

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: September 19, 2018

SUBJECT: AGENDA PACKET



NOTE: New Meeting Location!

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held on **Wednesday, September 19, 2018** beginning at **12:00 p.m.** at **Kramer Hall/Stockton University, 30 Front Street, Hammonton, New Jersey 08037.**

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**

**Kramer Hall/Stockton University
30 Front Street
Hammonton, New Jersey 08037**

Wednesday, September 19, 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. **2018-19 Trustees**
 - Linda Albright, Northfield BOE, **Chair**
 - John Hansen, Lower Township Elementary SD, **Vice Chair**
 - Christopher R. Veneziani, Folsom BOE (SPELL Alternate), **Secretary**
 - Jonathan Houdart, Brigantine Public Schools
 - Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
 - Michelle D. Richardson, Jackson Township BOE
 - Kim Robinson, Mainland Regional High School (SPELL Alternate)
 - 2018-19 Alternate Trustees**
 - Mark Mallett, Lower Cape May Regional School District
 - Rose Millar, North Wildwood SD
 - Chandra Anaya, Egg Harbor Township School District
 - 2018-19 Fund Commissioners**
 - Joe Rodio, Estell Manor City School District
 - Joy Nixon, Galloway Township Public Schools
 - Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
 - Anne Marie Fala, Hamilton Township School District
 - Barbara S. Prettyman, Hammonton BOE
 - Teri Weeks, Linwood BOE/Longport BOE
 - Diane Fox, Middle Township BOE
 - Karen Gfroehner, Mullica Twp BOE/Washington Twp SD-Greenbank
 - 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
- 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/Galloway/GEHRHSD/Hamilton Twp/Mainland/Somers Point/Weymouth Twp
- Mike Thomas, Glenn Insurance – Linwood/Longport
- Tim Irons/Alexandria Suro, TC Irons – Mullica Twp/Washington Twp
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – LCMR/Lower Twp/North Wildwood
- Bill McMahan, McMahan Agency - Upper Twp
- Harry Mossbrook, Sr., Mossbrook & Hicks Insurance Agency – Middle Twp
- P.J. Pullia, ML Ruberton - Hammonton
- 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 2018-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. May 16, 2018..... Pages 5-12

VIII. MOTION REQUESTED – Adoption of 2018-19 Amended Budget Page 13

IX. Professional Reports

A. Treasurer – MOTION REQUESTED

1. June through August 2018 Approval Memos and Bill Lists..... Pages 14-19
2. September Bill List..... Page 20
3. Treasurer’s Reports- (May through August 2018) Pages 21-50

B. Solicitor-Recent Labor Law Decisions..... Pages 51-52

C. Claims Administrator

1. Adjuster Pending Report (as of 8/31/18)..... Pages 53-56

- 2. Open Subrogation Report Page 57
- 3. Lessons Learned from Losses- Safe Lifting..... Page 58

- D. Managed Care Provider
 - 1. Managed Care Reports 2017-18 Year End Pages 59-60
 - 2. Managed Care Summary as of 8/31/18..... Page 61
 - 3. Average Days to Report as of 8/31/18 Page 62

- E. Student Accident Program
 - 1. Status Report Page 63

- F. Executive Director/Underwriting & Finance Director Report Pages 64-67
 - 1. EXECUTIVE DIRECTOR
 - a. Welcome New Members/Commissioners Summary
 - b. 2018 Spring AGRIP Conference Reports..... Pages 68-70
 - c. Environmental Management Seminar Pages 71-74
 - d. Boiler Operator Refresher Training Summary
 - e. SPELL JIF Joint Retreat Summary
 - f. NJSBA/NJASBO/NJASA Fall Conference Summary
 - g. 2018 State of the JIF Dinner Summary
 - h. Items Updated on SPELLJIF.COM..... Summary
 - i. 2019-20 Membership Renewals..... Summary
 - j. Maintaining Safe Schools..... Summary
 - k. Key Dates Summary

 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report Page 75
 - b. Final Installment 2018-2019 Premium Contribution Notices Summary
 - c. 2018-2019 Plan of Risk Management Summary
 - d. 2019-2020 Exposure Renewal and Budget Process Summary
 - e. Duff & Phelps Questionnaire Summary
 - f. NJ DOL Compliance Enforcement Cross Match..... Summary
 - g. 2017-2018 & 2018-2019 Administrative Matter Defense Reimbursement .. Summary
 - h. Certificates of Insurance Report-5/01/18-8/31/18..... Pages 76-86

- G. Safety Coordinator/Right to Know Coordinator
 - 1. May/June/July/Aug Activities and September/October Agenda..... Pages 87-88
 - 2. Safety Notices..... Pages 89-92

- H. Committee Meetings - None

- X. **MOTION REQUESTED – Resolution 2018-17** to meet in Closed Session on November 28, 2018 at Kramer Hall/Stockton University, 30 Front Street, Hammonton, New Jersey.

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

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