

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

Virtual Meeting via Zoom

Wednesday, March 15, 2023

OPEN SESSION MINUTES

I. OPEN SESSION CALLED TO ORDER

A meeting of the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund (ACCASBO JIF) was held on Wednesday, March 15, 2023 at 1:12 p.m., with Christopher Veneziani, 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

2022-23 Trustees in attendance:

Christopher R. Veneziani, Folsom BOE (SPELL Trustee), **Chair**
Jonathan Houdart, Brigantine Public School District, **Vice Chair**
Mark Mallett, Lower Cape May Regional School District, **Secretary**
Michelle D. Richardson, Jackson Township BOE
Linda Albright, Northfield BOE
Rose Millar, Estell Manor City SD/Cape May Point
Chandra Anaya, Mainland Regional High School (SPELL Alternate)

2022-23 Trustees not in attendance:

None

2022-23 Alternate Trustees in attendance:

Dr. Diane Fox, Middle Township BOE (SPELL Alternate)
Barbara S. Prettyman, Hammonton BOE

2022-23 Alternate Trustees not in attendance:

None

2022-23 Fund Commissioners in attendance:

Linda Fiori, Avalon BOE/Stone Harbor BOE
Allyson Milazzo, Egg Harbor City School District
Jennifer Germana, Egg Harbor Township School District
John Deserable, Acting BA, Hamilton Township School District
Kevin Byrnes, Linwood BOE
Melina Skwarek, Margate City BOE
Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
Jamie Shoemaker, North Wildwood SD
Laurie Ryan, Upper Township BOE
Andrew Lopez, Weymouth Twp School District

Fund Commissioners not in attendance:

Joy Nixon, Galloway Township Public Schools
Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
Teri Weeks, Longport BOE
Tricia Ryan, Lower Township Elementary SD
Carisa Rose, Pitman BOE
Mary Conroy, Somers Point BOE
James Lushok, Wildwood Crest BOE

District Personnel in attendance:

Rocco Rosetti, Facilities Director, Galloway Township Public Schools

Fund Professionals

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher
Megan Matro, Marketing Specialist-RPA, a division of Gallagher
Patrick J. Madden, Esquire – Fund Solicitor
Chris Roselli, Claim Administrator – Qual-Lynx
Karen Beatty, Client Services Manager – Qual-Lynx
Danielle Colaanni, 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-ACCASBO JIF Treasurer
Annette Reap – Recording Secretary

Risk Management Consultants

Eckman Insurance
Glenn Insurance - Dennis M. Brown
Glenn Insurance – Robert DeVanna
Hardenbergh Insurance Group
J. Byrne Agency
Marsh & McLennan
Syracusa-Kauffman Agency

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

V. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2022-22

Resolved, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Wednesday, March 15, 2023, as presented to the Trustees and Fund Commissioners.

001127275	2023292928	2018144836	2023278762	2023289099
2021210730	2023286819	2021219214	2023293197	2022264449
2020191443	2018128667	2022277198	2021236537	2021236775

2022257432 2019160374 2023285089 2023292707

Motion by Ms. Millar, second by Ms. Anaya, to approve the Payment Authorization Requests, as presented to the Trustees and Fund Commissioners. Motion carried by unanimous vote.

VI. APPROVAL OF MINUTES – January 18, 2023

Motion by Ms. Ryan, second by Ms. Millar, to approve the Minutes of the January 18, 2023 meeting of the Fund. Upon roll call vote, all voted in favor. Motion carried by unanimous vote.

VII. Appointment of a Nominating Committee – Mr. Veneziani, Ms. Anaya and Dr. Fox will serve as the Nominating Committee. Term Expirations were included in the agenda.

VIII. PROFESSIONAL REPORTS

A. Treasurer – MOTION REQUESTED - MOTION REQUESTED

The February Approval Memo and Bill List, March Bill List, and Treasurer's Reports for periods ending 12/31/22 and 1/31/23 were included in the agenda.

December Fund Balance	\$27,996,934.18
February Bill List	\$142,141.00
December Claims Paid	\$381,632.37
January Fund Balance	\$27,465,784.12
March Bill List	\$133,544.96
January Claims Paid	\$463,620.09

Motion by Ms. Anaya, second by Dr. Fox, 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 1:22 pm.

B. Solicitor

Mr. Madden reported on and provided general guidelines on the current State of New Jersey cannabis law. He stressed that the provided information should be used for general informational purposes and specific guidance should be sought from your district solicitor or the JIF on particular situations.

C. Claim Administrator

Mr. Roselli reviewed his Adjuster Pendings Report, Emergency PAR Stewardship Report and Open Subrogation Report included in the agenda. He noted that both the Workers' Compensation Unit and the Liability Unit are fully staffed at this time. Lessons Learned from Losses addressed Equipment Maintenance and Repairs.

D. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary Report for the current year through February, 2023, as well as the Average Days to Report and Transitional Duty Summary Report included in the agenda. She advised that an Occ-Med facility in Cape May may see first appointments only and her office is looking into other facility options.

E. Student Accident Program

Ms. Colaianni reviewed the report in the agenda packet. She advised that the program will remain with Hartford Insurance Company through BMI for the 2023-24 fund year. The loss data was sent by email to each district in January. If anyone has any questions, please contact Ms. Colaianni at Hardenbergh.

F. Executive Director/Underwriting/Finance Director

1. EXECUTIVE DIRECTOR

2023-24 Membership Renewals

Mr. Wilkie advised that renewal resolutions have been received from all five (5) districts that are up for membership renewal on July 1, 2023. **They are Estell Manor, Hamilton, Jackson Township, Lower Township and Linwood.**

Results of Fund Professional Survey

Mr. Wilkie noted that the results of the recent survey on the services of the Fund Professionals are included and will be discussed. He advised that the results were reviewed by both the Safety and Finance Committees. Mr. Wilkie advised that if any member had any issues with a professional, they can reach out directly to them to discuss.

NJSIA Workers' Compensation Conference

The New Jersey Self-Insurers' Association has scheduled their spring conference for May 3-5, 2023 at Harrah's Hotel in Atlantic City. The SPELL JIF has approved covering the expense for attendance. The conference brochure will be provided when it becomes available.

2023 PRIMA Conference – Last Call!

The next PRIMA Conference is scheduled to be held from Sunday, June 4 through Wednesday, June 7, 2023 in Long Beach, CA. Please notify the Executive Director's office in writing or via email to Annette Reap at Annette_Reap@RPAdmin.com if you are interested in attending as soon as possible. To date, no member has expressed an interest in attending. The 2024 PRIMA Conference will be held in Nashville.

Proposed Meeting Dates for 2023-24

Mr. Wilkie advised that the proposed meeting dates for the 2023-24 Fund Year are included in the agenda packet. He asked the members to please review the schedule for any conflicts. We ask for a consensus decision approving the proposed 2023-24 schedule. The final meeting dates will be listed in a Resolution at the May reorganization meeting.

Items Updated on SPELLJIF.COM

The SPELLJIF.COM website is an important member resource. You can access all the current directories, lists, meeting information and claims management information. Please 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.

Maintaining Safe Schools

The January and February 2023 issues have been sent by email to the Business Administrators of all member districts. You can also find previous copies of the newsletters on the member-side of SPELLJIF.COM.

Key Dates

- SPELL Meeting – Friday, 4/28/2023-10:00 am
- NJSIA Worker's Compensation Conference – 5/3-5/2023
- ACCASBO Reorganization Meeting- 5/17/2023 -12:00 noon

- 10th Annual Mold/Environmental Management Seminar – 7/12/2023
- Virtual Vulnerability Seminar – 7/19 or 26/2023 – TBD
- District Values and Model Code of Ethics for Educators Seminar-Jan or Feb/2024-TBD – Mr. Wilkie noted that this topic was a follow-up to discussions at the SPELL Joint Retreat back in September.

2. UNDERWRITING AND FINANCE DIRECTOR

District/Fund Incurred Losses Report

Mr. Wilkie reviewed Mr. Hoffman's report providing an update on Fund Year 2022-2023 as of December 31, 2022 included in the agenda.

Financial Audit – June 30, 2022 – MOTION REQUESTED

Mr. Wilkie referenced the financial audit attached to the agenda as an Addendum. He advised that the auditor has provided a clean audit, with no issues, which has been reviewed by the Finance Committee, who recommends acceptance. A motion is requested to accept the June 30, 2022 Financial Audit as prepared by Bowman & Company.

Motion by Dr. Fox, second by Mr. Veneziani, to accept the June 30, 2022 Financial Audit as prepared by Bowman & Company. Motion carried by unanimous vote.

2023-2024 Exposure Renewal and Budget Process

The Finance Committee met on February 28, 2023 and approved the preliminary budget and premium allocation strategy for 2023-2024. Budget Advice information was provided to all members. Surplus distribution options / recommendations will be reviewed with the Finance Committee prior to May 1st and the final Finance Committee recommendation will be presented to the Board of Trustees for approval at the May 10, 2023 meeting.

2023-2024 Cyber Renewal

Mr. Wilkie advised that the SPELL JIF cyber insurance renewal application and instructions were emailed to all on February 21, 2023 from Megan Matro on behalf of Scott Tennant with a requested due date of March 3, 2023. There are still 5 districts outstanding. If you have not completed and submitted the renewal materials, please do so ASAP.

RMC Resolutions and Agreements

RMC Resolutions and Agreements will be emailed to all districts that currently have an RMC by April 1, 2023. If you have not already done so, please add this to your April meeting to appoint a Risk Management Consultant for the 2023-2024 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Kim Hill by May 5, 2023.

Safety Incentive Program Winners – Reimbursement Procedure

A Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that qualified for an award in the 2021-2022 program year. Reimbursement requests are due by June 30, 2023. 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 via email at Kim_Hill@RPAdmin.com or at the JIF address, P.O. Box 449, Marlton, NJ 08053.

Certificates of Insurance Report from 1/1/2023 – 2/28/2023 is included in the agenda packet.

G. Safety Coordinator

Mr. Geitz reviewed January/February Activities and March Agenda and gave an update regarding the Safety Incentive Program Criteria for 2022-23. He also reminded the members that any items to be counted towards Fund Year 2022-23 must be completed by June 30, 2023. The information will be collected by Mr. Geitz in the fall to prepare for the annual State of the JIF dinner.

H. Committee Meetings

Mr. Wilkie noted that the minutes from the Safety – 02/27/2023 and Finance – 03/01/2023 meetings have been distributed. The information has been reviewed during the meeting, but if anyone has any questions, please feel free to reach out at any time.

- IX. Budget Hearing – MOTION REQUESTED** – Motion by Ms. Richardson, second by Ms. Anaya, to adopt Preliminary Budget 2023-2024. All in favor. Motion carried by unanimous vote.

X. MOTION REQUESTED – Resolution 2022-23

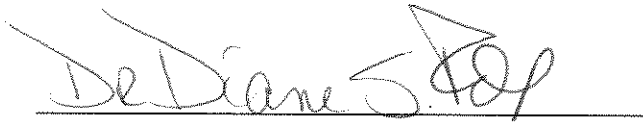
Motion by Ms. Prettyman, second by Ms. Anaya, to approve Resolution 2022-22 to meet in Closed Session on May 17, 2023 at 12:00 at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

- XI. Miscellaneous Business, Public Comment and RMC comments or Questions** – Ms. Richardson thanked everyone for agreeing to meet virtually in March. It was a great convenience during budget time.

XII. MOTION REQUESTED TO ADJOURN

Motion by Ms. Richardson, second by Dr. Fox, to adjourn the Wednesday, March 15, 2023 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:43 pm.



DeDiane S. Fox

JIF Secretary or Vice Chair