

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 18, 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, January 18, 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, January 18, 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. **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, Lower Township Elementary SD
 - 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, North Wildwood SD
 - 2016-17 Fund Commissioners**
 - Chandra Anaya, Egg Harbor Township School District
 - Vacancy**, Estell Manor City School District
 - Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee)
 - Anne Marie Fala, Hamilton Township School District
 - Diane Fox, Middle Township BOE
 - Deborah Roncace, Pitman 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.
 - 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 RHS, Northfield BOE
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency, LLC –, 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 2016-22** to approve Payment Authorization Request(s) as presented in Closed Session.

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

- A. November 16, 2016..... 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- (Nov-Dec 2016) Pages 14-28

B. Attorney Pages 29-30

C. Claims Administrator

- 1. Adjuster Pending Pages 31-34
- 2. Lessons from Losses (Claim Reporting: Getting Back to Basics)..... Page 35

D. Managed Care Provider

- 1. Managed Care ReportsPages 36-38

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

- F. Executive Director/Underwriting & Finance Director Report Pages 39-42
 - 1. EXECUTIVE DIRECTOR
 - a. 2017-18 Membership Renewals Summary
 - b. Fair Labor Standards Act Summary
 - c. Safety/Claims Meeting – February Summary
 - d. State of the JIF Dinner-**MOTION REQUESTED** Pages 43-52
 - e. NJSIA Workers’ Compensation Conference Summary
 - f. 2017 PRIMA Conference Summary
 - g. Items Updated on SPELLJIF.COM Summary
 - h. Maintaining Safe Schools (12/16, 1/17).....
.....E-mailed to Business Administrators
(The SPELL JIF 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. Cyber Assessment Competition Summary
 - j. Can My PTA Hold a Movie Night and Charge a Fee? Summary
 - k. What is the JIF’s Position on Having NARCAN on Campus? Summary
 - l. Featured Professional Development-Reading Certs of Insurance Pages 53-58
 - m. Key Dates..... Summary
 - 2. UNDERWRITING & FINANCE DIRECTOR
 - a. District/Fund Status..... Page 59
 - b. 2017-18 Renewal..... Summary
 - c. Safety Incentive Program Winners-Reimbursement Procedures..... Summary
 - d. Financial Award Winners..... Summary
 - e. Certificates of Insurance Report (11/1/16-12/31/16) Pages 60-61

- G. Safety Coordinator/Right to Know Coordinator
 - 1. November/December Activities and Jan/Feb Agenda Pages 62-63
 - 2. Safety Incentive Status Report Pages 64-67
 - 3. SIP Reimbursement Suggestions List Page 68
 - 4. OSHA Recordkeeping Sample Forms Pages 69-72
 - 5. Safety Bulletin – Weather-Related Slips and Falls Pages 73-74

- H. Committee Meetings – No Reports

- IX. **MOTION REQUESTED – Resolution 2016-23** to meet in Closed Session on March 15, 2017 at ETTC/Stockton University in Galloway, NJ.

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

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