

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 20, 2020

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held electronically on **Wednesday, May 20, 2020** with Open Session beginning at **1:00 p.m.**

If you have any questions, please do not hesitate to contact our office at (856) 446-9139 or via email at [Annette Reap@riskprogramadministrators.com](mailto:Annette_Reap@riskprogramadministrators.com).



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

Teleconferencing meeting via WebEx
Call +1 630 285 5999
Access Code: 985 673 542

Wednesday, May 20, 2020

AGENDA

- I. Call to Order of the Open Session
- II. 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 emailing advance written notice to the clerk of each municipality located within the boundaries of all Fund members.
- III. 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 School District
 - Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
 - Michelle D. Richardson, Jackson Township BOE
 - Kim Robinson, Mainland Regional High School (SPELL Alternate)
 - 2019-20 Alternate Trustees**
 - Mark Mallett, Lower Cape May Regional School District
 - Rose Millar, North Wildwood SD
 - Chandra Anaya, Egg Harbor Township School District
 - 2019-20 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
 - Frank Onorato, Interim, Linwood BOE/Longport BOE
 - Jennifer Germana, Margate City BOE
 - Diane Fox, Middle Township BOE
 - Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
 - Kelly Brazelton, Pitman BOE
 - Michele Roemer, Interim, Somers Point BOE
 - Laurie Ryan, Upper Township BOE
 - Steve Moran, Weymouth Twp School District
 - B. **Fund Professionals**
 - Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
 - Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher

- Bradford Hoffman, Executive Director – RPA, a division of Gallagher
- Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
- Louis J. Greco, Esquire – Fund Solicitor
- Chris Roselli, Claim Administrator – Qual-Lynx
- Karen Beatty, Client Services Manager – Qual-Lynx
- Bonnie Ridolfino, Student Accident Program – 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

- C.J. Adams Company – Mainland Regional/Northfield
- Jim Ridgway/Casey Byrne, J. Byrne Agency – Lower Cape May RSD
- Len Eckman, Jr., Len Eckman – Pitman
- Dennis M. Brown/Kamini Patel, Glenn Insurance – EHC/EHT/Estell Manor /Galloway/GEHRHSD/Hamilton Twp/Jackson Twp/Mainland/Somers Point/Weymouth Twp
- Mike Thomas, Glenn Insurance – Linwood/Longport
- Bonnie Ridolfino, Hardenbergh – Folsom
- Tim Irons/Alexandria Suro, TC Irons – Mullica Twp/Washington Twp
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – Lower Twp/North Wildwood
- Bill McMahan, McMahan Agency - Upper Twp
- Harry Mossbrook, Sr., Mossbrook & Hicks Insurance Agency – Middle Twp
- P.J. Pullia, MLR Risk Management - Hammonton
- Gene Siracusa, Siracusa-Kauffman Agency – Brigantine/Margate

IV. 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.

V. MOTION REQUESTED-Resolution 2019-26 to approve Payment Authorization Request(s) as distributed to the Trustees and Fund Commissioners on a confidential basis prior to board meeting.

VI. Approval of Minutes – MOTION REQUESTED

A. March 18, 2020 Pages 7-12

VII. Budget Hearing – MOTION REQUESTED

- A. Motion to open to the public
- B. Motion to close to the public

C. 2020-2021 Budget – **ADOPTION** Page 13

VIII. 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.

IX. Election of Officers - MOTION REQUESTED – to Elect:

Chair – Christopher Veneziani, Folsom

Vice Chair – John Hansen, Lower Township

Secretary – Jonathan Houdart, Brigantine

X. 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 and April 2020) Pages 18-33

B. Solicitor – Tenure of a Stipend Position..... Pages 34-35

C. Claims Administrator

1. Adjuster Pending Report – April 2020Pages 36-37
2. Open Subrogation Report – April 2020..... Page 38
3. Lessons Learned from Losses-Mold Prevention Page 39

D. Managed Care Provider

1. Managed Care Summary - 4/30/20 Page 40
2. Average Days to Report - 4/30/20 Page 41
3. Transitional Duty Days – 4/30/20 Page 42
4. Qual-Lynx Virtual Care..... Pages 43-44

E. Student Accident Program

1. Status Report No Report

F. Executive Director/Underwriting & Finance Director Report..... Pages 45-47

1. EXECUTIVE DIRECTOR

- a. 2020-21 Membership Renewals-**MOTION REQUESTED**Summary
- b. NJSIA Workers’ Compensation Conference – Rescheduled.....Summary
- c. Mold, Environmental and IAQ Best Practices – July 15, 2020.....Summary
- d. Cyber Security Symposium – July 29, 2020Summary
- e. Boiler Operator Refresher Training – August 4, 2020Summary
- f. SPELL JIF Joint Retreat – September 23-25, 2020Summary
- g. State of the JIF Dinner – December 2, 2020-Save the Date!.....Summary
- h. COVID-19 Advice and Gallagher Resource Page..... Page 48
- i. Items Updated on SPELLJIF.COM.....Summary
- j. Maintaining Safe Schools.....Summary
- k. Key DatesSummary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Report..... Page 49
- b. 2019-2020 RenewalSummary
- c. RMC Resolutions and AgreementsSummary
- d. 2019-2020 Contribution NoticesSummary
- e. Surplus Return Resolutions.....Summary
- f. 2018-2019 Administrative Matter Defense ReimbursementSummary
- g. Certificates of InsuranceSummary
- h. Auto ID CardsSummary
- i. Safety Incentive Program Winners-Reimbursement Procedure.....Summary
- j. Certificates of Insurance Report-03/01/20–04/30/20 Page 50

G. Safety Coordinator/Right to Know Coordinator

- 1. March/April Activities and May AgendaVerbal
- 2. Safety Incentive Program UpdateVerbal

H. Committee Meetings

- 1. Finance – 5/15/2020..... Verbal

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

XII. Roll Call

A. **2020-21 Trustees**

- Christopher R. Veneziani, Folsom BOE (SPELL Alternate), **Chair**
- John Hansen, Lower Township Elementary SD, **Vice Chair**
- Jonathan Houdart, Brigantine Public School District, **Secretary**
- Michelle D. Richardson, Jackson Township BOE
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- Michele Roemer, Interim, Somers Point BOE

- Laurie Ryan, Upper Township BOE
- Steve Moran, Weymouth Twp School District

XIII. 2020-21 Oaths of Office

- A. Chair Will Be Sent Via Email
- Vice Chair Will Be Sent Via Email
- Secretary Will Be Sent Via Email
- Trustees (4)..... Will Be Sent Via Email
- Alternate Trustees (3) Will Be Sent Via Email

XIV. 2020-21 Reorganization Resolutions – ADOPTION

- A. Reorganization Resolutions
 - 1. 2020-01 Appointing Professional Staff Pages 51-54
 - 2. 2020-02 Adopting Procedures in Compliance with the
Open Public Meetings Act Pages 55-56
 - 3. 2020-03 Adopting Fiscal Policies and Procedures Pages 57-58
 - 4. 2020-04 Designation of Signatories-Operating Account Page 59
 - 5. 2020-05 Designation of Signatories-Claim Imprest Account Page 60
 - 6. 2020-06 Designating the Public Agency Compliance Officer Page 61
 - 7. 2020-07 Appointing Defense Attorneys Pages 62-63
 - 8. 2020-08 Appointing Panel Physicians..... Pages 64-66
 - 9. 2020-09 Appointing Certifying and Approving Officer Pages 67-68
 - 10. 2020-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months .. P. 69
 - 11. 2020-11 Designation of Signatories-Disbursement Vouchers Page 70
 - 12. 2020-12 Approving the Risk Management Program Page 71
 - 13. 2020-13 Affirming Fund Policies..... Pages 72-74
 - 14. 2020-14 Designating Public Records Custodian Page 75
- B. Committee Appointments (Discretion of the Fund President)..... Discussion

XV. MOTION REQUESTED – Resolution 2020-15 to meet in Closed Session on September 16, 2020 at 12:00 pm at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

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

XVII. MOTION REQUESTED to Adjourn Meeting.