

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

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**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:** September 18, 2019

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held on **Wednesday, September 18, 2019** 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, September 18, 2019**

**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
    - Teri Weeks, 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
    - Susan Irons, Somers Point BOE
    - Laurie Ryan, Upper Township BOE
    - Patricia Palmieri, 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**

- 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
- Denny Donio, 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 2019-16** to approve Payment Authorization Request(s) as presented in Closed Session.

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

A. May 20, 2019..... Pages 6-14

**XI. Professional Reports**

**A. Treasurer - MOTION REQUESTED**

1. June thru August Approval Memos and Bill Lists..... Pages 15-20
2. September Bill List ..... Page 21
3. Treasurer’s Reports (May thru August 2019) ..... Pages 22-53

- B. Solicitor – Recent Court Decisions ..... Pages 54-55
- C. Claims Administrator
  - 1. Adjuster Pending Report – August 2019 .....Pages 56-57
  - 2. Emergency PAR Stewardship Reports..... Pages 58-59
  - 3. Open Subrogation Report –August 2019 ..... Page 60
  - 4. Lessons Learned from Losses-Safe Lifting..... Page 61
- D. Managed Care Provider
  - 1. Managed Care Reports – 2018-19 Year End ..... Pages 62-65
  - 2. Managed Care Summary - 8/28/19 ..... Page 66
  - 3. Average Days to Report - 8/31/19 ..... Page 67
  - 4. Transitional Duty Days – 8/31/19 ..... Page 68
- E. Student Accident Program
  - 1. Status Report .....Page 69
- F. Executive Director/Underwriting & Finance Director Report..... Pages 70-74
  - 1. EXECUTIVE DIRECTOR
    - a. Welcome New Members/Delegates ..... Summary
    - b. 2020-21 Membership Renewals..... Summary
    - c. NJSIA WC Conference ..... Pages 75-83
    - d. 2019 PRIMA Conference Reports ..... Pages 84-86
    - e. Environmental Management Seminar Held on July 17, 2019..... Pages 87-91
    - f. 2019 Mold Seminar Follow-Up Survey for EHRIP Services..... Summary
    - g. Mold Claim Reporting Update ..... Summary
    - h. Cyber Security Symposium – July 24, 2019 ..... Pages 92-102
    - i. Technology Risk Management Services Proposal by CyZen..... Summary
    - j. STOP!T/WeTip Reminder..... Summary
    - k. Drone Coverage Reminder ..... Summary
    - l. November Professional Development ..... Summary
    - m. Boiler Operator Refresher Training Held on August 6, 2019 ..... Summary
    - n. SPELL JIF Joint Retreat – September 25-27, 2019 ..... Pages 103-104
    - o. NJSBA/NJASBO/NJASA Fall Conference ..... Summary
    - p. State of the Fund Dinner – December 3, 2019..... Summary
    - q. Items Updated on SPELLJIF.COM..... Summary
    - r. Maintaining Safe Schools..... Summary
    - s. Key Dates ..... Summary
  - 2. UNDERWRITING AND FINANCE DIRECTOR
    - a. District/Fund Incurred Losses Report .....Page 105
    - b. 2019-2020 Plan of Risk Management ..... Summary
    - c. Final Installment 2019-2020 Premium Contribution Notices ..... Summary
    - d. 2020-2021 Exposure Renewal and Budget Process ..... Summary
    - e. Duff & Phelps Questionnaire ..... Summary
    - f. NJ DOL Compliance Enforcement Cross Match..... Summary
    - g. 2018-19/2019-20 Administrative Matter Defense Reimbursement ..... Summary
    - h. Certificates of Insurance Report-5/01/19–8 /31/19 ..... Pages 106-115

- G. Safety Coordinator/Right to Know Coordinator
  - 1. May thru August Activities and September/October Agenda ..... Pages 116-118
  - 2. Safety Incentive Program Update 2018-19..... Pages 119-122
  - 3. Back to School Safety Notice..... Page 123-124
- H. Committee Meetings
  - 1. 2019-2020 Committee Appointments ..... Page 125
  - 2. Strategic Planning – 9/18/19 ..... Summary

**XVI. MOTION REQUESTED – Resolution 2019-17** to meet in Closed Session on November 20, 2019 at 12:00 pm at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

**XVII.** Miscellaneous Business, Public Comment and RMC comments or questions.

**XVIII. MOTION REQUESTED** to Adjourn Meeting.