

**NEW JERSEY PUBLIC HOUSING JOINT INSURANCE FUND
9 CAMPUS DRIVE – SUITE 216
PARSIPPANY, NJ 07044-4412**

September 12, 2019

Ms. Kate Delany
126 East Palmer Avenue
Collingswood, NJ 08108
opra+request-7170-7d490ee8@requests.opramachine.com

RE: OPRA Request

Dear Ms. Delany:

We received a request for information from you dated September 4, 2019 under the Open Public Records Act ("OPRA"). Please accept this correspondence as our response pursuant to OPRA.

In your request, you seek the following:

- 1) *All assessment bills sent from the JIF to Collingswood Housing Authority and a record of all payments received from Collingswood Housing Authority to the JIF from January 1, 2014 to date of response.*

Response: Attached please find assessment bills and a record of payments received.

- 2) *Documents, such as contracts, resolutions, meeting minutes, or the like, sufficient to show the identity of all persons who held positions of "fund professionals" (as described at <http://www.njphajif.org/>) January 1, 2014 to date of response.*

Response: Attached please find Resolutions 2-14, 2-15, 2-16, 2-17, 2-18 & 2-19 appointing fund professionals.

- 3) *Documents sufficient to show the salary or compensation of all "fund professionals" as described above, such as contracts, employment agreements or salary resolutions from January 1, 2014 to date of response.*

Response: Attached please find Resolutions 2-14, 2-15, 2-16, 2-17, 2-18 & 2-19 setting fund professional fees.

- 4) *A list of all contracts or agreements between the fund and persons functioning as brokers or consultants of the JIFs, and the invoices, copies of checks, purchase orders, remittances, etc. for each of these consultants or brokers from January 1, 2014 to date of response.*

Response: The JIF does not have contracts or agreements with Risk Managers, they are with each individual fund member. However, the JIF pays the risk managers. Attached is a worksheet by year that includes the vendor, member, date, amount and check number. We do not have cancelled checks on file. If you require copies of all vouchers, please advise. We will need an extension of time to provide them.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the denial of access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the GRC by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc.

The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Yours truly,

Rachel Chwastek

Rachel Chwastek, Account Manager