

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, Deputy Executive Director

MEETING DATE: September 20, 2017

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held on **Wednesday, September 20, 2017** beginning at **12:00 p.m.** at ETTC/Stockton University, 10 West Jimmie Leeds Road, Galloway, New Jersey, 08205.

If you have any questions, please do not hesitate to contact our office at (856) 446-9100.



**ATLANTIC AND Cape May COUNTIES
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
JOINT INSURANCE FUND
ETTC/Stockton University
10 West Jimmie Leeds Road
Galloway, New Jersey**

Wednesday, September 20, 2017

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. **2017-18 Trustees**
 - Kim Jensen, Mainland Regional High School, Chair (SPELL Alternate #2)
 - Linda Albright, Northfield BOE, Vice Chair
 - John Hansen, Lower Township Elementary SD, Secretary
 - Jonathan Houdart, Brigantine Public Schools
 - Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
 - Michelle D. Richardson, Jackson Township BOE
 - Christopher R. Veneziani, Folsom BOE (SPELL Alternate #1)
 - 2017-18 Alternate Trustees**
 - Mark Mallett, Lower Cape May Regional School District
 - Rose Millar, North Wildwood SD
 - Chandra Anaya, Egg Harbor Township School District
 - 2017-18 Fund Commissioners**
 - Joe Rodio, Estell Manor City School District
 - Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee)
 - Anne Marie Fala, Hamilton Township School District
 - Teri Weeks, Linwood BOE
 - Diane Fox, Middle Township BOE
 - Deborah Roncace, 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 – AJGRMS, Inc.
 - Scott C. Tennant, Area Vice President – AJGRMS, Inc.
 - Bradford Hoffman, Area Vice President – AJGRMS, Inc.
 - Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
 - Louis J. Greco, Esq. – 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
- Sharon Wilson – Recording Secretary

C. Risk Management Consultants

- Gene Siracusa, Siracusa-Kauffman Agency - Brigantine
- Dennis M. Brown, Glenn Insurance – EHC, EHT, Estell Manor, GEHRHSD, Hamilton Twp, Mainland, Somers Point, Weymouth Twp
- John D’Agostino, Jr., D’Agostino Agency – Folsom
- Debbie St. John, Capacity Coverage Company – Jackson Twp
- Mike Thomas, Glenn Insurance - Linwood
- Joseph J. Meola, J. Byrne Insurance Agency – Lower Cape May Regional
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – Lower Twp, North Wildwood
- Stanley H. Gunnison, C.J. Adams Company – Mainland Regional, Northfield
- Harry Mossbrook, Sr., Mossbrook & Hicks Insurance Agency – Middle Twp
- Len Eckman, Jr., Len Eckman – Pitman
- Bill McMahan, McMahan Agency - Upper Twp

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 2017-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. May 17, 2017..... Pages 6-14

VIII. MOTION REQUESTED - Adoption of Amended Budget Page 15

IX. Professional Reports

A. Treasurer – MOTION REQUESTED

1. June/July/August Approval Memos and Bill Lists Pages 16-21
2. September Bill List..... Page 22
3. Treasurer’s Reports- (May-Aug 2017)..... Pages 23-54

B. Attorney-Denial of Coverage Pages 55-57

C. Claims Administrator

1. Adjuster Pending Report (as of 8/31/17)..... Pages 58-59
2. Notice of Subrogation Abandonment Report..... Page 60
3. Open Subrogation Report Pages 61-62

4.	Emergency PAR Stewardship Report	Page 63
5.	Letter from Ann Noble 06 23 17	Page 64
6.	Qual-Lynx Account Service Team Contact List.....	Page 65
7.	Lessons Learned from Losses-Reporting Refresher	Page 66
D.	Managed Care Provider	
1.	Managed Care Reports 2016-17 Year End	Pages 67-69
2.	Managed Care Summary as of 8/31/17	Page 70
3.	Average Days to Report as of 8/31/17	Page 71
4.	Transitional Duty Summary Report as of 8/31/17	Page 72
E.	Student Accident Program	
1.	Status Report	Page 73
F.	Executive Director/Underwriting & Finance Director Report	Pages 74-78
1.	EXECUTIVE DIRECTOR	
a.	Welcome New Members/Delegates	Summary
b.	2017 PRIMA Conference Reports	Pages 79-83
c.	SPELL HR Helpline	Pages 84-86
d.	Environmental Management Seminar Held on July 19, 2017	Pages 87-89
e.	Boiler Operator Refresher Training Held on August 9, 2017	Summary
f.	SPELL JIF Joint Retreat – September 27-29, 2017	Summary
g.	NJSBA/NJASBO/NJASA Fall Conference	Summary
h.	State of the Fund Dinner	Summary
i.	Arthur J. Gallagher Publications	Pages 90-92
j.	Environ Publication	Pages 93-94
k.	Items Updated on SPELLJIF.COM.....	Summary
l.	2018-19 Membership Renewals.....	Summary
m.	Maintaining Safe Schools.....	Summary
n.	Key Dates	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	Retrospective Addition of General Liability Coverage	Summary
b.	2017-2018 Plan of Risk Management	Summary
c.	Final Installment 2017-18 Premium Contribution Notices	Summary
d.	2018-2019 Renewal and Budget Process	Summary
e.	Duff & Phelps (formerly American Appraisal) Questionnaire	Summary
f.	NJ DOL Compliance Enforcement Cross Match.....	Summary
g.	Letter to Division of Workers Compensation with Campus Information	Summary
h.	2016-17/2017-18 Administrative Matter Defense Reimbursement	Summary
i.	Certificates of Insurance Report-5/01/17–8 /31/17	Pages 95-99
G.	Safety Coordinator/Right to Know Coordinator	
1.	June/July/August Activities and September/October Agenda	Pages 100-101
2.	Safety Notice-Back to School	Pages 102-103
H.	Committee Meetings	
1.	None	

- X. **MOTION REQUESTED – Resolution 2017-17** to meet in Closed Session on November 15, 2017 at ETTC/Stockton University in Galloway, NJ.
- XI. Miscellaneous Business, Public Comment and RMC comments or questions.
- XII. **MOTION REQUESTED** to Adjourn Meeting.