

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 21, 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, March 21, 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, March 21, 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 2017-23 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. January 17, 2018 Pages 5-10

VIII. Appointment of a Nominating Committee by Fund Chair

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- (January/February 2018)..... Pages 15-30

B. Solicitor-Measuring Seniority/Hidden Liability Exposures Pages 31-32

C. Claims Administrator

1. Adjuster Pending Report (as of 2/28/18)..... Pages 33-36
2. Open Subrogation Report Page 37
3. Lessons Learned from Losses- Office Safety Page 38

- D. Managed Care Provider
 - 1. Managed Care Summary as of 2/28/18 Page 39
 - 3. Average Days to Report as of 2/28/18 Page 40
 - 4. Transitional Duty Summary Report as of 2/28/18..... Page 41

- E. Student Accident Program
 - 1. Status ReportPages 42-44

- F. Executive Director/Underwriting & Finance Director ReportPages 45-46
 - 1. EXECUTIVE DIRECTOR
 - a. Certificate of Insurance Module Update Summary
 - b. NJSJA Workers' Compensation Conference Pages 47-50
 - c. Proposed Meeting Dates 2018-19..... Page 51
 - d. State of the JIF Dinner Summary
 - e. SPELL HR Helpline-Environ Client Usage Report Pages 52-53
 - f. Member Report-Public School Works Summary
 - g. Items Updated on SPELLJIF.COM..... Summary
 - h. Maintaining Safe Schools..... Summary
 - i. Key Dates Summary

 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report Pages 54
 - b. Financial Audit-June 30, 2017-**MOTION REQUESTED** Pages 55-79
 - c. Resolution 2017-24 Surplus Release-**MOTION REQUESTED**..... Pages 80-81
 - d. 2018-2019 Exposure Renewal Summary
 - e. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - f. RMC Resolutions and Agreements Summary
 - g. Certificates of Insurance Report-1/1/18-2/28/18..... Pages 82-84

- G. Safety Coordinator/Right to Know Coordinator
 - 1. January/February Activities and March/April Agenda Page 85-86
 - 2. Safety Incentive Program-Status Report..... Pages 87-90
 - 3. Safety Spotlight-OSHA Mandated Safety Training Pages 91-92
 - 4. Safety Spotlight-OSHA Bloodborne Pathogens Standard Pages 93-94

- H. Committee Meetings
 - 1. Finance – 2/9/2018 Pages 95-96
 - 2. Joint Safety/Claims – 2/23/2018 Pages 97-102

- X. Budget Hearing – **MOTION REQUESTED** – Adopt Preliminary BudgetPage 103

- XI. **MOTION REQUESTED** – Resolution 2017-25 to meet in Closed Session on May 16, 2018 at ETTC/Stockton University in Galloway, NJ.

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

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