

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: November 20, 2019

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 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, November 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. **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
 - Teri Weeks, 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
 - Susan Irons, 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, 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
- 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
- Denny Donio, 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

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 2019-18 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. September 18, 2019..... Pages 6-14

VIII. Professional Reports

A. Treasurer - MOTION REQUESTED

1. October Approval Memo and Bill List Pages 15-16
2. November Bill List Page 17
3. Treasurer’s Reports (September/October 2019) Pages 18-33

B.	Solicitor – Interactive Process	Pages 34-36
C.	Claims Administrator	
	1. Adjuster Pending Report – October 2019	Pages 37-38
	2. Emergency PAR Stewardship Report	Page 39
	3. Open Subrogation Report – October 2019	Page 40
	4. Lessons Learned from Losses-Claims and Contact	Page 41
D.	Managed Care Provider	
	1. Managed Care Summary - 10/31/19	Page 42
	2. Average Days to Report - 10/31/19	Page 43
	3. Transitional Duty Days – 10/31/19	Page 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.....	Summary
	b. AGRIP Fall Conference	Pages 48-49
	c. NJSBA/NJASBO/NJASA Fall Conference Follow-Up	Summary
	d. State of the JIF Dinner – December 3, 2019.....	Page 50
	e. NJSIA Workers’ Compensation Conference	Summary
	f. 2020 PRIMA Conference.....	Summary
	g. Mold/Environmental Management Workshop.....	Summary
	h. Cyber Security Symposium	Summary
	i. SPELL JIF Joint Retreat 2020	Page 51
	j. Items Updated on SPELLJIF.COM.....	Summary
	k. Maintaining Safe Schools.....	Summary
	l. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report.....	Page 52
	b. SPELL JIF Meeting Minutes	Pages 53-57
	c. 2020-2021 Exposure Renewal and Budget Process	Summary
	d. Safety Incentive Program Winners-Reimbursement Procedure.....	Summary
	e. Financial Award Winners	Summary
	f. Certificates of Insurance Report-09/01/19–10/31/19.....	Pages 58-62
G.	Safety Coordinator/Right to Know Coordinator	
	1. September/October Activities and November/December Agenda.....	Pages 63-64
	2. Safety Incentive Program Update 2019-20.....	Pages 65-68
	3. Safety Notice – Unauthorized Bus Passengers	Page 69
	4. Safety Bulletin – Toxic Chemical Fumes.....	Pages 70-71
H.	Committee Meetings	
	1. Strategic Planning – 9/18/19	Pages 72-73
	2. SPELL IT/Cyber Committee – 10/3/19	Pages 74-75
	3. Claims Management – 10/8/19	Pages 76-77

IX. MOTION REQUESTED – Resolution 2019-19 to meet in Closed Session on January 15, 2020 at 12:00 pm at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

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

XI. MOTION REQUESTED to Adjourn Meeting.

XII. Professional Development - ADDENDUM

There will be a short presentation on the impact of the change to the Statute Of Limitations related to Sexual Abuse and Molestation claims. This is a very serious issue, potentially impacting every member in explosive ways. The Executive Director has already met with the reinsurer, claims team, JIF solicitor and actuary to define the many issues surrounding this change and begin building a best practices claim management response. Member attendance is voluntary, but all members are encouraged to be present.