

**ACCASBO JIF**  
Atlantic & Cape May Counties Association of School Business Officials  
Joint Insurance Fund

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**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:** May 16, 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, May 16, 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, May 16, 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 – Gallagher
    - Scott C. Tennant, Area Vice President – Gallagher
    - Bradford Hoffman, Area Vice President – Gallagher
    - Jennifer Fox, Sr. Account Manager – Gallagher
    - Louis J. Greco, Esquire – 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 2017-26** to approve Payment Authorization Request(s) as presented in Closed Session.

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

A. March 27, 2018 ..... Pages 7-12

**VIII. Budget Hearing – MOTION REQUESTED**

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2018-2019 Budget – **ADOPTION** ..... Page 13

**IX. Election of Trustees, Alternates, SPELL Delegates**

A. Nominating Committee Recommendations ..... Page 14

**MOTION REQUESTED** - to Accept Other Nominations

**MOTION REQUESTED** - to Close Nominations

**MOTION REQUESTED** - to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on page 14.

**X. Election of Officers - MOTION REQUESTED - to Elect:**

**Chair** – Linda Albright, Northfield BOE

**Vice Chair** - John Hansen, Lower Township Elementary SD

**Secretary** – Christopher Veneziani, Folsom BOE

**XI. Professional Reports**

**A. Treasurer – MOTION REQUESTED**

- 1. April Approval Memo and Bill List..... Pages 15-16
- 2. May Bill List ..... Page 17
- 3. Treasurer’s Reports- (March/April 2018)..... Pages 18-31

**B. Solicitor-Land Use and Building Plans..... Pages 32-33**

**C. Claims Administrator**

- 1. Adjuster Pending Report (as of 4/30/18)..... Pages 34-37
- 2. Open Subrogation Report ..... Page 38
- 3. Lessons Learned from Losses- Field Day Safety..... Page 39

**D. Managed Care Provider**

- 1. Managed Care Summary as of 4/27/18..... Page 40
- 2. Average Days to Report as of 4/27/18 ..... Page 41
- 3. Transitional Duty Summary Report as of 4/27/18..... Page 42

**E. Student Accident Program**

- 1. Status Report .....No Report

**F. Executive Director/Underwriting & Finance Director Report .....Pages 43-45**

**1. EXECUTIVE DIRECTOR**

- a. NJSJA Workers’ Compensation Conference ..... Summary
- b. Mold, Environmental and IAQ Best Practices..... Summary
- c. Boiler Operator Refresher Training ..... Summary
- d. SPELL JIF Joint Retreat ..... Summary
- e. 2018 State of the JIF Dinner ..... Summary
- f. Items Updated on SPELLJIF.COM..... Summary
- g. Maintaining Safe Schools..... Summary
- h. Key Dates ..... Summary

**2. UNDERWRITING AND FINANCE DIRECTOR**

- a. District/Fund Incurred Losses Report..... Pages 46
- b. 2018-2019 Exposure Renewal ..... Summary
- c. SPELL Meeting Minutes ..... Pages 47-51
- d. RMC Resolutions and Agreements ..... Summary
- e. 2018-2019 Contribution Notices ..... Summary
- f. Surplus Return Resolutions..... Summary
- g. 2017-2018 Administrative Matter Defense Reimbursement ..... Summary
- h. Certificates of Insurance ..... Summary
- i. Auto ID Cards ..... Summary

- j. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
- k. Certificates of Insurance Report-3/01/18-4/30/18..... Pages 52-53
  
- G. Safety Coordinator/Right to Know Coordinator
  - 1. April Activities and May/June Agenda ..... Page 54-55
  - 2. Safety Incentive Program-Status Report..... Pages 56-59
  
- H. Committee Meetings
  - 1. Finance – 4/27/2018..... Pages 60-61
  
- XII. MOTION REQUESTED** – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.
  
- XIII. Roll Call**
  - A. **2018-19 Trustees**
    - Linda Albright, Northfield BOE, **Chair**
    - John Hansen, Lower Township Elementary SD, **Vice Chair**
    - Christopher R. Veneziani, Folsom BOE (SPELL Alternate #1), **Secretary**
    - Jonathan Houdart, Brigantine Public Schools
    - Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
    - Michelle D. Richardson, Jackson Township BOE
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    - 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
  
- XIV. 2018-19 Oaths of Office**
  - A. President ..... Handout
  - Vice President ..... Handout
  - Secretary ..... Handout
  - Trustees (7) ..... Handout
  - Alternate Trustees (3) ..... Handout
  
- XV. 2018-19 Reorganization Resolutions – ADOPTION**
  - A. Reorganization Resolutions

1. 2018-01 Appointing Professional Staff..... Pages 62-65
  2. 2018-02 Adopting Procedures in Compliance with the Open Public Meetings Act .....  
..... Pages 66-67
  3. 2018-03 Adopting Fiscal Policies and Procedures..... Pages 68-69
  4. 2018-04 Designation of Signatories-Operating Account..... Page 70
  5. 2018-05 Designation of Signatories-Claim Imprest Account ..... Page 71
  6. 2018-06 Designating the Public Agency Compliance Officer ..... Page 72
  7. 2018-07 Appointing Defense Attorneys..... Pages 73-74
  8. 2018-08 Appointing Panel Physicians ..... Pages 75-77
  9. 2018-09 Appointing Certifying and Approving Officer..... Pages 78-79
  10. 2018-10 Authorization to Pay Professional Contract Fees in Non-Meeting  
Months..... Page 80
  11. 2018-11 Designation of Signatories-Disbursement Vouchers ..... Page 81
  12. 2018-12 Approving the Risk Management Program..... Page 82
  13. 2018-13 Affirming Fund Policies ..... Pages 83-85
  14. 2018-14 Designating Public Records Custodian..... Page 86
- B. Committee Appointments (Discretion of the Fund President) ..... Discussion
- XVI.** Motion to Adjourn the Reorganization Meeting
- XVII.** **MOTION REQUESTED – Resolution 2018-15** to meet in Closed Session on September 19, 2018 at ETTC/Stockton University in Galloway, NJ.
- XVIII.** Miscellaneous Business, Public Comment and RMC comments or questions.
- XIX.** **MOTION REQUESTED** to Adjourn Meeting.