

NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND
July 14, 2021
Via Zoom teleconference
10:30 AM

Meeting Called to Order by Executive Director at the direction of the Executive Committee members present in the absence of Chairman DiVincent. Open Public Meeting Statement read into the record.

Salute to American Flag

ROLL CALL OF EXECUTIVE COMMITTEE:

Chairperson		
Robert DiVincent	Weehawken Housing Authority	Absent
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	Present
Eric Chubenko	Carteret Housing Authority	Present
Anthony Feorenzo	Hackensack Housing Authority	Present
Pamela Mitchell	Passaic Housing Authority	Present

APPOINTED OFFICIALS PRESENT:

Executive Director /Administrator	Perma Risk Management Services	Steve Sacco	Present
Attorney	DeCotiis, Fitzpatrick Cole & Giblin, LLP	Frank Borin	Present
Underwriting Mgr	Conner Strong & Buckelew	Edward Cooney	Present
Co-Treasurers	Execu-Tech, Inc.	William Snyder Louis Riccio	Absent Present
Claims Service	Qual-Lynx	Claudia Acosta	Present
Safety Director	J.A. Montgomery Risk Control	Brian Maitland	Present
Auditor	Homlan 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

Tom McGuire, Phillipsburg HA
Joanne Sbrana, Bridgeton HA

Helen Goodwin, RMC
Kelly Stephens, Morris County HA
Paul Shives, J.A. Montgomery
Ellie Moss, J.A. Montgomery
Michael Palsi, J.A. Montgomery
Jonathon Tavares, Conner Strong & Buckelew
Jennifer Modica, RMC
Deborah Hurley, Edison HA
Patti Fahy, RMC
Jasmine Brascom, RMC
Gerald Sanzari, North Bergen HA
Allison Durham, Morristown HA
Jennifer Conicella, Perma
Tracy Lopez, Perma

APPROVAL OF MINUTES: June 9, 2021 Open Minutes

MOTION TO APPROVE THE OPEN MINUTES AS REFERENCED ABOVE

MOTION:	Commissioner Chubenko
SECOND:	Commissioner Clarke
VOTE:	Unanimous

Correspondence

Executive Director referred to the MEL Helpline correspondence which outlined consulting services from three law offices available to assist members in employment related issues. This is a service provided by the MEL and its use is encouraged for Executive Director's of member authorities.

Executive Director also referred to notice released by Qual-Lynx announcing that they acquisition by Mitchell Genex Coventry of Qual-Lynx has been finalize. Claims Administrator said the acquisition was finalized on July 1, 2021 resulting in a seamless transition. The acquisition will pose no change in services to Fund clients and services will continue moving forward.

Underwriting Manager

Underwriting Manager referred to the agenda reports as distributed outlining the listing of prior certificates of insurance released as well as the current status of the Cyber Risk Management Program V2, grandfathered members until January 1, 2022 and current status with the new version of the program.. Underwriting Manager said it is very important that members review the requirements of V2 of the Cyber Risk Management Program as this is very critical for cyber security as well as compliance for the 2022 renewal; all questions within each Tier (Tiers 1, 2 & 3) must be addressed.

Underwriting Manager advised members that a memo addressing critical underwriting for the 2022 fund year will be released from the underwriting department which should be reviewed by fund commissioners and risk management consultants.

EXECUTIVE DIRECTORS REPORT

Due Diligence Reports

Executive Director referred to the financial reports of May 31, 2021 beginning with the Financial Fast Track noting the increase in statutory surplus of \$44,708 for the month, and \$582,618 for the years resulting in a total surplus of \$3,697,461. Executive Director noted the deficit in fund years 2017 and 2018 however there is sufficient funding within the closed years to address those deficit years; the programs put in place, deductibles imposed for some members and as well as the increase in the budget, increasing our loss funding in addition to the loss control services has evidenced improvement for the Fund. Executive Director referred to the loss ratio analysis report which outlines total claims at this time last year was approximately 19%, currently the fund stands at approximately 17.5% which indicates an improvement however the significant claims remain with the property and workers compensation lines of coverage which continue to be the areas of focus.

Municipal Excess Liability (MEL) JIF Report

Executive Director said the MEL is currently working on the 2022 rates in conjunction with the actuary once the rates are established the fund can begin the process in September. Executive Director said with regards to property, the fund retention is the first \$100,000 of each claim; the remainder of claims exceeding the retention is then taken over by the MEL; it has been considered within the near future the MEL will require property evaluations retained by an independent vendor for services as the matter progresses, we will inform members.

NJ Sustainable Energy Joint Meeting (NJ SEM)

Executive Director said the NJ SEM is offering a webinar on Tuesday, July 20, 2021 at 10:00AM to help educate local government officials on the basics of Electric vehicles (“EVs”), the fast-developing EV market, the State’s strategies to reduce carbon emissions from vehicles, and the role that local government can play. NJ SEM has applied to the DCA for approval of this webinar as a Continuing Education Credit course, for up to 2 CEU credits for MFO/CFO, CPWM, RMC and QPA. The save-the-date notice emailed to Fund Commissioners earlier in the month was reviewed as distributed.

Executive Director Training

On behalf of NJ NAHRO, J.A. Montgomery Risk Consulting will provide an additional 90 minute training webinar specifically for member Executive Directors, the training will provide the objective of understanding the responsibilities of the employer to its employees to create a safe and healthy work environment and how to best manage risk exposure as a public employer. The registration notice was issued by J.A. Montgomery via email on May 13, 2021 for the training taking place on July 21, 2021 from 10:00 AM – 11:30 AM.

As previously reported, the Fund is working with sponsorship agencies to enhance training for Fund members. For your convenience below is the link for registration.

https://jamontgomery.zoom.us/webinar/register/WN_1IfTdYm1SJyMDJuKMAbcyA

RFP/RFQ Process

Executive Director said the professional service contract for the Fund Attorney, Defense Panel including Subrogation and Fund Auditor will expire December 31, 2021. We request authorization to proceed in the RFP/RFQ process for the 2022 Fund year. The Fund will advertise, pursuant to N.J.S.A. 19:44A-20.4 et. seq for the positions.

MOTION TO RELEASE AN RFP/RFQ FOR PROFESSIONAL SERVICES OF FUND ATTORNEY, DEFENSE PANEL INCLUDING SUBROGATION AND FUND AUDITOR PURSUANT TO THE FAIR AND OPEN PROCESS AS OUTLINED IN N.J.S.A. 19:44A-20.4 ET. SEQ. FOR THE 2022 FUND YEAR.

MOTION: Commissioner Dzema
SECOND: Commissioner Clarke
VOTE: Unanimous

Administration

Auditor and Actuary Year-End Reports

Ms. Lopez said the Audit and Actuarial Reports as of December 31, 2020 was filed with respective State Agencies as well as HUD. The Synopsis of the audit was also advertised in the Fund's official newspapers.

2020 Payroll Audit

Ms. Lopez said as authorized by the Executive Committee, the payroll audit of the 2020 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 August 15, 2021.

2021 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.

2021 Membership Renewals

Ms. Lopez noted that there are forty members (29 all lines/ 11 wc) scheduled to renew the Fund membership at year end. Membership renewal notices will be distributed to respective members.

Risk Management Information/Operating System (RMIS)

Members and Risk Managers will be receiving an email with a link to renewal worksheets - to begin the 2022 underwriting renewal during the month of July with an August 31st completion date in preparation of the 2022 budget process.

2021 Financial Disclosures

Ms. Lopez noted that we are happy to report all appointed fund commissioners and respective professionals have filed their financial disclosure forms electronically by the State deadline of June 30, 2021.

Employment Practices Compliance Program

Ms. Lopez encouraged members to visit the MEL webpage to review all the elements of the MEL's EPL Compliance Program as the deadline to meet all elements within the program is November 1, 2021 which was extended from June 30, 2021. Please use the following link to view an outline of the MEL program and its model documents:

<https://njmel.org/insurance/public-officials/risk-management-program/>

This year, the Managers & Supervisors Training can be met by attending the Instructor-led webinar: “Protecting Children From Abuse – Managers/Supervisors”. This course for Managers includes an Employment Practices component. A copy of the notice distributed to members from J.A. Montgomery on classes scheduled through September was reviewed.

2021 Meeting Schedule

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

Date:	September 24, 2021	November 16, 2021
Time:	10:00 AM (Changed from 1:00 PM)	3:00 PM
Location:	The Armory 200 Front Street Perth Amboy, NJ 08861	Tropicana Hotel/Casino 2831 Boardwalk Atlantic City, NJ 08401

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 11, 2021 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

Treasurer Report

Mr. Riccio referred to the financial reports as of May 2021 inclusive of the Summary of Cash Transactions, Summary of Cash and Investments Instruments and the Claims Certification and Reconciliation reports. Mr. Riccio advised members that effective August 31, 2021, the TDBank lockbox will be closed; there have been approximately 30% of the assessments sent to the TDBank Lockbox, which were forwarded however, it is imperative that for the 2022 Fund year, members update their records to the new lock box with Investors. Notification reminding members will be included within the 2022 Assessment bill distribution. Investors Bank Lock Box address is : NJ Public Housing Authority JIF, PO Box 11487, Newark, NJ 07101.

Mr. Riccio also noted the consolidation of investments accounts and transfer of the majority of funding to the MEL’s Joint Cash Management and Investment Program as the rate of return on investments appear to be much higher than what is currently being received.

Mr. Riccio agreed with Executive Director noting that the Fund is evidencing claim improvement due to the increase in deductibles for members with high loss ratios however, there remains a high level of claims for the Fund.

Mr. Riccio referred to the July bill list inclusive of the MEL trigger assessment, the RFC trigger assessment and the 2016 Fund year transfer to the RCF.

July Bill List Resolution #25-21:

FUND YEAR	AMOUNT
Aggregate Fund Year	\$ 202,838.21
Closed Fund Year	\$ 759,931.43
2021 Fund Year	\$ 1,019,149.05
Total	\$ 1,981,918.69

MOTION TO APPROVE RESOLUTION #25-21 JULY 2021 BILL LIST AND THE TREASURERS REPORT AS DISTRIBUTED.

MOTION: Commissioner Chubenko
SECOND: Commissioner Clarke
VOTE: Unanimous

Marketing

Marketing Director said he has made an effort to reach out to workers compensation only members to review the services and coverage provided by the fund should they decide to join the fund for all lines coverage. Marketing Director said he will coordinate efforts with the Fund office in contacting the members scheduled to renewal membership at year end.

With regards to the proposed not for profit joint insurance fund, the feasibility process is underway as we await actuarial projections based on losses and underwriting information. We will keep the Board informed as we move forward.

Attorney

Fund Attorney referred to the agenda report as distributed noting continued case management and oversight activities, continued consultation with assigned defense counsel on numerous cases that are outstanding with regards to litigation and case strategy.

Safety Director

Safety Director referred the listing of Loss Control surveys completed for the month of June. Safety Director referred to the total Right to Know hours associated with the program and was happy to report that all members that participated in the program are prepared to meet the filing deadline of July 15th which is tomorrow and noted that follow up has been made with members that have not submitted all documentation to ensure they meet the deadline. There was a great effort made by Ellie Moss, Mike Palsi and Jonathan Czarnecki to assist members of the fund and have completed the majority in the short period of time; now we can begin to start building members digital central files and helping members in any possible way.

Safety Director continued with review of the MSI Safety Director's bulletins and messages recently released and MSI Now streaming service which outlines low participation however we are encouraging members to utilize this service as well as MSI DVDs during our visits with members. Safety Director noted the current registration for the Executive Director's training is at 27 to date; reminders will be issued for registration.

Mr. Riccio complemented the Right to Know services provided by J.A. Montgomery noting that this is an excellent service, he added additional comments made by employees of what they learned during the site visits. Commissioner Clarke also added that Brian and his team do an excellent job at services being provided, very pleased.

Managed Care

Managed Care provider referred to the managed care report for the month of June resulting in a total of 70 bills processed for which network utilization resulted in 94%. The total charges of \$453,345.84 were repriced for \$145,392.79 resulting in a total savings of \$307,953.05 or 68%. There were a total of 11 claims directed for medical treatment.

Claims Administration

Claims Administrator said the Claims Committee met July 13, 2021 and reviewed a total of (6) claims; on behalf of the recommendation of the Claims Committee they respectfully asked for payment authority of claims presented.

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

FILE	COVG
2021234415	WC
2017094875	WC
2017104903	GL
2020204453	GL
2021217975	Prop
2021236441	Prop

MOTION: Commissioner Billy
SECOND: Commissioner Sims
VOTE: Unanimous

Old Business

In response to Commissioner Clarke and Mr. Riccio, Executive Director referred to the EPL/POL compliance listing within the agenda confirming that members with a “no” status are members that have not submitted their checklists for past compliance and currently retain a higher deductible and co-insurance until compliance is met. We are currently in the two year cycle of the MEL EPL/POL Program and continue to report on a monthly basis; members have been advised of the deadline of November 1, 2021 to submit their check lists confirming all aspects of the program have been met; this pertains to the all lines members of the Fund.

New Business

None

Public Comment

None

Executive Session

None.

MOTION TO ADJOURN THE MEETING

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

Meeting adjourned at: 11:10 AM

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

Resolution No. 25-21

JULY 2021

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

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

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

FUND YEAR AGGREGATE

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009512			
009512	MUNICIPAL EXCESS LIABILITY JIF	MEL TRIGGER ASSESSMENT 12.31.2020	202,838.21
			202,838.21
		Total Payments FY AGGREGATE	202,838.21

FUND YEAR CLOSED

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
WST20			
WST20	MUNICIPAL EXCESS LIABILITY RCF	RCF SURPLUS TRIGGER 2020	154,773.00
			154,773.00
WTR16			
WTR16	MUNICIPAL EXCESS LIABILITY RCF	RCF PREMIUM DUE FOR TRANSFER OF FY 2016	605,158.43
			605,158.43
		Total Payments FY CLOSED	759,931.43

FUND YEAR 2021

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009513			
009513	MUNICIPAL EXCESS LIABILITY JIF	FPB - 3RD QTR 2021	1,446.25
			1,446.25
009514			
009514	QUAL-LYNX	MANAGED CARE 7/21	6,487.33
			6,487.33
009515			
009515	MUNICIPAL EXCESS LIABILITY JIF	PROPERTY - 3RD QTR 2021	525,668.25
009515	MUNICIPAL EXCESS LIABILITY JIF	MEL - 3RD QTR 2021	276,004.50
			801,672.75
009516			
009516	DECOTIIS, FITZPATRICK, COLE & GIBLIN LLP	LEGAL SERVICES 7.2.21	3,680.63
009516	DECOTIIS, FITZPATRICK, COLE & GIBLIN LLP	NON RETAINER LEGAL SERVICES 5/21	214.50
			3,895.13
009517			
009517	QUAL-LYNX	CLAIM ADJ SERVICES 7/21	17,694.75
			17,694.75
009518			
009518	PERMA	POSTAGE 6/21	25.88
009518	PERMA	EXEC DIRECTOR 7/21	28,116.42
			28,142.30
009519			
009519	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 7/21	1,570.00
			1,570.00
009520			
009520	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 7/21	3,208.08
			3,208.08
009521			
009521	NJ ASSOC OF HOUSING & REDEVELO	2ND QTR SPONSOR FEE 2021	10,046.36
			10,046.36
009522			
009522	EXECU TECH, INC	TREASURER FEE - 3RD QTR 2021	19,899.00
			19,899.00
009523			
009523	EXECU TECH, INC	WEBSITE MAINT 7/21	200.00
			200.00
009524			
009524	MUNICIPAL EXCESS LIABILITY JIF	MSI - 3RD QTR 2021	12,839.75
			12,839.75
009525			
009525	WARREN RISK MARKETING, LLC	MARKETING FEE 7/21	3,032.83
			3,032.83

009526	J.A. MONTGOMERY RISK CONTROL	SAFETY TRAINING 7/21	2,975.00
009526	J.A. MONTGOMERY RISK CONTROL	RIGHT TO KNOW 7/21	40,600.00
009526	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 7/21	8,089.17
009526	J.A. MONTGOMERY RISK CONTROL	RIGHT TO KNOW 6/21	23,240.00
			74,904.17
009527			
009527	ALLSTATE INFORMATION MANAGEMNT	ACCT#862 - ARC & STOR - 5.31.21	71.35
			71.35
009528			
009528	REGIONAL RISK MANAGERS LLC	LODI HOUSING AUTH - RMC 2021	7,136.00
009528	REGIONAL RISK MANAGERS LLC	HOUSING AUTH OF BERGEN CTY-RMC 2021	14,144.00
			21,280.00
009529			
009529	BROWN & BROWN METRO, LLC	HOBOKEN HA - RMC - 2ND HALF 2021	12,759.00
			12,759.00
		Total Payments FY 2021	1,019,149.05
		TOTAL PAYMENTS ALL FUND YEARS	\$1,981,918.69