

NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND
JULY 13, 2022
PERTH AMBOY HOUSING AUTHORITY
(BIRCHWOOD BUILDING/COMMUNITY ROOM)
10:30 AM

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

Salute to American Flag

ROLL CALL OF EXECUTIVE COMMITTEE:

Chairperson		
Robert DiVincent	Edgewater Housing Finance Urban Renewal Corp.	Present
Secretary		
Sherry Sims	Boonton Housing Authority	Present
Board of Commissioners		
John Mahon	Bayonne Housing Authority	Present
Joseph Billy	Freehold Housing Authority	Present
John Clarke	New Brunswick Housing Authority	Present
Douglas Dzema	Perth Amboy Housing Authority	Present
Kathleen 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
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	Absent
Co-Treasurers	Execu-Tech, Inc.	William Snyder Louis Riccio	Present Absent
Claims Service	Qual-Lynx	Claudia Acosta	Present
Safety Director	J.A. Montgomery Consulting	Brian Maitland	Absent
Auditor	Homlan Frenia Allison	Lauren Holman	Absent
Actuary	Actuarial Advantage	Kyle Mrotek	Absent
Managed Care	Qual-Care	Lisa Gallo	Present
Marketing	Warren Risk Marketing, LLC	Jack Warren	Present

ALSO PRESENT

Jack Zisa, RMC
Dom Cinelli, RMC
Ezio Altamura, RMC
Matt McArrow, Jr., RMC
Ken Schulz, J.A. Montgomery
Tracy Lopez, Perma

Salute to American Flag

APPROVAL OF MINUTES: June 8, 2022 - Open Minutes

MOTION TO APPROVE THE OPEN MINUTES AS REFERENCED ABOVE

MOTION: Commissioner Clarke
SECOND: Commissioner Billy
VOTE: Unanimous

Correspondence

Executive Director referred once again to the MEL Helpline correspondence which outlined consulting services from three law offices available to assist in employment related issues. This is a service provided by the MEL and its use is encouraged.

Mr. Sacco took a moment to introduce newly added risk management consultants Mr. Ezio Altamura and Matthew McArrow, Jr. each of the Otterstedt Agency currently representing Englewood Housing Authority and their non-profit entities; although new to the NJPHA JIF, each represent municipalities in the northern part of the state and in the South Bergen JIF. Mr. Altamura is also a Councilman in Wood-Ridge Borough.

Claims Administration

Claims Administrator advised that the Claims Committee met this morning and reviewed a total of 12 (twelve) claims one of which was informational. If there are no questions relating to the claims as reviewed, a request to process payment authority as presented and recommended by the Committee was made.

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

MOTION: Commissioner Sims
SECOND: Commissioner Clarke
VOTE: Unanimous

Claims Administrator also reviewed the newly updated Qual-Lynx service team listing for the NJPHA JIF with the addition of Bettina Pendleton, WC Adjuster, Susan Bopp, WC Adjuster and Tracey Loreaux, Complex Claims Adjuster. This contact listing is available for use when reporting or inquiring of a claim to Qual-Lynx.

Underwriting Manager

In the absence of the Underwriting Manager, Ms. Lopez referred to renewal proposal of the Travel Accident Policy for an additional three-year term at flat renewal premium of \$3,000. This policy was put in place for members of the Executive Committee.

MOTION TO AUTHORIZE RENEWAL OF TRAVEL ACCIDENT POLICY FOR A THREE-YEAR TERM BEGINNING AUGUST 16, 2022-AUGUST 16, 2025.

MOTION:	Commissioner Sims
SECOD:	Commissioner Ditomasso
VOTE:	Unanimous

Ms. Lopez reviewed the Cyber Compliance Status report advising that members that have not submitted anything under the program will be contacted. The Underwriting Manager has advised that members must meet the minimum requirements under the program as this line of coverage is proving to be quite difficult to market and having members in compliance would support marketing efforts for the 2023 fund year.

Ms. Lopez reviewed the listing of previously issued certificates of insurance as distributed.

Pro Forma Financial Reports

Executive Director reviewed financial reports which included the May Financial Fast-Track noting an increase for the month of \$62,571 and a year to date decrease of \$22,126 resulting in an over statutory surplus of \$4.3M. There is a deficit in the 2018 fund year however, the closed years have retained a surplus which can extinguish the deficit position if needed. Executive Director also reviewed the loss ratio analysis report advising that property and workers compensation coverage continues to be the lines of coverage impacted; there were three property claims this month alone which were reviewed in the claims committee meeting this morning. We have had discussions with members of the executive committee as we recognize that the risks associated with housing authorities differ from municipalities as we have tenants that pose a higher risk than employees within a municipal building. We will continue safety efforts with the current safety director and members of the Fund.

Cyber JIF

Executive Director said as previously reported, the MEL had researched the idea of forming a Cyber JIF providing coverage and jointly purchase basic risk control services to help protect members from this exposure. Perma has formally filed with the New Jersey Departments of Banking and Insurance and Community Affairs to form the JIF. We will keep the members informed once a response is received.

Administration

Auditor and Actuary Year-End Reports

Ms. Lopez said the Audit and Actuarial Reports as of December 31, 2021 was filed with respective State Agencies as well as HUD. The Synopsis of the audit was also advertised in the Fund's official newspapers.

2021 Payroll Audit

Ms. Lopez said as authorized by the Executive Committee, the payroll audit of the 2021 year is now underway. Each respective member will be contacted directly by a representative of NEIS, Inc. We ask for your scheduling cooperation as the deadline for NEIS to report back to the Fund office is July 29, 2022 in preparation of the 2023 budget.

2022 Coverage Documents

Ms. Lopez said the fund office is currently in process of finalizing member policies which will be uploaded to the Fund's Risk Management Information System (Origami). We will email Fund Commissioners and Risk Management Consultants when the process is complete.

Risk Management Information/Operating System (RMIS)

Ms. Lopez advised members and risk managers will receive an Origami email with a link to renewal worksheets - to begin the 2023 underwriting renewal on or about July 18th with an August 31st completion date. The Underwriting Manager is preparing a memorandum outlining additional information needed for his marketing. An email will be issued from the Fund office with additional directions once the underwriting system link it sent.

2022 Meeting Schedule

Ms. Lopez said the Fund will update its schedule for the September, November and December meeting dates from the originally provided and advertised dates as follows:

Date	Location	Time
September 26, 2022	The Tropicana Hotel/Casino 2831 Boardwalk Atlantic City, NJ	3:00 PM
November 15, 2022	The Tropicana Hotel/Casino 2831 Boardwalk Atlantic City, NJ	3:00 PM
December 2, 2022	The Armory 200 Front Street Perth Amboy, NJ	10:00 AM

The Fund will issue notification and advertise accordingly.

August Meeting Cancellation

Ms. Lopez said historically, the Fund has voted to cancel the August meeting in addition to processing any necessary claim payments and professional fees for the month. The Board may want to consider cancelling the August 10, 2022 scheduled meeting.

**MOTION TO CANCEL THE AUGUST MEETING OF THE FUND AND
AUTHORIZE THE TREASURER TO PROCESS ANY NECESSARY CLAIM
PAYMENTS AND PROFESSIONAL FEES FOR THE MONTH OF AUGUST.**

MOTION: Commissioner Billy
SECOND: Commissioner Clarke
VOTE: Unanimous

Claims Committee will convene via Zoom for the month of August however the date may change from August 9, 2022. We will advise the Committee.

Treasurers Report

Fund Treasurer referred to the financial reports as distributed inclusive of the Summary of Cash Transactions, Summary of Cash and Investments Instruments, noting the name change from Bank of NJ to Connect One Bank and the Certification and Reconciliation of Claims Payments.

Executive Director reviewed Resolution 23-22 July Bill List.

FUND YEAR	AMOUNT
Aggregate Fund Years	\$ 564,455.78
2017 RCF Transfer/Supp Assessment	\$ 958,368.02
2021	\$ 6,374.00
2022	\$ 1,330,306.00
Total	\$ 2,859,503.80

MOTION TO APPROVE RESOLUTION #22-22 JULY 2022 BILL LIST AND THE TREASURERS REPORT AS DISTRIBUTED.

MOTION: Commissioner Sims
SECOND: Commissioner Clarke
VOTE: Unanimous

Fund Treasurer advised that NJ NAHRO is scheduled to have their Board meeting on July 28, 2022 at the Hard Rock Hotel/Casino, Atlantic City, Nj for which an invitation has been extended to Steve Sacco, Executive Director and Tracy Lopez, Account Manager for discussions surrounding the JIF and bolstering the relationship between the entities, inclusive of providing training.

Marketing

Marketing Director advised that there are twenty-four members (23 all lines/ 1 wc) scheduled to renew the Fund membership at year end. Membership renewal notices will be distributed to respective members and follow up will be pursued in coordination by his office and the Fund office. The Fund office has released a quote to Princeton Housing Authority for all lines coverage effective August 15, 2022; we await response of same and will keep the Board informed.

Attorney

Fund Attorney referred to and reviewed agenda report as distributed outlining continued case oversight and inclusive strategizing with defense counsel, the Executive Director and Qual-Lynx as needed. As a follow up, Fund Attorney noted that a letter was sent to sponsors of legislation introduced allowing for-profit entities to join a joint insurance fund with other non-profits or housing authorities. The piece of legislation as introduced was circulated to the professionals of the Fund as well as the Municipal Excess Liability Insurance Fund (MEL JIF) which have raised several concerns regarding the implications of the addition of for-profit entities inclusive of financial security, bonding, control etc. prompting the letter to the sponsors of the bill. Professionals are currently working with Ms. Christiana Foglio to schedule a meeting with Senator Singleton to address our concerns and possible amendments to the bill.

Safety Director

Safety Director referred to the agenda report as distributed outlining the loss control and security loss control surveys completed during the month of June. Safety Director also reviewed the

listing of Safety Director Bulletins and Messages distributed to members of the Fund through the MSI App in addition to the usage listing of MSI Now & MSI DVD and the availability of the MSI Live schedule.

Managed Care

Managed Care provider referred to the monthly report for June reporting 87 bills processed inclusive of eight (8) injuries reported. Total charges of \$262,309.57 however once Qual-Lynx contracted rates were implemented the charges were repriced for \$68,275.45 resulting in a total savings of \$194,034.12 or 74%. The claims pierced the network at a rate of 96%.

Old Business

None

New Business

None

Public Comment

None

Executive Session

None.

MOTION TO ADJOURN THE MEETING

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

Meeting adjourned at: 10:50 AM

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND BILLS LIST

Resolution No. 23-22

JULY 2022

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 AGGREGATE

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009719			
009719	MUNICIPAL EXCESS LIABILITY JIF	2020 SURPLUS TRIGGER CORRECTION	-1,551.44
009719	MUNICIPAL EXCESS LIABILITY JIF	RETRO PREM CALC - FY 2016-2021	566,007.22
			564,455.78
		Total Payments FY AGG	564,455.78

FUND YEAR CLOSED

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009720			
009720	MUNICIPAL EXCESS LIABILITY RCF	SUPPL ASSMNT FY 2007 (CY 2003)	39,712.46
009720	MUNICIPAL EXCESS LIABILITY RCF	2021 ASSMNT TO CLOSE 2017 FY	918,655.56
			958,368.02
		Total Payments FY CLOSED	958,368.02

FUND YEAR 2021

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009721			
009721	THE DITTMAR AGENCY, INC	NEPTUNE CITY HA - 2021 RMC	1,318.00
			1,318.00
009722			
009722	HOLMAN FRENIA ALLISON, P.C.	CONFIRMATION.COM 2021	160.00
009722	HOLMAN FRENIA ALLISON, P.C.	AUDIT 2021	4,500.00
			4,660.00
009723			
009723	ARTHUR J. GALLAGHER RISK	MORRIS CTY AFFORD HSG - 2021 RMC	396.00
			396.00
		Total Payments FY 2021	6,374.00

FUND YEAR 2022

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009724			
009724	MUNICIPAL EXCESS LIABILITY JIF	FPB - 3RD QTR 2022	1,386.00
			1,386.00
009725			
009725	QUAL-LYNX	MANAGED CARE 7/22	6,617.08
			6,617.08
009726			
009726	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 3RD QTR 2022	659,057.75
009726	MUNICIPAL EXCESS LIABILITY JIF	MEL - 3RD QTR 2022	469,687.54
			1,128,745.29
009727			
009727	DECOTHS, FITZPATRICK, COLE & GIBLIN LLP	ATTORNEY FEE 5/22	3,993.42

			3,993.42
009728			
009728	QUAL-LYNX	CLAIM ADJ SERVICES 7/22	19,359.58
			19,359.58
009729			
009729	PERMA	POSTAGE 6/22	48.27
009729	PERMA	EXEC DIRECTOR 7/22	30,896.17
009729	PERMA	POSTAGE 5/22	5.80
			30,950.24
009730			
009730	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 7/22	1,601.00
009730	CONNER STRONG & BUCKELEW	TRAVEL ACCIDENT #6477-58-99	3,000.00
			4,601.00
009731			
009731	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 7/22	3,272.25
			3,272.25
009732			
009732	EXECU TECH, INC	TREASURER FEE - 3RD QTR 2022	20,286.78
			20,286.78
009733			
009733	EXECU TECH, INC	WEBISTE MAINT 7/22	200.00
			200.00
009734			
009734	NJ ADVANCE MEDIA	ACCT#XNJPU0555207 - AD - 6.27.22	212.96
			212.96
009735			
009735	MUNICIPAL EXCESS LIABILITY JIF	MSI - 3RD QTR 2022	12,727.83
			12,727.83
009736			
009736	PROFESSIONAL INSURANCE ASSOC.,	GARFIELD HA - RMC 2022	9,042.00
			9,042.00
009737			
009737	WARREN RISK MARKETING, LLC	MARKETING FEE 7/22	3,094.00
			3,094.00
009738			
009738	J.A. MONTGOMERY RISK CONTROL	SAFETY TRAINING 7/22	3,086.45
009738	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 7/22	8,840.99
			11,927.44
009739			
009739	J.A. MONTGOMERY RISK CONTROL	RIGHT TO KNOW 7/22	10,625.00
			10,625.00
009740			
009740	THE DITTMAR AGENCY, INC	NEPTUNE CITY HA - RMC 2022	1,564.00
009740	THE DITTMAR AGENCY, INC	FREEHOLD HA - RMC FEE 2022	3,902.00
			5,466.00
009741			
009741	GANNETT NJ NEWSPAPERS	NJPHA 1.22	50.84
			50.84
009742			
009742	ACCESS	ACCT#862 - ARC & STOR - 5.31.22	5.88
009742	ACCESS	ACCT#862 - ARC & STOR - 5.31.22	56.54
			62.42
009743			
009743	BROWN & BROWN METRO, LLC	HOBOKEN HA - 2ND INSTALL 2022	13,559.00
009743	BROWN & BROWN METRO, LLC	BAYONNE HA - RMC 2022	38,377.00
009743	BROWN & BROWN METRO, LLC	BRIDGEVIEW MANOR HOUSING - RMC 2022	5,532.00
			57,468.00
009744			
009744	PERTH AMBOY HOUSING AUTHORITY	BREAKFAST MEETING 6/22	217.87
			217.87
		Total Payments FY 2022	1,330,306.00
		TOTAL PAYMENTS ALL FUND YEARS	\$2,859,503.80