

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: November 15, 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, November 15, 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, November 15, 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 2017-19 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

- A. September 20, 2017 Pages 5-11

VIII. Professional Reports

A. Treasurer – MOTION REQUESTED

- 1. October Approval Memo and Bill Lists Pages 12-13
- 2. November Bill List Page 14
- 3. Treasurer’s Reports- (September-Oct 2017) Pages 15-30

B. Attorney Pages 31-32

C. Claims Administrator

- 1. Adjuster Pending Report (as of 10/31/17)..... Pages 33-36
- 2. Notice of Subrogation Abandonment Report Page 37
- 3. Open Subrogation Report Pages 38-39
- 4. Lessons Learned from Losses-Investing in Safety Page 40

- D. Managed Care Provider
 - 1. Managed Care Summary as of 10/31/17 Page 41
 - 3. Average Days to Report as of 10/31/17 Page 42
 - 4. Transitional Duty Summary Report as of 10/31/17..... Page 43

- E. Student Accident Program
 - 1. Status ReportNo Report

- F. Executive Director/Underwriting & Finance Director ReportPages 44-46
 - 1. EXECUTIVE DIRECTOR
 - a. 2018-19 Membership Renewal Summary
 - b. Certificates of Insurance-Additional Insured Recommendations Summary
 - c. SPELL JIF Information Technology Advisory Committee Summary
 - d. Cyber Audit-Thank You from WTBOE Page 47
 - e. SPELL HR Helpline Pages 48-49
 - f. State of the JIF Dinner Page 50
 - g. Mold/Environmental Management Workshop..... Summary
 - h. Boiler Operator Refresher Training Summary
 - i. SPELL JIF Joint Retreat Summary
 - j. NJSBA/NJASBO/NJASA Fall Conference Summary
 - k. NJSIA Workers' Compensation Conference Summary
 - l. Items Updated on SPELLJIF.COM..... Summary
 - m. Maintaining Safe Schools..... Summary
 - n. Key Dates Summary

 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. Final Installment 2018-2019 Premium Contribution Notices Summary
 - b. Incurred Losses Report Page 51
 - c. SPELL JIF Meeting Minutes Pages 52-55
 - d. 2018-2019 Exposure Renewal and Budget Process Summary
 - e. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - f. Financial Award Winners Summary
 - g. Certificates of Insurance Report-9/01/17-10/31/17 Pages 56-59

- G. Safety Coordinator/Right to Know Coordinator
 - 1. September/October Activities and November Agenda Pages 60-61
 - 2. Safety Incentive Program-Status Report..... Pages 62-65

- H. Committee Meetings
 - 1. Strategic Planning – 9/20/17 Pages 66-67
 - 2. Claims Management – 11/2/17 Verbal

- IX. MOTION REQUESTED – Resolution 2017-20** to meet in Closed Session on January 17, 2018 at ETTC/Stockton University in Galloway, NJ.

- X.** Miscellaneous Business, Public Comment and RMC comments or questions.

- XI. MOTION REQUESTED** to Adjourn Meeting.