

**NEW JERSEY PUBLIC HOUSING AUTHORITY  
JOINT INSURANCE FUND  
May 3, 2022  
Hard Rock Hotel/Casino  
Atlantic City, NJ  
4:45 PM**

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

**Salute to American Flag**

**ROLL CALL OF EXECUTIVE COMMITTEE:**

<b>Chairperson</b>		
Robert DiVincent	Edgewater Housing Finance Urban Renewal Corp.	Present
<b>Secretary</b>		
Sherry Sims	Boonton Housing Authority	Present
<b>Board of Commissioners</b>		
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	Absent

**ALTERNATE EXECUTIVE COMMITTEE MEMBERS:**

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

**APPOINTED OFFICIALS PRESENT:**

<b>Executive Director /Administrator</b>	Perma Risk Management Services	Steve Sacco	Present
<b>Attorney</b>	DeCotiis, Fitzpatrick Cole & Gibling, LLP	Frank Borin	Present-via telephone
<b>Underwriting Mgr</b>	Conner Strong & Buckelew	Edward Cooney	Absent
<b>Co-Treasurers</b>	Execu-Tech, Inc.	William Snyder Louis Riccio	Present Present
<b>Claims Service</b>	Qual-Lynx	Claudia Acosta	Present
<b>Safety Director</b>	J.A. Montgomery Consulting	Brian Maitland	Present
<b>Auditor</b>	Homlan Frenia Allison	Robert Allison	Absent
<b>Actuary</b>	Actuarial Advantage	Kyle Mrotek	Absent
<b>Managed Care</b>	Qual-Care	Lisa Gallo	Present
<b>Marketing</b>	Warren Risk Marketing, LLC	Jack Warren	Present

**ALSO PRESENT**

Darlene Vetter, Weehawken HA  
Victor Figueroa, Camden HA  
Thomas McGuire, Phillipsburg HA  
Thea Isabella, NJ PRIMA  
Katherine Young, RMC  
Tracy Lopez, Perma

Salute to American Flag

**APPROVAL OF MINUTES:** April 13, 2022 - Open Minutes

**MOTION TO APPROVE THE OPEN MINUTES AS REFERENCED ABOVE**

<b>MOTION:</b>	Commissioner Clarke
<b>SECOND:</b>	Commissioner Billy
<b>VOTE:</b>	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.

**Underwriting Manager**

In the absence of the Underwriting Manager, Executive Director referred to the listing of certificates of insurance previously issued on behalf of the members of the Fund.

**Pro Forma Financial Reports**

Executive Director reviewed financial reports which included the February Financial Fast-Track noting a reduction in surplus in the amount of \$121,773 for the month, \$138,451 for the year and deficit in the 2022 Fund year totaling \$141,270 however, the closed years have retained a surplus which can extinguish the deficit position if needed resulting in a total current surplus of \$4.4M.

Executive Director said that the Executive Director of the MEL, David Grubb has scheduled meetings with Commissioners Clarke and Sims as the representatives of the MEL and the RCF to discuss strategy to strengthen the financials in response to a multitude of unexpected factors relating to the Department of Labor rule change concerning the coordination of workers compensation with the pension system on accidental disability pensions and Covid19 resulting in costs of approximately \$13M in addition to the second most expensive hurricane (Ida) that will cost an estimated \$8M against the MEL's property claim budget of \$4M impacting MEL and the RCF for which the NJPHA JIF is a member.

Executive Director referred to the Claims Management Report which indicates the costliest of claims are within prior years from property and workers compensation. Just this morning another property claims was reported which involve a candle setting off a sprinkler system.

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.

### **Workers Compensation Payroll Audit**

As authorized by the Board during the February meeting of the Fund, enclosed is response to our request for quote from NEIS, Inc. to perform the 2021 payroll audit for workers' compensation exposure from members of the Fund. This will assist in accurately reporting payroll amounts for the 2023 Fund Year budget. Bowman & Company and Russo & Associates did not respond to our request. NEIS, Inc. has provided the enclosed quote in the amount of \$13,224 or \$174 per workers compensation member – an increase of \$5.00 or 3% from the previous year.

### **MOTION TO ACCEPT THE QUOTE ON BEHALF OF NEIS, INC. TO PROVIDE 2021 PAYROLL AUDITS IN PREPARATION OF THE 2023 FUND YEAR BUDGET.**

<b>MOTION:</b>	Commissioner Dzema
<b>SECOND:</b>	Commissioner Clarke
<b>VOTE:</b>	Unanimous

### **2022 MEL, MR HIF & NJCE JIF Educational Seminar**

Executive Director said session two of the 11<sup>th</sup> annual seminar will be conducted virtually on Friday, May 6<sup>th</sup> 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). Interested members will have to pre-register for the seminar and may do so by contacting the Fund office.

### **2022 Financial Disclosures**

Executive Director said the deadline for all respective appointed Fund Commissioners and Professionals to file was April 30, 2022. The Fund office can report that filings were completed for members of the Fund.

### **2022 Assessment**

Executive Director said the second installment is due by **June 30, 2022**. Statement of accounts will be issued via email to all members outlining the balances due.

### **Implicit Bias in the Workplace Training**

Executive Director said the Fund continues to work with each sponsorship agency, NJNAHRO and NJAHRA to enhance training for Fund members. This training will take place on June 28, 2022, at 10:00 AM at the Middletown Township Housing Authority on behalf of NJAHRA. A notice from the Association will be distributed prior to the scheduled training by the Association. The training will be conducted by Harry Earle, Law Enforcement Risk Control Consultant of J.A. Montgomery and brings a wealth of experience to the training as a retired Chief of Police.

### **June Meeting**

Executive Director said although not listed on the agenda, in response to inquiries made regarding the Fund resuming in person meetings, he would like to get a census from the Executive Committee. After a poll of the Executive Committee, it was agreed to return to in-person meetings beginning with the June 8<sup>th</sup> meeting at 10:30 AM which will follow the Claims Committee meeting at 9:30 AM. The meeting will not be offered in a hybrid of Zoom and in-person.

Executive Director publicly recognized Tracy Lopez for the work she provides to the Fund; she does an excellent job for the members, and he just wanted to take a moment to point this out. Executive Committee agreed and commended her for going above and beyond.

### **Treasurers Report**

Mr. Riccio reviewed the February reports as distributed inclusive of the Summary of Cash Transactions, Summary of Cash and Investments Instruments and the Certification and Reconciliation of Claims Payments noting that the reports will be updated by the June meeting which will include reports through April as there were delays due to subrogation and recoveries being sent to incorrect lock box during the month of March which have now been corrected.

In closing, Mr. Riccio presented Resolution 20-22 May Bill List.

May 2022– Bill List Resolution #20-22

<b>FUND YEAR</b>	<b>AMOUNT</b>
2022	\$ 109,834.81
<b>Total</b>	<b>\$ 109,834.81</b>

### **MOTION TO11 APPROVE RESOLUTION #20-22 MAY 2022 BILL LIST AND THE TREASURERS REPORT AS DISTRIBUTED.**

<b>MOTION:</b>	Chairman DiVincent
<b>SECOND:</b>	Commissioner Clarke
<b>VOTE:</b>	Unanimous

### **Marketing**

Marketing Director said there are twenty-three members that are scheduled to renew membership at year end, membership renewal documents will be issued to each member and assistance will be provided to Perma in the collection of same.

### **Attorney-via telephone**

Fund Attorney thanked the Executive Committee for making the accommodation on his behalf by allowing him to call into the meeting. Fund Attorney reminded the Executive Committee of the authorization of the addition of “Subrogation Attorney” category to the defense panel of the Fund some time ago for which one firm in particular; Schwartz & Posnock was added; as a result, we are happy to report that we are poised for a settlement amount resulting in 75% in recoveries for a claim as achieved by Dave Schwartz, Esq. Fund Attorney said this was successful based on the added layer to the defense panel. Fund Attorney referred to the agenda report as distributed.

### **Safety Director**

Safety Director referred to the agenda report as distributed outlining the loss control surveys completed during the month of April. 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 July 2022 are posted for registration. Safety Director advised of the scheduled Safety Awareness Training on Monday, May 9, 2022, from 9:30AM - 11:30AM for which we have been very successful with training as there has been over 200 participants to date.

In response to Commissioner Sims, Ms. Lopez said the Cyber Risk Management Compliance report was not included in the agenda due to the timing of the release of the Fund agenda; any approvals recently provided would be outlined within the next agenda report. Executive Director mentioned once again due to the current marketplace relating to Cyber Coverage, the MEL is currently in process to form a Cyber JIF which would be structured similar to the EJIF which is heavy on service and loss control. The Cyber JIF would require each joint insurance fund of the MEL to become a member. As we move closer to the pending start of this joint insurance fund, we will advise members accordingly.

Commissioner Clarke noted the extremely high renewal premium increases within the marketplace and commended the MEL for creating an avenue for members on this line of coverage which may become uninsurable to members in 2023. Fund Attorney confirmed that their cyber carrier is leaving the marketplace and the least expensive quote received was a 350% increase over the current years' premium.

#### **Managed Care**

Managed Care provider referred to the monthly report for April outlining 85 bills processed, 0 injuries reported. Total charges of \$79,186.12 however once Qual-Lynx contracted rates were implemented the charges were repriced for \$24,370.26 resulting in a total savings of \$54,816.06 or 69%. The claims pierced the network at a rate of 95%.

#### **Claims Administration**

No Report

#### **Old Business**

None

#### **New Business**

None

#### **Public Comment**

None

#### **Executive Session**

None.

#### **MOTION TO ADJOURN THE MEETING**

**MOTION:**

Commissioner Clarke

**SECOND:**

Commissioner Billy

**ALL IN FAVOR:**

Unanimous

**Meeting adjourned at: 5:10 PM**

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

Resolution No. 20-22

MAY 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.

<u>FUND YEAR 2022</u>			
<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009688			
009688	QUAL-LYNX	MANAGED CARE 5/22	6,617.08
			<b>6,617.08</b>
009689			
009689	DECOTHS, FITZPATRICK, COLE & GIBLIN LLP	ATTORNEY FEE 4/22	3,782.92
			<b>3,782.92</b>
009690			
009690	QUAL-LYNX	CLAIM ADJ FEE 5/22	18,128.75
			<b>18,128.75</b>
009691			
009691	PERMA	POSTAGE 3/22	48.31
009691	PERMA	EXEC DIRECTOR 5/22	28,857.00
			<b>28,905.31</b>
009692			
009692	CONNER STRONG & BUCKELEW	UNDERWRITING FEE 5/22	1,601.00
			<b>1,601.00</b>
009693			
009693	THE ACTUARIAL ADVANTAGE	ACTUARY FEE 5/22	3,272.25
			<b>3,272.25</b>
009694			
009694	EXECU TECH, INC	WEBSITE MAINT 5/22	200.00
			<b>200.00</b>
009695			
009695	WARREN RISK MARKETING, LLC	MARKETING FEE 5/22	3,094.00
			<b>3,094.00</b>
009696			
009696	J.A. MONTGOMERY RISK CONTROL	SAFETY TRAINING 5/22	3,034.50
009696	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL 5/22	8,285.83
			<b>11,320.33</b>
009697			
009697	J.A. MONTGOMERY RISK CONTROL	RIGHT TO KNOW 5/22	10,166.67
			<b>10,166.67</b>
009698			
009698	ACCESS	ACCT#862 - ARC & STOR - 3.31.22	5.45
009698	ACCESS	ACCT#862 - ARC & STOR - 3.31.22	53.05
			<b>58.50</b>
009699			
009699	REGIONAL RISK MANAGERS LLC	LODI HA - RMC 3/22	7,688.00
009699	REGIONAL RISK MANAGERS LLC	BERGEN COUNTY HA - RMC 1/22	15,000.00
			<b>22,688.00</b>
		<b>Total Payments FY 2022</b>	<b>109,834.81</b>