

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 28, 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, November 28, 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, November 28, 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 Gfroehrer, 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 2018-18 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. September 19, 2018..... Pages 5-11

VIII. Professional Reports

A. Treasurer – MOTION REQUESTED

1. October 2018 Approval Memo and Bill List..... Pages 12-13
2. November Bill List Page 14
3. Treasurer’s Reports- (September-October 2018)..... Pages 15-30

B. Solicitor-Certificate of Insurance Pages 31-33

C. Claims Administrator

1. Emergency PAR Stewardship Reports..... Pages 34-36
2. Adjuster Pending Report as of 10/31/18 Pages 37-40
3. Open Subrogation Report Page 41

4.	Lessons Learned from Losses- Winter Weather Hazards	Page 42
D.	Managed Care Provider	
1.	Managed Care Summary - 10/31/18	Page 43
2.	Average Days to Report - 10/31/18	Page 44
3.	Transitional Duty Summary – 10/31/18	Page 45
E.	Student Accident Program	
1.	Status Report	No Report
F.	Executive Director/Underwriting & Finance Director Report	Pages 46-48
1.	EXECUTIVE DIRECTOR	
a.	2019-20 Membership Renewals.....	Summary
b.	State of the Fund Dinner	Page 49
c.	NJSBA/NJASBO/NJASA Fall Conference Follow-up.....	Summary
d.	Mold/Environmental Management Workshop.....	Summary
e.	SPELL JIF Joint Retreat Attendee Evaluations.....	Summary
f.	NJSIA Workers’ Compensation Conference	Summary
g.	Resolution 2018-19 Destruction of Claims Files-MOTION REQUESTED.....	Page 50
h.	SPELL JIF Information Technology Advisory Committee	Summary
i.	SPELLJIF.COM – Forums.....	Summary
j.	Items Updated on SPELLJIF.COM.....	Summary
k.	Maintaining Safe Schools.....	Summary
l.	Key Dates	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	District/Fund Incurred Losses Report	Page 51
b.	SPELL JIF Meeting Minutes	Pages 52-56
c.	Resolution 2018-20 SPELL Membership Renewal-MOTION REQUESTED.....	Page 57
d.	2019-2020 Exposure Renewal and Budget Process	Summary
e.	Safety Incentive Program Winners-Reimbursement Procedure.....	Summary
f.	Financial Award Winners	Summary
g.	Certificates of Insurance Report-9/01/18-10/31/18.....	Pages 58-64
G.	Safety Coordinator/Right to Know Coordinator	
1.	September/October Activities and November Agenda	Pages 65-66
2.	2018-19 SIP Criteria.....	Pages 67-70
3.	2018-19 SIP Monthly Status Report.....	Pages 71-74
H.	Committee Meetings	
1.	Strategic Planning – 9/19/18	Pages 75-76
IX.	MOTION REQUESTED – Resolution 2018-21 to meet in Closed Session on January 16, 2019 at 12:00 pm at Kramer Hall/Stockton University, 30 Front Street, Hammonton, New Jersey.	
X.	Miscellaneous Business, Public Comment and RMC comments or questions.	
XI.	MOTION REQUESTED to Adjourn Meeting.	