

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, Executive Director

MEETING DATE: March 18, 2020

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held on **Wednesday, March 18, 2020** beginning at **12:00 p.m.** in the Board Room at **Alder Avenue Middle School, 25 Alder Avenue, EHT, New Jersey 08234.**

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**

**Board Room
Alder Avenue Middle School
25 Alder Avenue
Egg Harbor Township, New Jersey 08234**

Wednesday, March 18, 2020

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. **2019-20 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 School District
 - Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
 - Michelle D. Richardson, Jackson Township BOE
 - Kim Robinson, Mainland Regional High School (SPELL Alternate)
 - 2019-20 Alternate Trustees**
 - Mark Mallett, Lower Cape May Regional School District
 - Rose Millar, North Wildwood SD
 - Chandra Anaya, Egg Harbor Township School District
 - 2019-20 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
 - Frank Onorato, Interim, Linwood BOE/Longport BOE
 - Jennifer Germana, Margate City BOE
 - Diane Fox, Middle Township 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, Student Accident Program – 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

- Stanley H. Gunnison, C.J. Adams Company – Mainland Regional/Northfield
- Jim Ridgway/Casey Byrne, J. Byrne Agency – Lower Cape May RSD
- Len Eckman, Jr., 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
- Bonnie Ridolfino, Hardenbergh – Folsom
- Tim Irons/Alexandria Suro, TC Irons – Mullica Twp/Washington Twp
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – Lower Twp/North Wildwood
- Bill McMahan, McMahan 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 2019-22 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. January 15, 2020 Pages 6-11

VIII. Appointment of a Nominating Committee by Fund Chair

A. ACCASBO and SPELL Term Expirations..... Page 12

IX. Professional Reports

A. Treasurer - **MOTION REQUESTED**

1. February Approval Memo and Bill List..... Pages 13-14

- 2. March Bill List Page 15
- 3. Treasurer’s Reports (January 2020) Pages 16-31

- B. Solicitor – Recovering Damages in Comp and Civil Court for Same Injury Pages 32-33
- C. Claims Administrator
 - 1. Adjuster Pending Report – February 2020.....Pages 34-35
 - 2. Open Subrogation Report – February 2020 Page 36
 - 3. Lessons Learned from Losses-Office Safety Page 37
- D. Managed Care Provider
 - 1. Managed Care Summary - 2/28/20 Page 38
 - 2. Average Days to Report - 2/28/20 Page 39
 - 3. Transitional Duty Days – 2/28/20 Page 40
- E. Student Accident Program
 - 1. Status Report Page 41
- F. Executive Director/Underwriting & Finance Director Report..... Pages 42-43
 - 1. EXECUTIVE DIRECTOR
 - a. 2020-21 Membership Renewals..... Summary
 - b. Third Party Management Guide Including COI Guidelines..... Pages 44-45
 - c. SAM Management..... Pages 46-48
 - d. STOPit Activity Report Pages 49-53
 - e. Resolution 2019-23 Appointing Defense Attorneys-**MOTION REQUESTED**.... Pages 54-55
 - f. NJSIA Workers’ Compensation Conference Pages 56-59
 - g. Proposed Meeting Dates for 2020-21 Page 60
 - h. Items Updated on SPELLJIF.COM..... Summary
 - i. Maintaining Safe Schools..... Summary
 - j. Key Dates Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report..... Page 61
 - b. Financial Audit-June 30, 2019-**MOTION REQUESTED**Handout
 - c. Resolution 2019-24 Surplus Release-**MOTION REQUESTED**..... Pages 62-63
 - d. 2020-2021 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-01/01/20–02/29/20 Pages 64-67
- G. Safety Coordinator/Right to Know Coordinator
 - 1. January/February Activities and March Agenda Pages 68-69
 - 2. Safety Incentive Program Update 2019-20..... Pages 70-73
- H. Committee Meetings
 - 1. Joint Safety/Claims – 2/20/2020-**MOTION REQUESTED** Pages 74-77
 - 2. Finance – 2/24/2020..... Pages 78-80

- IX. Budget Hearing – **MOTION REQUESTED** – Adopt Preliminary Budget 2020-2021 Page 81

- X. MOTION REQUESTED – Resolution 2019-25** to meet in Closed Session on May 20, 2020 at 12:00 pm at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.
- XI.** Miscellaneous Business, Public Comment and RMC comments or questions.
- XII. MOTION REQUESTED** to Adjourn Meeting.