

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: January 17, 2018

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held on **Wednesday, January 17, 2018** 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) 446-9139.



**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, January 17, 2018

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

- Stanley H. Gunnison, C.J. Adams Company – Mainland Regional, Northfield
- Joseph J. Meola, J. Byrne Insurance Agency – Lower Cape May Regional
- Debbie St. John, Capacity Coverage Company – Jackson Twp
- John D’Agostino, Jr., D’Agostino Agency – Folsom
- Len Eckman, Jr., Len Eckman – Pitman
- Dennis M. Brown, Glenn Insurance – EHC, EHT, Estell Manor, GEHRHSD, Hamilton Twp, Mainland, Somers Point, Weymouth Twp
- Mike Thomas, Glenn Insurance - Linwood
- 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
- Gene Siracusa, Siracusa-Kauffman Agency - Brigantine

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 2017-21 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

- A. November 15, 2017..... Pages 5-10

VIII. Professional Reports

A. Treasurer – MOTION REQUESTED

- 1. December Approval Memo and Bill List Pages 11-12
- 2. January Bill List Page 13
- 3. Treasurer’s Reports- (November-December 2017) Pages 14-29

B. Solicitor Pages 30-32

C. Claims Administrator

- 1. Adjuster Pending Report (as of 12/31/17)..... Pages 33-36
- 2. Open Subrogation Report Page 37
- 3. Lessons Learned from Losses-iVOS Reports Request Form..... Page 38

- D. Managed Care Provider
 - 1. Managed Care Summary as of 12/31/17 Page 39
 - 3. Average Days to Report as of 12/31/17 Page 40
 - 4. Transitional Duty Summary Report as of 12/31/17 Page 41

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

- F. Executive Director/Underwriting & Finance Director Report Pages 42-44
 - 1. EXECUTIVE DIRECTOR
 - a. 2018-19 Membership Renewal-MOTION REQUESTED Summary
 - b. Certificates of Insurance Module Update Summary
 - c. 2017 State of the JIF Dinner-MOTION REQUESTED Pages 45-55
 - d. SPELL JIF Information Technology Advisory Committee Summary
 - e. Safety/Claims Meeting-February Summary
 - f. NJSIA Workers' Compensation Conference Summary
 - g. 2018 PRIMA Conference Pages 56-57
 - h. Items Updated on SPELLJIF.COM Summary
 - i. Maintaining Safe Schools Summary
 - j. Key Dates Summary

 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Reports Pages 58-59
 - b. 2018-2019 Exposure Renewal and Budget Process Summary
 - c. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - d. Financial Award Winners Summary
 - e. Certificates of Insurance Report-11/01/17-12/31/17 Pages 60-61

- G. Safety Coordinator/Right to Know Coordinator
 - 1. November/December Activities and January Agenda Page 62
 - 2. Safety Incentive Program-Status Report Pages 63-66

- H. Committee Meetings - None

- IX. **MOTION REQUESTED – Resolution 2017-22** to meet in Closed Session on March 21, 2018 at ETTC/Stockton University in Galloway, NJ.

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

- XI. **MOTION REQUESTED** to Adjourn Meeting.