager will issue a memo outlining changes.

Administration

2021 Assessments

Ms. Lopez said the 2021 annual assessments have been sent to all members of the Fund and are due to Treasurers by **January 31, 2021.**

2020/2021 Elected Officials Seminar

Ms. Lopez said the MEL's Annual Elected Officials Seminar was held as part of the League of Municipalities Virtual Conference. The program has now been uploaded and can be accessed through the MEL Safety Institute. The instructions to take the course were reviewed as distributed.

2021 Meeting Schedule

Ms. Lopez referred to the final copy of the 2021 meeting schedule for the Fund. If there are no objections to the dates listed, a notice will be sent to all members, fund professionals and risk management consultants and advertised accordingly.

Executive Director took the opportunity on behalf of Perma, himself and Tracy for the 2021 reappointment of services. Executive Director noted his involvement on the account for the past 25 years and for Tracy Lopez over 25 years since the inception of the Fund; it is truly our pleasure to work with the members, professionals and risk management consultants.

Treasurers Report

In the absence of Fund Treasurer Executive Director referred to the financial reports as distributed and presented Resolution 14-21 January 2021 Bill List.

January 2021 – Bill List Resolution #14-21:

FUND YEAR	AMOUNT
2020 Year	\$ 892,394.44
Total	\$ 892,394.44

**MOTION TO APPROVE RESOLUTION #14-21 JANUARY 2021 BILL LIST AND THE
TREASURERS REPORT AS DISTRIBUTED.**

MOTION:	Commissioner DiTomasso
SECOND:	Commissioner Clarke
VOTE:	Unanimous

Marketing

Marketing Directors report was referred to as informational.

Attorney

Fund Attorney thanked the Board for the firm's reappointment of services for the 2021 Fund year noting that we have a great group of professionals and it is a pleasure to work with everyone. Fund Attorney advised that each year the Fund provides a fair and open solicitation for the Fund Attorneys and Auditor, this year was no exception however there is one firm that did not submit, and only provides litigation on subrogation cases to recover monies that have been paid out. Mr. David Schwartz of Eatontown has provided subrogation work on behalf of the Fund wherein he was very successful in a case for Bayonne Housing Authority and is very beneficial to the Fund. Based on the approval of the Board we would suggest the we provide a non-fair open contract to allow Mr. Schwartz as a subrogation attorney. We recognize that he did not submit originally for reasons unknown, but he is very interested and would be an asset to the Fund.

In response to Commissioner Dzema and Clarke, Fund Attorney said the average cost range for services would be in the \$30K to \$50K price range however services are on a contingency basis receiving 1/3 of award and hired only if needed.

In response to Mr. Clarke, Executive Director confirmed that a QPA can be utilized in the Fund; to obtain professional services. Mr. Hrubash noted, the MEL utilized a QPA for which other Funds, including those of Mr. Sacco have followed suit.

As agreed by the Board, each topic will be placed on the next agenda for approval.

Safety Director

Safety Director thanked the Board for the continued appointment for the 2021 & 2022 Fund years. During the 2020 Fund year his team was able to complete all visits with exception to two members at their request due to the uptick with Covid-19 exposure. Safety Director referred to the agenda report outlining the MSI Safety Director Bulletins & Messages released, usage of MSI Now & MSI DVD which are being promoted during the site visits. Safety Director noted the upgrade of the MSI webpage and release of the new catalog for the trainings prior to the holidays which are now all digital and provided in three sections, MSI Now, MSI Live and MSI DVD which are now instructor lead. Safety Director said based on discussions with members of the Fund and internal discussions within amongst their team the Safety Directors office will revamp the safety awareness training for members of the Fund which will be reviewed by the Safety Committee members. The revisions to the program will address items such as regulations, best practices for checking vacant buildings, frozen pipes etc., we would like to provide a one stop shop for your employees to meet all training needs. We will work with the Executive Safety Committee prior to rolling out the new training program for any additional feedback they may have and we will be working with the Marketing Director to promote the program once finalized. In response to the Executive Director, 500 employees at a time can attend webinars provided.

Managed Care

Managed Care provider referred to the 2020 year-end report which outlined total charges of \$1,350,681.71 which were repriced for \$440,555.30 resulting in a total savings of \$910,126.41 or

67%. The claims pierced the network at a rate of 97% and a total of 106 injuries were reported during the 2020 Fund year. Managed Care provider thanked the Board for the reappointment as Managed Care provider for the 2021 Fund year.

Claims Administration

Claims Administrator said the Claims Committee met January 12, 2021 and reviewed a total of (9) claims; on behalf of the Claims Committee they 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
2021219844	WC
2020207870	WC
2021214812	WC
2021209419	WC
2019149026	WC
2018129414	GL
2020208058	Prop
2021213787	Prop
2021217975	Prop

MOTION: Chairman DiTomasso
SECOND: Commissioner Clarke
VOTE: Unanimous

Claims Administrator advised that Maria Stryker, dedicated WC adjuster for the NJPHA JIF has been promoted to the MEL Unit. At this time, Qual-Lynx is currently searching for a replacement to take Ms. Stryker’s position and the Fund will be notified when the new adjuster is added to the Fund account. In the interim, Ms. Stryker will remain on the NJPJA JIF Account until then end of the month.

Old Business

None

New Business

None.

Public Comment

None

Executive Session

None.

MOTION TO ADJOURN THE MEETING

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

Meeting adjourned at: 10:30 AM

RESOLUTION # 1-21

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
(hereafter referred to as the "FUND")

**CERTIFYING THE ELECTION OF
CHAIRMAN AND SECRETARY
FOR THE 2021 FUND YEAR**

BE IT RESOLVED, by the Governing Body of the Fund that the following persons have been elected as Chairman and Secretary:

Robert DiVincent **Chairman**

Sherry Sims **Secretary**

BE IT FURTHER RESOLVED, that the Chairman and Secretary shall serve for the year 2021 and until their successors shall be elected and qualified.

ADOPTED:

this day before the Governing Body,

RESOLUTION NO. 2-21

**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND,
Hereinafter referred to as the "FUND"**

APPOINTING CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS

WHEREAS, the FUND is duly constituted as a Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A:10-36, et seq.); and

WHEREAS, the New Jersey Public Housing Authority Joint Insurance Fund (hereinafter the Fund) found it necessary and appropriate to obtain certain professional services and other extraordinary and other unspecifiable services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-12 et. seq.) for the 2021, 2022 & 2023 Fund years; and,

WHEREAS, NJSA 40a11-15 (6) allows for a contract duration of three (3) years; and,

WHEREAS, the Fund resolved to award Professional Service Agreements in accordance with a fair and open process pursuant to NJSA 19:44A-20.4 et. seq.; and,

WHEREAS, a notice soliciting proposals was published on the Fund's website; and in the Fund's official newspapers, and;

WHEREAS, responses were received from professional service providers and service organizations as listed below on August 18, 2020, August 27, 2020 and October 14, 2020 at 2:00 PM; and,

WHEREAS, the Fund's Operations Committee recommended the award of contracts to the below listed Professional Service Providers and service organizations based on a review of the responses, experience and prior service provided at the rates established by the Fund Executive Committee; and,

WHEREAS, the Fund's Executive Committee resolve to appoint the Fund Professionals – noted below – to three year terms commencing on January 1, 2021 and ending on December 31, 2023 (unless otherwise noted) at its January 2021 Reorganization Meeting in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq.;

- I. **PERMA Risk Management Services as Administrator, Stephen Sacco** is hereby appointed as **Executive Director, Joseph P. Hrubash** and David Grubb as **Deputy Executive Directors** and as agents for process of service. \$1,032,570 is the estimated dollars that will be expended in connection with this contract over its three-year term. The annual amount of \$337,397 has been appropriated in the Administrator Line Item of the 2021 budget.

- II. **Execu-Tech, Inc.** is hereby appointed as **Fund Treasurer**. \$243,473 is the estimated dollars that will be expended in connection with the Treasurer contract over its three-year term. The annual amount of \$79,556 has been appropriated in the Treasurer Line Item of the 2021 budget.

- III. **TD Bank Wealth Advisors** is hereby appointed as **Banking & Asset Manager** to the FUND at an annual fee of 8 basis points on the market value of assets. *(1/1/21 – 12/31/21 - monthly basis)*
- IV. **Investors Bank** is hereby appointed as **Banking Manager** to the Fund at an earnings rate based on a combined average balance of \$11,500,000.00 of participating joint insurance funds which will earn the federal funds rate less .25% with a floor of .30%.
- V. **New Jersey Association of Housing & Redevelopment Authorities & the NJ Chapter National Association of Housing & Redevelopment Organization** are hereby appointed to serve as the FUND's **Sponsorship Organizations**. \$245,967 is the combined estimated dollars that will be expended in connection with the Sponsorship Organizations contracts over both of their three-year terms. The annual amount of \$80,371 has been appropriated in the Sponsorship Item of the 2021 budget and split between the two organizations.
- VI. **Qual-Lynx** is hereby appointed to serve as the FUND's **Claims Administrator**. \$649,836 is the estimated dollars that will be expended in connection with the Claims Administrator contract over its three-year term. The annual amount of \$212,337 has been appropriated in the Claims Administration Item of the 2021 budget.
- VII. **Qual-Lynx** is hereby appointed to serve as the FUND's **Managed Care Provider**. \$238,246 is the estimated dollars that will be expended in connection with the Managed Care contract over its three-year term. The annual amount of \$77,848 has been appropriated from the Workers Compensation Line Item of the 2021 budget.
- VIII. **The Actuarial Advantage** is hereby appointed to serve as the FUND's **Actuary**. \$117,816 is the estimated dollars that will be expended in connection with the Actuary contract over its three-year term. The annual amount of \$38,497 has been appropriated in the Actuary Line Item of the 2021 budget.
- IX. **J.A. Montgomery Risk Consulting** is hereby appointed to serve as the FUND's **Safety Director and Loss Control Provider**. In accordance with the original contract award, the term of this appointment has been extended for two (2) years (1/1/21-12/31/22). \$268,195 is the estimated dollars that will be expended in connection with the Safety Director and Loss Control provider over the two-year term. The annual amount of \$97,070 has been appropriated in the Loss Control Line Item of the 2021 budget and \$35,700 has been appropriated in the Safety Training Line Item of the 2021 budget.
- X. **Conner Strong & Buckelew** is hereby appointed to serve as the FUND's **Underwriting Manager**. \$57,663 is the estimated dollars that will be expended in connection with the Underwriting Manager contract over its three-year term. The annual amount of \$18,832 has been appropriated in the Underwriting Manager Line Item of the 2021 budget.
- XI. **Jack Warren of Warren Risk Marketing, LLC** is hereby appointed to serve as the FUND's **Marketing & Communications Specialist**. \$111,380 is the estimated dollars that will be expended in connection with the Marketing & Communications Specialist contract over its three-year term. The annual amount of \$36,394 has been appropriated in the Marketing Line Item of the 2021 budget.

- XII. **Francis Borin, Esq. of DeCotiis, Fitzpatrick, Cole & Giblin** is hereby appointed to serve as the FUND's **Attorney**. The annual amount of \$44,128 has been appropriated in the Attorney Line Item of the 2021 budget. The amount of \$20,000 is also designated for the Fund Attorney for RAD/Non Profit reviews and is appropriated in the RAD/Non Profit Line Item of the 2021 budget. *(Term 1/1/21-12/31/21)*
- XIII. **Holman, Frenia Allison, P.C** is hereby is appointed to serve as the FUND's **Auditor**. The annual amount of \$20,500 has been appropriated in the Auditor Line Item of the 2021 budget. *(Term 1/1/21-12/31/21)*
- XIV. **Execu-Tech, Inc.** is hereby is appointed to serve as the FUND's **Web Site Development & Hosting Manager**. The annual amount of \$2,750 has been appropriated in the Miscellaneous Line Item of the 2021 budget. *(Term 1/21/21 – 12/31/21)*
- XV. **William Katchen, CPA** is hereby is appointed to serve as the FUND's **Non-Profit/RAD Consultant**. The annual amount not to exceed of \$11,000 has been appropriated in the Miscellaneous Line Item of the 2021 budget. *(Term 1/1/21 – 12/31/21)*

BE IT FURTHER RESOLVED, all Professional Service Providers and Service Organizations appointed pursuant to this Resolution shall service the FUND in accordance with the terms and conditions of the Professional Service Agreements

BE IT FURTHER RESOLVED, that in accordance with N.J.S.A. 19:44A-20.7, the decision of the FUND's Executive Committee that the procurement process utilized, constitutes a fair and open process, shall be final.

ADOPTED: this 13th day of January, 2021 by the Governing Body,

RESOLUTION # 3-21

**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
(hereafter the "FUND")**

ESTABLISHING PUBLIC MEETING PROCEDURES

WHEREAS, the FUND must establish meeting procedures for Fund Year 2021 and

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the FUND that:

- I.** The Governing Body shall conduct Public Meetings on the second Wednesday of each month throughout the 2021 year at 10:00 AM. The meetings will take place via Zoom teleconference until further notice.
- II.** In addition, **the New Jersey Public Housing Authority Joint Insurance Fund Claims Committee** will meet on the second Tuesday of each month before the second Wednesday of every month at 11:00 via Zoom teleconference.
- III.** Each Public Comment session is limited to thirty (30) minutes; any one person may address the Chairperson for a maximum of five (5) minutes; once a particular topic has been addressed by a member of the public, subsequent comments on that same topic by other people is limited to a maximum of two (2) minutes; citizens who have spoken once during the session will not be recognized a second time; and speakers are required to state their names and addresses.
- IV.** The following is hereby designated the official newspaper (s) of the Fund:

The Asbury Park Press, Neptune, New Jersey
The Star Ledger, Newark, NJ
Municipal Excess Liability JIF Website - www.njmel.org
NJPHA JIF Website - www.njphajif.org

ADOPTED: *this day by the Governing Body,*

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

RESOLUTION NO: 4-21
RESOLUTION OF THE NEW JERSEY PUBLIC HOUSING JOINT
INSURANCE FUND
TO ESTABLISH REMOTE MEETING PROCEDURES
APPLICABLE DURING A DECLARED STATE OF EMERGENCY

WHEREAS, on March 9, 2020 in response to COVID-19, Governor Phil Murphy issued Executive Order 103, which declared a state of emergency that has been extended by the Governor and remains in full force to this day; and

WHEREAS, by way of additional Executive Orders, the Governor has established extensive social distancing protocols to protect the health, safety and welfare of New Jersey citizens; and

WHEREAS, in accordance with the Executive Orders relating to COVID-19 and the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. (“OPMA”), local government units, including the New Jersey Public Housing Joint Insurance Fund (“Fund”), have continued to hold public meetings via remote platforms to ensure the continued operation of local government with participation by the public, in a way that limits public health risk; and

WHEREAS, in March 2020, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued “Local Operational Guidance – COVID-19: Guidance for Remote Public Meetings in New Jersey,” which provided specific guidance regarding holding remote public meetings under the OPMA; and

WHEREAS, on September 24, 2020, the DLGS issued Local Finance Notice 2020-21 (“LFN 2020-21”), which provided a synopsis of newly promulgated emergency regulations N.J.A.C. 5:39-1.1 through 1.7, which establish standard protocols for remote public meetings governed by the OPMA and held during a Governor-declared state of emergency; and

WHEREAS, LFN 2020-21 additionally stated that the emergency regulations presently in effect are proposed for permanent adoption in the October 19, 2020 New Jersey Register, with comments submitted no later than November 18, 2020; and

WHEREAS, under emergency regulation N.J.A.C. 5:39-1.4(h), a local government unit is required to adopt by resolution standard procedures and requirements for public comment made during remote public meetings, as well as for public comments submitted in writing ahead of the remote public meeting.

NOW THEREFORE BE IT RESOLVED that the Executive Director’s Office of the Fund, does hereby resolve and agree to adopt the following procedures regarding public comments during remote public meetings:

1. Public comments for a remote public meeting may be made during the designated public comment section of the meeting or submitted in writing to the Executive

Director's Office of the Fund no later than four (4) hours prior to published start time of the remote meeting. Written public comments must be emailed to the Executive Director's Office at: steves@permainc.com or mailed to the Executive Director's Office at: 9 Campus Drive – Suite 216, Parsippany, NJ 07054. Written public comments may not be submitted via any other form of electronic communication.

2. Written public comments submitted via email or mail must include the individual's name, full address and contact information (telephone number and/or email address), as the Executive Director's Office reserves the right to verify the submitter's identity.
3. Written public comments submitted in accordance with this resolution shall be read into the remote meeting record at the end of the last public comment section, subject to any time limit in place for in-person comments. Written public comments containing profanity or vulgarity will not be read into the record. The chair and/or presiding officer of the remote meeting reserves the right to read similar or duplicative comments into the record in a summary fashion and will do so uniformly for all similar/duplicative comments.
4. Written public comments received after the four (4) hour deadline set forth by this resolution will not be read into the record or become part of the meeting record.
5. The procedures and requirements for making public comments during a remote meeting, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
6. With respect to public participation at a remote public meeting, the following procedures shall be incorporated:
 - a. A member of the public who has submitted written comments prior to the meeting in accordance with this resolution, attends the remote public meeting, and wishes to participate during the public comment portion, will be deemed and treated as having already had the floor once.
 - b. If a member of the public disrupts a remote public meeting, the chair and/or presiding officer of the remote public meeting shall facilitate a dialogue with that member of the public to the extent reasonably permitted by the electronic communications technology.
 - c. The chair and/or presiding officer of the meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn them that continued disruption may result in their being prevented from speaking during the remote public meeting or removed from the remote public meeting. Disruptive conduct includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption and use of profanity.

- d. A member of the public who continues to act in a disruptive manner after receiving an initial warning shall be muted while other members of the public are allowed to proceed with their questions or comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.
- e. The chair and/or presiding officer of the remote meeting shall reserve the right to take necessary action to protect the rights of the public to participate in the remote public meeting

This Resolution shall take effect immediately.

ADOPTED this 13th day of January 2021;

RESOLUTION # 5 - 21

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
(hereafter referred to as "THE FUND")

ESTABLISHING A FISCAL MANAGEMENT PLAN

FOR THE 2021 FUND YEAR

WHEREAS, THE FUND is duly constituted as a Housing Authority Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et.seq.); and

WHEREAS, THE FUND is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et.seq.) ; and

NOW, THEREFORE BE IT RESOLVED, THE FUND's Executive Committee that:

- I.** All funds for Administrative Expenses, Reinsurance, Dividends and Miscellaneous Expenses, shall be withdrawn from the Official named Depository (ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution,

<u>Robert DiVincent</u>	CHAIRMAN
<u>Sherry Sims</u>	SECRETARY
Execu-Tech, Inc. Mr. Louis A. Riccio Mr. William F. Snyder	TREASURER
<u>Anthony Feorenzo</u>	COMMISSIONER

- II.** All funds for Claims payments shall be withdrawn from the Official Depository(ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution,

Alice H. Lihou	Qual-Lynx
David S. Ruber	Qual-Lynx
Louis A. Riccio	Fund Treasurer
William F. Snyder	Fund Treasurer

- III.** The Cash and Investment Policy attached herewith, shall be adopted.

- IV. Annual assessments shall be due by January 31, 2021. A grace period of 30 days shall be provided during which late fees shall not be assessed. Payments received after the expiration of the grace period shall be subject to a late fee in the form of an interest penalty of eighteen (18%) percent per annum retroactive to the original due date.
- V. Certifying and Approval Officer for all FUND expenses shall be the FUND's Executive Director and/or the Account Manager so designated by the Executive Director.
- VI. In accordance with the MEL's Retrospective Rating Program, the FUND does hereby transfers the aggregate excess contingency line item collected with 2021 Fund assessments to the Aggregate Loss Fund Contingency Account.

ADOPTED: *this day before the Governing Body:*

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

2021 CASH MANAGEMENT AND INVESTMENT POLICY

1.) Cash Management and Investment Objectives

The New Jersey Public Housing Authority Joint Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a) Preservation of capital.
- b) Adequate safekeeping of assets.
- c) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e) Maximization of total return, consistent with risk levels specified herein.
- f) Investment of assets in accordance with State and Federal Laws and Regulations.
- g) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i) Stability in the value of the FUND's economic surplus.

2.) Permissible Investments

Investments shall be limited to investments authorized under N.J.S.A. 40A:5-15.1 Joint Insurance Funds and Chapter 38, Joint Insurance Funds, Subchapter 1. Investments 5:38-1.1, 5:38-1.2 and 5:38-1.3 of the New Jersey Administrative Code.

3.) Authorized Depositories

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories include but are not limited to:

TD Bank
TD Bank Asset Management
Lakeland Bank
Bank of New Jersey
Investors Savings

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Board. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall identify the investment that is the most advantageous to the fund, unless otherwise directed by the FUND. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

Asset managers will submit written statements to the treasurer and executive director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan. Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Funds portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-16.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims impress accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

RESOLUTION # 6 - 21

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
(Hereinafter the "FUND")

ESTABLISHING A FUND RECORDS PROGRAM

WHEREAS: The FUND must establish a formal record retention program for the 2021 Fund Year.

NOW, THEREFORE BE IT RESOLVED, by the FUND's Governing Body that:

- I. Sherry Sims , Fund Secretary**, is hereby designated as custodian of the FUND records, which shall be kept at the office of the Fund Administrator, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07054.
- II. Tracy Lopez, Account Manager** for Perma Risk Management Services is hereby designated as **Assistant Fund Secretary**.
- III.** The records of the FUND shall be retained in accordance with the municipal records retention schedule as promulgated by the New Jersey Division of Archives and Records Management, and/or otherwise specified by the New Jersey Department of Insurance and Community Affairs.
- IV.** Each fund professional and service organization shall have the duty and obligation to maintain such records as are entrusted to him/her and to relinquish such records to the Fund Secretary upon termination of services or otherwise upon request.

Records and files not required to support current operations, but which must otherwise be retained, shall be stored in the record retention facility, located at Route 80, Business Archives, 24 Beckwith Avenue, Paterson, New Jersey. The FUND's Executive Director shall coordinate the archive process and shall make sure that all records are properly indexed and accessible.

ADOPTED: *this day before the Governing Body*

RESOLUTION # 7-21
RESOLUTION OF THE COMMISSIONERS OF THE
NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND ESTABLISHING
DEFENSE PANELS FOR THE 2021 FUND YEAR

WHEREAS, it is necessary for the New Jersey Public Housing Authority Joint Insurance Fund (“NJPHAJIF”) to establish Defense Panels comprised of attorneys for the defense of various actions that are brought against its members and for which the NJPHAJIF has an obligation to defend and indemnify, including but not limited to the New Jersey Workers’ Compensation Law, N.J.S.A. 34:15-1 et seq. (for workers’ compensation cases), and the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq. (for all-lines personal injury cases), subject to and in accordance with applicable NJPHAJIF insurance policies; and

WHEREAS, pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.), such services are recognized as “professional services,” as same shall be performed by persons authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of such services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

WHEREAS, the NJPHAJIF solicited responses (“Request for Qualifications (RFQ) for Defense Attorney” and “Request for Proposals (RFP) for Subrogation Attorney”), both dated September 16, 2020, and due October 14, 2020, for the 2021 Fund Year from law firms pursuant to a “fair and open” process, in accordance with the requirements of N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the NJPHAJIF, together with its General Counsel, reviewed responses received from law firms to the RFQ for Defense Attorney and the RFP for Subrogation Attorney to determine overall compliance with the requirements of the respective RFQ and RFP; and

WHEREAS, the Commissioners of the NJPHAJIF desire to appoint the following law firms to the respective Defense Panels for the 2021 Fund Year; and

WHEREAS, the Defense Panels may be modified from time to time.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the New Jersey Public Housing Authority Joint Insurance Fund, that the following law firms are hereby appointed to the respective Defense Panels, as indicated in the following lists, for the 2021 Fund Year:

All-Lines Defense Panel

- Biancamano & DiStefano
- Eric M. Bernstein & Associates, LLC
- Barker, Gelfand, James & Associates, LLC
- Methfessel & Werbel
- Brown & Connery, LLP (all-lines and workers' compensation)
- Chasan, Leyner & Lamparello, PC
- Hoagland, Longo, Moran, Dunst & Doukas, LLP
- King Moench Hirniak & Mehta, LLP
- PFund McDonnell, P.C.
- Cleary Giacobbe Alfieri Jacobs LLC
- DiPisa & Lago, LLC
- Dorsey & Semrau, LLC
- Florio Kenny Raval, LLP
- Grace Marmero & Associates, LLP
- Hill Wallack, LLP
- Huntington Bailey, LLP
- Keenan & Doris, LLC
- Law Offices of John L. Schettino, LLC
- Macce & Cresti, P.C.
- O'Donnell McCoy Heleniak, LLC
- Rainone Coughlin Minchello
- Ruderman & Roth
- Weiner Law Group, LLP
-

Workers' Compensation (Only) Defense Panel

- David L. Worthington, Esq.
- Leitner Tort DeFazio & Brause
-

Subrogation Attorney Panel

- Huntington Bailey, LLP
- Law Offices of John L. Schettino, LLC
- Florio Kenny Raval, LLP
- Biancamano & DiStefano
- Rainone Coughlin Minchello
- Macce & Cresti, P.C.
- Pfund McDonnell, P.C.

BE IT FURTHER RESOLVED, by the Commissioners of the New Jersey Public Housing Authority Joint Insurance Fund, that the following fee schedule for Defense Attorneys for workers' compensation petitions assigned in the 2021 Fund Year is established:

- **\$135.00 per hour for attorney time**
- **\$65.00 per hour for paralegal time**

BE IT FURTHER RESOLVED, by the Commissioners of the New Jersey Public Housing Authority Joint Insurance Fund, that the following fee schedule for Defense Attorneys for all-lines coverage in the 2021 Fund Year is established:

- **\$155.00 per hour for attorney time**
- **\$65.00 per hour for paralegal time**
-

BE IT FURTHER RESOLVED, by the Commissioners of the New Jersey Public Housing Authority Joint Insurance Fund, that Attorneys for subrogation services in the 2021 Fund Year shall receive 1/3 of the amount of any recovery.

ADOPTED this 13th day of January 13, 2021 before the Governing Body

Resolution #8-21
New Jersey Public Housing Authority Joint Insurance Fund

(hereinafter the "Fund" or the "NJPHA JIF")

ESTABLISHING THE 2021 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's Commissioners that the 2021 Plan of Risk Management shall be:

Definitions:

"Commissioners" mean: The Board of Fund Commissioners or the Executive Committee thereof as appropriate

"Member" means: A local unit of government that has joined the Fund

"Sexual Abuse" means: An action brought pursuant to Section 1 of P.L. 1992, c.109 (C.2A:61B-1), paragraph (1) of subsection c. of section 1 of P.L.1959 (C.2A:53A-7) or section 1 of P.L.2005, c.264 (C.2A:53A-7.4)

Section I – Coverage

Insurance Coverages

The following coverages are provided to the Fund's members, effective January 1, 2021:

- Workers' Compensation
- Liability (including optional excess)
- Public Officials Liability / Employment Practices Liability (including optional excess)
- Crime
- Non-Owned Aircraft Liability
- Cyber
- Property & Equipment Breakdown (effective December 31, 2020)
- NJHMFA Excess Insurance

Limits of Coverage

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles . All references to the "MEL" stand for the "Municipal Excess Liability Joint Insurance Fund". **Please note, the following is a general discussion of the coverages and limits provided via the Fund; however, the actual terms and conditions are defined in the policy documents and all issues shall be decided on such. Additional coverages, limits and conditions may apply. Please also note, deductibles may differ for individual members; please refer to your policy(ies) for full details.**

1. Workers' Compensation

- Workers' Compensation: \$300,000
- Employer's Liability: \$300,000
- USL&H, Harbor Marine/Jones Act, Incidental Foreign Workers' Compensation, Communicable Disease: Per Person
- MEL Excess Limit: Statutory
- Employer's Liability Excess Limit: \$6,700,000

2. **Liability** (includes General, Automobile, Employee Benefits and Law Enforcement Liability)

- Fund Limit: \$300,000
- MEL Excess Limit: \$4,700,000
 - The \$3,000,000 layer excess of \$2,000,000 is subject to a \$3,000,000 per local member unit annual aggregate (Automobile Liability is not aggregated)
- Sublimits: The following sublimits are part of, and not in addition to, the limits above:
 - Good Samaritan Liability: Included
 - Quasi Municipal Organization Liability: Included (if approved)
 - Fungus or Spores: \$1,000,000
 - Disinfectants Release Hazard Coverage: \$1,000,000
 - Dam and Reservoir: \$5,000,000
 - a. \$5,000,000 per occurrence for any member entity owned dams defined as Class III or IV in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8;
 - b. Included for premises owned, occupied or controlled by the member entity on which a dam or reservoir is located, or from the operations conducted on such premises;
 - c. \$2,000,000 per occurrence for any member entity owned dam defined as Class I or II in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8; and
 - d. \$2,000,000 per occurrence for any Class III or IV member entity owned dam involved with a Class I or II member entity owned dam.
 - Sanitary/Storm Water System Sewerage Backup and/or Sanitary System Sewerage Backup, Escape or Release: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
 - Subsidence: \$3,000,000 Per Occurrence and \$4,000,000 Annual Aggregate for all member entities
 - Skateboard Facilities: \$5,000,000 Per Occurrence (where approved)
 - a. Subject to 0% member coinsurance of the first \$100,000
 - Riot, Civil Commotion or Mob Action: \$5,000,000 Per Occurrence
 - Failure to Supply Utility: \$5,000,000 Per Occurrence
 - Garagekeepers Liability: \$2,000,000 Per Occurrence
 - New Jersey Personal Injury Protection (NJ PIP): \$250,000
 - New Jersey Uninsured/Underinsured Motorist (NJ UM/UIM): \$15,000 / \$30,000 / \$5,000
 - The following is added to EXCLUSION E. of SECTION II - POLICY EXCLUSIONS: This EXCLUSION does not apply to bodily injury arising out of lead contamination, or out of the inhalation, ingestion, use, handling or contact with lead paint if the Member Entity has implemented the lead abatement control measures as required by the Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4821, et seq.), the Lead Based Paint Hazard Retention Act (42 U.S.C. 4851, et seq.), and, with

respect to federally assisted housing, HUD's Lead Safe Housing Rule (24 C.F.R. 35.80, et seq.). This coverage is subject to an annual aggregate sub-limit of \$1,000,000

3. Optional Excess Liability Limit

The MEL offers Optional Excess Liability Limits excess of the MEL Excess Limit.

- The following limits are the Optional Excess Limits:
 - \$2,000,000 (equals \$7,000,000 total);
 - \$5,000,000 (equals \$10,000,000 total);
 - \$10,000,000 (equals \$15,000,000 total); and
 - \$15,000,000 (equals \$20,000,000 total);

The Fund purchases Optional JIF Shared Aggregate Excess Liability Limits excess of \$20,000,000 from the MEL. This coverage is only available to members of the Fund who purchase all \$20,000,000 available to them from the Optional Excess Liability Limits.

- \$10,000,000 aggregate (equals \$30,000,000 total)

4. Public Officials Liability / Employment Practices Liability

Each local member unit is 100% commercially insured with QBE Specialty Insurance Company for \$2,000,000 in the aggregate per member on a claims made and reported basis for each Fund year.

- Retentions and Coinsurance:
 - \$20,000 is the standard retention per claim and 20% of the first \$250,000 of the loss is the standard coinsurance, although other retentions and coinsurances may apply.
 - Local member units may qualify based on certain criteria to have options to purchase a lower retention and/or coinsurance contribution.
 - Members with adverse loss experience may be subject to higher retention and/or coinsurance.
- Optional Wage Coverage: \$50,000 aggregate per member

5. Optional Excess Public Officials Liability / Employment Practices Liability

The MEL offers Optional Excess Public Officials Liability / Employment Practices Liability limits excess of the local member units' primary \$2,000,000 Public Officials Liability / Employment Practices Liability policies with QBE Specialty Insurance Company as follows:

- \$1,000,000 (equals \$3,000,000 total);
- \$2,000,000 (equals \$4,000,000 total);
- \$3,000,000 (equals \$5,000,000 total);
- \$4,000,000 (equals \$6,000,000 total); and
- \$8,000,000 (equals \$10,000,000 total).

6. Optional Volunteer Directors & Officers Liability

Fire companies and Emergency Service Units have the option of purchasing optional Volunteer Directors & Officers Liability coverage. The coverage is 100% commercially insured with None and applies to the non-firematic/emergency activities of such entity per the following options:

Option	Limit of Liability	Deductible
1	\$0	\$0
2	\$0	\$0
3	\$0	\$0
4	\$0	\$0
5	\$0	\$0
6	\$0	\$0

7. Crime

- The Fund provides Crime coverage with a limit of \$50,000 for: Loss of Assets, Credit Card Forgery, Loss of Employee Benefit Plan Assets and Public Employee Dishonesty
- The member deductible is \$2,500
- MEL Crime
 - MEL Crime Excess: \$950,000 excess of the Fund Crime limit
 - MEL Crime Statutory Position:
 - a. The MEL provides primary employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have applied and have been approved for coverage at a limit of \$1,000,000 per occurrence per position. The MEL can provide MEL Crime Statutory Position limits, based on underwriting and via endorsement, above \$1,000,000, matching the member's auditor's recommendation, but no more than \$2,000,000. Such additional limit is available upon request and approval by the MEL.
 - b. The deductible is \$1,000
 - MEL Crime Excess Public Officials:
 - a. The MEL provides excess employee dishonesty and faithful performance coverage for those employed positions which are required by law to be individually bonded and where they have not applied or have not been approved for coverage under the MELJIF Statutory Position Program at a limit of \$1,000,000
 - b. The deductible is the greater of the underlying bond/policy in place or the statutory limit required

8. Non-Owned Aircraft Liability

- \$5,000,000; and
- Medical Expense for each passenger: \$5,000
- The coverage is 100% commercially insured with Endurance

9. Cyber

The Fund purchases Cyber insurance

- Limits and Retention: Please contact your Risk Manager or the MEL

10. Property & Equipment Breakdown

- The Fund provides a \$100,000 limit per occurrence (Property & Time Element combined)
- The MEL provides a \$900,000 limit excess of the Fund's limit
- The MEL purchases additional excess property limits, as follows: \$125,000,000, including certain sublimits, including, but not limited, to:
 - Aggregate, Earth Movement: \$100,000,000
 - Aggregate, Flood (includes Storm Surge): \$100,000,000
 - a. Per Location, Special Flood Hazard Area (SFHA): \$52,500,000
 - Named Storm: Included
 - Vehicles: \$15,000,000
- Member deductibles:
 - All Other: \$5,000
 - Automobile Physical Damage: \$2,500
 - Equipment Breakdown: \$5,000
 - SFHA Flood (Housing Authorities / Non-Profit Buildings) :
 - a. Building: \$250,000
 - b. Contents: \$100,000
 - c. Time Element: \$250,000
 - Named Storm (Covered Property in Atlantic, Ocean, Monmouth and Burlington counties east of the Garden State Parkway, and any covered property in Cape May County):
 - a. Property Damage: 1% of TIV at location, per occurrence
 - b. Time Element: 1% of 12 months gross earnings at location, per occurrence
 - c. Minimum, per location: \$1,000,000
 - d. Maximum, per occurrence: \$2,500,000

11. **NJHMFA Excess Insurance** The Municipal Excess Liability Joint Insurance Fund (MEL) provides excess insurance coverages with respect to those properties financed by the New Jersey Housing and Mortgage Finance Agency (NJHMFA) or are subject to requirements contained within a Financing, Deed Restriction and Regulatory Agreement with the NJHMFA and are insured by the New Jersey Public Housing Authority Joint Insurance Fund (NJPHA JIF) and/or the MEL so that all applicable insurance coverages with respect to such properties shall be in full compliance with all applicable NJHMFA Insurance Specifications / Minimum Requirements (NJHMFA Insurance Requirements), as may be amended from time to time, on a per property/per occurrence basis, except the NJPHA JIF does not provide primary flood insurance for properties in flood zones A, V and shaded X as defined by the Federal Emergency Management Agency (FEMA) (including all variations of A, V and shaded X), if applicable. In such cases, it is the property owner's responsibility to obtain primary flood coverages through the National Flood Insurance Program (NFIP) to the maximum extent of coverages available under the NFIP. The MEL provides flood coverage in excess of the NFIP maximum coverage limits up to a per property sub-limit of \$2.5 million. The NJPHA JIF

and the MEL are not responsible for determining whether or not a property is located in a flood zone or for procuring primary flood insurance for such property. Except with respect to the requirement for a property owner to obtain primary flood insurance through NFIP as noted herein, should any insurance coverages, including excess flood coverages, provided by the NJPHA JIF and/or the MEL not meet any of the applicable NJHMFA Insurance Requirements, the NJPHA JIF and/or the MEL will provide insurance coverages, excess insurance coverages and/or difference-in-conditions coverages (DIC) as applicable to meet all applicable NJHMFA Insurance Requirements to the sole satisfaction of the NJHMFA.

Individual Self-Insured Retentions

Optional Individual Self-Insured Retentions:

Amount of Risk to be Retained by the Fund

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles.

1. **Workers' Compensation:** \$300,000
2. **Liability:** \$300,000
 - NJ Uninsured/Underinsured Motorist: \$15,000 / \$30,000 / \$5,000
 - NJ Personal Injury Protection: \$250,000
3. **Optional Excess Liability Limit:** \$0
4. **Public Officials Liability / Employment Practices Liability:** \$0
5. **Optional Excess Public Officials Liability / Employment Practices Liability:** \$0
6. **Optional Volunteer Directors & Officers Liability:** \$0
7. **Crime:** \$50,000
 - MEL Crime Excess: None
 - MEL Crime Statutory Position: None
 - MEL Crime Excess Public Officials: None
8. **Non-Owned Aircraft Liability:** \$0
9. **Cyber:** \$0
10. **Property:** \$100,000
 - Equipment Breakdown: \$0
 - SFHA Flood: \$0
 - Named Storm (Covered Property in Atlantic, Ocean, Monmouth and Burlington counties east of the Garden State Parkway, and any covered property in Cape May County): \$0
11. **NJHMFA Excess Insurance:**

Commercial Insurance / Reinsurance Purchased

The insurance/reinsurance listed below may contain sublimits, retentions and deductibles in addition to such already stated.

1. **Non-Owned Aircraft Liability:** The Fund purchases this coverage through the MEL from Endurance
2. **Excess Property & Equipment Breakdown:** The Fund purchases this coverage from the MEL
3. **Excess Liability:** The Fund purchases this coverage from the MEL
4. **Excess Workers' Compensation:** The Fund purchases this coverage from the MEL
5. **Excess Crime:** The Fund purchases this coverage from the MEL
6. **Public Officials Liability / Employment Practices Liability:** The Fund purchases this coverage from QBE Specialty Insurance Company
7. **Optional Volunteer Directors & Officers Liability:** The Fund purchases this coverage from None
8. **Cyber:** The Fund purchases this coverage from Indian Harbor Insurance Company and the MEL
9. **NJHMFA Excess:** MEL

Section II – Conditions

The Amount of Unpaid Claims to be Established

1. The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund has adequate reserves to pay all claims and allocated loss adjusted expense liability.
2. Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Commissioners and claims servicing company. Reserves on large or unusual claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.

The Method of Assessing Contributions to be Paid by Each Member of the Fund

1. By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating member is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
2. The calculation of pro rata shares is based on each member's experience modified manual premium for that line of coverage. The Commissioners also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the Commissioners. The total amount of each member's annual assessment is certified by majority vote of the Commissioners at least one (1) month prior to the beginning of the next fiscal year.
3. The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
4. If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
5. The Commissioners may by majority vote levy upon the participating members additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating members by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage.
6. Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Commissioners.
7. Sexual Abuse Liability Account: The Commissioners may establish a sexual abuse liability account. Reserves, IBNR, expenses, assets, assessments and other assets for this account shall be accounted for separately. After the end of the year before the Fund has finalized its year end accounting, the Commissioners may levy a supplementary assessment if the sexual abuse claims account is negative on a statutory basis.
8. At the discretion of the Commissioners, any supplemental assessments may be payable in equal installments for up to ten years. Deferred assessments shall become due and immediately payable if a member leaves the Fund.

Procedures Governing Loss Adjustment and Legal Expenses

1. The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL and Volunteer D&O, which are handled by Summit Risk Services representing QBE Specialty Insurance Company. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers (i.e. General Re and Munich Re for liability, and Safety National for workers' compensation). Every three years, the MEL's internal auditors also conduct an audit.

2. Each member is provided with a claims reporting procedure and appropriate forms.
3. In order to control workers' compensation medical costs, the Fund has engaged a managed care organization (MCO) whose procedures are integrated into the Fund's claims process.
4. To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in governmental claims. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

Procedures for the Closure of Fund Years, including the Maintenance of All Relevant Accounting Records

1. The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
2. Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
3. Each year, the Commissioners will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Banking and Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.
4. In the event a member leaves the Fund, the Commissioners may assess the member's closed Fund Year account an amount not exceeding three (3) years stranded costs that the Fund incurs as a result of the member's withdraw. Stranded costs are those expenses incurred by the Fund that would otherwise have been paid from the withdrawing member's assessments had the member remained in the Fund. The dividend of any member that is no longer a member of the Fund and that member's share of the closed fund year account shall be held in escrow until the later of the tolling of the statute of limitations for all potential claims incurred during the membership period or the closure of all incurred claims by the Fund during the period of membership. A former member may apply to the Commissioners for a return of that member's remaining share of the closed Fund year account no sooner than when five (5) years have passed since the last Fund year in which the member participated has been closed. The Commissioners will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.
5. All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
6. The Fund will retain all records in accordance with the Fund's record retention program.

Assumptions and Methodology Used for the Calculation of Appropriate Reserve Requirements to be Established and Administered in Accordance with Sound Actuarial Principles

1. The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or funding requirement.
2. The following is an overview of the two actuarial methods used to project the ultimate losses.
 - a. Paid Loss Development Method - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.
 - b. Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.

The Maximum Amount a Certifying and Approving Officer May Approve Pursuant to N.J.A.C. 11:15-2.22

1. \$10,000 for General and automobile liability
2. \$10,000 for workers compensation
3. With the advance approval of the Fund Attorney, the certifying and approving officer may also pay provider bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.
4. \$50,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting.

ADOPTED: *this 13th day of January, 2021 by the Commissioners:*

RESOLUTION # 9-21

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
(hereinafter referred to as the “FUND”)

**RESOLUTION RATIFYING THE PURCHASE OF CERTAIN INSURANCE
COVERAGE**

WHEREAS, it has been determined the New Jersey Public Housing Authority as a matter of normal business of operating a joint insurance fund, has exposures to losses beyond its workers’ compensation coverage to its members and;

WHEREAS, these exposures to loss may be minimized through the purchase of commercial insurance at reasonable premiums and;

WHEREAS, the Fund’s Underwriting Manager has secured competitive proposals.

NOW THEREFORE BE IT RESOLVED that the Fund purchase the following insurance policies for its protection:

<u>Type</u>	<u>Carrier</u>	<u>Term</u>	<u>Limit</u>	<u>Premium</u>
Prof'l. Office Policy	Nautilus	1/1/21-1/1/22	\$1,000,000 occ \$2,000,000 aggr.	\$1,385.00*
Commercial Crime	Selective	12/31/20-12/31/21	\$1,000,000 s/t \$10,000 Deductible	\$2,475.00
Workers’Comp.	Guard Ins Grp	1/1/21-1/1/22	Statutory - Cov A \$1,000,000 - Cov B	\$ 363.00
Travel Accident	Federal Ins.	8/16/19-22	\$2,500,000 **	\$3,000.00

*Includes \$125.00 premium for terrorism coverage

** (Aggregate Limit of Indemnity)

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to purchase these coverage on behalf of the New Jersey Public Housing Authority Joint Insurance Fund.

ADOPTED: *this day by the Governing Body:*

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

RESOLUTION # 10-21

**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
ESTABLISHING MEETING COMPENSATION FOR
BOARD OF COMMISSIONER MEMBERS
FOR THE 2021 FUND YEAR**

BE IT RESOLVED , the **New Jersey Public Housing Authority Joint Insurance Fund** shall provide for payment to the Board of Fund Commissioners, pursuant to N.J.S.A. 40:A10-37 at the rate of \$150.00 per meeting; conditioned upon each member's attendance at any Executive Committee regularly scheduled meeting and attention to usual and customary duties between meetings.

BE IT FURTHER RESOLVED, a Board of Fund Commissioner member shall not be required to attend any additional meetings as a precondition to payment, nor shall any Executive Committee member be compensated for attendance at more than twelve (12) meetings per year.

ADOPTED: this day before the Governing Body

RESOLUTION # 11-21

**NEW JERSEY PUBLIC HOUSING AUTHORITY RESOLUTION AUTHROIZING THE
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND'S
PARTICIPATION IN THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT
INSURANCE
NAMED STORM DEDUCTILBE RISK SHARING PROGRAM**

Whereas, the New Jersey Public Housing Authority Joint Insurance Fund (hereinafter the "NJPHA JIF") is a member the of the Municipal Excess Liability Joint Insurance Fund (hereinafter the "MEL")

Whereas, the MEL provides excess property coverage underwritten by Zurich Insurance Company to various member Joint Insurance Funds; and

Whereas, as respects loss or damage caused by or resulting from a "Named Storm", any covered property in Atlantic, Ocean, Monmouth, and Burlington Counties located east of the Garden State Parkway, and any covered property in Cape May County is subject to a Property Damage deductible of 1% of the value per the Schedule of Values for the "Location" where the direct physical loss or damage occurred, per "occurrence"; and

Whereas, as respects loss or damage caused by or resulting from a "Named Storm", any covered property in Atlantic, Ocean, Monmouth, and Burlington Counties located east of the Garden State Parkway, and any covered property in Cape May County is subject to a Time Element deductible of 1% of the full 12 months Gross Earnings or Gross Profit values that would have been earned following the "Occurrence" by use of the facilities at the "Location" where the direct physical loss or damage occurred and all other "Locations" where Time Element loss ensues, per "occurrence"; and

Whereas, the above deductibles (hereinafter the "NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM") are subject to a minimum deductible of \$500,000 for Property Damage and Time Element, combined, per Location, and a maximum deductible of \$1,000,000 per occurrence; and

Whereas, for purposes of this resolution, a "Named Storm" means: Any storm or weather disturbance that is named by the U.S. National Oceanic and Atmospheric Administration (NOAA) or the U.S. National Weather Service or the National Hurricane Center or any comparable worldwide equivalent; and

Whereas, a "Named Storm" also includes "Storm Surge"; and

Whereas, for purposes of this resolution, covered property shall not include vehicles; and

Whereas, the Atlantic, Burlington, Central, FIRST, Mid Jersey, Monmouth, NJPHA, and Ocean JIFs have members subject to this deductible; and

Whereas, the Board of Fund Commissioners of the NJPHA JIF recognizes that its members could bear a financial hardship in event of a “Named Storm” as a result of this deductible; and

Whereas, the MEL has agreed to act as a lead agency to administer an agreement between member JIFs subject to this deductible.

Now, Therefore Be It Resolved that the Board of Fund Commissioners of the NJPHA JIF resolve to enter into an agreement with other members JIFs subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM subject to the following provisions:

1. In the event of a covered loss subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM, the JIFs that are parties to this agreement shall contribute to the total amount of the deductible pro rata based on each JIFs reported values for all properties subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM. The reported values for all properties subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM will be established in May of each year; and
2. The first \$5,000 of loss from each member location shall not be subject to this sharing provision; and
3. This sharing provision shall be subject to only insured property at insured locations; and
4. To be eligible for reimbursement under this agreement, the member shall file a claim with FEMA, including any National Flood Insurance Program policies, and the reimbursement under this agreement shall be reduced by the amount of such reimbursement.

Be it further resolved that a copy of this Resolution be provided to the NJPHA JIF Executive Director’s office, the NJPHA JIF Underwriter, the MEL Executive Director, the MEL Underwriting Office.

This Resolution was duly adopted by the New Jersey Public Housing Authority Joint Insurance Fund at a public meeting held on January 13, 2021.

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

RESOLUTION #12-21

RESOLUTION OF THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH QBE SPECIALTY INSURANCE COMPANY FOR PRIMARY PUBLIC OFFICIALS/EMPLOYMENT PRACTICES.

WHEREAS, there is a need for public officials/employment practices coverage for the New Jersey Public Housing Authority Joint Insurance Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, the Underwriting Manager is recommending award to QBE Specialty Insurance Company for primary public officials/employment practices liability coverage in the amount of \$679,943 inclusive of commission; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, QBE Specialty Insurance Company will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that QBE Specialty Insurance Company has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit QBE Specialty Insurance Company from making any reportable contributions through the term of the contract, and

WHEREAS, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2021 budget in the amount of \$679,943 inclusive of commission from:

Line Items: POL/EPL Premium and Land Use Liability

NOW, THEREFORE, BE IT RESOLVED, that the New Jersey Public Housing Authority Joint Insurance Fund authorizes the Executive Director to enter into a contract with QBE Specialty Insurance Company for the 2021 budget year for primary public officials/employment practices liability coverage in the amount of not to exceed \$679,943.00 inclusive of commission.

RESOLUTION #13-21

RESOLUTION OF THE NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND AWARDING AN EXTRAORDINARY UNSPECIFIABLE SERVICES CONTRACT WITH INDIAN HARBOR INSURANCE COMPANY FOR PRIMARY CYBER SECURITY LIABILITY COVERAGE

WHEREAS, there is a need for primary cyber security liability coverage for the New Jersey Public Housing Authority Joint Insurance Fund (FUND); and

WHEREAS, the Fund has sought and received proposals in accord with N.J.S.A. 19:44A-20.4 et. seq.; and

WHEREAS, the Underwriting Manager is recommending award to Indian Harbor Insurance Company for primary cyber security liability coverage in the amount of \$112,050 inclusive of commission; and

WHEREAS, the services qualify as an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 18A:18A-5(a)(ii) and N.J.A.C. 5:34-2.3(b); and

WHEREAS, the certification of an Extraordinary Unspecifiable Service as demanded by to N.J.A.C. 5:34-2.1 et. seq. must be complied with and attached to this resolution; and

WHEREAS, Indian Harbor Insurance Company will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that Indian Harbor Insurance Company has not made any reportable contributions to a political or candidate committee to the Fund in the previous one year, and that the contract will prohibit Indian Harbor Insurance Company from making any reportable contributions through the term of the contract, and

WHEREAS, the Fund Administrator has concurred with the legality of the purchase in accord with the New Jersey Local Publics Contract Law (N.J.S..40A:11-1 et. Seq); and

WHEREAS, the Treasurer has certified that funds are available, subject to approval by the board of commissioners in the 2021 budget in the amount of \$112,050 inclusive of commission from:

Line Items: Cyber Security Liability

NOW, THEREFORE, BE IT RESOLVED, that the New Jersey Public Housing Authority Joint Insurance Fund authorizes the Executive Director to enter into a contract with Indian Harbor Insurance Company for the 2021 budget year for primary cyber security liability coverage in the amount of not to exceed \$112,050.00 inclusive of commission.

**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
BILLS LIST**

Resolution No. 14-21

JANUARY 2021

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.

<u>FUND YEAR 2020</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009250			
009250	DECOTIIS, FITZPATRICK, COLE & GIBLIN LLP	GENERAL COUNSEL 12/20	3,607.58
			3,607.58
009251			
009251	GRACE DEKKER	MEETING 12/20	150.00
			150.00
009252			
009252	JOSEPH M. BILLY, JR.	MEETING 12/20	150.00
			150.00
009253			
009253	PERMA	POSTAGE 12/20	422.60
			422.60
009254			
009254	DOUGLAS G. DZEMA	MEETING 12/20	150.00
			150.00
009255			
009255	WEST NEW YORK HOUSING AUTHORIT	MEETING 12/20	150.00
			150.00
009256			
009256	LARRY STRATTON	MEETING 12/20	150.00
			150.00
009257			
009257	BAYONNE HOUSING AUTHORITY	MEETING 12/20	150.00
			150.00
009258			
009258	ASBURY PARK PRESS	ACCT:ASB-117561 - AD 12.4.20	7.65
009258	ASBURY PARK PRESS	ACCT:ASB-117561 - AD - 7.24.20	36.00
			43.65
009259			
009259	BOONTON HOUSING AUTHORITY	MEETING 12/20	150.00
			150.00
009260			
009260	CARTERET HOUSING AUTHORITY	MEETING 12/20	150.00
			150.00
009261			
009261	HACKENSACK HOUSING AUTH.	MEETING 12/20	150.00
			150.00
009262			
009262	NJ ADVANCE MEDIA	ACCT#XNJPU0555207 - AD - 11.24.20	64.40
009262	NJ ADVANCE MEDIA	ACCT#XNJPU0555207 - AD - 11.23.20	21.70
009262	NJ ADVANCE MEDIA	ACCT#XNJPU0555207 - AD - 12.7.20	23.25
009262	NJ ADVANCE MEDIA	ACCT#XNJPU0555207 - AD -12.7.20	18.60
009262	NJ ADVANCE MEDIA	ACCT#XNJPU0555207 - AD - 6.8.20	21.70
009262	NJ ADVANCE MEDIA	ACCT#XNJPU0555207 - AD - 9.26.20	18.60
009262	NJ ADVANCE MEDIA	ACCT#XNJPU0555207 - AD - 6.9.20	21.70
			189.95

009263			
009263	PASSAIC HOUSING AUTHORITY	MEETING 12/20	150.00
			150.00
009264			
009264	WOODBRIIDGE HOUSING AUTHORITY	MEETING 12/20	150.00
			150.00
009265			
009265	ALLSTATE INFORMATION MANAGEMNT	ACCT#862 - ARC & STOR - 11.30.20	53.06
			53.06
009266			
009266	NEW BRUNSWICK HOUSING AUTH.	MEETING 12/20	150.00
			150.00
009267			
009267	ASBURY PARK PRESS	ACCT:ASB-117561 - AD - 12.4.20	5.85
			5.85
		Total Payments FY 2020	6,122.69

FUND YEAR 2021

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009268			
009268	MUNICIPAL EXCESS LIABILITY JIF	FPB - 1ST QTR 2021	1,446.25
			1,446.25
009269			
009269	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 1ST QTR 2021	525,668.25
009269	MUNICIPAL EXCESS LIABILITY JIF	MEL - 1ST QTR 2021	276,004.50
			801,672.75
009270			
009270	QUAL-LYNX	CLAIM.ADJ SERVICES 1/21	17,694.75
			17,694.75
009271			
009271	PERMA	EXEC DIRECTOR 1/21	28,116.42
			28,116.42
009272			
009272	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 1/21	1,570.00
			1,570.00
009273			
009273	EXECU TECH, INC	TREASURER FEE - 1ST QTR 2021	19,899.00
			19,899.00
009274			
009274	MUNICIPAL EXCESS LIABILITY JIF	MSI - 1ST QTR 2021	12,839.75
			12,839.75
009275			
009275	WARREN RISK MARKETING, LLC	MARKETING FEE 1/21	3,032.83
			3,032.83
		Total Payments FY 2021	886,271.75
		TOTAL PAYMENTS ALL FUND YEARS	\$892,394.44