

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

DATE: September 14, 2016

SUBJECT: **AGENDA** – Wednesday, September 21, 2016

Enclosed please find the agenda packet for the Board of Trustees meeting of the ACCASBO JIF to be held on **Wednesday, September 21, 2016** 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 21, 2016

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. **2016-17 Trustees**
 - Kim Jensen, Mainland Regional High School, Chair (SPELL Alternate #2)
 - Linda Albright, Northfield BOE, Vice Chair
 - Suzanne Keller, Somers Point BOE, Secretary (SPELL Alternate #1)
 - John Hansen, North Wildwood School District
 - Jonathan Houdart, Brigantine Public Schools
 - Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
 - Michelle D. Richardson, Jackson Township BOE
 - 2016-17 Alternate Trustees**
 - Christopher R. Veneziani, Folsom BOE
 - Mark Mallett, Lower Cape May Regional School District
 - Rose Millar, Estell Manor City School District
 - 2016-17 Fund Commissioners**
 - Chandra Anaya, Egg Harbor Township School District
 - Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee)
 - Mark Ritter, Hamilton Township School District
 - Frank Onorato, Lower Township Elementary School District
 - Diane Fox, Middle Township BOE
 - Deborah Roncace, Pitman BOE
 - Laurie Ryan, Upper Township BOE
 - Ann Marie Fala, 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.
 - John W. Geitz, Safety Coordinator – Risk Assessment Services
 - Louis J. Greco, Esquire – Fund Solicitor
 - Chris Roselli, Claim Administrator – Qual-Lynx
 - James D. Weber, Assistant Safety Coordinator – Risk Assessment Services
 - Karen Beatty, Client Services Manager – Qual-Lynx, Inc.
 - Bonnie Ridolfino, Public Entity Director – Hardenbergh Insurance Group

- Kelly Batz – Fund Treasurer
- Sharon Wilson – Recording Secretary

C. Risk Management Consultants

- Dennis M. Brown, Glenn Insurance Inc. – Brigantine Public Schools, EHC, EHT, Estell Manor City School District, GEHRHSD, Hamilton Twp. School District, Mainland Regional High School, Somers Point BOE, Weymouth Twp. School District
- John D’Agostino, Jr., D’Agostino Agency – Folsom BOE
- Debbie St. John, Capacity Coverage Company – Jackson Twp. BOE
- Joseph J. Meola, J. Byrne Insurance Agency – Lower Cape May Regional School District
- Stanley H. Gunnison, C.J. Adams Company, Inc. – Mainland Reg. High School, Northfield BOE
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency, LLC – LCMRSD, Lower Twp. Elementary School District, North Wildwood School District
- Harry Mossbrook, Sr., Mossbrook & Hicks Insurance Agency, Inc. – Middle Twp. BOE
- Len Eckman, Jr., Len Eckman, Inc. – Pitman
- Stephen Rankin/Bobbie Flanagan, Brown & Brown of New Jersey, LLC – Upper Twp. BOE

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 2016-16** to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – **MOTION REQUESTED**

A. May 18, 2016..... Pages 6-14

VIII. **MOTION REQUESTED** - Adopt Amended BudgetPage 15

IX. Professional Reports

A. Treasurer – **MOTION REQUESTED**

1. June, July, and August Approval Memos and Bill Lists..... Pages 16-21
2. September Bill List Page 22
3. Cash & Budget Reports- (May-August 2016)..... Pages 23-54

B. Attorney

1. Significant Outcomes for Summer of 2016 Pages 55-57

C. Claims Administrator

1. Subrogation Report (as 8/31/16).....Pages 58-59
2. Adjuster PendingsPages 60-63
3. Emergency PAR Stewardship Report..... Page 64
4. Notice of Subrogation AbandonmentPages 65-66
5. Lessons from Losses Page 67

D.	Managed Care Provider	
	1. Managed Care Reports	Pages 68-73
E.	Student Accident Program	
	1. Status Report.....	Page 74
F.	Executive Director/Underwriting & Finance Director Report	Pages 75-79
	1. EXECUTIVE DIRECTOR	
	a. Welcome	Summary
	b. 2016-17 Program Enhancements	Pages 80-81
	c. Resolution 2016-17 Defense Panel – MOTION REQUESTED	Pages 82-83
	d. Resolution 2016-18 Panel Physicians – MOTION REQUESTED	Pages 84-86
	e. Safety Incentive Program – Rollover of Award Monies- MOTION REQUESTED	Summary
	f. 2016 PRIMA Conference Report	Page 87
	g. SPELL HR Helpline	Pages 88-89
	h. Environmental Management Seminar Held on July 20, 2016.....	Pages 90-96
	i. Boiler Operator Refresher Training Held on August 11, 2016	Summary
	j. SPELL JIF Joint Retreat – September 28-30, 2016.....	Pages 97-99
	k. NJSBA/NJASBO/NJASA Fall Conference.....	Summary
	l. State of the Fund Dinner.....	Summary
	m. Items Updated on SPELLJIF.com	Summary
	n. Unmanned Aerial Systems (UAS) – Drones Update.....	Summary
	o. 2017-18 Membership Renewals	Summary
	p. Marketing/Growth	Summary
	q. Kids Chance of NJ Scholarships	Summary
	r. Maintaining Safe Schools (6/16, 7/16, 8/16, and 9/16)	E-mailed to Business Administrators <i>(The SPELLJIF purchased the rights to copy this newsletter to Owner Group members only. If you wish to reproduce any part of this newsletter to share with someone within your district, you must first complete a form and contact LRP Publications for their approval).</i>
	s. Key Dates	Summary
	2. UNDERWRITING & FINANCE DIRECTOR	
	a. District/Fund Status	Page 100
	b. 2016-2017 Plan of Risk Management.....	Summary
	c. Final Installment 2016-2017 Premium Contribution Notices	Summary
	d. 2017-2018 Renewal.....	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. 2015-2016 & 2016-2017 Administrative Matter Defense Reimbursement ..	Summary
	i. Certificates of Insurance Report (5/1/16-8/31/16).....	Pages 101-105
G.	Safety Coordinator/Right to Know Coordinator	
	1. June/July/August Activities and September/October Agenda	Pages 106-107
	2. Safety Notice – Back to School	Pages 108-109
X.	MOTION REQUESTED – Resolution 2016-19 to meet in Closed Session on November 16, 2016 at ETTC/Stockton University in Galloway, NJ.	

- XI. Miscellaneous Business, Public Comment, and RMC comments or questions.
- XII. **MOTION REQUESTED** to Adjourn Meeting.