

**NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND
January 17, 2024
Reorganization Meeting – Birchwood at Perth Amboy
Perth Amboy, NJ
10:30 AM**

Meeting Called to Order by Secretary Sherry Sims. Open Public Meeting Statement read into the record.

Salute to American Flag

ROLL CALL OF EXECUTIVE COMMITTEE:

Chairperson		
Robert DiVincent	Edgewater Housing Finance Urban Renl	Absent
Secretary		
Sherry Sims	Boonton Housing Authority	Present
Board of Commissioners		
John Mahon	Bayonne Housing Authority	Absent
Joseph Billy, Jr.	Freehold Housing Authority	Present
John Clarke	Princeton 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	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	Absent

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 Via Cell Phone
Claims Service	Qual-Lynx	Claudia Acosta	Present
Safety Director	J.A. Montgomery Risk Consulting	Brian Maitland	Present
Auditor	Holman Frenia Allison	Robert Allison	Absent
Actuary	Actuarial Advantage	Kyle Mrotek	Absent
Managed Care	Qual-Care	Lisa Gallo	Present
Marketing	Warren Risk Marketing, LLC	Jack Warren	Present

ALSO PRESENT

Ezio Alatmura, RMC
Matt McArow, Jr., RMC
Mike Palsi, J.A. Montgomery
Ellie Moss, J.A. Montgomery
Bob Gemmel, RMC
Ramon Paulino, Old Bridge HA
Luis F. Alamo, RMC
James Evans, RMC
Patti Fahy, RMC
Steven Krolian, Perma
Tracy Lopez, Perma

Salute to American Flag

APPROVAL OF MINUTES: December 8, 2023 Open Minutes

MOTION TO APPROVE THE OPEN MINUTES AS REFERENCED ABOVE

MOTION: Commissioner Clarke
SECOND: Commissioner Billy
VOTE: Unanimous

Reorganization

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

MOTION TO ADJOURN SINE DIE MEETING AND VACATE CURRENT POSITIONS OF THE EXECUTIVE COMMITTEE

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

Executive Director said it was established that a quorum of the NJ Public Housing Authority JIF Fund Commissioners was present and also advised that the Fund must establish that a quorum of the members is present in order to conduct the meeting; this Fund establishes there quorum by the required number of proxy votes submitted, to date there were 52 proxy votes submitted by members of the Fund, exceeding the 26 proxies needed. Executive Director advised that Reorganization of the Fund would continue, 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 Clarke
SECOND: Commissioner Ditomasso
VOTE: Unanimous

Executive Director referred to the 2024 Slate as provided by the Nominating Committee for the 2024 Fund year:

2024 NJPHA JIF – Proposed Slate

Chairperson	
Robert DiVincent	Edgewater Housing Finance Urban Renewal Corporation
Secretary	
Sherry Sims	Boonton Housing Authority
Board of Commissioners	
John Mahon	Bayonne Housing Authority
Joseph Billy	Freehold 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
Joseph Capano	Cliffside Park Housing Authority

Executive Director asked if there were any other nominations from the floor to be considered for the 2024 slate of the Executive Committee.

Hearing none, Executive Director requested a motion to accept the 2024 slate of the Executive Committee and alternates as presented.

MOTION TO CLOSE THE FLOOR FOR NOMINATIONS AND CONFIRM THE NOMINATIONS OF THE 2024 EXECUTIVE COMMITTEE AND ALTERNATES AS PRESENTED BY THE NOMINATING COMMITTEE:

MOTION: Commissioner Clarke
SECOND: Commissioner Sims
VOTE: Unanimous

Fund Attorney, administered the oath of office for the 2024 Executive Committee members that were present.

Oaths of Office will be made a part of the January 17, 2024 minutes.

Roll call of the 2024 Executive Committee and alternates.

ROLL CALL OF EXECUTIVE COMMITTEE:

Chairperson		
Robert DiVincent	Edgewater Housing Finance Urban Renl	Absent
Secretary		
Sherry Sims	Boonton Housing Authority	Present
Board of Commissioners		

John Mahon	Bayonne Housing Authority	Absent
Joseph Billy, Jr.	Freehold Housing Authority	Present
John Clarke	Princeton 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	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	Absent

Executive Director advised that the Reorganization Resolutions 1-24 thru 11-24 will be read into the record and encouraged any questions on either of the resolutions prior to adoption of same;

Reorganization Resolutions -2024

Resolution 1-24 - Election of Chairman & Secretary

Resolution 2-24 - Appointment of Fund Professionals

Resolution 3-24 - Establishing Public Meeting Procedures

Resolution 4 -24 - Appointing Banking Manager

Resolution 5-24 - Establishing Remote Meeting Procedure - In response to Commissioner Sims, Fund Attorney advised that during the pandemic the OPMA was amended to allow for flexibility during public health emergencies and states of emergency including the ability to conduct a meeting, take votes, pass resolutions and take public comments remotely, during those periods. In March of 2022, the Governor lifted the Covid19 public health emergency in New Jersey but kept the State of Emergency which remains in affect today. We have the flexibility under the OMPA to conduct meetings remotely until such time the State of Emergency is lifted. Additionally, in response to Commissioner Clarke, Fund Attorney will review the Bylaws and advise if a change is needed addressing remote meetings.

Resolution 6-24 - Establishing a Fiscal Management Plan

Resolution 7-24 - Establishing a Fund Records Program

Resolution 8-24 - Appointing a 2024 Legal Defense List

Resolution 9-24 - Meeting Compensation

Resolution 10-24 - Award of POL/EPL Contract

Resolution 11-24 - 2024 Plan of Risk Management

Executive Director asked if there were any questions from the Executive Committee or members of the public regarding the above listed resolutions, hearing none;

**MOTION TO ADOPT 2024 REORGANIZATIONAL RESOLUTIONS 1-24 THRU 11-24
AS A CONSENT AGENDA**

MOTION:

Commissioner Chubenko

SECOND:

Commissioner Dzema

VOTE:

Unanimous

Correspondence

None

Underwriting Manager

In the absence of Underwriting Manager Ms. Lopez reviewed current cyber compliance status report and listing of certificates of insurance as previously distributed.

EXECUTIVE DIRECTORS REPORT

Pro Forma Financial Reports

Executive Director reviewed the monthly Fund monitoring reports as distributed which included the November Expected Loss Ratio Analysis, Claim Activity Report, Lost Time Accident Frequency Report, All JIFs Lost Time Accident Frequency. Executive Director said with regards to the Loss Ratio report we are trending close to the budgeted loss fund for property at 88% however our overall claims are trending 33% lower than the 2022 Fund year. We are expected to have the financial fast track for the February meeting to report on the financials.

2024 Professional Contracts

Executive Director referred to memorandum which outlines a summary of contracts in force not a part of the reorganization resolutions and sets forth compensation for each.

Committee Appointments - The Chairman of the Fund has appointed six standing committees. Fund Commissioners are encouraged to volunteer to serve in the 2024 year. Appointments will be confirmed with Chairman and presented during the February meeting. The Committees are as follows:

Claims Committee
Finance Committee;

Operations Committee;
Nominating Committee;

Coverage Committee;
Safety Committee

MEL 2024 Reorganization Meeting

The MEL held its Reorganization Meeting on January 8, 2024. Commissioner Clarke's report of the meeting was reviewed as distributed. Executive Director noted that Mr. Joseph Hrubash has been appointed the MEL Executive Director; Mr. Grubb is scaling back his responsibilities however remains a part of Perma and will concentrate additional projects.

RCF 2024 Reorganization Meeting

The RCF also held its Reorganization Meeting on January 8, 2024. Commissioner Sims's report of the meeting was reviewed as distributed.

CYBER JIF

The Cyber JIF met December 28, 2023 via MSTeams. Commissioner Clarke's report of the meeting was also reviewed as distributed. Commissioner Clarke advised members to be mindful to meet the compliance tiers of the Cyber JIF. Mr. Clarke offered assistance should any member need help with the program.

Executive Director noted the Cyber JIF has contracted with D2 to provide training, phishing and external scanning for members; the service is available to members at no extra charge and further encouraged members to take advantage of the training program as it will increase awareness at the local level to identify possible fraudulent attempts by bad actors; the program will also assist in the cyber compliance for members.

Members received an email from D2 outlining the process to upload emails and IP addresses so they can launch training and external scanning. Members were asked to provide a point of contact for emails and IP addresses. D2 has been reaching out to members that have not provided the necessary information yet and Perma will also follow up.

Starting November 7th, the Cyber JIF launched a “Members Only” section of their website. Members wishing to view secure documents will now be required to have a username and password. Fund Commissioners and Risk Managers received an email from WordPress with instructions on setting up the login credentials. PERMA also notified commissioners via email.

Banking Practices and Cyber Security Framework

Executive Director said in response to increased wire fraud activity and whitewashing of checks, the Municipal Excess Liability Joint Insurance Fund has developed the attached “Best Banking Practices – Wire Transfers, Automatic Clearing House (ACH) and Check Issuance”. A copy of the email sent to members on December 4th distributing the Best Practices in addition to a copy of the revised Cyber Security Framework is enclosed for review.

Administration

2024 Assessments

The 2024 annual assessments have been sent to all members of the Fund via certified mail and are due to Treasurers by **January 31, 2024**. As a reminder, all payments should be made as follows:

Payable To: New Jersey Public Housing Authority JIF
Mailed To: New Jersey Public Housing Authority JIF
PO Box 11487
Newark, NJ 07101

In response to Commissioner Clarke, Executive Director said the additional assessments resulting from property appraisals will be addressed once all appraisals have been completed.

Employment Practices Program

The MEL’s Annual Elected Officials Seminar sessions were held in Atlantic City as part of the League of Municipalities Conference. The course has been added to the MEL Safety Institute. Enclosed are instructions to access the seminar.

Power of Collaboration

Enclosed in the agenda is the latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine. The ad highlights the updated version of the MEL App available to download on you cell phone device. Note – you must delete the old app from your device prior to downloading the new version.

Risk Management Information/Operating System (RMIS)

The Origami database has now been reopened. Members can resume making changes to underwriting data.

Treasurers Report

Fund Treasurer advised payments are coming in slowly, collecting 5% of total assessments of \$15,968,384 which is approximately \$865,000. Fund Treasurer encouraged members to send in

their checks as soon as possible with two weeks remaining for the January 31st deadline. Fund Treasurer also reviewed the Summary of Cash Transactions, Summary of Cash and Investments Instruments and Certification and Reconciliation of Claims Payments and Recoveries.

Lastly, Fund Treasurer referred to and reviewed the bill lists as distributed:

December Supplemental Bill List - Resolution #29A-23:

FUND YEAR	AMOUNT
2023 Year	\$ 15,150.00
Total	\$ 15,150.00

January 2024 Bill List - Resolution #12-24:

FUND YEAR	AMOUNT
2023 Year	\$ 1,271,003.87
2024 Year	\$ 2,144,203.63
Total	\$ 3,415,207.50

In response to Commissioner Sims, Fund Treasurer confirmed the banking institutions currently utilized noting the pending release of a banking RFP being issued by the MEL.

MOTION TO APPROVE RESOLUTIONS #29A-23 DECEMBER SUPPLEMENTAL BILL LIST AND 12-24 JANUARY 2024 BILL LIST AND THE TREASURERS REPORT AS DISTRIBUTED AND REVIEWED.

MOTION:	Commissioner Clarke
SECOND:	Commissioner Ditomasso
VOTE:	Unanimous

Marketing

Marketing Director said the Fund office has received membership renewal agreements and resolutions from all 25 renewing members for the 2024-2026 term. We continue to work with Jersey City Housing Authority in providing a quote for the all-lines program upon their expiration date of March 1, 2024 with current carrier. We will keep the Board informed of results of same.

Attorney

Fund Attorney thanked the Board for the firm's reappointment of services for the 2024 Fund year and is looking forward to a productive fund year and wished everyone a Happy New Year! Nothing further to report at this time.

Safety Director

Safety Director thanked the Board for their reappointment for the 2024 fund year. Safety Director reviewed loss control surveys completed during the month of December in addition to the listing of meetings attended, Safety Director bulletins distributed and MSI Now usage noting the MSI Live schedule is now available through March 2024. In response to Commissioner Sims, Safety

Director said the site visits are in person with 1/3 additional for security site visits. Commissioner Clarke noted how importance of the provided services as they have been very helpful.

Managed Care

Managed Care Provider thanked the Board for their reappointment for the 2024 fund year. Managed Care provider referred to the 2023 year-end report which outlined a total 1,377 bills processed with 96% network utilization. The total charges for the bills resulted \$2,743,150.97 which were repriced for \$696,399.72 for a total savings of \$2,046,751.25 or 75%. Managed Care Provider referred to the updated service team listing inclusive of managed care for the Fund.

Claims Administration

Claims Administrator said the Claims Committee met January 17, 2024 and reviewed a total of (10) claims; if there are no questions it is requested to accept the recommendation of the Claims Committee to approve payment for the claims as presented.

**MOTION TO ACCEPT THE RECOMMENDATION OF THE CLAIMS COMMITTEE
AND APPROVE THE PARS AS PRESENTED BY THE CLAIMS ADMINISTRATOR
AS REVIEWED ON JANUARY 17, 2024.**

FILE	COVG
2022252668	WC
2022264954	WC
2023288286	WC
2023302846	WC
2023285421	GL
2023296938	GL
2024318056	Prop
2024312916	Prop
2023284107	Prop
2023291012	WC

MOTION: Chairman Billy
SECOND: Commissioner Ditomasso
VOTE: Unanimous

Executive Session

None.

Old Business

None

New Business

None.

Public Comment

None

MOTION TO ADJOURN THE MEETING

MOTION:

Commissioner Clarke

SECOND:

Commissioner Ditomasso

ALL IN FAVOR:

Unanimous

RESOLUTION # 1-24

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

**CERTIFYING THE ELECTION OF
CHAIRMAN AND SECRETARY
FOR THE 2024 FUND YEAR**

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

<u>Robert DiVincent</u>	Chairman
<u>Sherry Sims</u>	Secretary

BE IT FURTHER RESOLVED, that the Chairman and Secretary shall serve for the year 2024 and until their successors shall be elected and qualified.

ADOPTED:

this day before the Governing Body,

RESOLUTION NO. 2-24

**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 of the State of New Jersey, (N.J.S.A. 40A:10-36, et seq.); and

WHEREAS, the FUND determined it necessary and appropriate to obtain certain professional services and other extraordinary unspecifiable services, as defined in the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq., for the 2024, 2025 & 2026 FUND years; and

WHEREAS, N.J.S.A. 40A:11-15 (6) allows for a contract duration of not more than three (3) years for contracts including the purchase of insurance coverages, insurance consulting, administrative services and claims administration services; and

WHEREAS, contracts for other professional services may be awarded for a period not to exceed 12 consecutive months; and

WHEREAS, the FUND resolved to award the following professional service and other extraordinary unspecifiable services in accordance with a fair and open process pursuant to N.J.S.A. 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 by the FUND from the entities listed below on September 13, 2023 at 2:00 PM; and

WHEREAS, based on its review and evaluation of the responses received, the FUND's Operations Committee has recommended the award of contracts to the below listed entities.

NOW THEREFORE BE IT RESOLVED, that the FUND's Executive Committee hereby appoints the following entities for the terms noted below, commencing on January 1, 2024, 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** is hereby appointed as **Administrator, Stephen Sacco** is hereby appointed as **Executive Director, Joseph P. Hrubash** as **Deputy Executive Director** and as **agent for service of process**. \$1,157,323.92 is the estimated dollars that will be expended in connection with this contract over its three-year term. The annual amount of \$378,161 has been appropriated in the Administrator Line Item of the 2024 budget. (*Term 1/1/24 through 12/31/26*); and

- II. **Execu-Tech, Inc.** is hereby appointed as **Fund Treasurer**. \$258,374.27 is the estimated dollars that will be expended in connection with the Treasurer contract over its three-year term. The annual amount of \$84,425 has been appropriated in the Treasurer Line Item of the 2024 budget. *(Term 1/1/24 through 12/31/26)*; and
- III. **New Jersey Association of Housing & Redevelopment Authorities & the NJ Chapter National Association of Housing & Redevelopment Organization** is hereby appointed to serve as the FUND's **Sponsorship Organizations**. \$241,113 is the estimated combined dollars that will be expended in connection with the Sponsorship Organizations contracts over the three-year contract terms. The annual amount of \$80,371 has been appropriated in the Sponsorship Item of the 2024 budget and split between the two organizations. *(Term 1/1/24 through 12/31/26)*; and
- IV. **Qual-Lynx** is hereby appointed to serve as the FUND's **Claims Administrator**. \$241,632 is the estimated dollars that will be expended in connection with the Claims Administrator contract over a one-year term. The annual amount of \$241,632 has been appropriated in the Claims Administration Item of the 2024 budget. *(Term 1/1/24 through 12/31/24)*; and
- V. **Qual-Lynx** is hereby appointed to serve as the FUND's **Managed Care Provider**. \$84,232.72 is the estimated dollars that will be expended in connection with the Managed Care contract over a one-year term. The annual amount of \$84,232.72 has been appropriated from the Workers Compensation Line Item of the 2024 budget. *(Term 1/1/24 through 12/31/24)*; and
- VI. **The Actuarial Advantage** is hereby appointed to serve as the FUND's **Actuary**. \$125,026.52 is the estimated dollars that will be expended in connection with the Actuary contract over its three-year term. The annual amount of \$40,853 has been appropriated in the Actuary Line Item of the 2024 budget. *(Term 1/1/24 through 12/31/26)*; and
- VII. **Conner Strong & Buckelew** is hereby appointed to serve as the FUND's **Underwriting Manager**. \$61,162.09 is the estimated dollars that will be expended in connection with the Underwriting Manager contract over its three-year term. The annual amount of \$19,985 has been appropriated in the Underwriting Manager Line Item of the 2024 budget. *(Term 1/1/24 through 12/31/26)*; and
- VIII. **Jack Warren of Warren Risk Marketing, LLC** is hereby appointed to serve as the FUND's **Marketing & Communications Specialist**. \$118,795.71 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 \$38,621 has been appropriated in the Marketing Line Item of the 2024 budget. *(Term 1/1/24 through 12/31/26)*; and
- IX. **Francis Borin, Esq. of DeCotiis, Fitzpatrick, Cole & Giblin** is hereby appointed to serve as the FUND's **Attorney**. The annual amount of \$49,731 has been appropriated in the Attorney Line Item of the 2024 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 2024 budget. *(Term 1/1/24/ through 12/31/24)*; and

X. **Nisivoccia, LLP** is hereby appointed to serve as the FUND's **Auditor**. The annual amount of \$23,250 has been appropriated in the Auditor Line Item of the 2024 budget. (*Term 1/1/24 through 12/31/24*); and

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 to be prepared by the FUND; and

BE IT FURTHER RESOLVED, that in accordance with N.J.S.A. 19:44A-20.4 et seq., the decision of the FUND's Executive Committee that the procurement process utilized constitutes a fair and open process, shall be final.

ADOPTED: *this 17th day of January, 2024 by the Governing Body,*

RESOLUTION # 3-24

**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 2024 and

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

- I.** The Governing Body shall conduct Public Meetings during the year 2024 at the Perth Amboy Housing Authority – Birchwood Building, 618 New Brunswick Avenue, Perth Amboy, NJ at 10:30 AM on the following dates with exception to April, September, November and December due to scheduling of sponsorship organizations conferences and holiday meetings:

January 17, 2024	May 15, 2024	September 23, 2024*
February 14, 2024	June 12, 2024	October 23, 2024
March 13, 2024	July 10, 2024	November 19, 2024*
April 30, 2024*	August 14, 2024	December 6, 2024*
		January 8, 2025

(*) Indicates meetings to be held in conjunction with sponsorship organizations conferences and holiday meeting.

The meetings are currently scheduled to take place in person and are subject to change at which time members will be notified and notice will be formally advertised.

- I.** In addition, **the NJ Public Housing Authority Joint Insurance Fund Claims Committee** will meet during the year 2024 at 9:30 AM prior to the above scheduled dates with exception of April, September, November and December; the Committee will meet via MS Teams for these months on the following dates at 11:00AM:

April 25, 2024	November 15, 2024
September 19, 2024	December 5, 2024

- II.** 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.

- III.** 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 17th day of January by the Governing Body,*

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

RESOLUTION NO. 4-24

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

APPOINTING BANKING MANAGER

WHEREAS, the New Jersey Public Housing Authority Joint Insurance Fund (hereinafter the Fund), finds it necessary for the proper conduct and order of business that official depositories for the Fund be designated and named; and

WHEREAS Citizens Bank (formerly Investors Bank) for Banking services - at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn base of 4.20% as of 7/1/2023 plus 80% beta on Federal Fund Target Rate increase / decrease when utilizing the fully (FDIC) insured sweep product for the funds - is hereby proposed by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f)

NOW, THEREFORE, BE IT RESOLVED, by the New Jersey Public Housing Authority Joint Insurance Fund, that Citizens Bank (formerly Investors Bank) for Banking services - at an earnings rate based on a combined average balance of \$20,000,000 of participating joint insurance funds which will earn base of 4.20% as of 7/1/2023 plus 80% beta on Federal Fund Target Rate increase / decrease when utilizing the fully (FDIC) insured sweep product for the funds-is hereby approved by the Board of Fund Commissioners as the official designated depository in accord with N.J.S.A. 40A:11-5-15.1(f) and that sums so deposited may be withdrawn upon a check, draft or order of the Board of Fund Commissioners; and

BE IT FURTHER RESOLVED that a certified copy of this Resolution, duly executed, be delivered to the proper officers of Citizens Bank (formerly Investors Bank).

ADOPTED: *this 17th day of January, 2024 before the Governing Body*

RESOLUTION NO. #5-24
RESOLUTION OF THE NEW JERSEY PUBLIC HOUSING AUTHORITY
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 Authority 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, 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'; and

WHEREAS, the Fund desires to memorialize standard procedures and requirements for public comment for remote meetings for calendar year 2024 in accordance with DLGS Guidelines.

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 shall be limited to 5 minutes for each speaker and 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 & tracyl@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 the 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. Members of the public who submit written public comments regarding a specific agenda item that is scheduled for public hearing (such as a budget or bylaws amendment, etc.), should designate the agenda item and title to which their written public comments apply. 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.
7. If this resolution conflicts with any other policy or procedures of the Fund, the terms herein shall prevail.

This Resolution shall take effect immediately.

Adopted this 17th day of January, 2024.

RESOLUTION # 6-24

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

ESTABLISHING A FISCAL MANAGEMENT PLAN

FOR THE 2024 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, wire or ACH which shall bear the signatures and/or electronic approvals 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
<u>Execu-Tech, Inc.</u> 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
Edward Koreivo	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, 2024. 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.

- IV. 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.

ADOPTED: *this 17th day of January 2024 before the Governing Body:*

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
2024 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:

Bank of New Jersey
Citizens Bank (formerly Investors Bank)

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 # 7- 24

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 2024 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, Senior 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, ACCESS, 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 17th day of January 2024 before the Governing Body*

RESOLUTION #8-24

**RESOLUTION OF THE COMMISSIONERS OF THE
NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND ESTABLISHING
DEFENSE PANELS FOR THE 2024 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 August 1, 2023, and due September 13, 2023, for the 2024 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 2024 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 2024 Fund Year:

All-Lines Defense Panel

- Brown & Connery, LLP
- Cleary Giacobbe Alfieri Jacobs LLC
- DiPisa & Lago, LLC
- Dvorak & Associates, LLC
- Florio Kenny Raval
- Golden Rothschild Spagnola Lundell Boylan Garubo & Bell
- Hill Wallack LLP
- Huntington Bailey, L.L.P

- Keenan & Doris LLC
- King, Moench & Collins LLP
- Maley Givens
- Marmero Law, LLC
- Methfessel & Werbel
- Pfund McDonnell, P.C.
- Piro Zinna Cifelli Paris & Genitempo LLC
- Rainone Coughlin Minchello, LLC
- Schwartz & Posnock
- Shain Schaffer
- Weiner Law Group

Subrogation Attorney Panel

- Cleary Giacobbe Alfieri Jacobs LLC
- Dorsey & Semrau
- Florio Kenny Raval
- Huntington Bailey, L.L.P.
- Rainone Coughlin Minchello, LLC
- Schwartz & Posnock

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 2024 Fund Year is established:

- **\$140.00 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 2024 Fund Year is established:

- **\$170.00 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 2024 Fund Year shall receive 1/3 of the amount of any recovery.

ADOPTED this 17th day of January, 2024 before the Governing Body.

RESOLUTION # 9-24

**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
ESTABLISHING MEETING COMPENSATION FOR
BOARD OF COMMISSIONER MEMBERS
FOR THE 2024 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 17th day of January 2024 before the Governing Body

RESOLUTION NO. 10-24

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

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 Lexington Insurance Company for primary public officials/employment practices liability coverage in an amount not to exceed \$822,794 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, Lexington Insurance Company will submit a Business Entity Disclosure Certification and a Political Contribution Disclosure form which certifies that Lexington 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 Lexington 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 2024 budget in the amount of \$822,794 inclusive of commission from:

Line Items: POL/EPL Premium

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 Lexington Insurance Company for the 2024 budget year for primary public officials/employment practices liability coverage (inclusive of optional volunteer director's and officer's liability (N/A–NJPHA JIF) in the amount of not to exceed 822,794 inclusive of commission.

Adopted by the Governing Body this 17th day of January 2024.

New Jersey Public Housing Authority Joint Insurance Fund

New Jersey Public Housing Authority Joint Insurance Fund

(hereinafter the "Fund" or the "NJPHA JIF")
Resolution #11-24

ESTABLISHING THE 2024 PLAN OF RISK MANAGEMENT

BE IT RESOLVED by the Fund's Commissioners that the 2024 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, 2024:

- 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, 2023)
- NJHMFA Excess Insurance
- Terrorism

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

*New Jersey Public Housing Authority Joint Insurance Fund
2024 Plan of Risk Management*

- 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
 - 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): Statutory Minimum
- New Jersey Uninsured/Underinsured Motorist (NJ UM/UIM): Statutory Minimum
- 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 MEL also offers Optional JIF Shared Aggregate Excess Liability coverage, with limits of \$10,000,000 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 Lexington 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.
 - Non-compliance with the MEL's EPL Risk Management Plan will result in a deductible of \$100,000 and copay of 20% of \$2,000,000

- 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 Lexington 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

Volunteer Emergency Service Units have the option of adding Volunteer Directors & Officers Liability coverage to the Public Officials coverage. The coverage applies to the non-emergency activities of such entity. If elected, coverage will be included in the Public Officials Liability limits and subject to a \$1,000 deductible.

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 from the New Jersey Cyber Risk Management Fund

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

10. Property & Equipment Breakdown

- The Fund provides a \$100,000 limit per occurrence (Property & Time Element combined)
- The MEL provides a \$2,400,000 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: \$75,000,000
 - Aggregate, Flood (includes Storm Surge): \$75,000,000
 - a. Per Location, High Hazard Flood Zone: \$50,000,000
 - a. Aggregate : \$50,000,000
 - Named Storm: Included
 - Vehicles: \$10,000,000
- Member deductibles:
 - All Other: \$5,000
 - Automobile Physical Damage: \$2,500
 - Equipment Breakdown: \$5,000
 - SFHA Flood Maximum available NFIP limit, per location, regardless if member purchases it or not, but no less than \$500,000 building / \$500,000 contents (\$250,000 / \$100,000 for housing authorities and related non-profit buildings), but no more than the value of the building and contents.
 - Named Storm : \$5,000

- 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.

12. Terrorism

Aggregate: \$125,000,000

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: Statutory minimum
 - 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: \$100,000
11. **NJHMFA Excess Insurance:**
12. **Terrorism:** \$0

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
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 Lexington Insurance Company
7. **Optional Volunteer Directors & Officers Liability:** The Fund purchases this coverage from None
8. **Cyber:** The Fund purchases this coverage from the New Jersey Cyber Risk Management Fund
9. **Environmental Impairment Liability:** None}
10. **NJHMFA Excess:** MEL
11. **Terrorism:** The Fund purchases this coverage from the 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. 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

*New Jersey Public Housing Authority Joint Insurance Fund
2024 Plan of Risk Management*

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 17th day of January, 2024 by the Commissioners:*

New Jersey Public Housing Authority JOINT INSURANCE FUND

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

Resolution No. 29A-23

DECEMBER 2023

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

BE IT RESOLVED that the New Jersey Public Housing Auth. Joint Insurance Fund's Executive Board, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

FURTHER, that this authorization shall be made a permanent part of the records of the Fund.

<u>FUND YEAR 2023</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
010045			
010045	JOSEPH M. BILLY, JR.	2023 COMMITTEE MEETING ATTENDANCE	1,350.00
			1,350.00
010046			
010046	DOUGLAS DZEMA	2023 COMMITTEE MEETING ATTENDANCE	1,350.00
			1,350.00
010047			
010047	KATHLEEN DITOMASSO	2023 COMMITTEE MEETING ATTENDANCE	1,650.00
			1,650.00
010048			
010048	LARRY STRATTON	COMMITTEE MEETING ATTENDANCE 2023	900.00
			900.00
010049			
010049	BAYONNE HOUSING AUTHORITY	COMMITTEE MEETING ATTENDANCE 2023	1,500.00
			1,500.00
010050			
010050	BOONTON HOUSING AUTHORITY	2023 COMMITTEE MEETING ATTENDANCE	1,500.00
			1,500.00
010051			
010051	CARTERET HOUSING AUTHORITY	COMMITTEE MEETING ATTENDANCE 2023	1,350.00
			1,350.00
010052			
010052	JOSEPH CAPANO	2023 COMMITTEE MEETING ATTENDANCE	1,350.00
			1,350.00
010053			
010053	JOHN CLARKE	2023 COMMITTEE MEETING ATTENDANCE	1,500.00
			1,500.00
010054			
010054	ROBERT DIVINCENT	2023 COMMITTEE MEETING ATTENDANCE	1,350.00
			1,350.00
010055			
010055	HACKENSACK HOUSING AUTHORITY	2023 COMMITTEE MEETING ATTENDANCE	1,350.00
			1,350.00
		Total Payments FY 2023	15,150.00
		TOTAL PAYMENTS ALL FUND YEARS	15,150.00

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND BILLS LIST

Resolution No. 12-24

JANUARY 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 2023

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
010056			
010056	MUNICIPAL EXCESS LIABILITY JIF	FPB 4TH QTR 2023	2,501.50
			2,501.50
010057			
010057	MUNICIPAL EXCESS LIABILITY JIF	MEL- PROPERTY 4TH QTR 2023	782,794.00
010057	MUNICIPAL EXCESS LIABILITY JIF	MEL 4TH QTR 2023	460,956.50
			1,243,750.50
010058			
010058	DECOTIIS, FITZPATRICK, COLE & GIBLIN, LLP	ATTORNEY FEES FOR 12/23 FILE 01-009	4,063.00
			4,063.00
010059			
010059	GRACE DEKKER	2023 MEETING ATTENDANCE	150.00
			150.00
010060			
010060	PERMA	POSTAGE 12/23	669.40
			669.40
010061			
010061	SUSAN THOMAS	2023 MEETING ATTENDANCE	150.00
			150.00
010062			
010062	NJ ADVANCE MEDIA	ACCT #XNJPU0555207 12/1/23 MEETING	20.64
010062	NJ ADVANCE MEDIA	ACCT #XNJPU0555207 12/5/23 BUDGET	46.28
010062	NJ ADVANCE MEDIA	ACCT #XNJPU0555207 12/1/23 MEETING	13.76
			80.68
010063			
010063	MUNICIPAL EXCESS LIABILITY JIF	MSI 4TH QTR 2023	13,024.50
			13,024.50
010064			
010064	Acrisure NJ Partners Ins. Services, LLC dba	RMC- NEPTUNE CITY HA 2023	1,845.00
010064	Acrisure NJ Partners Ins. Services, LLC dba	RMC - FREEHOLD HA 2023	4,594.00
			6,439.00
010065			
010065	GANNETT NEW YORK NJ LOCALIQ	INV 6107624 A# 1120733 9675163 12/31/23	9.24
010065	GANNETT NEW YORK NJ LOCALIQ	INV 6107624 A# 1120733 9571832 12/04/23	43.80
010065	GANNETT NEW YORK NJ LOCALIQ	INV 6107624 A# 1120733 9571837 12/04/23	48.20
			101.24
010066			
010066	ACCESS	INV 10628519 CUST 862 11/30/23 FOR DEC	74.05
			74.05
		Total Payments FY 2023	1,271,003.87

FUND YEAR 2024

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
010067			
010067	MUNICIPAL EXCESS LIABILITY JIF	FPB Q1 2024	1,605.25
			1,605.25
010068			
010068	NJ CYBER RISK MANAGMENT FUND	CYBER- 1ST HALF 2024	375,250.00
			375,250.00
010069			
010069	MUNICIPAL EXCESS LIABILITY JIF	MEL- PROPERTY Q1 2024	1,148,967.75
010069	MUNICIPAL EXCESS LIABILITY JIF	MEL Q1 2024	524,681.00
			1,673,648.75
010070			
010070	PERMA	EXECUTIVE DIRECTOR 01/24	31,513.42
			31,513.42
010071			
010071	CONNER STRONG & BUCKELEW	UNDERWRITING MGMT FEE 01/24	1,665.42
			1,665.42
010072			
010072	EXECU-TECH, INC.	TREASURER FEE Q1 2024	21,106.25

			21,106.25
010073			
010073	EXECU-TECH, INC.	DOMAIN NAME / HOSTING 2024	350.00
			350.00
010074			
010074	EXECU-TECH, INC.	WEBSITE MAINTENANCE 01/24	200.00
			200.00
010075			
010075	NJ ADVANCE MEDIA	ACCT #XNJPU0555207 10808936 1/2/24	19.78
			19.78
010076			
010076	MUNICIPAL EXCESS LIABILITY JIF	MSI Q1 2024	12,587.25
			12,587.25
010077			
010077	WARREN RISK MARKETING, LLC	MARKETING DIRECTOR 01/24	3,218.42
			3,218.42
010078			
010078	J.A. MONTGOMERY CONSULTING	SAFETY TRAINING 01/24	3,207.25
010078	J.A. MONTGOMERY CONSULTING	SAFETY DIRECTOR/ LOSS CONTROL 01/24	9,016.00
010078	J.A. MONTGOMERY CONSULTING	RIGHT TO KNOW 01/24	10,815.84
			23,039.09
		Total Payments FY 2024	2,144,203.63
		TOTAL PAYMENTS ALL FUND YEARS	3,415,207.50