

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: November 16, 2016

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held on **Wednesday, November 16, 2016** 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, November 16, 2016

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, North Wildwood School District
 - 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, Estell Manor City School District
 - 2016-17 Fund Commissioners**
 - Chandra Anaya, Egg Harbor Township School District
 - Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee)
 - Anne Marie Fala, Hamilton Township School District
 - Frank Onorato, Lower Township Elementary 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 Reg. High School, 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 2016-20** to approve Payment Authorization Request(s) as presented in Closed Session.

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

- A. September 21, 2016 Pages 6-13

VIII. Professional Reports

A. Treasurer – **MOTION REQUESTED**

- 1. October Approval Memo and Bill List Pages 14-15
- 2. November Bill List Page 16
- 3. Treasurer’s Reports- (Sept-Oct 2016) Pages 17-32

B. Attorney Pages 33-34

C. Claims Administrator

- 1. Adjuster Pending Pages 35-38
- 2. Lessons from Losses (WC 101) Page 39

D. Managed Care Provider

- 1. Managed Care Reports Pages 40-42

E.	Student Accident Program	
	1. Status Report	No Report This Month
F.	Executive Director/Underwriting & Finance Director Report	Pages 43-45
	1. EXECUTIVE DIRECTOR	
	a. Welcome	Summary
	b. 2017-18 Membership Renewals	Summary
	c. Cyber Claims Examples.....	Page 46
	d. Cyber Assessment Competition	Page 47
	e. SPELL JIF Unmanned Aircraft System Model District Policy	Pages 48-53
	f. Coverage Attorney	Summary
	g. Boiler Operator Training.....	Summary
	h. State of the JIF Dinner	Page 54
	i. NJSBA/NJASBO/NJASA Fall Conference Update.....	Summary
	j. Mold/Environmental Management Workshop	Summary
	k. SPELL JIF Joint Retreat Attendee Evaluations	Summary
	l. NJSIA Workers' Compensation Conference	Summary
	m. SPELL HR Helpline.....	Pages 55-56
	n. Fair Labor Standards Act	Summary
	o. Items Updated on SPELLJIF.COM	Summary
	p. Maintaining Safe Schools (10/16)	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>	
	q. Key Dates.....	Summary
	2. UNDERWRITING & FINANCE DIRECTOR	
	a. District/Fund Status.....	Page 57
	b. SPELL JIF Meeting Minutes.....	Pages 58-61
	c. 2017-18 Renewal.....	Summary
	d. Safety Incentive Program Winners-Reimbursement Procedures.....	Summary
	e. Financial Award Winners.....	Summary
	f. Certificates of Insurance Report (9/1/16-10/31/16)	Pages 62-63
G.	Safety Coordinator/Right to Know Coordinator	
	1. September/October Activities and November Agenda.....	Pages 64-65
	2. Safety Incentive Program Criteria 2016-17	Pages 66-69
	3. Safety Incentive Status Report	Pages 70-73
	4. Safety Bulletin – Steamer Safety	Pages 74-75
H.	Committee Meetings	
	1. Strategic Planning – 9/21/16.....	Pages 76-77
	2. Claims Management – 10/18/16	Pages 78-81
	MOTION REQUESTED – The Claims Management Committee recommends that the Trustees authorize the Claims Administrator and the JIF Attorney to make “voluntary offers” when, in	

their opinion, it is in the best interest of the JIF and to report the outcomes at each successive Executive Meeting, similar to an Emergency PAR.

- IX. **MOTION REQUESTED – Resolution 2016-21** to meet in Closed Session on January 18, 2017 at ETTC/Stockton University in Galloway, NJ.
- X. Miscellaneous Business, Public Comment, and RMC comments or questions.
- XI. **MOTION REQUESTED** to Adjourn Meeting.