

# ATLANTIC AND CAPE MAY COUNTIES ASSOCIATION OF SCHOOL BUSINESS OFFICIALS JOINT INSURANCE FUND

Alder Avenue Middle School  
Boardroom  
25 Alder Avenue  
Egg Harbor Twp, NJ 08234

## OPEN SESSION MINUTES

Wednesday, January 15, 2025

### I. OPEN SESSION CALLED TO ORDER

A meeting of the Atlantic and Cape May Counties January 15, 2025 at 2:12 p.m., with Diane Fox, Fund Vice Chair, presiding.

### II. STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

Notice of this meeting was given by sending sufficient notice herewith to the *Press of Atlantic City*, Atlantic and Cape May County editions; filing advance written notice of this meeting with each member; and by emailing advance written notice to the Clerk of each municipality located within the boundaries of all Fund members.

### III. ROLL CALL

#### 2024-2025 Trustees in attendance:

Dr. Diane Fox, Middle Township BOE, **Vice Chair** (SPELL Alternate)  
Rose Millar, Estell Manor City SD/Cape May Point, Secretary  
Joy Nixon, Galloway Township Public Schools  
Linda Fiori, Avalon BOE/Stone Harbor BOE  
Melina Skwarek, Margate City BOE

#### 2024-2025 Trustees not in attendance:

Mark Mallett, Lower Cape May Regional School District, **Chair**  
Laurie Ryan, Upper Township BOE

#### 2024-2025 Alternate Trustees in attendance:

Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)  
Chandra Coady, Mainland Regional High School (SPELL Alternate)

#### 2024-2025 Alternate Trustees not in attendance:

Christopher R. Veneziani, Hamilton Township School District (SPELL Trustee/Secretary)

#### 2024-2025 Fund Commissioners in attendance:

Jonathan Houdart, Brigantine Public School District (left 2:17 pm)  
Allyson Milazzo, Egg Harbor City School District  
Sara Simpson, Folsom BOE  
Patricia Swanson, Linwood BOE  
Tricia Ryan, Lower Township Elementary SD  
Jamie Shoemaker, Northfield BOE  
Dawn Cottrell, North Wildwood SD

#### 2024-2025 Fund Commissioners not in attendance:

Julie Velluzzi, Absecon City BOE  
Teri Weeks, Dennis Township BOE/Longport BOE

Dan Smith/Jennifer Germana, Egg Harbor Township School District  
Barbara S. Prettyman, Hammonton BOE  
Todd D'Anna, Mullica Twp BOE/Washington Twp SD-Greenbank  
Robert Miles, Pitman BOE  
Mark Leung, Somers Point BOE  
Dawn Leary, Weymouth Twp School District  
James Lushok, Wildwood Crest BOE

**District Personnel in attendance:**

Kelsey Fiadino, Egg Harbor Township School District  
Dawn Mazza, Hammonton BOE

**Fund Professionals**

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher  
Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher  
Patrick J. Madden, Esquire – Fund Solicitor  
Chris Roselli, Claim Administrator – Qual-Lynx (left 2:23 pm)  
Christine Gallagher, Client Services Manager – Qual-Lynx (left 2:23 pm)  
Jen Olson, Student Accident Program – Hardenbergh Insurance Group  
John W. Geitz, Safety Coordinator – Risk Assessment Services  
Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC  
Kelly Batz – Fund Treasurer  
Annette Reap – Recording Secretary

**Risk Management Consultants**

Sameer Sarfraz, Alamo Insurance Group-Avalon/Stone Harbor  
Dennis M. Brown/Pam Whitaker, Glenn Insurance – EHC/EHT/Estell Manor/Galloway/GEHRHSD/  
Mainland/Somers Point/Weymouth Twp  
Robert DeVanna, Glenn Insurance – Absecon/Linwood/Longport  
Jennifer Olson, Hardenbergh-Hamilton Twp  
Jim Ridgway, J. Byrne Agency – Lower Cape May/Lower Twp/Wildwood Crest  
Bill McMahon, McMahon Agency - Upper Twp (left 2:23 pm)  
Harry Mossbrook, Sr., Mossbrook & Hicks Insurance Agency – Middle Twp  
Gene Siracusa, Siracusa-Kauffman Agency – Brigantine/Margate (left 2:23 pm)

**IV. CONDUCT OF MONTHLY MEETING - MOTION REQUESTED**

A request is 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.

*Motion* by Dr. Fox, second by Mr. Veneziani, to open voting to all Fund Commissioners present. All in favor. Motion carried by unanimous vote.

**V. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2024-20**

*Resolved*, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Wednesday, January 15, 2025, as presented to the Trustees and Fund Commissioners.

001095852	2019155115	2025340322	001237504	2023284743
2024334830	2025349940	2024328391	001055180	2023278160
2022267327	2021220132	2021241436	2019177420	2025340472
2025351101	2025353753	2025347522	2025353186	

Motion by Mr. Grossi, second by Ms. Skwarek, to approve the Payment Authorization Requests, as presented to the Trustees and Fund Commissioners. Upon roll call, all present voted in favor. Motion carried.

Dr. Fox present Mr. Houdart with a plaque, thanking him for his service at the ACCASBO JIF Chair for the past two years.

#### **VI. APPROVAL OF MINUTES – November 20, 2024**

*Motion* by Ms. Millar, second by Ms. Skwarek, to approve the Minutes of the November 20, 2024 meeting of the JIF. Upon roll call vote, all voted in favor. Motion carried by unanimous vote.

#### **VII. PROFESSIONAL REPORTS**

##### **A. Treasurer – MOTION REQUESTED - MOTION REQUESTED**

The December Approval Memo and Bill List, January Bill List, and Treasurer's Reports for periods ending 10/31/24 thru 11/30/24 were included in the agenda.

October Fund Balance	\$31,836,191.67
December Bill List	\$144,445.49
October Claims Paid	\$494,442.09
November Fund Balance	\$31,668,185.83
January Bill List	\$165,742.54
November Claims Paid	\$516,630.78

*Motion* by Mr. Grossi, second by Ms. Simpson, to approve the Bill Lists and Treasurer's Reports. Upon roll call vote, all present voted in favor. Motion carried by unanimous vote.

Ms. Batz left the meeting at 2:17 pm.

##### **B. Solicitor**

Mr. Madden provided a verbal report on the Freedom to Read Act, which he reported on at the last meeting. This legislation has now been signed into law by the Governor. It is aimed at limiting book bans in public schools and libraries. It requires the state's education commissioner to develop policies on how library materials are selected and how challenges to books on library shelves should be evaluated. Local school boards and library boards would then adopt their own policies using this model.

##### **C. Claim Administrator**

Mr. Roselli's Adjuster Pending Report and Open Subrogation Report for December were included in the agenda. He noted that the Liability Unit is fully staffed at this time. The Workers' Compensation Unit is close to hiring a replacement for adjuster, Marizol Garced, who resigned in at the end of September.

The property unit has had very good closing months recently that has caused the pending number of files to drop. Qual-Lynx has hired Brian Foster to replace Mr. Liscandri, who left Qual-Lynx back in May. Property claims will begin transitioning to Mr. Foster over the following months.

Mr. Roselli referred to Open Subrogation Reports included in the agenda. He noted subrogation recoveries since the last meeting. Report including open subrogation files was also included.

Finally, Mr. Roselli reviewed Lessons Learned from Losses concerning timely reporting of claims. He stressed the importance of reporting claims as soon as possible to Qual-Lynx in an effort to keep costs down, as delays in reporting can hamper the best possible defense and can worsen damages.

*D. Managed Care Provider*

Ms. Gallagher reviewed the Managed Care Summary Reports for period ending December 2024. She also provided a new report comparing claims from the current year to the same period last year. Ms. Gallagher also reviewed the Average Days to Report and Transitional Duty Summary Reports through December 2024 included in the agenda. She reviewed her Quick Notes comparing the differences between occupational and physical therapy.

*E. Student Accident Program*

No report.

*F. Executive Director/Underwriting/Finance Director*

*1. Executive Director*

**2025-26 Membership Renewals**

Mr. Wilkie advised that nine districts are up for membership renewal on July 1, 2025. **They are Brigantine BOE, Egg Harbor Township, Lower Cape May, Margate City, Middle Township, North Wildwood, Pitman, Somers Point and Upper Township.**

He explained that districts renew their membership in the JIF by executing a Renewal Resolution through their local Board of Education. Renewing members will be contacted by the Executive Director's office and provided with supporting documentation to facilitate the renewal process.

**To date, Renewal Resolutions have been received from Brigantine, Margate, Middle Township and Somers Point.**

**2025 PRIMA Conference**

The next PRIMA Conference is scheduled to be held from Sunday, June 1 through Wednesday, June 4, 2025 in Seattle WA. Please notify the Executive Director's office in writing or via email to Annette Reap at [Annette\\_Reap@RPAdmin.com](mailto:Annette_Reap@RPAdmin.com) if you are interested in attending no later than January 31, 2025. Information on the Conference will be provided via email when it becomes available. These dates conflict with the NJASBO Workshop scheduled from June 4-6, 2025.

**2025 SPELL Joint Retreat – MOTION REQUESTED**

Discussion and approval of holding the annual SPELL Joint Retreat in September 2025. Suggested dates are Wednesday, September 24 through Friday, September 26, 2025.

Motion by Mr. Grossi, seconded by Ms. Coady, approving holding the SPELL Joint Retreat on September 24 through 26, 2025. All in favor. Motion carried.

**2025 State of the JIF Dinner - MOTION REQUESTED**

The annual dinner was held on **Tuesday, December 3, 2024 at Greate Bay Country Club in Somers Point.** Discussion on date and location and approval is requested for 2025. Suggested date is Tuesday, December 2, 2025.

Motion by Mr. Grossi, seconded by Ms. Millar, to approve holding the annual State of the JIF Dinner on December 2, 2025. All in favor. Motion carried.

**Items Updated on SPELLJIF.COM**

Mr. Wilkie reminded everyone that all the current directories, lists, meeting information and claims information can be accessed on the website. He encouraged members to visit the website often for the most up-to-date information.

Please notify the Executive Director's office if you would like to change or add a user for the website, by contacting [Megan\\_Matro@rpadmin.com](mailto:Megan_Matro@rpadmin.com).

#### **Key Dates**

- SPELL Meeting – Thursday, 2/13/2025-10:00 am @ RPA Offices
- Safety Committee Meetings will be scheduled in February
- Next ACCASBO Meeting – Wednesday, 3/19/2025 (Virtual via Zoom)

Mr. Wilkie discussed the recent OPRA requests that have been received by a few of the member districts. He advised that his office should be contacted so that he may provide any assistance.

## ***2. Underwriting and Finance Director***

### **District/Fund Incurred Losses Report**

Mr. Tennant reviewed Mr. Hoffman's report included in the agenda for Fund Year 2024-2025 as of December 31, 2024. He explained that his offices uses the most recent 5 years for budgeting purposes. He will continue to monitor the numbers as those claims develop.

### **2025-2026 Exposure Renewal and Budget Process**

Mr. Tennant reported that the new SPELL JIF exposure renewal portal that will replace the Risk Partner data management system utilized the last three (3) years will be opened to users on Monday, January 20, 2025. The new SPELL JIF portal will continue to streamline the renewal data collection process and provide members with additional data management and communication tools that we will introduce in detail. By January 15, 2025, each member will receive an email with instructions on how to log into the system and update all information online. We still ask that you forward a copy of your **June 30, 2024 Audit** as well as a copy of your **2025-2026 ASSA Report** via email to [kim\\_hill@RPAdmin.com](mailto:kim_hill@RPAdmin.com).

Each member will still have to complete separate applications for Cyber and Environmental coverage as the carriers request their own applications. The cyber application, which is a fillable form, will be emailed out on January 16, 2025. The Environmental application should also be sent out shortly.

### **Financial Award Winners**

Financial Awards have been paid on the January 2025 bill list for all districts that have qualified for a financial award for the 2023-2024 fund year.

### **Safety Incentive Program Winners – Reimbursement Procedure**

A Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that have qualified for an award in the 2023-2024 program. Reimbursement requests are due by May 31, 2025. Once you have identified eligible purchases from this year's budget which total your monetary reward, forward a signed voucher, and a list of the item(s) purchased with evidence of the purchase (i.e. purchase order, vouchers, invoices, etc.) to Kim Hill, Account Manager at the JIF address, P.O. Box 449, Marlton, NJ 08053 or via email at [Kim\\_Hill@rpadmin.com](mailto:Kim_Hill@rpadmin.com).

### **Certificates of Insurance Report 11/1/2024 thru 12/31/2024**

The attached report includes the Certificates of Insurance issued on behalf of your JIF by the Underwriting Manager. Please note that the only valid and legally enforceable Certificates of Insurance for your JIF are those issued by the Underwriting Manager. The sole exception to this is a certificate for Student Accident Insurance, which is strictly issued by the Hardenbergh Insurance Group, in its capacity as the Student Accident Program Manager.

### **Resolution 2024-21 – SPELL JIF Membership Renewal – MOTION REQUESTED**

A motion is requested to approve Resolution 2024-21 to renew ACCASBO's membership in the SPELL JIF, effective July 1, 2025 through June 30, 2028.

Motion by Mr. Grossi, seconded by Ms. Simpson, to approve Resolution 2024-21 renewing ACCASBO's membership in the SPELL JIF, effective July 1, 2025 through June 30, 2028. All in favor. Motion carried.

*G. Safety Coordinator*

Mr. Geitz reviewed November/December Activities and January/February Agenda. He also provided the current status for the SIP program for the 2024-2025 Fund Year. Finally, Mr. Geitz discussed his Safety Notice on Cold Weather Safety, emphasizing the significant impact of inclement weather on claims that are very preventable.

*H. Virtual Safety Director*

Mr. Hillman reviewed his report included in the agenda. He noted the 2024-2025 tiers for the cyber liability insurance coverage. He has been reaching out to those districts who only need 1-2 items to move up their tier level. Mr. Hillman discussed the PowerSchool cyber breach and how many JIF districts were affected. Mr. Tennant advised members to file a claim to protect their rights, as the insurance coverage is a claims-made policy. Finally, Frequently Asked Questions on this matter was sent out via email. Mr. Hillman also noted resources and templates that are available and have been posted to the SPELLJIF.COM website.

*I. Committee Meetings*

1. None

**VIII. MOTION REQUESTED – Resolution 2024-22**

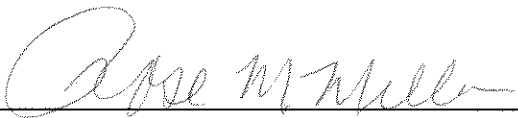
Motion by Mr. Grossi, second by Ms. Coady, to approve Resolution 2024-22 to meet in Closed Session on March 19, 2025 at 12:00 pm virtually, via Zoom.

**IX. Miscellaneous Business, Public Comment and RMC comments or Questions**

**X. MOTION REQUESTED TO ADJOURN**

*Motion* by Mr. Grossi, second by Ms. Skwarek, to adjourn the Wednesday, January 15, 2025 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 2:53 pm.

  
Secretary