

**NEW JERSEY PUBLIC HOUSING AUTHORITY
JOINT INSURANCE FUND
SEPTEMBER 26, 2022 – 3:00 PM
TROPICANO HOTEL/CASINO
BOSA NOVA ROOM 2
ATLANTIC CITY, NJ**

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	Absent
John Clarke	New Brunswick Housing Authority	Present
Douglas Dzema	Perth Amboy Housing Authority	Absent
Kathleen Ditomasso	Woodbridge Housing Authority	Present

ALTERNATE EXECUTIVE COMMITTEE MEMBERS:

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

APPOINTED OFFICIALS PRESENT:

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

Tracy Lopez, Perma

Salute to American Flag

APPROVAL OF MINUTES: July 14, 2022 - Open Minutes

MOTION TO APPROVE THE OPEN MINUTES AS REFERENCED ABOVE

MOTION:	Commissioner Clarke
SECOND:	Commissioner Mahon
VOTE:	Unanimous

Correspondence

Executive Director referred to the NJ League of Municipalities ad authored by Mayor Paul Tomasko, Alpine Borough and Charles Cuccia, Administrator, Little Falls, NJ representing the MEL which highlights inflationary pressures affecting 2023 budgets for members resulting from the recent increase in health insurance, workers compensation rates which are now the third largest in the Country increasing the weekly benefit by 9.9% in addition to the workers compensation pension offset resulting in an increase of over 10%. Executive Director also noted the cost of general and auto liability coverage increasing at a rate of 5% to 10% per year due to the erosion of Title 59 immunities within the NJ court system. Chairman DiVincent requested the ad be sent under separate cover to all members requesting that they share with their Board of Commissioners as encouraged by Executive Director.

Executive Director also referred to the second ad co-authored by Joy Tozzi, MEL Chair and Underwriting Manager, Ed Cooney which concerns cyber risk management.

Lastly, reference was made regarding the MEL Helpline which offers 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 current cyber risk management program status report and the listing of certificates of insurance as previously issued.

Pro Forma Financial Reports

Executive Director reviewed financial reports which included the July Financial Fast-Track noting an increase for the month of \$89,932 and a year to date increase of \$321,342 resulting in a statutory surplus of \$4.9M. It appears that the financials are stabilizing due to the past decision of the Board to increase member deductibles sharing in their specific risks in addition to the programs in place by the Safety Director's office. Executive Director also reviewed the loss ratio analysis report advising that the Fund is running close to last year's ratio of 29.36%; as of July the ratio is 31.40%.

Residual Claims Fund (RCF) Report

Executive Director said the RCF met on September 7, 2022 at the Forsgate Country Club. A copy of Commissioner Sims's report was reviewed as distributed with no additional comments from Commissioner Sims. The RCF's 2023 Budget was introduced; the public hearing will be held on October 19, 2022 at 10:30 A.M.

MEL Report

Executive Director said the MEL also met on September 7, 2022; a copy of Commissioner Clarke's report was reviewed as distributed. Commissioner Clarke added that in review of the report it is highly encouraged to share the 2023 inflationary pressure ad with member commissioners as the Executive Director discussed earlier as the highlights within the report will reach local levels and members must take this into account as they should not be surprised by the increases, specifically those related to employees and the state health benefits plan.

CYBER JOINT INSURANCE FUND

Executive Director said the MEL has now completed its second submission of necessary documents for approval of the formation of the Cyber Joint Insurance Fund; target date to be operational is 1/1/23. The MEL Underwriting Manager has been working with the Chertoff Group, who were awarded a contract in June to review the current program. A meeting of the Cyber Sub-Committee will be scheduled to review revised minimum standards and coverage recommendations for the new JIF.

Underwriting Manager scheduled a webinar for members on September 15th to outline modifications to minimum standards. An email was issued to all Fund Commissioners, Risk management Consultants for registration.

Executive Director emphasized the importance of becoming compliant with the cyber risk management program as coverages and deductibles will be impacted based on levels of compliance. If any members needs assistance, we ask that you reach out to the Fund office and we will work with you with guidance from the Underwriting Department as well.

Power of Collaboration

The latest in a series of Power of Collaboration advertisement to be published in the League of Municipalities magazine was reviewed as distributed. The ad highlights the \$3.6 billion savings provided to NJ Taxpayers while responding to the impacts of Covid-19, cost incurred from natural disasters and legislative challenges.

Risk Management Information/Operating System (RMIS)

In July, members and risk managers received an email with a link to renewal worksheets to begin the 2023 underwriting renewal. The deadline to complete the renewal worksheets was September 7th; the applicable Risk Management Consultants and Perma are currently reviewing data within the online database for accuracy toward the completion of the 2023 renewal process and to begin the 2023 budget process. The Finance Committee has scheduled the preliminary 2023 budget workshop for Tuesday, October 11, 2022 at the Fund office.

2022 Coverage Documents

Ms. Lopez said the Fund office has uploaded member policies to the Fund’s Risk Management Information System (Origami). Fund Commissioners and Risk Management Consultants received an email announcing that documents were posted. We encourage all members to download the policies to their systems; the policies will be posted on a three-year rolling period, 2020 will be removed in 2023.

October Meeting

Ms. Lopez said the next meeting is scheduled for Wednesday, October 12, 2022 at 10:30 AM and will take place at the Perth Amboy Housing Authority – Birchwood Building. This will be the 2023 Budget introduction. The Claims Committee meeting will take place at 9:30 AM in person on this date in lieu of the October 11, 2022 via zoom.

Treasurers Report

Fund Treasurer referred to the August 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.

Fund Treasurer reviewed the confirmation of August payments:

FUND YEAR	AMOUNT
2021	\$ 1,000.00
2022	\$ 101,598.92
Total	\$ 102,598.92

Fund Treasurer also reviewed the September bill list-Resolution 24-22:

FUND YEAR	AMOUNT
2022	\$ 132,498.23
Total	\$ 132,498.32

MOTION TO APPROVE RESOLUTION #24-22 SEPTEMBER 2022 BILL LIST AND THE TREASURERS REPORT AS DISTRIBUTED.

MOTION:	Commissioner Ditomasso
SECOND:	Commissioner Clarke
VOTE:	Unanimous

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 were distributed to respective members and follow up will be pursued in coordination by myself and the Fund office.

Attorney

Fund Attorney referred to and reviewed agenda report as distributed outlining continued case oversight and inclusive strategizing with defense counsel relating to workers compensation and general liability cases, the Executive Director and Qual-Lynx as needed. Month to month oversight continues to be processed smoothly.

Safety Director

Safety Director referred to the agenda report as distributed outlining the loss control and security loss control surveys completed during the months of July and August. 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 through November. Safety Director also noted that if your assigned contact was with Ellie Moss of J.A. Montgomery, you will now be contacted by either Joe Mirarchi or Matt Genna as Ellis is now out on maternity leave.

Managed Care

Managed Care provider referred to the monthly report for August reporting 113 bills processed inclusive of nine (9) injuries reported. Total charges of \$256,466.98, once Qual-Lynx contracted rates were implemented the charges were repriced for \$91,715.62 resulting in a total savings of \$164,751.36 or 64%. The claims pierced the network at a rate of 96%.

Claims Administration

Claims Administrator advised that the Claims Committee met on Wednesday, September 21, 2022 via zoom and reviewed a total of nine (9) claims of which one was amended reducing settlement negotiations with section20. If there are no questions relating to the claims as recommended, 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 Ditomasso
SECOND:	Commissioner Clarke
VOTE:	Unanimous

Old Business

None

New Business

Ms. Cook, of NJAHRA invited members to attend the December Holiday luncheon of December 9, 2022 at the Perth Amboy Armory, Perth Amboy, NJ.

Public Comment

None

Executive Session

None.

MOTION TO ADJOURN THE MEETING

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

Meeting adjourned at: 3:40 PM

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND BILLS LIST

CONFIRMATION OF AUGUST PAYMENTS

AUGUST 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>
009745			
009745	HOLMAN FRENIA ALLISON, P.C.	FINAL AUDIT BILLING FOR YE 12.31.21	1,000.00
			1,000.00
		Total Payments FY 2021	1,000.00

FUND YEAR 2022

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009715			
009715	DREW & ROGERS INC.	VOID AND REISSUE	-1,558.00
			-1,558.00
009736			
009736	PROFESSIONAL INSURANCE ASSOC., INC.	VOID	-9,042.00
			-9,042.00
009746			
009746	QUAL-LYNX	MANAGED CARE PROVIDER SERVICES 8/22	6,617.08
			6,617.08
009747			
009747	APEX INSURANCE SVS c/o QBE INSURANCE	POL & EPL POLICY 1/1/22-1/1/23	8,753.00
			8,753.00
009748			
009748	DECOTIIS, FITZPATRICK, COLE & GIBLIN LLP	NON-RETAINER LEGAL SERVICES 7/22	901.00
009748	DECOTIIS, FITZPATRICK, COLE & GIBLIN LLP	NON-RETAINER LEGAL SERVICES 6/22	102.00
009748	DECOTIIS, FITZPATRICK, COLE & GIBLIN LLP	GENERAL COUNSEL - RETAINER FEE 7/22	3,993.42
			4,996.42
009749			
009749	QUAL-LYNX	CLAIM ADJUSTING SERVICES 8/22	19,359.58
			19,359.58
009750			
009750	PERMA	EXECUTIVE DIRECTOR FEE 8/22	30,896.17
			30,896.17
009751			
009751	CONNER STRONG & BUCKELEW	UNDERWRITER MGMT FEE 8/22	1,601.00
			1,601.00
009752			
009752	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 8/22	3,272.25
			3,272.25
009753			
009753	ASBURY PARK PRESS	ACCT #ASB-117561 - 2021 SYN. - 6.27.22	140.60
			140.60
009754			
009754	EXECU TECH, INC	WEBSITE MAINTENANCE 8/22	200.00
			200.00
009755			
009755	NJ ADVANCE MEDIA	ACCT #XNJPU0555207 - AD - 7.7.22	40.95
			40.95

009756			
009756	WARREN RISK MARKETING, LLC	MARKETING FEE 8/22	3,094.00
			3,094.00
009757			
009757	J.A. MONTGOMERY RISK CONTROL	SAFETY TRAINING 8/22	3,086.45
009757	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 8/22	8,840.99
009757	J.A. MONTGOMERY RISK CONTROL	RTK INVENTORY SERVICE 7/22	10,625.00
			22,552.44
009758			
009758	DREW & ROGERS INC.	PROFESSIONAL SERVICES 4/22	1,558.00
			1,558.00
009759			
009759	ACCESS	ACCT #862 - ARC. AND STOR. - 5.31.22	5.98
009759	ACCESS	ACCT #862 - ARC. AND STOR. - 5.31.22	69.45
			75.43
009760			
009760	WORLD INSURANCE ASSOCIATES, LLC	GARFIELD HA - RMC FEE 2022	9,042.00
			9,042.00
		Total Payments FY 2022	101,598.92
		TOTAL PAYMENTS ALL FUND YEARS	102,598.92

NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND BILLS LIST

Resolution No. 24-22

SEPTEMBER 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 2022

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
009343			
009343	NJ PUBLIC HOUSING AUTHORITY JIF	VOID	-15,093.63
			-15,093.63
009758			
009758	DREW & ROGERS, INC.	VOID & REISSUE	-1,558.00
			-1,558.00
009761			
009761	QUAL-LYNX	MANAGED CARE PROVIDER SERVICES 9/22	6,617.08
			6,617.08
009762			
009762	APEX INSURANCE SVS c/o QBE INSURANCE	POL & EPL POLICY 1/1/22-1/1/23	1,384.00
			1,384.00
009763			
009763	DECOTIIS, FITZPATRICK, COLE & GIBLIN LLP	GENERAL COUNSEL - RETAINER FEE 8/22	3,993.42
009763	DECOTIIS, FITZPATRICK, COLE & GIBLIN LLP	GENERAL COUNSEL - RETAINER FEE 7/22	3,993.42
009763	DECOTIIS, FITZPATRICK, COLE & GIBLIN LLP	NON-RETAINER LEGAL SERVICES 7/22	442.00
			8,428.84
009764			
009764	QUAL-LYNX	CLAIM ADJUSTING SERVICES 9/22	19,359.58
			19,359.58
009765			
009765	PERMA	POSTAGE 8/22	18.24
009765	PERMA	EXECUTIVE DIRECTOR FEE 9/22	30,896.17
009765	PERMA	POSTAGE 7/22	6.27
			30,920.68
009766			
009766	CONNER STRONG & BUCKELEW	UNDERWRITER MGMT FEE 9/22	1,601.00
			1,601.00
009767			
009767	THE ACTUARIAL ADVANTAGE	ACTUARIAL CONSULTING SERVICES 9/22	3,272.25
			3,272.25
009768			
009768	DOUGLAS DZEMA	REIMBURSEMENT OF AON RISK POOLING 8/22	4,366.32
			4,366.32
009769			
009769	NEW JERSEY ASSOC. OF HOUSING & REDEVELOPMENT AU 3RD QUARTER 2022 SPONSOR FEE		10,046.36
			10,046.36
009770			
009770	ASBURY PARK PRESS	ACCT #ASB-117561 - AD - 8.6.22	66.68
			66.68
009771			
009771	EXECU-TECH, INC	WEBSITE MAINTENANCE 9/22	200.00
			200.00
009772			
009772	WARREN RISK MARKETING, LLC	MARKETING FEE 9/22	3,094.00
			3,094.00
009773			
009773	J.A. MONTGOMERY RISK CONTROL	SAFETY TRAINING 9/22	3,086.45
009773	J.A. MONTGOMERY RISK CONTROL	LOSS CONTROL SERVICES 9/22	8,840.99
009773	J.A. MONTGOMERY RISK CONTROL	RTK INVENTORY SERVICE 7/22	10,625.00

			22,552.44
009774			
009774	NJ NAHRO	3RD QUARTER 2022 INSTALLMENT	10,046.36
			10,046.36
009775			
009775	JOHN CLARKE	ATTENDANCE AT AON RISK POOLING 8/22	4,622.59
			4,622.59
009776			
009776	DREW & ROGERS, INC.	PROFESSIONAL SERVICES 4/22	1,558.00
			1,558.00
009777			
009777	ROBERT DIVINCENT	MISCELLANEOUS EXPENSES 9/22	4,977.62
			4,977.62
009778			
009778	ERIC CHUBENKO	REIMBURSEMENT FOR AON CONFERENCE 8/22	1,993.49
			1,993.49
009779			
009779	ACCESS	ACCT #862 - ARC. AND STOR. - 5.31.22	5.93
009779	ACCESS	ACCT #862 - ARC. AND STOR. - 5.31.22	71.76
009779	ACCESS	ACCT #862 - ARC. AND STOR. - 5.31.22	58.90
009779	ACCESS	ACCT #862 - ARC. AND STOR. - 5.31.22	5.98
			142.57
009780			
009780	RISK STRATEGY SOLUTIONS, LLC	TRENTON HA - FY 2021-2022 RMC FEES	12,342.00
			12,342.00
		Total Payments FY 2022	132,498.23
		TOTAL PAYMENTS ALL FUND YEARS	132,498.23

Chairperson

Attest:

Dated: _____

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims

Treasurer