

**NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND
March 9, 2022
Via Zoom teleconference
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 DiTomaso	Woodbridge Housing Authority	Present

ALTERNATE EXECUTIVE COMMITTEE MEMBERS:

Larry Stratton	South Amboy Housing Authority	Absent
Grace Dekker	Berkeley Housing Authority	Present
Susan Thomas	Middletown Housing Authority	Present
Eric Chubenko	Carteret Housing Authority	Present
Anthony Feorenzo	Hackensack Housing Authority	Present
Pamela Mitchell	Passaic Housing Authority	Present

APPOINTED OFFICIALS PRESENT:

Executive Director /Administrator	Perma Risk Management Services	Steve Sacco	Present
Attorney	DeCotiis, Fitzpatrick Cole & Giblin, LLP	Frank Borin	Present
Underwriting Mgr	Conner Strong & Buckelew	Edward Cooney	Present
Co-Treasurers	Execu-Tech, Inc.	William Snyder Louis Riccio	Absent 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

Thomas McGuire, Phillipsburg HA

Joanne Sbrana, Bridgeton HA
Dom Cinelli, RMC
Paul Shives, JA Montgomery
Katherine Young, RMC
Jack Zisa, RMC
Robyn Walcoff, Perma
Jennifer Modica, RMC
Victor Figueroa, Camden HA
Tanya VanOrder, Madison HA
Don Sciolaro, RMC
James Howell, Bridgeton HA
Zach Edelman, RMC
Tracy Lopez, Perma

Salute to American Flag

APPROVAL OF MINUTES: February 9, 2022 Open Minutes

MOTION TO APPROVE THE OPEN MINUTES AS REFERENCED ABOVE

MOTION:	Commissioner Clarke
SECOND:	Commissioner Billy
VOTE:	Unanimous

Correspondence

Executive Director referred 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. Secretary Sims noted that she has utilized the service which was provided by Cleary, Giacobbe, Alfieri & Jacobs and found them to be very responsive.

Underwriting Manager

Underwriting Manager referred to the MEL Cyber Task Force Update as outlined within the agenda and said there is a very high emphasis on cyber this year due to the request from several commissioners that additional messaging be distributed to the membership providing a greater understanding of what the events mean to our organizations. Underwriting Manager said this update focuses on third party vulnerabilities inclusive of software utilized by third parties such as payroll managers or IT vendors which presents a major risk. Underwriting Manager said the update outlines four vulnerabilities that have been experienced by members of the MEL as well as outside of the MEL.

In response to Commissioner Clarke regarding the cyber compliance status of members, Underwriting Manager, Executive Director and Ms. Lopez agreed to collaborate with the Underwriting Team to strategize on the best way to reach the members that are fully out of compliance or have an incomplete status to bring each respective member to the approved cyber compliance status. Commissioner Clarke said if there is anyway the Board can assist, please contact them.

Underwriting Manager added that he was in full agreement with Commissioner Clarke noting the very high cost of claims, frequency and severity of claims. Based on today's standards and underwriting, we are very lucky to have had a renewal on this line of coverage. We are currently working heavily on this program to bring everyone in compliance in preparation for the 2023 year

as there are considerations being made on what the future of cyber insurance as well as cyber risk control. Information will be distributed perhaps by months end as to what those considerations will be.

Cyber Liability

In response to Underwriting Manager and concerns of Commissioner Clarke, Executive Director referred to the letter provided by the MEL which outlines the idea of forming a special purpose JIF to insure Cyber Liability. The new "Cyber JIF" would both provide coverage and jointly purchased risk control services to help protect each member's system from attack. The cyber insurance would be transferred to the new JIF and there will be a minimum standards that would have to be in place or membership would not be offered. The projected target start-up date for the Cyber JIF is January 1, 2023.

Underwriting Manager acknowledged that each member may have different questions based on the cyber risk management program and how it may fit their programs and offered his services should anyone have any questions on any aspect of the program.

Lastly, Underwriting Manger referred to the listing of certificates of insurance as previously issued.

Pro Forma Financial Reports

Executive Director reviewed financial reports which included the December Financial Fast-Track as presented during the month of February advising that the January Fast Track will be included within the next agenda as in prior years our accounting team is currently working with the fund auditors to complete the 2021 financials in preparation of the year end audit. Executive Director said the December report evidenced good news, therefore included once again.

In addition, the Expected Loss Ratio Analysis, Claim Activity Report, Lost Time Accident Frequency Report, All JIFs Lost Time Accident Frequency, EPL/POL program compliance and Regulatory Check List was also reviewed.

Executive Director said although the reports are trending in the positive position, there is bad news to report which was a recent fire which was extremely significant and preventable exceeding \$500,000 in the loss which will be reflected within the financials. Due to the nature of the cause, loss control and professionals are reaching out to the authority regarding safety compliances.

Gloucester County HA

Executive Director said after many years, we are pleased to advise that Gloucester County Housing Authority has accepted the quote to join the all lines program of the Fund based on the services and competitive quote provided. Membership was effective March 1, 2022; due to the complex insurance program of the authority, lines of coverage will be rolled in over the course of the next four months beginning with their property program coverage March 1st. Executed membership documents were submitted to the Fund, services are set to be provided inclusive of a safety inspection visit and added to the right to know services provided by J.A. Montgomery Risk Consulting. Email approval was provided by the majority of the Executive Committee to proceed with providing membership.

MOTION TO FORMALLY APPROVE THE MEMBERSHIP OF GLOUCESTER COUNTY HOUSING AUTHORITY EFFECTIVE MARCH 1, 2022 FOR ALL LINES COVERAGE IN THE FUND.

MOTION:

Commissioner Sims

SECOND:
VOTE:

Commissioner Clarke
Unanimous

Administration

2022 MEL/RCF/EJIF March 25th Meeting & Retreat

Ms. Lopez reminded members, professionals and risk management consultants that the MEL, RCF and EJIF will be holding their March meetings in conjunction with the MEL Annual Retreat. This year's retreat will be held on March 25th at the Princeton Marriott. The purpose of the retreat is provide the sub-committees of the MEL an expanded opportunity to report directly to the Boards of the MEL, RCF and EJIF.

2022 MEL, MR HIF & NJCE JIF Educational Seminar

Ms. Lopez said the 11th annual seminar will be conducted virtually on 2 half-day sessions: Friday, April 29th and Friday, May 6th from 9AM to 12PM. The seminar qualifies for Continuing Educational Credits including CFO/CMFO, Public Works, Clerks, Insurance Producers and Purchasing Agents. There is no fee for employees, insurance producers, as well as personnel who work for services companies associated with the Municipal Excess Liability Joint Insurance Fund (MEL JIF), Municipal Reinsurance Health Insurance Fund (MR HIF) and New Jersey Counties Excess Joint Insurance Fund (NJCE JIF).

A notice with the registration link was distributed via email on 3/2/2022. Please contact the Fund office if you are interested in attending the virtual seminars.

2021/2022 Elected Officials Training

Ms. Lopez said the MEL's Annual Elected Officials Training will be available on the MEL Safety Institute (MSI). As a reminder, the all lines members can earn a credit of \$100 (maximum per authority - \$500) per Executive Director/Commissioner attendance by May 1, 2022. The registration instructions were provided via email on 3/2/22.

2022 Financial Disclosures

Ms. Lopez said JIF Commissioners and professionals should anticipate the online filing of the Financial Disclosure forms inclusive of any other municipal or elected official related positions that require filing. It is anticipated the Division of Local Government Services will distribute a notice with filing instructions in March with a deadline to file by April 30th. An email will be distributed by the Fund office to Fund Commissioners and respective professionals

Treasurers Report

Mr. Riccio reviewed the December reports as distributed inclusive of the Summary of Cash Transactions, Summary of Cash and Investments Instruments and the Certification and Reconciliation of Claims Payments. Several instruments will be transferred from TDBank and Lakeland Bank to Investors Bank, which will close the current account at those respective banks. Mr. Riccio also advised of several large recoveries that were just processed and will be updated within the April agenda.

Mr. Riccio said we just received the last of three outstanding assessments. All members have paid at least one half of the annual assessment.

In closing, Mr. Riccio presented Resolution 17-22 March Bill List.

March 2022– Bill List Resolution #17-22

FUND YEAR	AMOUNT
2021 Year	\$ 34.30
2022	\$ 282,273.30
Total	\$ 282,307.60

**MOTION TO APPROVE RESOLUTION #17-22 MARCH 2022 BILL LIST AND THE
TREASURERS REPORT AS DISTRIBUTED.**

MOTION: Chairman DiVincent
SECOND: Commissioner Ditomasso
VOTE: Unanimous

Marketing

Marketing Director welcomed Gloucester County Housing Authority as new all lines members as they are a quality authority run by an equally quality Director which will be a great fit for the Fund. Marketing Director concluded by advising an emphasis on reaching out to the remaining workers compensation only members and the opportunity for the Fund to quote all lines coverage as the Fund has proven to be a competitive alternative for additional lines of coverage.

Attorney

Fund Attorney reviewed the agenda report as distributed and further advised of the additional work with Executive Director's office and Bill Katchen to review additional documents provided with the submitted application by Gloucester County Housing Authority.

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 February. 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. Safety Director also noted that the MSI Live courses through May 2022 are posted for registration and further indicated the successful training of over 100 housing authority employees between the sensibility and safety awareness training provided; there is another training scheduled at the end of the month.

Managed Care

Managed Care provider referred to the monthly report for February outlining 111 bills processed. Total charges of \$279,370.51 repriced for \$56,486.85 resulting in a total savings of \$222,883.66 or 80%. The claims pierced the network at a rate of 95%. Managed Care reviewed the specialty services associated with the savings report as we received two orthopedic surgeries for which Qual-Lynx has excellent contracted rates.

Claims Administration

Claims Administrator said the Claims Committee met February 8, 2022 and reviewed a total of (4) claims (1) of which was informational; on behalf of the Claims Committee they respectfully asked for payment authority of claims presented.

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

FILE	COVG
2019164069	WC
2021227309	WC
2021241266	WC
2022265175	Prop

MOTION: Commissioner Sims
SECOND: Commissioner Clarke
VOTE: Unanimous

Old Business

None

New Business

None

Public Comment

Ms. Kimberly Gober thanked Executive Directors office as well as Fund Attorney and William Katchen for services provided as a lot of time and effort was put in between the time of requesting a quote to the inception of Fund coverage beginning March 1, 2022. Ms. Gober expressed appreciation and Board approval of membership on behalf of the Gloucester County Housing Authority.

Executive Session

None.

MOTION TO ADJOURN THE MEETING

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

Meeting adjourned at: 10:55AM

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

Resolution No. 17-22

MARCH 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 2021

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009649			
009649	PERMA	2021 A.ATRIX 1099	34.30
			34.30
		Total Payments FY 2021	34.30

FUND YEAR 2022

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009343			
009343	NJ PUBLIC HOUSING AUTHORITY JIF	TO CLOSE OUT TD BANK ACCT	15,093.63
			15,093.63
009650			
009650	QUAL-LYNX	MANAGED CARE 3/22	6,617.08
			6,617.08
009651			
009651	DECOTHS, FITZPATRICK, COLE & GIBLIN LLP	GENERAL COUNSEL 1/22	3,782.92
			3,782.92
009652			
009652	QUAL-LYNX	CLAIM ADJ 3/22	18,128.75
			18,128.75
009653			
009653	PERMA	POSTAGE 2/22	25.19
009653	PERMA	EXEC DIRECTOR FEE 3/22	28,857.00
009653	PERMA	POSTAGE 1/22	66.86
			28,949.05
009654			
009654	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 3/22	1,601.00
			1,601.00
009655			
009655	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 3/22	3,272.25
			3,272.25
009656			
009656	ASBURY PARK PRESS	ACCT: ASB-117561 - AD - 2.9.22	75.92
			75.92
009657			
009657	EXECU TECH, INC	WEBSITE MAINT 2/22	200.00
			200.00
009658			
009658	EXECU TECH, INC	WEBSITE MAINT 3/22	200.00
			200.00
009659			
009659	EXECU TECH, INC	WEBSITE MAIN & HOST/DOMAIN 1/22	550.00
			550.00
009660			
009660	NJ ADVANCE MEDIA	ACCT#XNJPU0555207 - AD - 2.4.22	96.60
009660	NJ ADVANCE MEDIA	ACCT#XNJPU0555207 - AD - 1.12.22	46.50
			143.10
009661			
009661	WARREN RISK MARKETING, LLC	MARKETING FEE 3/22	3,094.00
			3,094.00
009662			
009662	J.A. MONTGOMERY RISK CONTROL	SAFETY TRAINING 3/22	3,034.50
009662	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL 3/22	8,285.83
			11,320.33
009663			
009663	WILLIAM R. MINTS INSURANCE.AGENCY	WILDWOOD HA - 2022 RMC	3,989.00
009663	WILLIAM R. MINTS INSURANCE.AGENCY	MILLVILLE HA - 2022 RMC	13,256.00
009663	WILLIAM R. MINTS INSURANCE.AGENCY	SALEM HA - 2022 RMC	9,150.00
			26,395.00

009664			
009664	ALAMO INSURANCE GROUP, INC	NO BERGEN - 2022 RMC	21,355.00
009664	ALAMO INSURANCE GROUP, INC	PHILLIPSBURG HA - 2022 RMC	13,442.00
009664	ALAMO INSURANCE GROUP, INC	NO BERGEN REN 1 URBAN 2022	2,962.00
009664	ALAMO INSURANCE GROUP, INC	NO BERG REN CORP HA - 2022 RMC	552.00
009664	ALAMO INSURANCE GROUP, INC	WNY HA - 2022 RMC	16,883.00
009664	ALAMO INSURANCE GROUP, INC	SUMMIT HA - 2022 RMC	5,084.00
009664	ALAMO INSURANCE GROUP, INC	BOONTON HA - 2022 RMC	2,707.00
009664	ALAMO INSURANCE GROUP, INC	HQM PROPERTIES INC - 2022 RMC	4,110.00
009664	ALAMO INSURANCE GROUP, INC	MADISON HA - 2022 RMC	4,107.00
009664	ALAMO INSURANCE GROUP, INC	COOK'S POND - 2022 RMC	1,877.00
009664	ALAMO INSURANCE GROUP, INC	NEW BRUNSWICK - 2022 RMC	13,893.00
009664	ALAMO INSURANCE GROUP, INC	MORRIS COUNTY HA - 2022 RMC	15,934.00
009664	ALAMO INSURANCE GROUP, INC	MIDDLETOWN HA - 2022 RMC	6,409.00
			109,315.00
009665			
009665	NJ NAHRO	SERVICE - 1ST QTR 2022	10,046.38
			10,046.38
009666			
009666	ACCESS	ACCT#862 - ARC & STOR - 1.31.22	50.89
			50.89
009667			
009667	HARDENBERGH INSURANCE GROUP	HADDON TWP HA RMC - 2022 RMC	2,391.00
			2,391.00
009668			
009668	FAIRVIEW INSURANCE AGENCY ASS.	PASSAIC HA - 2022 RMC	29,581.00
			29,581.00
009669			
009669	COLSON AND GOSWEILER	BRIDGETON HA - 2022 RMC	11,466.00
			11,466.00
		Total Payments FY 2022	282,273.30
		TOTAL PAYMENTS ALL FUND YEARS	\$282,307.60