

**NEW JERSEY PUBLIC HOUSING AUTHORITY  
JOINT INSURANCE FUND  
January 10, 2018  
Perth Amboy Housing Authority  
10:30 AM**

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

**Salute to American Flag**

**ROLL CALL OF EXECUTIVE COMMITTEE:**

<b>Chairperson</b>		
Robert DiVincent	West New York Housing Authority	Present
<b>Secretary</b>		
Madeline Cook	Edison Housing Authority	Present
<b>Board of Commissioners</b>		
John Mahon	Bayonne Housing Authority	Absent
Sherry Sims	Boonton Housing Authority	Present
Joseph Billy	Summit Housing Authority	Present
John Clarke	New Brunswick Housing Authority	Present
Douglas Dzema	Perth Amboy 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
Victor Cirilo	Passaic Housing Authority	Present
Kathleen DiTomasso	Woodbridge Housing Authority	Present

**APPOINTED OFFICIALS PRESENT:**

<b>Executive Director /Administrator</b>	Perma Risk Management Services	Steve Sacco	Present
<b>Attorney</b>	DeCotiis, Fitzpatrick & Cole, LLP	Frank Borin	Present
<b>Underwriting Mgr</b>	Conner Strong & Buckelew	Edward Cooney	Present
<b>Co-Treasurers</b>	Execu-Tech, Inc.	William Snyder Louis Riccio	Present Absent
<b>Claims Service</b>	Qual-Lynx	Kathleen Kissane	Present
<b>Safety Director</b>	PMA	James Rhoads	Present
<b>Auditor</b>	Nisivoccia & Co.	Valerie Dolan	Absent
<b>Actuary</b>	Actuarial Advantage	Dennis Henry	Absent
<b>Managed Care</b>	Qual-Lynx	Lisa Gallo	Present
<b>Marketing</b>	Warren Risk Marketing, LLC	Jack Warren	Present

**ALSO PRESENT**

Claudia Acosta, Qual-Lynx  
Jackie Fresco, Qual-Lynx  
Jack Zisa, RMC  
Dom Cinelli, RMC

Pamela Mitchell, Passaic HA  
Kathy Young, RMC  
Patti Fahy, RMC

Salute to American Flag

**APPROVAL OF MINUTES:** December 8, 2017 Open Minutes

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

**MOTION:** Commissioner Billy  
**SECOND:** Commissioner Dzema  
**ALL IN FAVOR:** Unanimous

**Reorganization**

Chairman requested that the Fund adjourn the Sine Die meeting and asked the Executive Director to assume the Chair.

**MOTION TO ADJOURN SINE DIE MEETING**

**MOTION:** Commissioner Dzema  
**SECOND:** Commissioner Billy  
**ALL IN FAVOR:** 7 Ayes

It was established that a quorum of the Fund Commissioners was present and that the Fund has received a total of 61 proxy votes from the members, thus a quorum is established. Executive Director advised that Reorganization of the Fund would continue and that in accordance with the Fund's bylaws, the Fund elects a Chairman, Secretary, five (5) member Executive Committee and up to (7) alternates.

**MOTION TO OPEN THE FLOOR FOR CONSIDERATION OF NOMINATIONS FOR THE EXECUTIVE COMMITTEE AND ALTERNATES:**

**MOTION:** Commissioner Sims  
**SECOND:** Commissioner DiVincent  
**VOTE:** Unanimous

Nominating Committee presented the following 2018 Slate.

**MOTION TO OPEN THE FLOOR FOR OTHER NOMINATIONS TO BE CONSIDERED**

<b>Chairperson</b>	
Robert DiVincent	West New York Housing Authority
<b>Secretary</b>	
Sherry Sims	Boonton Housing Authority
<b>Board of Commissioners</b>	
John Mahon	Bayonne Housing Authority
Joseph Billy	Summit Housing Authority
John Clarke	New Brunswick Housing Authority
Douglas Dzema	Perth Amboy Housing Authority
Kathleen DiTomasso	Woodbridge Housing Authority
<b>Alternates</b>	
Larry Stratton	South Amboy Housing Authority
Grace Dekker	Berkeley Housing Authority
Susan Thomas	Middletown Housing Authority
Eric Chubenko	Carteret Housing Authority
Anthony Feorenzo	Hackensack Housing Authority
Michelle Thorne	Edison Housing Authority

**FOR THE EXECUTIVE COMMITTEE AND ALTERNATES:**

**MOTION:** Commissioner DiVincent  
**SECOND:** Commissioner Billy  
**VOTE:** Unanimous

Executive Director asked if there were any other nominations from the floor to be considered for the 2018 slate of the Executive Committee.

Hearing none, the motion to accept the 2018 slate of the Executive Committee as presented.

**MOTION TO CLOSE THE FLOOR FOR NOMINATIONS AND ACCEPT THE NOMINATIONS OF THE 2018 EXECUTIVE COMMITTEE AND ALTERNATES AS PRESENTED BY THE NOMINATING COMMITTEE:**

**MOTION:** Commissioner Dzema  
**SECOND:** Commissioner Billy  
**ALL IN FAVOR:** Unanimous

Fund Attorney, Frank Borin, administered the oath of office for the 2018 Executive Committee members that were present.

**Oaths of Office made a part of the January 10, 2018 Minutes**

**Roll call of the 2018 Executive Committee and alternates:**

## Reorganization Resolutions

### Resolution 1-18 - Election of Chairman & Secretary

<b>Chairperson</b>	
Robert DiVincent	West New York Housing Authority
<b>Secretary</b>	
Sherry Sims	Boonton Housing Authority
<b>Board of Commissioners</b>	
John Mahon	Bayonne Housing Authority
Joseph Billy	Summit Housing Authority
John Clarke	New Brunswick Housing Authority
Douglas Dzema	Perth Amboy Housing Authority
Kathleen DiTomasso	Woodbridge Housing Authority
<b>Alternates</b>	
Larry Stratton	South Amboy Housing Authority
Grace Dekker	Berkeley Housing Authority
Susan Thomas	Middletown Housing Authority
Eric Chubenko	Carteret Housing Authority
Anthony Feorenzo	Hackensack Housing Authority
Michelle Thorne	Edison Housing Authority

- Resolution 2-18 - Appointment of Fund Professionals
- Resolution 3-18 - Establishing Public Meeting Procedures
- Resolution 4-18 - Establishing Fiscal Management Plan
- Resolution 5-18 - Establishing Fund Records Program
- Resolution 6-18- Appointing 2018 Legal Defense List
- Resolution 7-18 - 2018 Plan of Risk Management
- Resolution 8-18 - Ratifying Purchase of Coverage
- Resolution 9-18 - Meeting Compensation
- Resolution 10-18 – Named Storm Deductible Risk Sharing Program

Executive Director reviewed the reorganization resolutions 1-18 thru 10-18. Executive Director asked if there were any questions on the Reorganization Resolutions; hearing none;

### **MOTION TO ADOPT 2018 REORGANIZATIONAL RESOLUTIONS 1-18 THRU 10-18.**

<b>MOTION:</b>	Commissioner Sims
<b>SECOND:</b>	Commissioner Dekker
<b>ROLL CALL VOTE:</b>	Unanimous

### **Correspondence**

None

### **Underwriting Manager**

Underwriting Manager introduced the newly implemented MEL Cyber Risk Management Program which establishes a minimum set of technology proficiency standards and provides

reimbursement of up to \$7,500 of a member's deductible if they were in compliance with the minimum standards at the time of a claim.

Mr. Snyder suggested a session on the risk be provided to members of the Fund during one of the sponsoring organization annual conference. This is a very important risk and the program should be outlined directly to members through a training session. Chairman DiVincent agreed noting that this is a critical topic. Commissioner Dzema added that the impact on one Authority could be severe.

Commissioner DiTomaso questioned if the program would become an annual compliance for members to meet. Underwriting Manager responded that this is not an annual compliance issue; however at the time of a loss you want to insure the requirements have been met.

## **EXECUTIVE DIRECTORS REPORT**

Executive Director thanked the Board on behalf of Tracy Lopez, himself and PERMA for the reappointment to the Fund for the 2018-2020 Fund years.

### **Pro Forma Financial Reports**

Executive Director reviewed the monthly Fund monitoring reports as distributed which included the October Financial Fast-Track, Fixed Income Interest Rate Summary Comparison and the November Expected Loss Ratio Analysis, Claim Activity Report, Lost Time Accident Frequency Report, All JIFs Lost Time Accident Frequency. The status listing of the EPL/POL program compliance and Regulatory Check List was also reviewed.

### **Committee Appointments**

Executive Director referred to the listing of the appointed five standing committees of the Fund along with the recommended appointments of Commissioners Chubenko and Feorenzo to the Claims Committee; Commissioner Sims to the Nominating Committee and Commissioner Billy to the Finance due the changes within the Executive Committee. Chairman DiVincent said if there are any changes needed to the appointments made to the Committees or if anyone would like to volunteer to please reach out to him. The Committees are as follows:

**Claims Review Committee;**  
**Operations Committee;**  
**Nominating Committee;**  
**Coverage Committee;**  
**Finance Committee**

### **2018 Assessments**

The 2018 annual assessments have been sent to all members of the Fund and are due to Treasurers by **January 31, 2018.**

### **Dividend Distribution**

Executive Director said dividend checks have been mailed to all members that selected their dividend in the form of a check in lieu of applying as a credit towards the 2018 assessment bill.

### **MEL 2018 Reorganization Meeting**

The MEL held its Reorganization Meeting on Wednesday, January 3, 2018 in Jamesburg, New Jersey. Mr. Clarke's report was reviewed as distributed.

Executive Director referred to an additional agenda renewing the Fund's three-year membership in the Municipal Excess Liability Joint Insurance Fund commencing on January 1, 2018.

### **MOTION TO ADOPT RESOLUTION 12-18 RENEWING THE FUND'S THREE-YEAR MEMBERSHIP IN THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND COMMENCING ON JANUARY 1, 2018.**

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

### **RCF 2018 Reorganization Meeting**

The RCF held its Reorganization Meeting on Wednesday, January 3, 2018 in Jamesburg, New Jersey. Commissioner Sims's report was reviewed as distributed.

### **MEL Safety Institute (MSI)**

The class schedules for 2018 can be found on the MEL's webpage – <http://www.njmel.org>.

### **Inclement Weather Procedure**

Executive Director said a procedure has been instituted for Commissioners to confirm whether a meeting has been cancelled. The Executive Director will talk to the Chair to determine if a meeting should be cancelled. In the case of an early morning or evening meeting, Perma will leave a message, which can be obtained by dialing the Fund's main number (201) 881-7632. For meetings that occur during normal business hours, meeting status can also be obtained by dialing the Fund office.

### **Treasurers Report**

Fund Treasurer reviewed the financial reports as distributed and presented Resolution 11-18; January 2018 Bill List.

Fund Treasurer said they are reviewing all documentation in preparation of the 2017 year-end audit and will be meeting with the auditors shortly.

January 2018 – Bill List Resolution #11-18

<b>FUND YEAR</b>	<b>AMOUNT</b>
2017 Year	\$ 16,403.97
2018 Year	\$ 83,875.61
<b>Total</b>	<b>\$ 100,279.58</b>

**MOTION TO APPROVE RESOLUTION #11-18 JANUARY 2018 BILL LIST AND THE  
TREASURERS REPORT AS DISTRIBUTED.**

**MOTION:** Commissioner Billy  
**SECOND:** Commissioner Cook  
**ALL IN FAVOR:** Unanimous

**Marketing**

Marketing Director said the all-lines program has 74 members and over-all membership of the JIF is 89 members throughout the State.

We are pleased to report Linden Housing Authority, Linden Housing Corp. and Pleasantville Housing Authority have each confirmed their membership renewal; documents were received by Pleasantville Housing Authority, Linden/Linden Housing Corp will forward their documents as soon as executed. Camden and Neptune City Housing Authorities have confirmed renewal, documents are pending.

Marketing Director said discussions with Newark Housing Authority are underway and we will keep the Board informed as the discussions progress.

**Attorney**

Fund Attorney thanked the Board for the firm's reappointment of services for the 2018 Fund year and referred to the firm's report as distributed.

**Safety**

Safety Director thanked the Board for the reappointment of Safety Director services for the 2018 Fund year. Safety Director further reviewed the agenda report as distributed noting the Summary of 2017 activities which included site-consultations, technical bulletins distributed and loss analysis reports for members. Safety Director also reviewed the January technical bulletin which addressed black ice and suggestions on how to navigate the risk. Lastly and most importantly, the salt/sweep log was once again addressed; with the winter months now in play it is very important to log the salt/sweep logs as this may assist in the event of a claim.

**Managed Care**

Lisa Gallo of Qual-Lynx thanked the Board for their appointment as Managed Care provider for the 2018-2020 Fund years. As newly appointed, Ms. Gallo said the transition from Consolidated Services Group to their office has been seamless, they have been very cooperative and professional through the process. To date there are a reported five injuries for 2018, an updated report will be provided in the February agenda.

**Claim Administration**

**Claim Review Committee**

Claims Administrator thanked the Board for the reappointment Qual-Lynx as the Claims Administrator for the 2018 Fund year. Ms. Kissane introduced Ms. Claudia Acosta, she is currently being trained by Ms. Kissane as the Account Manager handling this Fund. Mr. Spencer will continue as the Workers Comp adjuster. Ms. Kissane advised that there were (9) nine PARs

presented by Qual-Lynx, (4) four of which were over \$50,000 reviewed and approved by the Claims Committee. A copy of the PARs over \$50,000 was distributed for Board review, and it was asked if a closed session was necessary to further review if there were any questions.

**MOTION TO ACCEPT THE REPORT OF THE CLAIMS COMMITTEE AND APPROVE THE NINE PARs AS PRESENTED BY THE CLAIMS ADMINISTRATOR**

<b>MOTION:</b>	Commissioner Sims
<b>SECOND:</b>	Commissioner DiVincent
<b>VOTE:</b>	Unanimous

**Old Business**

None

**New Business**

None.

**Public Comment**

Commissioner Sims introduced Ms. Pamela Mitchell as the Interim Executive Director of Passaic Housing Authority replacing Mr. Victor Cirilo now with the Newark Housing Authority.

**Executive Session**

None.

**MOTION TO ADJOURN THE MEETING**

<b>MOTION:</b>	Commissioner Clarke
<b>SECOND:</b>	Commissioner Billy
<b>ALL IN FAVOR:</b>	Unanimous

**Meeting adjourned at: 11:30 AM**

**RESOLUTION # 1-18**

**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**  
(hereafter referred to as the "FUND")

**CERTIFYING THE ELECTION OF  
CHAIRMAN AND SECRETARY  
FOR THE 2018 FUND YEAR**

**BE IT RESOLVED**, by the Governing Body of the Fund that the following persons have been elected as Chairman and Secretary:

**Robert DiVincent**

**Chairman**

**Sherry Sims**

**Secretary**

**BE IT FURTHER RESOLVED**, that the Chairman and Secretary shall serve for the year 2018 and until their successors shall be elected and qualified.

ADOPTED:

**RESOLUTION NO. 2-18**

**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND,**  
Hereinafter referred to as the "FUND")

**APPOINTING CERTAIN PROFESSIONALS AND SERVICE ORGANIZATIONS  
FOR FUND YEAR 2018**

**WHEREAS**, the FUND is duly constituted as a Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et. seq.); and

**WHEREAS**, the New Jersey Public Housing Authority Joint Insurance Fund (hereinafter the Fund) found it necessary and appropriate to obtain certain professional services and other extraordinary and other unspecifiable services, as defined in the Local Public Contracts Law, (N.J.S.A. 40A-12 et. seq.) for the 2018, 2019 & 2020 Fund years; and,

**WHEREAS**, NJSA 40a11-15 (6) allows for a contract duration of three (3) years; and,

**WHEREAS**, the Fund resolved to award Professional Service Agreements in accordance with a fair and open process pursuant to NJSA 19:44A-20.4 et. seq.; and,

**WHEREAS**, a notice soliciting proposals was published on the Fund's website; and in the Fund's official newspapers, and;

**WHEREAS**, responses were received from professional service providers and service organizations as listed below on August 16, 2017 at 2:00 PM and September 7, 2017 at 10:00 AM; and,

**WHEREAS**, the Fund's Operations Committee recommended the award of contracts to the below listed Professional Service Providers and service organizations based on a review of their; responses, experience and prior service provided at the rates established by the Fund Executive Committee; and,

**WHEREAS**, the Fund's Executive Committee resolve to appoint the Fund Professionals – noted below – to three year terms commencing on January 1, 2018 and ending on December 31, 2020 (unless otherwise noted) at its January 2018 Reorganization Meeting in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq.;

- I. **PERMA Risk Management Services as Administrator, Stephen Sacco** is hereby appointed as **Executive Director, Joseph P. Hrubash** and David Grubb as **Deputy Executive Directors** and as **agents for process of service**. \$988,252 is the estimated dollars that will be expended in connection with this contract over its three-year term. The annual amount of \$322,916 has been appropriated in the Administrator Line Item of the 2018 budget.
- II. **Execu-Tech, Inc.** is hereby appointed as **Fund Treasurer**. \$234,020 is the estimated dollars that will be expended in connection with the Treasurer contract over its three-year term. The annual amount of \$76,467 has been appropriated in the Treasurer Line Item of the 2018 budget.

- III. **TD Bank Wealth Advisors** is hereby appointed as **Asset Manager** to the FUND. –At an annual fee of 8 basis points on the market value of assets. *(1/1/18 – 12/31/18)*
- IV. **New Jersey Association of Housing & Redevelopment Authorities & the NJ Chapter National Association of Housing & Redevelopment Organization** is hereby appointed to serve as the FUND’s **Sponsorship Organizations**. \$245,967 is the estimated dollars that will be expended in connection with the Sponsorship Organizations contracts over each of their three-year terms. The annual amount of \$80,371 has been appropriated in the Sponsorship Item of the 2018 budget and split between the two organizations.
- V. **Qual-Lynx** is hereby appointed to serve as the FUND’s **Claims Administrator**. \$622,810 is the estimated dollars that will be expended in connection with the Claims Administrator contract over its three-year term. The annual amount of \$203,506 has been appropriated in the Claims Administration Item of the 2018 budget.
- VI. **Qual-Lynx** is hereby appointed to serve as the FUND’s **Managed Care Provider**. \$228,994 is the estimated dollars that will be expended in connection with the Managed Care contract over its three-year term. The annual amount of \$74,825 has been appropriated from the Workers Compensation Line Item of the 2018 budget.
- VII. **The Actuarial Advantage** is hereby appointed to serve as the FUND’s **Actuary**. \$113,241 is the estimated dollars that will be expended in connection with the Actuary contract over its three-year term. The annual amount of \$37,002 has been appropriated in the Actuary Line Item of the 2018 budget.
- VIII. **PMA Management, Inc.** is hereby appointed to serve as the FUND’s **Loss Control Provider**. \$222,518 is the estimated dollars that will be expended in connection with the Loss Control Provider contract over its three-year term. The annual amount of \$72,709 has been appropriated in the Loss Control Line Item of the 2018 budget.
- IX. **Conner Strong & Buckelew** is hereby appointed to serve as the FUND’s **Underwriting Manager**. \$55,396 is the estimated dollars that will be expended in connection with the Underwriting Manager contract over its three-year term. The annual amount of \$18,101 has been appropriated in the Underwriting Manager Line Item of the 2018 budget.
- X. **Jack Warren of Warren Risk Marketing, LLC** is hereby appointed to serve as the FUND’s **Marketing & Communications Specialist**. \$107,053 is the estimated dollars that will be expended in connection with the Marketing & Communications Specialist contract over its three-year term. The annual amount of \$34,980 has been appropriated in the Marketing Line Item of the 2018 budget.
- XI. **Francis Borin, Esq. of DeCotiis, Fitzpatrick, Cole & Giblin** is hereby appointed to serve as the FUND’s **Attorney**. The annual amount of

\$42,234 has been appropriated in the Attorney Line Item of the 2018 budget. The amount of \$20,000 is also designated for the Fund Attorney for RAD/Non Profit reviews and is appropriated in the RAD/Non Profit Line Item of the 2018 budget.

- XII. **Nisivoccia,LLP** is hereby is appointed to serve as the FUND's **Auditor**. The annual amount of \$22,740 has been appropriated in the Auditor Line Item of the 2018 budget.
- XIII. **Execu-Tech, Inc.** is hereby is appointed to serve as the FUND's **Web Site Development & Hosting Manager**. The annual amount of \$2,750 has been appropriated in the Miscellaneous Line Item of the 2018 budget.
- XIV. **William Katchen, CPA** is hereby is appointed to serve as the FUND's **Consultant**. . The annual amount not to exceed of \$11,000 has been appropriated in the Miscellaneous Line Item of the 2018 budget.

**BE IT FURTHER RESOLVED**, all Professional Service Providers and Service Organizations appointed pursuant to this Resolution shall service the Fund in accordance with the terms and conditions of the Professional Service Agreements

**BE IT FURTHER RESOLVED**, that in accordance with NJSA 19:44A-20.7, the decision of the Fund's Executive Committee that the procurement process utilized, constitutes a fair and open process, shall be final.

**ADOPTED:** *this day by the Governing Body,*

**RESOLUTION # 3-18**

**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND  
(hereafter the “FUND”)**

**ESTABLISHING PUBLIC MEETING PROCEDURES**

**WHEREAS**, the FUND must establish meeting procedures for Fund Year 2018, and

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the FUND that:

- I.** The Governing Body shall conduct Public Meetings on the second Wednesday of each month throughout the 2018 year at 10:30 AM. The meetings will take place at the Birchwood at Perth Amboy - Perth Amboy Housing Authority, 618 New Brunswick Avenue, Perth Amboy, NJ with exception to the following months:

May 21, 2018 – Tropicana Casino/Hotel, Atlantic City, NJ at 9:00 AM.

September 24, 2018 - Resorts Casino/Hotel, Atlantic City, NJ at 3:30 PM.

November and December – Location/Time to be determined and advertised at a later date.

- II.** Each Public Comment session is limited to thirty (30) minutes; any one person may address the Chairperson for a maximum of five (5) minutes; once a particular topic has been addressed by a member of the public, subsequent comments on that same topic by other people is limited to a maximum of two (2) minutes; citizens who have spoken once during the session will not be recognized a second time; and speakers are required to state their names and addresses.

- III.** The following is hereby designated the official newspaper (s) of the Fund:

**The Asbury Park Press, Neptune, New Jersey**

**The Star Ledger, Newark, NJ**

**Municipal Excess Liability JIF Website - [www.njmel.org](http://www.njmel.org)**

**NJPHA JIF Website - [www.njphajif.org](http://www.njphajif.org)**

**ADOPTED:** *this day by the Governing Body,*

**RESOLUTION # 4 - 18**

**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**  
(hereafter referred to as "THE FUND")

**ESTABLISHING A FISCAL MANAGEMENT PLAN**

**FOR THE 2018 FUND YEAR**

**WHEREAS**, THE FUND is duly constituted as a Housing Authority Joint Insurance Fund, as permitted under the laws promulgated by the State of New Jersey, (N.J.S.A. 40A-36, et.seq.); and

**WHEREAS**, THE FUND is subject to the requirements contained within the Local Fiscal Affairs Law (N.J.S.A. 40A-5, et.seq.) ; and

**NOW, THEREFORE BE IT RESOLVED**, THE FUND's Executive Committee that:

- I.** All funds for Administrative Expenses, Reinsurance, Dividends and Miscellaneous Expenses, shall be withdrawn from the Official named Depository (ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution,

<u>Robert DiVincent</u>	CHAIRMAN
<u>Sherry Sims</u>	SECRETARY
Execu-Tech, Inc. Mr. Louis A. Riccio Mr. William F. Snyder	TREASURER
<u>Anthony Feorenzo</u>	COMMISSIONER

- II.** All funds for Claims payments shall be withdrawn from the Official Depository(ies) by check, which shall bear the signatures of at least two (2) of the following persons, duly authorized pursuant to this Resolution,

Alice H. Lihou	Qual-Lynx
David S. Ruber	Qual-Lynx
Janet Buggle	Qual-Lynx
Louis A. Riccio	Fund Treasurer
William F. Snyder	Fund Treasurer

- III. The Cash and Investment Policy attached herewith, shall be adopted.
- IV. Annual assessments shall be due by January 31, 2018. A grace period of 30 days shall be provided during which late fees shall not be assessed. Payments received after the expiration of the grace period shall be subject to a late fee in the form of an interest penalty of eighteen (18%) percent per annum retroactive to the original due date.
- IV. Certifying and Approval Officer for all FUND expenses shall be the FUND's Executive Director and/or the Account Manager so designated by the Executive Director.
- V. In accordance with the MEL's Retrospective Rating Program, the FUND does hereby transfers the aggregate excess contingency line item collected with 2018 Fund assessments to the Aggregate Loss Fund Contingency Account.

**ADOPTED:** *this day before the Governing Body:*

# NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND

## 2018 CASH MANAGEMENT AND INVESTMENT POLICY

### 1.) Cash Management and Investment Objectives

The New Jersey Public Housing Authority Joint Insurance Fund (hereinafter referred to as the FUND) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d.) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal Laws and Regulations.
- g.) Accurate and timely reporting of interest earnings, gains and losses by line of coverage in each Fund year.
- h.) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i.) Stability in the value of the FUND's economic surplus.

### 2.) Permissible Investments

Investments shall be limited to the following:

- a.) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.
- b.) Government money market mutual funds.
- c.) Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- a.) d.)

Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Local Government Services in the Department of Community Affairs for investment by local units;

- b.) Debt obligations of federal agencies or government corporations with maturities not greater than ~~five (5)~~ ten (10) years from the date of purchase,

excluding mortgage backed obligations, providing that such investments are purchased through the New Jersey Division of Investment and are consistent the Division's own investment guidelines, and providing that the investment a fixed rate of interest not dependent on any index or external factors.

- c.) Local Government Investment Pools
- d.) Repurchase agreements of fully collateralized securities, subject to rules and conditions establish by the N.J. Department of Community Affairs.

No investment or deposit shall have a maturity longer than ~~five~~ ten (5 10) years from date of purchase. At any given time, the Fund's investment portfolio shall conform to the following criteria:

- a) Any bonds or other obligations held by the FUND shall have a minimum long-term investment grade underlying credit rating, or equivalent rating provided by a Nationally Recognized Statistical Rating Organization as outlined by the U.S. Securities and Exchange Commission, with the exception of bonds issued pursuant to the Municipal Qualified Bond Act, which may have an underlying credit rating below investment grade so long as the Municipal Qualified Enhanced Rating is investment grade, or equivalent rating provided by NRSO.
  - 1.
- b) A minimum of thirty-five (35) percent of aggregate total par amount of bonds and other obligations shall have a minimum long-term, underlying credit rating of AA-, or equivalent rating by an NRSRO.
- c) The aggregate par amount of bonds or other obligations with a long-term underlying credit rating below A-, or equivalent rating by an NRSRO, shall not exceed thirty (30) percent of the aggregate total par amount of bonds, investments and other obligations held by the Fund.
- d) The aggregate par amount of bonds or other obligations with maturities longer than five (5) years shall not exceed sixty (60) percent of the aggregate total par amount of bonds, investments and other obligations held by the FUND.

Any exception to or deviations from the above criteria must be approved by the New Jersey Division of Local Governmental Services and the New Jersey Division of Investment.

### 3.) **Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit

Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA). Specifically authorized depositories are as follows:

TD Bank  
TD Bank Asset Management  
Lakeland Bank  
Bank of New Jersey  
Investors Savings  
Mariner's Bank

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

4.) **Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the Executive Board. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall minimize transaction costs by querying prices from at least three (3) dealers and purchasing securities on a competitive basis. When possible, federal securities shall be purchased directly from the US Treasury. Transactions shall not be processed through brokerages which are organizationally affiliated with the asset manager. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

5.) **Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

6.) **Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

7.) **Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (1) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance

appraisals and upon reasonable notice, and based upon changes in policy or procedures.

8.) **Reporting**

Asset managers will submit written statements to the treasurer and executive director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan. Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Funds portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Executive Committee at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

9.) **Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

10.) **Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

11.) **Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight (48) hours in accordance with NJSA 40A:5-15.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims imprest accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

## RESOLUTION # 5-18

### NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND (Hereinafter the "FUND")

#### ESTABLISHING A FUND RECORDS PROGRAM

**WHEREAS:** The FUND must establish a formal record retention program for the 2018 Fund Year.

**NOW, THEREFORE BE IT RESOLVED,** by the FUND's Governing Body that:

- I.** Sherry Sims, Fund Secretary, is hereby designated as custodian of the FUND records, which shall be kept at the office of the Fund Administrator, located at 9 Campus Drive, Suite 216, Parsippany, NJ 07054.
- II.** **Tracy Lopez, Account Manager and Jason Thorpe, Assistant Account Manager** for Perma Risk Management Services is hereby designated as **Assistant Fund Secretary**.
- III.** The records of the FUND shall be retained in accordance with the municipal records retention schedule as promulgated by the New Jersey Division of Archives and Records Management, and/or otherwise specified by the New Jersey Department of Insurance and Community Affairs.
- IV.** Each fund professional and service organization shall have the duty and obligation to maintain such records as are entrusted to him/her and to relinquish such records to the Fund Secretary upon termination of services or otherwise upon request.

Records and files not required to support current operations, but which must otherwise be retained, shall be stored in the record retention facility, located at Route 80, Business Archives, 24 Beckwith Avenue, Paterson, New Jersey. The FUND's Executive Director shall coordinate the archive process and shall make sure that all records are properly indexed and accessible.

**ADOPTED:** *this day before the Governing Body*

**RESOLUTION #6-18**

**RESOLUTION OF THE COMMISSIONERS OF THE  
NEW JERSEY PUBLIC HOUSING AUTHORITY  
JOINT INSURANCE FUND ESTABLISHING A  
DEFENSE PANEL FOR THE 2018 FUND YEAR**

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**WHEREAS**, it is necessary for the New Jersey Public Housing Authority Joint Insurance Fund (“NJPHAJIF”) to establish a Defense Panel comprised of attorneys for the defense of various actions that are brought against its members and for which the NJPHAJIF has an obligation to defend and indemnify, including but not limited to the New Jersey Workers’ Compensation Law, N.J.S.A. 34:15-1 et seq. (for workers’ compensation cases), and the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq. (for all lines personal injury cases), subject to and in accordance with applicable NJPHAJIF insurance policies; and

**WHEREAS**, pursuant to the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.), such services are recognized as “professional services,” as same shall be performed by persons authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of such services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

**WHEREAS**, the NJPHAJIF solicited responses (“Request for Qualifications (RFQ) for Defense Attorney”), dated August 23, 2017 and due September 7, 2017, for the 2018 Fund Year from law firms pursuant to a “fair and open” process, in accordance with the requirements of N.J.S.A. 19:44A-20.4 et seq.; and

**WHEREAS**, the NJPHAJIF, together with General Counsel, reviewed responses received from law firms to the RFQ for Defense Attorney to determine overall compliance with the requirements of the RFQ; and

**WHEREAS**, the Commissioners of the NJPHAJIF desire to appoint the following law firms to the Defense Panel for the 2018 Fund Year; and

**WHEREAS**, the Defense Panel may be modified from time to time.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the New Jersey Public Housing Authority Joint Insurance Fund, that the following law firms are hereby appointed as the Defense Panel for the 2018 Fund Year:

Lindabury, McCormick, Estabrook & Cooper, P.C.	David L. Worthington
Keenan & Doris, LLC	Weiner Law Group
Dvorak & Associates, LLC	Methfessel & Werbel
Kates Nussman Rapone Ellis & Farhi, LLP	Brown & Connery, LLP
Brenda Coppola Cuba	Biancamano & DiStefano
Long Marmero & Associates, LLP	Dorsey & Semrau
Hill Wallack, LLP	Campbell, Foley, Delano & Adams, LLC
Florio, Perrucci, Steinhardt & Fader, LLC	Hoagland, Longo, Moran, Dunst & Doukas, LLP
Pfund McDonnell, P.C.	Secare & Hensel
O'Donnell McCoy Heleniak, LLC	DiPisa & Lago, LLC
Roth D'Aquanni, LLC	Eric Bernstein & Associates, LLC
Ruderman, Horn & Esmerado, P.C.	Barker, Gelfand & James
Dasti, Murphy, McGuckin, Ulaky, Koutsouris & Connors	Citta, Holzapfel & Zabarsky
Huntington Bailey, LLP	Macce & Cresti, P.C.
Cleary Giacobbe Alfieri Jacobs, LLC	Marino & Montecallo, LLC
Robert J. Hitscherich	Pietras, Saracino, Smith & Meeks, LLP
King & Petracca	Botta Angeli, LLC
Florio Kenny Raval, LLP	Costigan & Costigan, LLC
Leitner Tort DeFazio & Brause	

**BE IT FURTHER RESOLVED**, by the Commissioners of the New Jersey Public Housing Authority Joint Insurance Fund, that the following fee schedule for Defense Attorneys for workers' compensation petitions assigned in the 2018 Fund Year is established:

- **\$120.00 per hour for attorney time**
- **\$65.00 per hour for paralegal time**

**BE IT FURTHER RESOLVED**, by the Commissioners of the New Jersey Public Housing Authority Joint Insurance Fund, that the following fee schedule for Defense Attorneys for all lines coverage in the 2018 Fund Year is established:

- **\$140.00 per hour for attorney time**
- **\$65.00 per hour for paralegal time**

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

**2018 RISK  
MANAGEMENT PLAN**

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# New Jersey Public Housing Authority Joint Insurance Fund

(hereinafter the "Fund" or the "NJPHA JIF")

## ESTABLISHING THE 2018 PLAN OF RISK MANAGEMENT

### Resolution #7-18

BE IT RESOLVED by the Fund's governing body the 2018 Plan of Risk Management shall be:

## Section I – Coverage

### Insurance Coverages

The following coverages are provided to the Fund's members, effective January 1, 2018:

- Workers' Compensation
- Liability (including optional excess)
- Public Officials Liability / Employment Practices Liability (including optional excess)
- Crime
- Non-Owned Aircraft Liability
- Cyber
- Property & Equipment Breakdown (effective December 31, 2017)
- NJHMFA Excess Insurance

### Limits of Coverage

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles. All references to the "MEL" stand for the "Municipal Excess Liability Joint Insurance Fund". **Please note, the following is a general discussion of the coverages and limits provided via the Fund; however, the actual terms and conditions are defined in the policy documents and all issues shall be decided on such. Please also note, additional coverages, limits and conditions may apply.**

#### 1. Workers' Compensation

- Workers' Compensation: \$300,000
- Employer's Liability: \$300,000
- USL&H, Harbor Marine/Jones Act, Incidental Foreign Workers' Compensation, Communicable Disease: Included
- MEL Excess Limit: Statutory
- Employer's Liability Excess Limit: \$6,700,000

#### 2. Liability (*includes General, Automobile, Employee Benefits and Law Enforcement Liability*)

- Fund Limit: \$300,000
- MEL Excess Limit: \$4,700,000
  - The \$3,250,000 layer excess of \$1,750,000 is subject to a \$3,250,000 per local member unit annual aggregate (Automobile Liability is not aggregated)
- Sublimits: The following sublimits are part of, and not in addition to, the limits above:
  - Good Samaritan Liability: Included
  - Quasi Municipal Organization Liability: Included (if approved)
  - Fungus or Spores: \$1,000,000
  - Disinfectants Release Hazard Coverage: \$1,000,000
  - Dam and Reservoir: \$5,000,000
    - a. \$5,000,000 per occurrence for any member entity owned dams defined as Class III or IV in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8;
    - b. Included for premises owned, occupied or controlled by the member entity on which a dam or reservoir is located, or from the operations conducted on such premises;
    - c. \$1,750,000 per occurrence for any member entity owned dam defined as Class I or II in New Jersey Administrative Code, Title 7, Department of Environmental Protection, Chapter 20, 7:20-1.8; and
    - d. \$1,750,000 per occurrence for any Class III or IV member entity owned dam involved with a Class I or II member entity owned dam.

- Sanitary/Storm Water System Sewerage Backup and/or Sanitary System Sewerage Backup, Escape or Release: \$2,750,000 Per Occurrence and \$3,750,000 Annual Aggregate for all member entities
- Subsidence: \$2,750,000 Per Occurrence and \$3,750,000 Annual Aggregate for all member entities
- Riot, Civil Commotion or Mob Action: \$5,000,000 Per Occurrence
- Failure to Supply Utility: \$5,000,000 Per Occurrence
- Garagekeepers Liability: \$2,000,000 Per Occurrence
- New Jersey Personal Injury Protection (NJ PIP): \$250,000
- New Jersey Uninsured/Underinsured Motorist (NJ UM/UIM): \$15,000/\$30,000/\$5,000.
- The following is added to EXCLUSION E. of SECTION II - POLICY EXCLUSIONS: This EXCLUSION does not apply to bodily injury arising out of lead contamination, or out of the inhalation, ingestion, use, handling or contact with lead paint if the Member Entity has implemented the lead abatement control measures as required by the Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4821, et seq.), the Lead Based Paint Hazard Retention Act (42 U.S.C. 4851, et seq.), and, with respect to federally assisted housing, HUD's Lead Safe Housing Rule (24 C.F.R. 35.80, et seq.). This coverage is subject to an annual aggregate sub-limit of \$100,000.

### 3. **Optional Excess Liability Limit**

The MEL offers Optional Excess Liability Limits excess of the MEL Excess Limit.

- The following limits are the Optional Excess Limits:
  - \$2,000,000 (equals \$7,000,000 total);
  - \$5,000,000 (equals \$10,000,000 total);
  - \$10,000,000 (equals \$15,000,000 total); and
  - \$15,000,000 (equals \$20,000,000 total).

### 4. **Public Officials Liability / Employment Practices Liability**

Each local member unit is 100% commercially insured with QBE Specialty Insurance Company for \$2,000,000 in the aggregate per member on a claims made basis for each Fund year.

- Deductibles and Coinsurance:
  - \$20,000 is the standard deductible per claim and 20% of the first \$250,000 of the loss is the standard coinsurance, although other deductibles and coinsurances may apply.
  - Local member units may qualify based on certain criteria to have options to purchase a lower deductible and/or coinsurance contribution.
  - Members with adverse loss experience may be subject to higher deductibles and/or coinsurance.
- Optional Wage Coverage: \$50,000 aggregate per member

### 5. **Optional Excess Public Officials Liability / Employment Practices Liability**

The MEL offers Optional Excess Public Officials Liability / Employment Practices Liability limits excess of the local member units' primary \$2,000,000 Public Officials Liability / Employment Practices Liability policies with QBE Specialty Insurance Company as follows:

- \$1,000,000 (equals \$3,000,000 total);
- \$2,000,000 (equals \$4,000,000 total);
- \$3,000,000 (equals \$5,000,000 total);
- \$4,000,000 (equals \$6,000,000 total); and
- \$8,000,000 (equals \$10,000,000 total).

### 6. **Crime**

- The Fund provides Crime coverage with a limit of \$50,000 for: Public Employee Dishonesty, Forgery and Alteration, Theft, Disappearance and Destruction, Robbery and Safe Burglary, and Computer Fraud with Funds Transfer Fraud
- The member deductible is \$2,500.
- MEL Crime
  - MEL Crime Excess: \$950,000 excess of the Fund Crime limit

### 7. **Non-Owned Aircraft Liability**

- \$5,000,000; and
- Medical Expense for each passenger: \$5,000

- The coverage is 100% commercially insured with Endurance

## 8. Cyber

The Fund is 100% commercially insured for Cyber insurance with Indian Harbor Insurance Company (primary insurer) and Beazley (excess insurer) for the following limits:

- Limits:
  - Fund Annual Aggregate: \$12,000,000
  - Third Party, Per Claim: \$6,000,000
  - First Party, Per Claim: \$4,000,000
- Retention, Per Claim: \$10,000

## 9. Property & Equipment Breakdown

- The Fund provides a \$100,000 limit per occurrence (Property & Time Element combined)
- The MEL provides a \$400,000 limit excess of the Fund's limit
- The MEL purchases additional excess property limits, as follows: \$125,000,000, including certain sublimits, including, but not limited, to:
  - Aggregate, Earth Movement: \$100,000,000
  - Aggregate, Flood (includes Storm Surge): \$100,000,000
    - a. Per Location, Special Flood Hazard Area (SFHA): \$52,500,000
  - Named Storm: Included
  - Vehicles: \$15,000,000
- Member deductibles:
  - All Other: \$1,000
  - Equipment Breakdown: \$5,000
  - SFHA Flood (Housing Authorities / Non-Profit Buildings):
    - a. Building: \$250,000
    - b. Contents: \$100,000
    - c. Time Element: \$250,000
  - Named Storm (Covered Property in Atlantic, Ocean, Monmouth and Burlington counties east of the Garden State Parkway, and any covered property in Cape May County):
    - a. Property Damage: 1% of TIV at location, per occurrence
    - b. Time Element: 1% of 12 months gross earnings at location, per occurrence
    - c. Minimum, per location: \$500,000
    - d. Maximum, per occurrence: \$1,000,000

## 10. NJHMFA Excess Insurance

The Municipal Excess Liability Joint Insurance Fund (MEL) provides excess insurance coverages with respect to those properties financed by the New Jersey Housing and Mortgage Finance Agency (NJHMFA) or are subject to requirements contained within a Financing, Deed Restriction and Regulatory Agreement with the NJHMFA and are insured by the New Jersey Public Housing Authority Joint Insurance Fund (NJPHA JIF) and/or the MEL so that all applicable insurance coverages with respect to such properties shall be in full compliance with all applicable NJHMFA Insurance Specifications / Minimum Requirements (NJHMFA Insurance Requirements), as may be amended from time to time, on a per property/per occurrence basis, except the NJPHA JIF does not provide primary flood insurance for properties in flood zones A, V and shaded X as defined by the Federal Emergency Management Agency (FEMA) (including all variations of A, V and shaded X), if applicable. In such cases, it is the property owner's responsibility to obtain primary flood coverages through the National Flood Insurance Program (NFIP) to the maximum extent of coverages available under the NFIP. The MEL provides flood coverage in excess of the NFIP maximum coverage limits up to a per property sub-limit of \$2.5 million. The NJPHA JIF and the MEL are not responsible for determining whether or not a property is located in a flood zone or for procuring primary flood insurance for such property. Except with respect to the requirement for a property owner to obtain primary flood insurance through NFIP as noted herein, should any insurance coverages, including excess flood coverages, provided by the NJPHA JIF and/or the MEL not meet any of the applicable NJHMFA Insurance Requirements, the NJPHA JIF and/or the MEL will provide insurance coverages, excess insurance coverages and/or difference-in-conditions coverages (DIC) as applicable to meet all applicable NJHMFA Insurance Requirements to the sole satisfaction of the NJHMFA.

### **Individual JIF Imposed Deductibles:**

Salem Housing Authority - \$10,000 per property claim; Atlantic City Housing Authority - \$2,500 per Workers Compensation claim; Hoboken Housing Authority - \$1,000 per Workers Compensation claim; Trenton Housing Authority - \$1,000 per Workers Compensation Claim

### **Amount of Risk to be Retained by the Fund**

Unless otherwise stated, all limits shown apply less any local member unit's SIRs/deductibles.

1. **Workers' Compensation:** \$300,000
2. **Liability:** \$300,000
  - NJ Uninsured/Underinsured Motorist: \$15,000 / \$30,000 / \$5,000
  - NJ Personal Injury Protection: \$250,000
3. **Optional Excess Liability Limit:** None
4. **Public Officials Liability / Employment Practices Liability:** None
5. **Optional Excess Public Officials Liability / Employment Practices Liability:** None
6. **Crime:** \$50,000
  - MEL Crime Excess: None
  - MEL Crime Statutory Position: None
  - MEL Crime Excess Public Officials: None
7. **Non-Owned Aircraft Liability:** None
8. **Cyber:** None
9. **Property:** \$100,000
  - Equipment Breakdown: None
  - SFHA Flood: None
  - Named Storm (Covered Property in Atlantic, Ocean, Monmouth and Burlington counties east of the Garden State Parkway, and any covered property in Cape May County): None
10. **NJHMFA Excess Insurance:** None

### **Commercial Insurance / Reinsurance Purchased**

The insurance/reinsurance listed below may contain sublimits, retentions and deductibles in addition to such already stated.

1. **Non-Owned Aircraft Liability:** The Fund purchases this coverage through the MEL from Endurance
2. **Excess Property & Equipment Breakdown:** The Fund purchases this coverage from the MEL
3. **Excess Liability:** The Fund purchases this coverage from the MEL
4. **Excess Workers' Compensation:** The Fund purchases this coverage from the MEL
5. **Excess Crime:** The Fund purchases this coverage from the MEL
6. **Public Officials Liability / Employment Practices Liability:** The Fund purchases this coverage from QBE
7. **Cyber:** The Fund purchases this coverage from XL Catlin and Beazley
8. **NJHMFA Excess:** The Fund purchases this coverage from the MEL

### **The Amount of Unpaid Claims to be Established**

1. The general reserving philosophy is to set reserves based upon the probable total cost of the claim at the time of conclusion. Historically, on claims aged eighteen (18) months, the Fund expects the claims servicing company to set reserves at 85% accuracy. The Fund also establishes reserves recommended by the Fund's actuary for claims that have been incurred but not yet reported so that the Fund has adequate reserves to pay all claims and allocated loss adjusted expense liability.
2. Claims reserves are subject to regular review by the Fund's Executive Director/Administrator, Attorney, Executive Committee and claims servicing company. Reserves on large or unusual

claims are also subject to review by the claims departments of the commercial insurance companies or reinsurance companies providing primary or excess coverages to the Fund.

### **The Method of Assessing Contributions to be Paid by Each Member of the Fund**

1. By November 15th of each year, the actuary computes the probable net cost for the upcoming Fund year by line of coverage and for each prior Fund year. The actuary includes all budget items in these computations. The annual assessment of each participating member is its pro rata share of the probable net cost of the upcoming Fund year for each line of coverage as computed by the actuary.
2. The calculation of pro rata shares is based on each member's experience modified manual premium for that line of coverage. The Fund's governing body also adopts a capping formula which limits the increase of any member's assessment from the preceding year to the Fund wide average increase plus a percentage selected by the governing body. The total amount of each member's annual assessment is certified by majority vote of the Fund's governing body at least one (1) month prior to the beginning of the next fiscal year.
3. The treasurer deposits each member's assessment into the appropriate accounts, including the administrative account, and the claim or loss retention trust fund account by Fund year for each type of coverage in which the member participates.
4. If a local unit becomes a member of the Fund or elects to participate in a line of coverage after the start of the Fund year, such participant's assessments and supplement assessments are reduced in proportion to that part of the year which had elapsed.
5. The Fund's governing body may by majority vote levy upon the participating municipalities additional assessments wherever needed or so ordered by the Commissioner of Insurance to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations. All supplemental assessments are charged to the participating municipalities by applicable Fund year, and shall be apportioned by the year's assessments for that line of coverage. In the event that the Fund adopts a deferred payment plan for an additional assessment, any member leaving the Fund shall immediately pay the Fund the full amount of its share of any deferred supplemental assessment.
6. Should any member fail or refuse to pay its assessments or supplemental assessments, or should the Fund fail to assess funds required to meet its obligations, the chairman or in the event by his or her failure to do so, the custodian of the Fund's assets, shall notify the Commissioner of Insurance and the Director of Community Affairs. Past due assessments shall bear interest at the rate established annually by the Fund's governing body.

### **Procedures Governing Loss Adjustment and Legal Expenses**

1. The Fund engages a claims service company to handle all claims, except for the JIF's POL/EPL, and Cyber insurance. The performance of the claims adjusters is monitored and periodically audited by the Executive Director's office, the Fund attorney, the MEL's attorney's office, as well as the claims department of the MEL's three major liability insurers/re-insurers (i.e. General Re and Munich Re for excess liability, and Safety National for workers' compensation). Every three years, the MEL's internal auditors also conduct an audit.
2. Each member local unit is provided with a claims reporting procedure and appropriate forms.
3. In order to control workers' compensation medical costs, the Fund has engaged a managed care organization (MCO), whose procedures are integrated into the Fund's claims process.
4. To provide for quality defense and control costs, the Fund has established an approved defense attorney panel with firms which specialize in Title 59 matters. The performance of the defense attorneys is overseen by the Fund attorney, as well as the various firms which audit the claims adjusters.

### **Procedures for the Closure of Fund Years, including the Maintenance of All Relevant Accounting Records**

1. The Fund utilizes the Municipal Excess Liability Residual Claims Fund (RCF) to facilitate the closure of Fund years.
2. Upon the transfer of outstanding liabilities of a Fund year to the RCF, the Fund adopts a resolution closing that year and transfers all remaining assets to the closed Fund year account. This amount is allocated by member local units using the same procedure as is used to calculate a dividend. Each month, interest is credited to the closed Fund year account by member.
3. Each year, the Fund's governing body will determine if a dividend is appropriate from the closed Fund year account, and will make application to the Department of Insurance as appropriate. Further, in the event an open Fund year incurs a deficit, the Fund's governing body will consider

an inter-year transfer from the closed Fund year account to offset the deficit. In either case, the dividend or inter-Fund year transfer will be calculated on a member by member basis.

4. In the event a member leaves the Fund, the Fund's governing body may assess the member's closed Fund Year account an amount not exceeding three (3) years stranded costs that the Fund incurs as a result of the member's withdraw. Stranded costs are those expenses incurred by the Fund that would otherwise have been paid from the withdrawing member's assessments had the member remained in the Fund. A member may apply to the Fund's governing body for a return of that member's remaining share of the closed Fund year account when five (5) years have passed since the last Fund year in which the member participated has been closed. The Fund's governing body will decide on the former member's request after evaluating the likelihood of any additional assessments from the RCF.
5. All dividends from the RCF will be deposited in the closed Fund year account on a member by member basis.
6. The Fund will retain all records in accordance with the Fund's record retention program.

**Assumptions and Methodology Used for the Calculation of Appropriate Reserve Requirements to be Established and Administered in Accordance with Sound Actuarial Principles**

1. The general approach in estimating the loss reserves of the Fund is to project ultimate losses for each Fund year using paid and incurred loss data. Two traditional actuarial methodologies are used: the paid loss development method and the incurred loss development method. From the two different indications resulting from these methods the Fund Actuary chooses a "select" estimate of ultimate losses. Subtraction of the paid losses from the select ultimate losses yields the loss reserve liability or funding requirement.
2. The following is an overview of the two actuarial methods used to project the ultimate losses.
3. Paid Loss Development Method - This method uses historical accident year paid loss patterns to project ultimate losses for each accident year. Because this method does not use case reserve data, estimates from it are not affected by changes in case reserving practices. However, the results of this method are sensitive to changes in the rate of which claims are settled and losses are paid, and may underestimate ultimate losses if provisions are not included for very large open claims.
4. Case Incurred Loss Development Method - This method is similar to the paid loss development method except it uses historical case incurred loss patterns (paid plus case outstanding reserves) to estimate ultimate losses. Because the data used includes case reserve estimates, the results from this method may be affected by changes in case reserve adequacy.

**The Maximum Amount a Certifying and Approving Officer May Approve Pursuant to N.J.A.C. 11:15-2.22**

1. \$10,000
2. \$10,000 for General Liability, Automobile Liability and Workers' Compensation
3. Effective 2/12/14, the Claims Administrator has discretion up to \$2,500 to waive subrogation if the claim file is properly documented with their efforts. Over \$2,500 and up to \$10,000, Claims Administrator will email JIF Attorney with a copy to the Fund Administrator for waiver authority. Excess of \$10,000, Claims Administrator will prepare a Payment Authorization Request and submit to the JIF Executive Committee for review and approval.

**The Amount of Emergency Courthouse Authority**

1. \$50,000 Emergency Court House Authority upon the joint authorization of the Fund Attorney and Executive Director. Whenever this procedure is used, the claim shall be reported to the Commissioners at their next meeting
2. With the advance approval of the Fund Attorney, the certifying and approving officer may also pay provider bills if waiting until after the next regularly scheduled FUND meeting would result in the loss of a discount on such bills. When the certifying and approving officer utilizes this authority, a report shall be made to the Commissioners at their next meeting.

ADOPTED this 10<sup>th</sup> day of January, 2018.

**RESOLUTION # 8-18**

**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**  
(hereinafter referred to as the "FUND")

**RESOLUTION RATIFYING THE PURCHASE OF CERTAIN INSURANCE  
COVERAGE**

**WHEREAS**, it has been determined the New Jersey Public Housing Authority as a matter of normal business of operating a joint insurance fund, has exposures to losses beyond its workers' compensation coverage to its members and;

**WHEREAS**, these exposures to loss may be minimized through the purchase of commercial insurance at reasonable premiums and;

**WHEREAS**, Conner Strong & Buckelew, acting as the funds insurance broker has secured competitive proposals.

**NOW THEREFORE BE IT RESOLVED** that the Fund purchase the following insurance policies for its protection:

<u>Type</u>	<u>Carrier</u>	<u>Term</u>	<u>Limit</u>	<u>Premium</u>
Prof'l. Office Policy	Nautilus	1/1/18-1/1/19	\$1,000,000 occ \$2,000,000 aggr.	\$1,241.00*
Commercial Crime	Selective	12/31/16-12/31/17	\$1,000,000 s/t \$10,000 Deductible	\$2,434.00
Workers' Comp.	Guard Ins Grp	1/1/18-1/1/19	Statutory - Cov A \$1,000,000 - Cov B	\$ 365.00
Travel Accident	Federal Ins.	8/16/16-19	\$2,500,000 **	\$3,000.00

\*Includes \$125.00 premium for terrorism coverage

\*\* (Aggregate Limit of Indemnity)

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to purchase these coverage on behalf of the New Jersey Public Housing Authority Joint Insurance Fund.

**ADOPTED:** *this day by the Governing Body:*

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

**RESOLUTION # 9-18**

**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND  
ESTABLISHING MEETING COMPENSATION FOR  
BOARD OF COMMISSIONER MEMBERS  
FOR THE 2018 FUND YEAR**

**BE IT RESOLVED** , the **New Jersey Public Housing Authority Joint Insurance Fund** shall provide for payment to the Board of Fund Commissioners, pursuant to N.J.S.A. 40:A10-37 at the rate of \$150.00 per meeting; conditioned upon each member's attendance at any Executive Committee regularly scheduled meeting and attention to usual and customary duties between meetings.

**BE IT FURTHER RESOLVED**, a Board of Fund Commissioner member shall not be required to attend any additional meetings as a precondition to payment, nor shall any Executive Committee member be compensated for attendance at more than twelve (12) meetings per year.

ADOPTED: this day before the Governing Body

**RESOLUTION #10-18**

**NEW JERSEY PUBLIC HOUSING AUTHORITY RESOLUTION AUTHROIZING THE  
NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND'S  
PARTICIPATION IN THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT  
INSURANCE  
NAMED STORM DEDUCTILBE RISK SHARING PROGRAM**

**Whereas**, the New Jersey Public Housing Authority Joint Insurance Fund (hereinafter the "NJPHA JIF") is a member the of the Municipal Excess Liability Joint Insurance Fund (hereinafter the "MEL")

**Whereas**, the MEL provides excess property coverage underwritten by Zurich Insurance Company to various member Joint Insurance Funds; and

**Whereas**, as respects loss or damage caused by or resulting from a "Named Storm", any covered property in Atlantic, Ocean, Monmouth, and Burlington Counties located east of the Garden State Parkway, and any covered property in Cape May County is subject to a Property Damage deductible of 1% of the value per the Schedule of Values for the "Location" where the direct physical loss or damage occurred, per "occurrence"; and

**Whereas**, as respects loss or damage caused by or resulting from a "Named Storm", any covered property in Atlantic, Ocean, Monmouth, and Burlington Counties located east of the Garden State Parkway, and any covered property in Cape May County is subject to a Time Element deductible of 1% of the full 12 months Gross Earnings or Gross Profit values that would have been earned following the "Occurrence" by use of the facilities at the "Location" where the direct physical loss or damage occurred and all other "Locations" where Time Element loss ensues, per "occurrence"; and

**Whereas**, the above deductibles (hereinafter the "NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM") are subject to a minimum deductible of \$500,000 for Property Damage and Time Element, combined, per Location, and a maximum deductible of \$1,000,000 per occurrence; and

**Whereas**, for purposes of this resolution, a "Named Storm" means: Any storm or weather disturbance that is named by the U.S. National Oceanic and Atmospheric Administration (NOAA) or the U.S. National Weather Service or the National Hurricane Center or any comparable worldwide equivalent; and

**Whereas**, a "Named Storm" also includes "Storm Surge"; and

**Whereas**, for purposes of this resolution, covered property shall not include vehicles; and

**Whereas**, the Atlantic, Burlington, Central, FIRST, Mid Jersey, Monmouth, NJPHA, and Ocean JIFs have members subject to this deductible; and

**Whereas**, the Board of Fund Commissioners of the NJPHA JIF recognizes that its members could bear a financial hardship in event of a "Named Storm" as a result of this deductible; and

**Whereas**, the MEL has agreed to act as a lead agency to administer an agreement between member JIFs subject to this deductible.

**Now, Therefore Be It Resolved** that the Board of Fund Commissioners of the NJPHA JIF resolve to enter into an agreement with other members JIFs subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM subject to the following provisions:

1. In the event of a covered loss subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM, the JIFs that are parties to this agreement shall contribute to the total amount of the deductible pro rata based on each JIFs reported values for all properties subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM. The reported values for all properties subject to the NAMED STORM DEDUCTIBLE RISK SHARING PROGRAM will be established in May of each year; and
2. The first \$5,000 of loss from each member location shall not be subject to this sharing provision; and
3. This sharing provision shall be subject to only insured property at insured locations; and
4. To be eligible for reimbursement under this agreement, the member shall file a claim with FEMA, including any National Flood Insurance Program policies, and the reimbursement under this agreement shall be reduced by the amount of such reimbursement.

**Be it further resolved** that a copy of this Resolution be provided to the NJPHA JIF Executive Director's office, the NJPHA JIF Underwriter, the MEL Executive Director, the MEL Underwriting Office.

This Resolution was duly adopted by the New Jersey Public Housing Authority Joint Insurance Fund at a public meeting held on January 10, 2018.

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

**RESOLUTION NO. 12-18**  
**NEW JERSEY PUBLIC HOUSING AUTHORITY JOINT INSURANCE FUND**  
**RESOLUTION TO RENEW**  
**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND**

**WHEREAS**, the **New Jersey Public Housing Authority Joint Insurance Fund** has been organized to provide General Liability, Auto Liability, Property and Workers' Compensation coverage to its member municipalities.

**WHEREAS**, it has been determined that excess coverage is available from the Municipal Excess Liability Joint Insurance Fund, hereinafter referred to as MEL, as created under Chapter C.372 Laws of 1983 (40A:10-36 et seq.); and,

**WHEREAS**, said statutes and the regulations pertaining thereto contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a FUND; and

**WHEREAS**, the Board of Fund Commissioners of the **New Jersey Public Housing Authority Joint Insurance Fund** has determined that membership in the MEL is in the best interests of the member municipalities:

**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 renew membership in the MEL for a period of three (3) years, the commencement of which shall be January 1, 2018 and

**BE IT FURTHER RESOLVED** that the application for membership is for the purpose of obtaining the following types of coverages:

- 1) Excess Workers' Compensation and Employers' Liability Insurance and,
- 2) Excess Liability Insurance excess of the Primary Liability provided by the above mentioned Joint Insurance Fund as indicated on the application previously submitted and,
- 3) Excess Property, including Crime.

**BE IT FURTHER RESOLVED** that the **New Jersey Public Housing Authority Joint Insurance Fund** hereby adopts the Bylaws of the MEL and in accordance therewith, it is understood that coverage is not effective until membership is approved by the MEL Commissioners/Executive Committee, State Department of Banking & Insurance and State Department of Community Affairs and that coverage is subject to the terms, conditions and limitations as contained in the MEL's Coverage Manual and its Commercial Excess Insurance, if any; and,

**BE IT FURTHER RESOLVED** that the Board of Fund Commissioners, or other authorized representative, is authorized and directed to execute any and all written agreements necessary for membership in the MEL including, but not limited to, the Indemnity and Trust Agreement in order to implement membership by the **New Jersey Public Housing Authority Joint Insurance Fund** in the MEL according to its Bylaws, Chapter C.372 Laws of 1983 (NJSA 40A:10-36 et seq.), NJAC 11:15-2 and any other statutes or regulations pertaining thereto.

**MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND  
INDEMNITY AND TRUST AGREEMENT**

**THIS AGREEMENT** made this 10<sup>th</sup> day of January, 2018, in the County of Middlesex by and Between: The **Municipal Excess Liability Joint Insurance Fund**, hereinafter referred to as MEL, and the **New Jersey Public Housing Authority Joint Insurance Fund**, hereinafter referred to as the FUND.

**WITNESSETH:**

**WHEREAS**, several local governmental units have collectively formed an Excess Liability Joint Insurance Fund as such entity is authorized and described in NJSA 40A:10-36 et seq. and the administrative regulations promulgated pursuant thereto and;

**WHEREAS**, the FUND has agreed to become a member of the MEL and to share in the obligations and benefits flowing from such membership with other members of the MEL in accordance with and to the extent provided for in the bylaws of the MEL and in consideration of such obligations and benefits to be shared by the membership of the MEL.

**NOW THEREFORE**, be it agreed as follows:

1. The FUND accepts the MEL's bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of the said bylaws, the pertinent Statutes and Administrative Regulations pertaining to same and as set forth in the Risk Management Plan.
2. The FUND agrees to participate in the MEL with respect to the types of insurance listed in the FUND's resolution.
3. The FUND agrees to renew its membership in the MEL for a period of three (3) years, the commencement of which shall be January 1, 2018.
4. The FUND certifies that it has not defaulted on any claims if self-insured and has not been canceled for non-payment of insurance premiums for a period of at least two (2) years prior to the date hereof.
5. In consideration of membership in the MEL, the FUND agrees that it shall jointly and severally assume and discharge the liability of each and every member of the MEL, all of whom as a condition of membership in the MEL shall execute a verbatim counterpart of this Agreement and by execution hereof the full faith and credit of the FUND is pledged to the punctual payment of any sums which shall become due to the MEL in accordance with the bylaws thereof, this Agreement, the MEL's Risk Management Plan or any applicable statute.
6. If the MEL in the enforcement of any part of this Agreement shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the FUND agrees to reimburse the MEL for all such reasonable expenses, fees and costs on demand.
7. The FUND and the MEL agree that the MEL shall hold all monies paid by the FUND to the MEL as fiduciaries for the benefit of MEL claimants, all in accordance with NJAC 11:15-2.1 et seq.
8. The MEL shall establish separate Trust Accounts for each of the following categories of risk and liability, if applicable:

- a) Workers Compensation and Employers Liability
- b) Liability, other than motor vehicle
- c) Property Damage, other than motor vehicle
- d) Motor Vehicle
- e) Primary Statutory Bonds & Excess Public Officials Bonds

The MEL shall maintain Trust Accounts aforementioned in accordance with NJSA 40A:10-36, NJAC 11:15-2 et seq., NJSA 40A:5-1 and such other Statutes as may be applicable. More specifically, each of the aforementioned separate Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and excess insurance or reinsurance premiums for each such risk or liability or as "surplus" as such term is defined by NJAC 11:15-2.2 et seq.

9. Each FUND who shall become a member of the MEL shall be obligated to execute this Agreement.

### **MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND**

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

**Resolution No. 11-18**

**JANUARY 2018**

**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 2017**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>008301</b>			
008301	DECOTIIS,FITZPATRICK&COLE, LLP	ATTORNEY FEE 12/2017	3,494.40
			<b>3,494.40</b>
<b>008302</b>			
008302	SHERRY L. SIMS	DEC 2017 MEETING ATTENDANCE	150.00
			<b>150.00</b>
<b>008303</b>			
008303	GRACE DEKKER	DEC 2017 MEETING ATTENDANCE	150.00
			<b>150.00</b>
<b>008304</b>			
008304	JOSEPH M. BILLY, JR.	DEC 2017 MEETING ATTENDANCE	150.00
			<b>150.00</b>
<b>008305</b>			
008305	PERMA	POSTAGE FEE 12/2017	711.64
			<b>711.64</b>
<b>008306</b>			
008306	VICTOR CIRILO	DEC 2017 MEETING ATTENDANCE	150.00
			<b>150.00</b>
<b>008307</b>			
008307	SUSAN THOMAS	DEC 2017 MEETING ATTENDANCE	150.00
			<b>150.00</b>
<b>008308</b>			
008308	DOUGLAS G. DZEMA	DEC 2017 MEETING ATTENDANCE	150.00
			<b>150.00</b>
<b>008309</b>			
008309	WEST NEW YORK HOUSING AUTHORIT	DEC 2017 MEETING ATTENDANCE	150.00
			<b>150.00</b>
<b>008310</b>			
008310	ASBURY PARK PRESS	ACCT: ASB-117561 - 12/5/17 - MEETING	47.10
008310	ASBURY PARK PRESS	ACCT: ASB-117561 - 12/5/17 - BY LAWS	71.30
008310	ASBURY PARK PRESS	ACCT: ASB-117561 - 12/5/17 - MEETING	47.10
			<b>165.50</b>
<b>008311</b>			
008311	ALLSTATE INFORMATION MANAGEMNT	ACCT: 862 - ACT & STOR 11/30/2017	58.83
			<b>58.83</b>
<b>008312</b>			
008312	NJ ADVANCE MEDIA	ACCT: XNJPU055507 - 12/5/2015 - MTG	20.15
008312	NJ ADVANCE MEDIA	ACCT: XNJPU055507 - 12/5/2017 ADP BDGT	86.94
008312	NJ ADVANCE MEDIA	ACCT: XNJPU055507 - 12/5/2017 - MEETING	20.15
			<b>127.24</b>
<b>008313</b>			

008313	EDISON HOUSING AUTH.	DEC 2017 MEETING ATTENDANCE	150.00
			<b>150.00</b>
<b>008314</b>			
008314	NJ NAHRO	SPONSORSHIP FEE 4TH QTR 2017	10,046.36
			<b>10,046.36</b>
<b>008315</b>			
008315	WOODBRIIDGE HOUSING AUTHORITY	DEC 2017 MEETING ATTENDANCE	150.00
			<b>150.00</b>
<b>008316</b>			
008316	PFEIFFERGOV LLC	CYBER SECURITY TRAINING 12/8/2017	300.00
			<b>300.00</b>
<b>008317</b>			
008317	NEW BRUNSWICK HOUSING AUTH.	DEC 2017 MEETING ATTENDANCE	150.00
			<b>150.00</b>

Total Payments FY 2017 16,403.97

**FUND YEAR 2018**

<u>CheckNumber</u>	<u>VendorName</u>	<u>Comment</u>	<u>InvoiceAmount</u>
<b>008318</b>			
008318	QUAL-LYNX	CLAIMS ADJUSTING SERVICES - 01/2018	16,958.83
			<b>16,958.83</b>
<b>008319</b>			
008319	PERMA	EXECUTIVE DIRECTOR FEE 01/2017	26,909.67
			<b>26,909.67</b>
<b>008320</b>			
008320	CONNER STRONG & BUCKELEW	UNDERWRITING MANAGER FEE 01/2018	1,508.00
			<b>1,508.00</b>
<b>008321</b>			
008321	NJ ASSOC OF HOUSING & REDEVELO	SPONSORSHIP FEE 1ST QTR 2018	10,046.36
			<b>10,046.36</b>
<b>008322</b>			
008322	EXECU TECH, INC	WEBSITE HOSTING/DOMAIN RENEWAL 1/18	350.00
			<b>350.00</b>
<b>008323</b>			
008323	EXECU TECH, INC	TREASURER FEE 1ST QTR 2018	19,116.75
			<b>19,116.75</b>
<b>008324</b>			
008324	WARREN RISK MARKETING, LLC	MARKETING FEE 01/2018	2,915.00
			<b>2,915.00</b>
<b>008325</b>			
008325	PMA COMPANIES, INC.	RISK CONTROL SERVICES - 01/2018	6,071.00
			<b>6,071.00</b>
		Total Payments FY 2018	83,875.61

**TOTAL PAYMENTS ALL FUND YEARS \$ 100,279.58**