

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

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: May 15, 2019

SUBJECT: AGENDA PACKET



Reminder: new meeting location!

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held on **Wednesday, May 15, 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, May 15, 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, Deputy Executive Director – Gallagher
- Scott C. Tennant, Deputy Executive Director – Gallagher
- Bradford Hoffman, Executive Director – 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 McMahon, McMahon 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 2018-28 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. March 20, 2019 Pages 7-12

VIII. Budget Hearing – MOTION REQUESTED

A. Motion to open to the public

B. Motion to close to the public

C. 2019-2020 Budget – **ADOPTION** Page 13

- IX. Election of Trustees, Alternates, SPELL Delegates
 - A. Nominating Committee Recommendations..... Page 14
 - MOTION REQUESTED** – to Accept Other Nominations
 - MOTION REQUESTED** – to Close Nominations
 - MOTION REQUESTED** – to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on Page 14.
- X. Election of Officers - **MOTION REQUESTED** – to Elect:
 - Chair** – Linda Albright, Northfield
 - Vice Chair** – John Hansen, Lower Township
 - Secretary** – Christopher Veneziani, Folsom
- XI. Professional Reports
 - A. Treasurer - **MOTION REQUESTED**
 - 1. April Approval Memo and Bill List Pages 15-16
 - 2. May Bill List Page 17
 - 3. Treasurer’s Reports (March/April 2019) Handouts
 - B. Solicitor – Part-Time Seniority Rights Pages 18-20
 - C. Claims Administrator
 - 1. Adjuster Pending Report – April 2019Pages 21-24
 - 2. Open Subrogation Report –April 2019..... Page 25
 - 3. Lessons Learned from Losses-Mold Prevention Page 26
 - D. Managed Care Provider
 - 1. Managed Care Summary - 4/30/19 Page 27
 - 2. Average Days to Report - 4/30/19 Page 28
 - 3. Transitional Duty Days – 4/30/19 Page 29
 - E. Student Accident Program
 - 1. Status Report No Report
 - F. Executive Director/Underwriting & Finance Director Report..... Pages 30-32
 - 1. EXECUTIVE DIRECTOR
 - a. 2019-20 Membership Renewals-**MOTION REQUESTED** Summary
 - b. NJSIA Workers’ Compensation Conference Summary
 - c. Mold, Environmental and IAQ Best Practices-July 17, 2019 Summary
 - d. Cyber Security Symposium-July 24, 2019-Save the Date Page 33
 - e. Boiler Operator Refresher Training-August 6, 2019..... Summary
 - f. SPELL JIF Joint Retreat-September 25-27, 2019..... Summary
 - g. State of the JIF Dinner-Save the Date..... Summary
 - h. Items Updated on SPELLJIF.COM..... Summary
 - i. Maintaining Safe Schools..... Summary
 - j. Key Dates Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Reports Page 34
- b. 2019-2020 Renewal Summary
- c. SPELL JIF Meeting Minutes Pages 35-39
- d. RMC Resolutions and Agreements Summary
- e. 2019-2020 Contribution Notices Summary
- f. Surplus Return Resolutions..... Summary
- g. 2018-2019 Administrative Matter Defense Reimbursement Summary
- h. Certificates of Insurance Summary
- i. Auto ID Cards Summary
- j. Safety Incentive Program Winners-Reimbursement Procedure Summary
- k. Certificates of Insurance Report-03/01/19–04/30/19 Pages 40–42

G. Safety Coordinator/Right to Know Coordinator

- 1. March/April Activities and May Agenda Pages 43-44
- 2. Safety Incentive Program Status Reports Pages 45-48
- 3. NJMVC Safety Notice..... Page 49

H. Committee Meetings

- 1. Joint Safety/Claims – 04/01/19 Pages 50-54
- 2. Finance – 04/30/19 Pages 55-57

XII. MOTION REQUESTED – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.

XIII. Roll Call

A. 2019-20 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)
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- Kelly Brazelton, Pitman BOE

- Susan Irons, Somers Point BOE
- Laurie Ryan, Upper Township BOE
- Patricia Palmieri, Weymouth Twp School District

XIV. 2019-20 Oaths of Office

- A. ChairHandout
- Vice ChairHandout
- SecretaryHandout
- Trustees (4).....Handout
- Alternate Trustees (3)Handout

XV. 2019-20 Reorganization Resolutions – ADOPTION

- A. Reorganization Resolutions
 - 1. 2019-01 Appointing Professional Staff Pages 58-61
 - 2. 2019-02 Adopting Procedures in Compliance with the Open Public Meetings Act Pages 62-63
 - 3. 2019-03 Adopting Fiscal Policies and Procedures Pages 64-65
 - 4. 2019-04 Designation of Signatories-Operating Account..... Page 66
 - 5. 2019-05 Designation of Signatories-Claim Imprest Account Page 67
 - 6. 2019-06 Designating the Public Agency Compliance Officer Page 68
 - 7. 2019-07 Appointing Defense Attorneys Pages 69-70
 - 8. 2019-08 Appointing Panel Physicians..... Pages 71-73
 - 9. 2019-09 Appointing Certifying and Approving Officer Pages 74-75
 - 10. 2019-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months Page 76
 - 11. 2019-11 Designation of Signatories-Disbursement Vouchers Page 77
 - 12. 2019-12 Approving the Risk Management Program..... Page 78
 - 13. 2019-13 Affirming Fund Policies..... Pages 79-81
 - 14. 2019-14 Designating Public Records Custodian Page 82
- B. Committee Appointments (Discretion of the Fund President).....Discussion

XVI. MOTION REQUESTED – Resolution 2019-15 to meet in Closed Session on September 18, 2019 at 12:00 pm at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

XVII. Miscellaneous Business, Public Comment and RMC comments or questions.

XVIII. **MOTION REQUESTED** to Adjourn Meeting.

XIX. Professional Development – Mercury and Gym Floors

There will be a short presentation by Josh Cupriks, a Certified Industrial Hygienist of WCD Group, on how to best identify and manage rubber gym floors that may or may not have been set using mercury adhesive. Member attendance is voluntary.