

**NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND
November 16, 2021
Tropicana Hotel/Casino, Atlantic City, NJ
(The Tabora Room)
3:00 PM**

Meeting Called to Order by 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	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	Absent
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	Present
Pamela Mitchell	Passaic 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	Present Present
Claims Service	Qual-Lynx	Claudia Acosta	Present
Safety Director	J.A. Montgomery Risk Consulting	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

Dan Sciolaro, RMC
Carmine Luppino, Hackensack HA

Robert Vignolini, Long Branch HA
Walter McNeil, Orange HA
Vernon Lawrence, Pleasantville HA
Memone Crystian, Red Bank HA
Bob Gemmel, RMC
Kathy Young, RMC
Jack Zisa, RMC
Nelly Rojas, Glassboro HA
Kimberly Gober, Glassboro HA
Victor Figueroa, Camden HA
Tracy Lopez, Perma

APPROVAL OF MINUTES: October 13, 2021 Open Minutes

MOTION TO APPROVE THE OPEN MINUTES AS REFERENCED ABOVE

MOTION:	Commissioner Sims
SECOND:	Commissioner Clarke
VOTE:	Unanimous

Correspondence

Executive Director referred to correspondence which has been included in the monthly agendas outlining the MEL Helpline which offers 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 Directors of member authorities.

Executive Director referred to the latest series of the Power of Collaboration which outlines the MEL Safety Institute Leadership Academy which has been developed to strengthen the management skills of public sector supervisors. Enrollment will be made available beginning in February 2022.

Underwriting Manager

In the absence of the Underwriting Manager, Executive Director reviewed the Cyber Compliance status report and the listing of previous certificates of insurance issued on behalf of member authorities. Executive Director once again stressed the importance of the MEL Cyber Risk Management Plan-V2 as the deadline to meet the requirements of the program is January 1, 2022 and further encouraged cyber training for all employees. In response to Commissioner Mahon, Ms. Lopez said in light of the Underwriting Managers office participation in October's Cyber Security month, a copy of each can be sent to the members for review. Executive Director added that cyber attacks are on the rise, hitting several municipalities within the MEL system and further noted the very high cost associated with these types of attacks.

EXECUTIVE DIRECTORS REPORT

Due Diligence Reports

Executive Director referred to the financial reports of September 30, 2021 beginning with the Financial Fast Track noting the increase in statutory surplus of \$585,482 for the month, and \$1,632,741 or the year resulting in a total surplus of \$4,747,584 which is believed to have improved due to the imposed deductibles for poor performing members, the hiring of J.A. Montgomery as Safety Director and the continued work from member authorities. 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. Executive Director said the next year transferring claim liabilities to

the RCF is the 2017 Fund year. The past three years, 2021, 2020 and 2019 evidence a positive surplus.

2022 Budget

Executive Director thanked everyone for attending the meeting noting that this meeting will service as the Fund's public hearing of the 2022 budget. Executive Director noted, the budget which was distributed this afternoon slightly differs from the one within the agenda indicating a 9.01% increase from the 2021 budget.

MOTION TO OPEN THE PUBLIC HEARING ON THE 2022 BUDGET.

MOTION:	Chairman Billy
SECOND:	Commissioner Clarke
VOTE:	Unanimous

Executive Director said in addition to the property line items, the general liability line is increasing due to sexual molestation statute of limitations which has also increased liability costs as judges are not granting summary judgement motions resulting in increased defense costs due to the erosion of Title 59 immunities.

Executive Director said workers compensation costs are increasing due to a recent Department of Labor decision directing governmental entities to pay workers' compensation on accidental disability claims that were paid previously by the pension plans before the change. This is in addition to the continued increases in worker's compensation medical costs and indemnity rates and Covid-19 claims inclusive of the 7 deaths within the MEL system resulting in \$20M.

Executive Director reminded members of the MEL's decision to keep their rates flat for the 2020 Fund year, assisting members during the pandemic, we are now looking at a two-year rate increase from the MEL at 9.9%.

Executive Director also referred to the 2022 assessments as recommended by the Finance Committee and includes the additional surcharge amount for members exceeding the five year loss ratio (2016-2020) as implemented in prior years.

MOTION TO OPEN THE FLOOR FOR DISCUSSION OF THE 2022 BUDGET & ASSESSMENTS

MOTION:	Chairman Mahon
SECOND:	Commissioner Clarke
VOTE:	Unanimous

Commissioner Clarke took the time to thank Executive Director and staff for putting together this budget and meeting with the Finance Committee. This budget is a conservative budget and reflects the continued work of our self-insured program. Chairman DiVincent added that the budget and assessments provided takes months of review and consideration for processing and echoed Commissioner Clarke's comments by thanking the Executive Director and staff for an excellent job on the budget and assessments and review with the Finance Committee as it appears that we are on our way back financially. Executive Director thanked the Executive Committee and said hopefully with no further tropical storms/claims we can continue to improve.

**MOTION TO CLOSE THE PUBLIC HEARING, APPROVE THE 2022 BUDGET
IN THE AMOUNT OF \$12,086,849 AND CERTIFY THE ASSESSMENTS AS
PRESENTED**

MOTION: Commissioner Billy
SECOND: Commissioner Sims
VOTE: Unanimous

RCF Report

Executive Director said the RCF met on October 20, 2021 at 10:30 AM via Zoom teleconference call and held its public hearing to adopt the 2022 Budget. A copy of Commissioner Sims's report on the meeting was reviewed as distributed.

Claim Transfers (RCF)

Executive Director said all members of the RCF Fund are being asked to adopt the enclosed resolution transferring 2017 claim liabilities to the RCF. Assessments to local JIFs will be determined by the valuation as of December 31, 2021. Enclosed is Resolution # 29-21 for review and adoption.

**MOTION TO ADOPT RESOLUTION #29-21 AUTHORIZING THE NJPHA JIF
TO TRANSFER FUND YEAR 2017 CLAIM LIABILITIES TO THE RCF.**

MOTION: Commissioner Sims
SECOND: Commissioner Billy
VOTE: Unanimous

The Fund should nominate its 2022 representative and alternate to the RCF. Currently, Commissioner Sims is the RCF representative and Commissioner Clarke is the alternate representative.

**MOTION TO NOMINATE COMMISSIONER SIMS TO SERVE AS THE FUND'S
REPRESENTATIVE TO THE RCF.**

**MOTION TO NOMINATE COMMISSIONER CLARKE TO SERVE AS THE FUND'S
ALTERNATE REPRESENTATIVE TO THE RCF.**

MOTION: Commissioner Billy
SECOND: Commissioner Chubenko
VOTE: Unanimous

MEL Special Meeting

A Special Meeting of the MEL has been scheduled for Monday, November 15, 2021 at 11:00 am. The purpose of the meeting is to provide a status on the membership of the Middlesex County Municipal Joint Insurance Fund.

MEL Report

Executive Director said the MEL also met on October 20, 2022, Commissioner Clarke added that the MEL's 2022 9.9% budget was introduced and the public hearing will take place tomorrow on November 17, 2021 at the Sheraton Hotel. A copy of Commissioner Clarke's report on the meeting was reviewed as distributed.

The Fund should nominate its 2022 representative and alternate to the MEL. Currently, Commissioner Clarke is the Fund's MEL representative and Chairman DiVincent is the alternate representative.

MOTION TO NOMINATE COMMISSIONER CLARKE TO SERVE AS THE FUND'S REPRESENTATIVE TO THE MEL.

MOTION TO NOMINATE COMMISSIONER SIMS TO SERVE AS THE FUND'S ALTERNATE REPRESENTATIVE TO THE MEL.

MOTION: Commissioner Mahon
SECOND: Commissioner Billy
VOTE: Unanimous

Executive Director invited all present to join the MEL Reception being held at Bally's Ballroom tomorrow evening from 6-8 PM.

Administration

Employment Practices Compliance Program

Please visit the MEL webpage to review all the elements of the MEL's EPL Compliance Program; the deadline for updates was November 1, 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/>

Elected Officials Training

Ms. Lopez said this year's elected officials training program will focus on "Risk Management". Sessions are scheduled at the League of Municipalities Conference for Tuesday, November 16th at 3:45 pm at Caesars (Empire Room A) and on Wednesday, November 17th at 3:45 pm at the Convention Center (Room 302). Notice was emailed to Fund Commissioners and Risk Management Consultants.

The MEL will provide a credit of \$100 per attendee (\$500 Maximum per all lines member) against each member's assessment for each executive director and authority commissioner who completes the course by May 1, 2022.

Fund Commissioner Appointment / Resolutions

Ms. Lopez said the Fund has issued a notice to all members requesting the appointment of their Fund Commissioner to the Fund for the 2022 Fund year prior to the January 12, 2022 reorganization meeting of the Fund.

2022 Membership Renewals

Ms. Lopez said there are forty members (29 all lines/ 11 wc) scheduled to renew the Fund membership at year end. Membership renewal documents were distributed; follow up continues for members that have not submitted renewal documents.

December Meeting

Ms. Lopez said the December meeting is currently scheduled for Wednesday, December 8, 2021, as requested by NJAHRA, sponsorship agency, it is requested the meeting date change to Friday, December 3, 2021 at 10:00 AM to coincide with their in person Holiday Luncheon. In addition, the Claims Committee meeting will also need to be changed from December 7, 2021 to December 2, 2021 at 11:00 AM via Zoom.

MOTION TO RESCHEDULE THE DECEMBER PUBLIC MEETING FROM DECEMBER 8, 2021 TO IN PERSON FRIDAY, DECEMBER 3, 2021 AT 10:00 AM

IN ADDITION TO THE CLAIMS COMMITTEE MEETING FROM DECEMBER 7, 2021 TO DECEMBER 2, 2021 AT 11:00 AM VIA ZOOM.

MOTION: Commissioner Billy
SECOND: Commissioner Chubenko
VOTE: Unanimous

Treasurer Report

Fund Treasurer reviewed the Summary of Cash Transaction, Summary of Cash and Investment and Certification and Reconciliation of Claim Payments and Recoveries reports as of September 30, 2021. .

November Bill List – Resolution #30-21:

FUND YEAR	AMOUNT
2021 Fund Year	\$ 181,624.40
Total	\$ 181,624.40

MOTION TO APPROVE RESOLUTION #30-21 NOVEMBER 2021 BILL LIST AND THE TREASURERS REPORT AS DISTRIBUTED.

MOTION: Commissioner Mahon
SECOND: Commissioner Clarke
VOTE: Unanimous

Marketing

Marketing Director said Union City Housing Authority is currently being reviewed, the quote for coverage will be released to the authority for all lines coverage. In addition, follow up for membership renewal documents is ongoing.

Attorney

Fund Attorney referred to the agenda report as distributed noting continued case assignment and oversight activities and further added the responses for the 2022 Defense Panel/Subrogation Attorney are currently being reviewed and the Operations Committee has met and reviewed the responses for the Fund Auditor position for which recommendations will be made during the January reorganization meeting of the Fund..

Safety Director

Safety Director referred the listing of Loss Control surveys completed for the month of October. Safety Director continued with review of the MSI Safety Director’s bulletins and messages recently released which will also be sent bimonthly through the MSI Newsletter. The MSI Now streaming service, MSI DVD and MSI Live was also reviewed as outlined within the agenda.

Managed Care

Managed Care provider referred to the managed care report for the month of October resulting in a total of 82 bills processed for which 74 were in the network resulting in utilization of 90%. The total charges of \$93,047.33 were repriced for \$42,678.56 resulting in a total savings of \$50,368.77 or 54%. There were a total of eight claims directed for medical treatment.

Claims Administration

Claims Administrator said the Claims Committee met November 9, 2021 reviewing (5) claims. On behalf of the recommendation of the Claims Committee we respectfully ask for payment authority of claims presented during the month November.

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

November PARs

FILE	COVG
2020196879	WC
2022247914	WC
2020184923	GL
2020202165	GL
2018122444	WC

MOTION: Commissioner Sims
SECOND: Commissioner Clarke
VOTE: Unanimous

Old Business

None

New Business

None

Public Comment

None

Executive Session

None.

MOTION TO ADJOURN THE MEETING

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

Meeting adjourned at: 3:22 PM

RESOLUTION NO. 29-21
OF THE
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND
TO TRANSFER TO
MUNICIPAL EXCESS LIABILITY RESIDUAL CLAIMS FUND

WHEREAS, the Municipal Excess Liability Residual Claims Fund was organized pursuant to N.J.S.A. 40A:10-36, et seq., to provide residual risk coverage to its member joint insurance funds; and,

WHEREAS, the Board of Fund Commissioners of the **New Jersey Public Housing Authority Joint Insurance Fund** determined that membership in the Residual Claims Fund is in the best interest of the member local units and joined the Residual Claims Fund.

NOW, THEREFORE, BE IT RESOLVED that the Board of Fund Commissioners of the **New Jersey Public Housing Authority Joint Insurance Fund** does hereby resolve and agree to transfer the following residual risks.

<u>Fund Year</u>	<u>Lines of Coverage</u>	<u>Member Fund S.I.R.</u>
2017	WC/GL/AL & PROPERTY	Varies

BE IT FURTHER RESOLVED that the actual transfer of claim liabilities to the Municipal Excess Liability Residual Claims Fund shall be based upon the following formula:

Case Reserves and IBNR as of 12/31/21

NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND

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

Resolution No. 30-21

NOVEMBER 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.

<u>FUND YEAR 2021</u>			
<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009572	QUAL-LYNX	MANAGED CARE 11/21	6,487.33
			6,487.33
009573	DECOTIIS, FITZPATRICK, COLE & GIBLIN LLP	ATTORNEY FEE 10/21	3,732.95
			3,732.95
009574	QUAL-LYNX	TPA 11/21	17,694.75
			17,694.75
009575	PERMA	POSTAGE 10/21	93.78
009575	PERMA	EXECUTIVE DIRECTOR 11/21	28,116.42
			28,210.20
009576	CONNER STRONG & BUCKELEW	UNDERWRITING MGR 11/21	1,570.00
			1,570.00
009577	THE ACTUARIAL ADVANTAGE	ACTUARY 11/21	3,208.08
			3,208.08
009578	ASBURY PARK PRESS	AD 10.27.2021	56.60
009578	ASBURY PARK PRESS	AD 10.12.2021	49.40
009578	ASBURY PARK PRESS	AD 9.28.2021	63.80
009578	ASBURY PARK PRESS	AD 9.28.2021	62.90
			232.70
009579	EXECU TECH, INC	WEBSITE 11/21	200.00
			200.00
009580	NJ ADVANCE MEDIA	AD 10.13.2021	43.40
			43.40
009581	WARREN RISK MARKETING, LLC	MARKETING 11/21	3,032.83
			3,032.83
009582	J.A. MONTGOMERY RISK CONTROL	SAFETY DIRECTOR 11/21	8,089.17
009582	J.A. MONTGOMERY RISK CONTROL	RIGHT TO KNOW 11/21	975.00
			9,064.17
009583	CONNER STRONG COMPANIES, INC.	SELECTIVE - CRIME RENEWAL PREM. 2022	2,496.00
			2,496.00
009584	ALAMO INSURANCE GROUP, INC	NEW BRUNSWICK HA RMC 11/21	12,225.00
009584	ALAMO INSURANCE GROUP, INC	PHILLIPSBURG HA RMC 11/21	12,450.00
009584	ALAMO INSURANCE GROUP, INC	NO BERG REN I URBAN RMC 11/21	2,509.00
009584	ALAMO INSURANCE GROUP, INC	NORTH BERGEN RENAISSANCE HA RMC 11/21	474.00
009584	ALAMO INSURANCE GROUP, INC	WEST NY HA RMC 11/21	14,774.00
009584	ALAMO INSURANCE GROUP, INC	SUMMIT HA RMC 11/21	4,699.00
009584	ALAMO INSURANCE GROUP, INC	BOONTON HA RMC 11/21	2,500.00
009584	ALAMO INSURANCE GROUP, INC	HQM PROPERTIES RMC 11/21	2,106.00
009584	ALAMO INSURANCE GROUP, INC	MADISON HA RMC 11/21	3,697.00
009584	ALAMO INSURANCE GROUP, INC	COOKS POND RMC 11/21	1,725.00

009584	ALAMO INSURANCE GROUP, INC	NORTH BERGEN HA RMC 11/21	18,715.00
009584	ALAMO INSURANCE GROUP, INC	MORRIS CTY HA RMC 11/21	13,682.00
009584	ALAMO INSURANCE GROUP, INC	MIDDLETOWN HA RMC 11/21	5,931.00
			95,487.00
009585			
009585	NJ NAHRO	SERVICE FOR NJNAHIRO OCT-DEC 2021	10,046.38
			10,046.38
009586			
009586	ACCESS	ARC SERVICE & STORAGE 10.31.2021	118.61
			118.61
		Total Payments FY 2021	181,624.40
		TOTAL PAYMENTS ALL FUND YEARS	\$181,624.40