

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: March 15, 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, March 15, 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, March 15, 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
 - Abramo Vallese, Interim, 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 2016-24 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. January 18, 2017 Pages 5-10

VIII. Appointment of Nominating Committeeby Fund President

A. ACCASBO and SPELL Term Expirations..... Page 11

IX. Professional Reports

A. Treasurer – MOTION REQUESTED

1. February Approval Memo and Bill List Pages 12-13
2. March Bill List Page 14
3. Treasurer’s Reports- (Jan-Feb 2017) Pages 15-30

B. Attorney Pages 31-33

C. Claims Administrator

1. Adjuster Pending Report Pages 34-37
2. Subrogation Report Pages 38-39
3. Lessons from Losses (Ladder Safety) Page 40

D.	Managed Care Provider	
	1. Managed Care Reports	Pages 41-43
E.	Student Accident Program	
	1. Status Report	Page 44
F.	Executive Director/Underwriting & Finance Director Report	Pages 45-47
	1. EXECUTIVE DIRECTOR	
	a. Introduction of New Staff Member.....	Summary
	b. 2017-18 Membership Renewals	Summary
	c. Cyber Assessment Competition	Summary
	d. NJSIA Workers' Compensation Conference	Page 48
	e. 2017 PRIMA Conference	Summary
	f. State of the JIF Dinner	Summary
	g. Proposed Meeting Dates for 2017-18.....	Page 49
	h. Member Report – Public School Works	Summary
	i. Items Updated on SPELLJIF.COM	Summary
	j. Maintaining Safe Schools (2/17, 3/17).....	E-mailed to Business Administrators <i>(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>
	k. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Status-Incurred Losses	Page 50
	b. Financial Audit-June 30, 2016- MOTION REQUESTED	Summary
	c. Resolution 2016-25 Surplus Release- MOTION REQUESTED	Pages 51-52
	d. Resolution 2016-26 Approving Transfers- MOTION REQUESTED	Page 53
	e. 2017-18 Renewal.....	Summary
	f. Safety Incentive Program Winners-Reimbursement Procedures.....	Summary
	g. RMC Resolutions and Agreements.....	Summary
	h. Certificates of Insurance Report (1/1/17-2/28/17)	Pages 54-55
G.	Safety Coordinator/Right to Know Coordinator	
	1. January/February Activities and March/April Agenda	Pages 56-57
	2. Safety Incentive Status Report	Pages 58-61
H.	Committee Meetings	
	1. Joint Safety-Claims – 2/06/17	Pages 62-68
	2. Finance Committee – 2/07/17	Pages 69-71
X.	Budget Hearing – MOTION REQUESTED – Adopt preliminary budget	Page 72
XI.	MOTION REQUESTED – Resolution 2016-27 to meet in Closed Session on May 17, 2017 at ETTC/Stockton University in Galloway, NJ.	
XII.	Miscellaneous Business, Public Comment, and RMC comments or questions.	
XIII.	MOTION REQUESTED to Adjourn Meeting.	