

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

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Join Zoom Meeting  
<https://zoom.us/j/99442551259?pwd=Q09VSDk4TThFTGtqY2pYMXZMNzB6Zz09>  
Dial +1 929 205 6099 US  
Meeting ID: 994 4255 1259  
Passcode: 339956

**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, Executive Director

**MEETING DATE:** March 17, 2021

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held via Zoom on **Wednesday, March 17, 2021** beginning at **12:00 p.m.**

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**

Teleconferencing meeting via Zoom

**Wednesday, March 17, 2021**

**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. **2020-21 Trustees**
    - Christopher R. Veneziani, Folsom BOE (SPELL Alternate), **Chair**
    - John Hansen, Lower Township Elementary SD, **Vice Chair**
    - Jonathan Houdart, Brigantine Public School District, **Secretary**
    - Michelle D. Richardson, Jackson Township BOE
    - Kim Robinson, Mainland Regional High School
    - Mark Mallett, Lower Cape May Regional School District
    - Linda Albright, Northfield BOE
  - 2020-21 Alternate Trustees**
    - Rose Millar, North Wildwood SD
    - Chandra Anaya, Egg Harbor Township School District (SPELL Alternate)
    - Diane Fox, Middle Township BOE
  - 2020-21 Fund Commissioners**
    - Jason Bedell, Egg Harbor City School District
    - William Thompson, Interim, 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
    - Kevin Byrnes, Linwood BOE
    - Teri Weeks, Longport BOE
    - Jennifer Germana, Margate City BOE
    - Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
    - Kelly Brazelton, Pitman BOE
    - Michele Roemer, Interim, Somers Point BOE
    - Laurie Ryan, Upper Township BOE
    - Steve Moran, Weymouth Twp School District
  - B. **Fund Professionals**
    - Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher

- Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher
- Bradford Hoffman, Executive Director – RPA, a division of Gallagher
- Jennifer Fox, Sr. Account Manager – RPA, a division of 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
- Annette Reap – Recording Secretary

**C. Risk Management Consultants**

- Adam Miller, C.J. Adams Company – Northfield
- Jim Ridgway/Casey Byrne, J. Byrne Agency – Lower Cape May RSD
- Steve Eckman, Len Eckman – Pitman
- Dennis M. Brown/Kamini Patel, Glenn Insurance – EHC/EHT/Estell Manor/Galloway/GEHRHSD/Hamilton Twp/Jackson Twp/Mainland/Somers Point/Weymouth Twp
- Mike Thomas, Glenn Insurance – Linwood/Longport
- Derek Valenti, Hardenbergh – Folsom
- Tim Irons/Alexandria Suro, TC Irons – Mullica Twp/Washington Twp
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – Lower Twp/North Wildwood
- Bill McMahon, McMahon Agency - Upper Twp
- Harry Mossbrook, Sr., Mossbrook & Hicks Insurance Agency – Middle Twp
- P.J. Pullia, MLR Risk Management - Hammonton
- Gene Siracusa, Siracusa-Kauffman Agency – Brigantine/Margate

- 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 2020-22** to approve Payment Authorization Request(s) as presented in Closed Session.
- VII. Approval of Minutes – MOTION REQUESTED**
- A. January 20, 2021 ..... Pages 6-10
- VIII. Appointment of a Nominating Committee by Fund Chair ..... Page 11**
- IX. Professional Reports**
- A. Treasurer - **MOTION REQUESTED**
1. February Approval Memo and Bill List ..... Pages 12-13
  2. March Bill List ..... Page 14
  3. Treasurer’s Reports (January/February 2021) ..... Pages 15-28
- B. Solicitor – Calculating Back Pay Awards ..... Pages 29-30

C.	Claims Administrator	
	1. Adjuster Pending Report – February 2021.....	Pages 31-32
	2. Open Subrogation Report – February 2021.....	Page 33
	3. Lessons Learned from Losses-COVID-19 Safety Protocols .....	Page 34
D.	Managed Care Provider	
	1. Managed Care Summary - February 2021 .....	Page 35
	2. Average Days to Report - February 2021.....	Pages 36-38
	3. Transitional Duty Days – February 2021.....	Page 39
E.	Student Accident Program	
	1. Status Report .....	Page 40
F.	Executive Director/Underwriting & Finance Director Report.....	Pages 41-42
	1. EXECUTIVE DIRECTOR	
	a. 2021-22 Membership Renewals.....	Summary
	b. Results of Fund Professional Survey.....	Pages 43-47
	c. Loss Information Reports .....	Page 48
	d. STOPiT Activity Report.....	Pages 49-57
	e. Enquiron SPELL HR Helpline Activity Report .....	Pages 58-60
	f. 2021 PRIMA Conference.....	Summary
	g. NJSIA Workers’ Compensation Conference .....	Summary
	h. Proposed Meeting Dates for 2021-22 .....	Page 61
	i. Items Updated on SPELLJIF.COM.....	Summary
	j. Maintaining Safe Schools.....	Summary
	k. Key Dates .....	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report .....	Page 62
	b. Financial Audit-June 30, 2020- <b>MOTION REQUESTED</b> .....	Handout
	c. Resolution 2020-23 Surplus Release- <b>MOTION REQUESTED</b> .....	Pages 63-64
	d. 2021-2022 Exposure Renewal and Budget Process .....	Summary
	e. RMC Resolutions and Agreements .....	Summary
	f. Safety Incentive Program Winners-Reimbursement Procedure.....	Summary
	g. Certificates of Insurance Report-01/01/21–02/28/21.....	Page 65
G.	Safety Coordinator/Right to Know Coordinator	
	1. January/February Activities and March/April Agenda.....	Pages 66-67
	2. Safety Incentive Program Status Report 2020-21 .....	Pages 68-71
H.	Committee Meetings	
	1. Claims Management – 1/27/21 .....	Pages 72-74
	2. Safety – 2/10/21 .....	Pages 75-77
	3. Finance – 3/8/21 .....	Verbal
X.	Budget Hearing – <b>MOTION REQUESTED</b> – Adopt Preliminary Budget 2021-2022.....	Page 78
XI.	<b>MOTION REQUESTED</b> – <b>Resolution 2020-24</b> to meet remotely in Closed Session on May 19, 2021 at 12:00 pm via Zoom.	

- XII.** Miscellaneous Business, Public Comment and RMC comments or questions.
- XIII.** **MOTION REQUESTED** to Adjourn Meeting.