

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: May 17, 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, May 17, 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, May 17, 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 2016-28 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. March 15, 2017 Pages 7-12

VIII. Budget Hearing – MOTION REQUESTED

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2017-2018 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 – Kim Jensen, Mainland Regional High School

Vice Chair – Linda Albright, Northfield BOE

Secretary – John Hansen, Lower Township Elementary SD

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- (Mar-Apr 2017)..... Pages 18-33

B. Attorney Pages 34-35

C. Claims Administrator

- 1. Adjuster Pending Report Pages 36-39
- 2. Subrogation Report Pages 40-41
- 3. Lessons from Losses (Surveillance) Page 42

D. Managed Care Provider

- 1. Managed Care ReportsPages 43-45

E. Student Accident Program

- 1. Status ReportPage 46

F. Executive Director/Underwriting & Finance Director ReportPages 47-50

1. EXECUTIVE DIRECTOR

- a. 2017-18 Membership Renewals-**MOTION REQUESTED**.....Summary
- b. NJSIA Workers’ Compensation ConferenceSummary
- c. 2017 PRIMA ConferenceSummary
- d. Mold/Environmental/IAQ Best Practices Seminar..... Page 51
- e. Boiler Operator Refresher Training.....Summary
- f. SPELL JIF Joint RetreatSummary
- g. State of the JIF Dinner UpdateSummary
- h. SPELL JIF HR Hotline Pages 52-54
- i. STOPiT Update.....Summary
- j. Service Animals on Campus (Dogs) Addendum A
- k. Lead MattersSummary
- l. Items Updated on SPELLJIF.COMSummary
- m. Maintaining Safe Schools (4/17)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).
- n. Key Dates.....Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Status..... Page 55
- b. 2017-18 Renewal.....Summary
- c. SPELL Meeting Minutes (2/17)..... Pages 56-59

- d. RMC Resolutions and Agreements.....Summary
 - e. 2017-2018 Contribution Notices.....Summary
 - f. Surplus Return ResolutionsSummary
 - g. 2016-2017 Administrative Matter Defense ReimbursementSummary
 - h. Certificates of InsuranceSummary
 - i. Auto ID Cards.....Summary
 - j. Safety Incentive Program Winners-Reimbursement Procedures.....Summary
 - k. Certificates of Insurance Report (3/01/17-4/3017)..... Pages 60-61
- G. Safety Coordinator/Right to Know Coordinator
- 1. March/April Activities and March/April Agenda..... Pages 62-63
 - 2. Safety Incentive Status Report..... Pages 64-67
 - 3. Safety Recall Alert-Epi-Pen..... Pages 68-70
- H. Committee Meetings
- 1. Finance Committee – 4/27/17 Pages 71-72
- XII. MOTION REQUESTED** – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.
- XIII. 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
 - Vacancy, Trustee**
 - Jonathan Houdart, Brigantine Public Schools
 - Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
 - Michelle D. Richardson, Jackson Township BOE
- 2017-18 Alternate Trustees**
- Christopher R. Veneziani, Folsom BOE (SPELL Alternate #1)
 - Mark Mallett, Lower Cape May Regional School District
 - Rose Millar, North Wildwood SD
- 2017-18 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

XIV. 2017-18 Oaths of Office

- A. President Handout
- Vice President Handout
- Secretary Handout
- Trustees (7) Handout
- Alternate Trustees (3) Handout

XV. 2017-18 Reorganization Resolutions – ADOPTION

- A. Reorganization Resolutions
 - 1. 2017-01 Appointing Professional Staff..... Pages 73-76
 - 2. 2017-02 Adopting Procedures in Compliance with the Open Public Meetings Act
..... Pages 77-78
 - 3. 2017-03 Adopting Fiscal Policies and Procedures..... Pages 79-80
 - 4. 2017-04 Designation of Signatories-Operating Account..... Page 81
 - 5. 2017-05 Designation of Signatories-Claim Imprest Account Page 82
 - 6. 2017-06 Designating the Public Agency Compliance Officer Page 83
 - 7. 2017-07 Appointing Defense Attorneys..... Pages 84-85
 - 8. 2017-08 Appointing Panel Physicians Pages 86-88
 - 9. 2017-09 Appointing Certifying and Approving Officer..... Pages 89-90
 - 10. 2017-10 Authorization to Pay Professional Contract Fees in Non-Meeting
Months..... Page 91
 - 11. 2017-11 Designation of Signatories-Disbursement Vouchers Page 92
 - 12. 2017-12 Approving the Risk Management Program..... Page 93
 - 13. 2017-13 Affirming Fund Policies..... Pages 94-96
 - 14. 2017-14 Designating Public Records Custodian..... Page 97
- B. Committee Appointments (Discretion of the Fund President) Discussion

XVI. Motion to Adjourn the Reorganization Meeting

XVII. MOTION REQUESTED – Resolution 2017-15 to meet in Closed Session on September 20, 2017 at ETTC/Stockton University in Galloway, NJ.

XVIII. Miscellaneous Business, Public Comment, and RMC comments or questions.

XIX. MOTION REQUESTED to Adjourn Meeting.