

**ACCASBO JIF**  
Atlantic & Cape May Counties Association of School Business Officials  
Joint Insurance Fund

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**TO:** Fund Trustees  
Fund Commissioners  
Fund Professionals  
Risk Management Consultants

**FROM:** Craig H. Wilkie, Deputy Executive Director  
Scott C. Tennant, Deputy Executive Director  
Brad Hoffman, Executive Director

**MEETING DATE:** March 20, 2019

**SUBJECT:** AGENDA PACKET



**Please note new meeting location!**

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held on **Wednesday, March 20, 2019** beginning at **12:00 p.m.** in the Board Room at **Alder Avenue Middle School, 25 Alder Avenue, EHT, New Jersey 08234.**

If you have any questions, please do not hesitate to contact our office at (856) 446-9139.



**ATLANTIC AND CAPE MAY COUNTIES ASSOCIATION OF SCHOOL BUSINESS OFFICIALS  
JOINT INSURANCE FUND**

**Board Room  
Alder Avenue Middle School  
25 Alder Avenue  
Egg Harbor Township, New Jersey 08234**

**Wednesday, March 20, 2019**

**AGENDA**

- I. Call to Order of the Closed Executive Session of the Board of Trustees by Fund Chairperson
- II. Motion Requested to Call to Order Open Session
- III. Statement of Compliance with Open Public Meetings Act
  - A. Notice of Meeting was given by sending sufficient notice herewith to the *Press of Atlantic City*, Atlantic and Cape May County editions;
  - B. Filing advance written notice of this meeting with each member; and
  - C. By mailing advance written notice to the clerk of each municipality located within the boundaries of all Fund members.
- IV. Roll Call
  - A. **2018-19 Trustees**
    - Linda Albright, Northfield BOE, **Chair**
    - John Hansen, Lower Township Elementary SD, **Vice Chair**
    - Christopher R. Veneziani, Folsom BOE (SPELL Alternate), **Secretary**
    - Jonathan Houdart, Brigantine Public Schools
    - Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
    - Michelle D. Richardson, Jackson Township BOE
    - Kim Robinson, Mainland Regional High School (SPELL Alternate)
  - 2018-19 Alternate Trustees**
    - Mark Mallett, Lower Cape May Regional School District
    - Rose Millar, North Wildwood SD
    - Chandra Anaya, Egg Harbor Township School District
  - 2018-19 Fund Commissioners**
    - Joe Rodio, Estell Manor City School District
    - Joy Nixon, Galloway Township Public Schools
    - Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
    - Anne Marie Fala, Hamilton Township School District
    - Barbara S. Prettyman, Hammonton BOE
    - Teri Weeks, Linwood BOE/Longport BOE
    - Diane Fox, Middle Township BOE
    - Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
    - Kelly Brazelton, Pitman BOE
    - Susan Irons, Somers Point BOE
    - Laurie Ryan, Upper Township BOE
    - Patricia Palmieri, Weymouth Twp School District
  - B. **Fund Professionals**
    - Craig H. Wilkie, Area Vice President – Gallagher
    - Scott C. Tennant, Area Vice President – Gallagher

- Bradford Hoffman, Area Executive Vice President – Gallagher
- Jennifer Fox, Sr. Account Manager – Gallagher
- Louis J. Greco, Esquire – Fund Solicitor
- Chris Roselli, Claim Administrator – Qual-Lynx
- Karen Beatty, Client Services Manager – Qual-Lynx
- Bonnie Ridolfino, Public Entity Director – Hardenbergh Insurance Group
- John W. Geitz, Safety Coordinator – Risk Assessment Services
- James D. Weber, Assistant Safety Coordinator – Risk Assessment Services
- Kelly Batz – Fund Treasurer
- Annette Reap – Recording Secretary

**C. Risk Management Consultants**

- Stanley H. Gunnison, C.J. Adams Company – Mainland Regional/Northfield
- John D’Agostino, Jr., D’Agostino Agency – Folsom
- Len Eckman, Jr., Len Eckman – Pitman
- Dennis M. Brown, Glenn Insurance – EHC/EHT/Estell Manor/Galloway/GEHRHSD/Hamilton Twp/Jackson Twp/Mainland/Somers Point/Weymouth Twp
- Mike Thomas, Glenn Insurance – Linwood/Longport
- Tim Irons/Alexandria Suro, TC Irons – Mullica Twp/Washington Twp
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – LCMR/Lower Twp/North Wildwood
- Bill McMahan, McMahan Agency - Upper Twp
- Harry Mossbrook, Sr., Mossbrook & Hicks Insurance Agency – Middle Twp
- P.J. Pullia, ML Ruberton - Hammonton
- Gene Siracusa, Siracusa-Kauffman Agency - Brigantine

**V. MOTION REQUESTED** - To open the voting to all Fund Commissioners present.

A request may be made by the Trustees of the ACCASBO JIF that the business of the Fund at this meeting be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Commissioners and Trustees present and voting.

**VI. MOTION REQUESTED-Resolution 2018-25** to approve Payment Authorization Request(s) as presented in Closed Session.

**VII. Approval of Minutes – MOTION REQUESTED**

A. January 16, 2019 ..... Pages 6-11

**VIII. Appointment of a Nominating Committee by Fund Chair**

A. ACCASBO and SPELL Term Expirations ..... Page 12

**IX. Professional Reports**

**A. Treasurer – MOTION REQUESTED**

1. February 2019 Approval Memo and Bill List..... Pages 13-14
2. March Bill List ..... Page 15
3. Treasurer’s Reports- (January/February 2019)..... Pages 16-30

B. Solicitor-Impact of NJ CUMMA on Workplace Drug Testing ..... Pages 31-32

- C. Claims Administrator
  - 1. Adjuster Pending Report as of 2/28/19 ..... Pages 33-36
  - 2. Open Subrogation Report ..... Page 37
  - 3. Emergency PAR Stewardship Report ..... Page 38
  - 4. Lessons Learned from Losses- Defusing Conflict ..... Page 39
  
- D. Managed Care Provider
  - 1. Managed Care Summary – 2/28/19..... Page 40
  - 2. Average Days to Report - 2/28/19 ..... Page 41
  - 3. Transitional Duty Summary – 2/28/19 ..... Page 42
  
- E. Student Accident Program
  - 1. Status Report ..... Page 43
  
- F. Executive Director/Underwriting & Finance Director Report ..... Pages 44-46
  - 1. EXECUTIVE DIRECTOR
    - a. 2019-20 Membership Renewals..... Summary
    - b. NJSIA Workers’ Compensation Conference ..... Pages 47-49
    - c. Proposed Meeting Dates for 2019-20 ..... Page 50
    - d. SPELL HR Helpline Activity Report ..... Page 51
    - e. Items Updated on SPELLJIF.COM..... Summary
    - f. Maintaining Safe Schools..... Summary
    - g. Key Dates ..... Summary
  
  - 2. UNDERWRITING AND FINANCE DIRECTOR
    - a. District/Fund Incurred Losses Report ..... Page 52
    - b. Financial Audit-June 30, 2018-**MOTION REQUESTED** ..... Pages 53-69
    - c. Resolution 2018-26 Surplus Release-**MOTION REQUESTED**..... Pages 70-71
    - d. Timely Claim Reporting-New Annual Award-**MOTION REQUESTED**..... Summary
    - e. 2019-2020 Exposure Renewal and Budget Process ..... Summary
    - f. RMC Resolutions and Agreements ..... Summary
    - g. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
    - h. Certificates of Insurance Report-1/01/19-2/28/19..... Pages 72-74
  
- G. Safety Coordinator/Right to Know Coordinator
  - 1. January/February Activities and March/April Agenda..... Pages 75-76
  - 2. 2018-19 SIP Monthly Status Report..... Pages 77-80
  
- H. Committee Meetings
  - 1. Finance – 02/07/19 ..... Pages 81-83
  
- X. Budget Hearing – **MOTION REQUESTED** – Adopt Preliminary Budget .....Page 84
  
- XI. **MOTION REQUESTED** – **Resolution 2018-27** to meet in Closed Session on May 15, 2019 at 12:00 pm at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.
  
- XII. Miscellaneous Business, Public Comment and RMC comments or questions.

**XIII. MOTION REQUESTED** to Adjourn Meeting.

**XIV. Professional Development – Social Media and Investigation Tools**

There will be a short presentation by Nate Reber of Prime Source Investigations on when social media investigation is appropriate and the various tools available. Member attendance is voluntary.