

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

Alder Avenue Middle School
25 Alder Avenue
Egg Harbor Township, NJ 08234

OPEN SESSION MINUTES

Wednesday, May 15, 2024

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, May 15, 2024 at 1:13 p.m., with Jonathan Houdart, 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

2023-24 Trustees in attendance:

Jonathan Houdart, Brigantine Public School District, **Chair**
Mark Mallett, Lower Cape May Regional School District, **Vice Chair**
Dr. Diane Fox, Middle Township BOE, **Secretary** (SPELL Alternate)
Rose Millar, Estell Manor City SD/Cape May Point
Laurie Ryan, Upper Township BOE
Joy Nixon, Galloway Township Public Schools

2023-24 Trustees not in attendance:

Chandra Anaya, Mainland Regional High School (SPELL Alternate)

2023-24 Alternate Trustees in attendance:

Linda Fiori, Avalon BOE/Stone Harbor BOE
James Lushok, Wildwood Crest BOE

2023-24 Alternate Trustees not in attendance:

Barbara S. Prettyman, Hammonton BOE

2023-24 Fund Commissioners in attendance:

Allyson Milazzo, Egg Harbor City School District
Sara Simpson, Folsom BOE
Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
Christopher R. Veneziani, Hamilton Township School District (SPELL Trustee/Secretary)
Patricia Swanson, Linwood BOE
Tricia Ryan, Lower Township Elementary SD
Melina Skwarek, Margate City BOE
Jamie Shoemaker, Northfield BOE
Dawn Cottrell, North Wildwood SD
Mary Conroy, Somers Point BOE

2023-24 Fund Commissioners not in attendance:

Dan Smith, Egg Harbor Township School District
Teri Weeks, Longport BOE
Todd D'Anna, Mullica Twp BOE/Washington Twp SD-Greenbank
Carisa Rose, Pitman BOE
Dawn Leary, Weymouth Twp School District

District Personnel in attendance:

Kelsey Fiadino, Egg Harbor Township School District
Karen Booth, 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
Kim Hill, Account Manager – RPA, a division of Gallagher
Patrick J. Madden, Esquire – Fund Solicitor
Chris Roselli, Claim Administrator, Qual-Lynx
Denise Shallow, Claim Administrator – Qual-Lynx
Diane Miller, Claim Administrator – Qual-Lynx
Karen Beatty, Client Services Manager – Qual-Lynx
Christine Gallagher, Client Services Manager – Qual-Lynx
Danielle Colaanni, Student Accident Program – Hardenbergh Insurance Group
John W. Geitz, Safety Coordinator – Risk Assessment Services
Rick Hillman, Virtual Safety Director – Ironwood Consulting, LLC
Kelly Batz-ACCASBO JIF Treasurer
Annette Reap – Recording Secretary

Risk Management Consultants

Glenn Insurance - Dennis M. Brown
Glenn Insurance – Robert DeVanna
Hardenbergh Insurance Group
McMahon Agency
Syracusa-Kaufman 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 Dr. Fox, second by Ms. Ryan, to open voting to all Fund Commissioners present. All in favor.
Motion carried by unanimous vote.

V. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2023-24 - APPROVED

Resolved, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Wednesday, May 15, 2024, as presented in Closed Session:

2018110525 2023277632 2024322374 2022270991 2022250791

2024313918	2024325137	2024313765	2023299128	2023296660
2022265928	2020208351	2022244656	2022275929	2023799929
2023279935	2024325507	2023277571	2024326847	2024324666
2023302638				

Motion by Mr. Grossi, second by Dr. Fox, to approve the Payment Authorization Requests, as distributed prior to the meeting. Motion carried by unanimous vote.

VI. APPROVAL OF MINUTES – March 20, 2024

Motion by Ms. Millar, second by Ms. Ryan, to approve the Minutes of the March 20, 2024 meeting of the JIF. Upon roll call, all present voted in favor, with the exception of Mr. Grossi, who abstained. Motion carried by majority vote.

VII. Budget Hearing – MOTION REQUESTED

- A. Motion by Mr. Gross, second by Ms. Millar, to open the hearing to the public.
- B. Motion by Mr. Grossi, second by Ms. Millar, to close the hearing to the public.
- C. Motion by Mr. Grossi, second by Ms. Millar, to adopt the 2024-2025 Budget as presented in the agenda.

VIII. Election of Trustees, Alternates, SPELL Delegates

Motion by Mr. Grossi, second by Dr. Fox, to elect the nominees as recommended by the Nominating Committee and listed in their Report contained in the agenda.

IX. Election of Officers – Motion by Ms. Grossi, second by Mr. Mallett, to elect:

Chair – Mark Mallett, Lower Cape May Regional School District

Vice Chair – Dr. Diane Fox, Middle Township BOE

Secretary – Rose Millar, Estell Manor SD/Cape May Point BOE

X. PROFESSIONAL REPORTS

A. Treasurer – MOTION REQUESTED - APPROVED

The April Approval Memo and Bill List, May Bill List, and Treasurer's Reports for periods ending 2/28/23 and 3/31/23 were included in the agenda.

February Fund Balance	\$27,428,801.64
April Bill List	\$132,087.61
February Claims Paid	\$820,308.38
March Fund Balance	\$26,786,574.00
May Bill List	\$123,806.97
March Claims Paid	\$575,543.65

Motion by Mr. Grossi, 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 1:19 pm.

B. Solicitor - No report.

C. Claim Administrator

Mr. Roselli's Adjuster Pending Reports and Open Subrogation Reports were included in the agenda. He also presented Emergency PAR Stewardship Report and Subrogation recoveries as of 4/30/2024. Mr. Roselli reviewed Lessons Learned from Losses concerning mold with the warm summer months approaching.

D. Managed Care Provider

Ms. Beatty's Managed Care Summary report as of April, 2024, as well as the Average Days to Report and Transitional Duty Summary Report were provided. She introduced Christine Gallagher, who will be taking over her position when she retires.

Information was also included in the agenda on Mitchell ScriptAdvisor, which will be used to fill prescriptions for worker's compensation claims.

E. Student Accident Program

Ms. Colaianni reviewed the report included in the agenda. She advised that 2024-25 renewal documents will be emailed to the Business Administrators the week of June 24th. Each member's individual loss data valued at 6/30/24 will be emailed the week of July 22th.

F. Executive Director/Underwriting/Finance Director

1. Executive Director

2024-25 Membership Renewals – MOTION REQUESTED

Resolutions have been received from thirteen (13) districts up for membership renewal on July 1, 2024. Motion is requested to accept and approve the membership renewal Resolutions received from the following districts: **Avalon, Cape May Point, Egg Harbor City, Folsom, Galloway Township, Greater Egg Harbor Regional, Hammonton, Longport, Mainland, Northfield, Stone Harbor, Weymouth and Wildwood Crest.**

Motion by Mr. Grossi, second by Dr. Fox, to approve the membership renewals for those districts listed above. Motion carried by unanimous vote.

Marketing Update

Mr. Wilkie provided a marketing update to the members.

Self-Insurer's Workshop – April 23-25 at Harrah's

The New Jersey Self-Insurers' Association held their spring workers' comp conference on April 23-25, 2024 at Harrah's Hotel in Atlantic City. There were 25 district representatives across the three local JIFs who attended. Attached are the results of the survey sent to the attendees.

Safety 360 Seminar – July 10, 2024 - SAVE THE DATE!

It was recently decided to combine the annual environmental and cyber security seminars to include additional topics within the Safety 360 concept. The Safety 360 Seminar has been scheduled for July 10, 2024. More information will be provided. Please mark your calendars.

Boiler Operator Refresher Training – Tentative Date: August 6, 2024

This training has been tentatively scheduled for Tuesday, August 6, 2024 from 8:30 – 11:30 am. The location has not yet been determined, but will most likely be in the Gloucester, Cumberland, Salem Counties area. The training is designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. Three CEU credits will be given to first-time attendees by the NJSBGA for in-person attendance. Invitations will be sent out in June.

SPELL JIF Joint Retreat – September 25-27, 2024 – MARK YOUR CALENDARS!

The annual Joint Retreat will be held on **September 25th (Wed) through September 27th (Fri), 2024 at The Grand Hotel in Cape May**. Planning has begun and further information will be provided in the coming months.

State of the JIF Dinner – December 3, 2024

The annual dinner has been scheduled for **Tuesday, December 3, 2024 at Greate Bay Country Club in Somers Point**. Please mark your calendars!

AGRIP Spring Conference Reports

Attached are the reports from those members who attended the Conference in March.

SPELLJIF.COM

All policies, contact lists and other information found on SPELLJIF.COM will be updated in July/August, after the 2024-2025 Fund Year begins.

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.

Key Dates

- No JIF Meetings in June, July or August
- SPELL Meeting – Thursday, 5/30/2024-10:00 am @ RPA Offices
- Safety 360 Seminar – July 10, 2024 @ The Westin, Mount Laurel
- Boiler Operator Refresher Training – 08/06/2024 @ a location TBD
- Next ACCASBO JIF Meeting: 9/18/2024 -@ Alder Avenue Middle School, Egg Harbor Township
- SPELL JIF Joint Retreat – 9/25-27/2024 @ The Grand Hotel, Cape May
- State of the JIF Dinner – 12/03/2024 @ Greate Bay Country Club

2. UNDERWRITING AND FINANCE DIRECTOR

District/Fund Incurred Losses Report

An update will be provided on Fund Year 2023-2024 as of April 30, 2024.

RMC Resolutions and Agreements

RMC Resolutions and Agreements were emailed to all districts that currently have an RMC on April 1, 2024 with a return due date of May 5, 2024. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2024-2025 fund year and forward the Resolution **and** Agreement to the Executive Director's office to the attention of Kim Hill at Kim_Hill@RPAdmin.com

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 2022-2023 program year. Reimbursement requests are due by May 31, 2024. 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.

2024-2025 Contribution Notices

Premium billings for the 2024-2025 fund year will be emailed to all districts by June 1, 2024. All premium contributions are due by July 15, 2024 to the JIF Treasurer, Kelly Batz.

2023-2024 Administrative Matter Defense Reimbursement

Each district is eligible for up to \$2,500 annually in expense reimbursement for administrative matter costs incurred that are not part of the SPELL coverage provisions. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement for the 2023-2024 fund year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Kim Hill via email at Kim_Hill@rpadmin.com. **Reimbursement requests are due by September 30, 2024.**

Certificates of Insurance – 2024-2025 Renewals

An email will be sent to all Certificate of Insurance Module Users by June 1, 2024 indicating when you can begin renewing certificates of insurance for the 2024-2025 Fund Year in the Certificate of Insurance Module and how to process them. If you have any questions, please contact Kim Hill at the Executive Director's office.

Auto ID Cards 2024-2025

Auto ID Cards will be mailed to all districts by the end of June for the 2024-2025 Fund Year. Cards will be created based on the information that was provided to the Executive Director's office during the Exposure Renewal Process. Any vehicle listed as a leased vehicle will receive a vehicle specific Auto ID Card. All other vehicles will be given a generic fleet card. Please note that if you replace a vehicle with another fleet vehicle, the Auto ID Card can be transferred to the new vehicle. In addition to the Auto ID cards based on your vehicle count, you will receive an additional number of fleet cards that should be kept in a safe place for additional vehicles you acquire during the year. Please note that the cards are printed on watermarked paper and should not be photocopied as the watermark will not show on the copy and will not be accepted by the NJMVC.

Certificates of Insurance Report from 3/1/2024 – 4/30/2024

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.

G. Safety Coordinator

Mr. Geitz covered the January/February Activities and March/April Agenda outlined in his report. Additionally, he provided an update on the safety incentive status report for all members as of mid-March.

H. Virtual Safety Director

Mr. Hillman reviewed his report included in the agenda and discussed the 10 surveys that he has sent out to the members. Mr. Tennant emphasized the significance of the information gathered thus far, as it provides valuable insights into where services can be most effectively provided, helps mitigate exposure, and aids in managing AI.

Finally, Mr. Hillman noted the service offerings he can provide. For further details, please refer to the link provided in Mr. Hillman's report. Discussion on the tier system for the cyber coverage.

I. Committee Meetings

1. The Claims Management Committed met on April 30, 2024 and the meeting minutes are included in the agenda.
2. The Finance Committee met on May 9, 2024. The meeting minutes were included in the agenda. The committee discussed and makes a recommendation to increase the Elite II Safety Award from \$2500 to \$3000. A motion was requested to approve this change.

MOTION by Mr. Grossi, second by Ms. Ryan, to approve the increase of the Elite II Safety Award from \$2500 to \$3000. All in favor. Motion carried by unanimous vote.

XI. MOTION REQUESTED – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.

Motion by Ms. Millar, second by Mr. Grossi, to adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

XII. Roll Call

2024-25 Trustees

- ☐ Mark Mallett, Lower Cape May Regional School District, **Chair**
- ☐ Dr. Diane Fox, Middle Township BOE, **Vice Chair** (SPELL Alternate)
- ☐ Rose Millar, Estell Manor City SD/Cape May Point, **Secretary**
- ☐ Laurie Ryan, Upper Township BOE
- ☐ Melina Skwarek, Margate City BOE
- ☐ Joy Nixon, Galloway Township Public Schools
- ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE

2024-25 Alternate Trustees

- ☐ Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
- ☐ Chandra Anaya, Mainland Regional High School (SPELL Alternate)
- ☐ Christopher R. Veneziani, Hamilton Twp School District (SPELL Trustee/Secretary)

2024-25 Fund Commissioners

- ☐ Jonathan Houdart, Brigantine Public School District
- ☐ Allyson Milazzo, Egg Harbor City School District
- ☐ Dan Smith/Jennifer Germana, Egg Harbor Township School District
- ☐ Sara Simpson, Folsom BOE
- ☐ Barbara S. Prettyman, Hammonton BOE
- ☐ Patricia Swanson, Linwood BOE
- ☐ Teri Weeks, Longport BOE
- ☐ Tricia Ryan, Lower Township Elementary SD
- ☐ Todd D'Anna, Mullica Twp BOE/Washington Twp SD-Greenbank
- ☐ Jamie Shoemaker, Northfield BOE
- ☐ Dawn Cottrell, North Wildwood SD
- ☐ Carisa Rose, Pitman BOE
- ☐ Mary Conroy, Somers Point BOE
- ☐ Dawn Leary, Weymouth Twp School District
- ☐ James Lushok, Wildwood Crest BOE

XIII. 2024-2025 Oaths of Office

A. Chair Handout
Vice Chair Handout
Secretary Handout
Trustees (4) Handout
Alternate Trustees (3) Handout

XIV. 2024-2025 Reorganization Resolutions – ADOPTION

A. *Reorganization Resolutions*

Motion by Mr. Grossi, second by Mr. Mallett, to adopt Resolutions 2024-01 thru 2024-14. Upon roll call vote all present voted yea. Motion carried by unanimous vote.

B. *Committee Appointments*: Mr. Wilkie advised that the committees will be finalized over the summer.

XV. Motion by Mr. Grossi, second by Ms. Millar to adjourn the Reorganization Meeting. All in favor. Motion carried.

XVI. MOTION REQUESTED – Resolution 2024-15

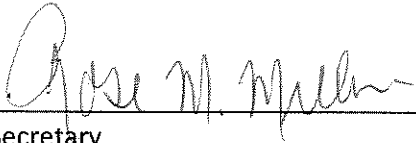
Motion by Dr. Fox, second by Ms. Richardson, to approve Resolution 2024-15 to meet in Closed Session on September 18, 2024 at 12:00 noon at the Alder Avenue Elementary School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

XVII. Miscellaneous Business, Public Comment and RMC comments or Questions

XVIII. MOTION REQUESTED TO ADJOURN

Motion by Mr. Grossi, second by Dr. Fox, to adjourn the Wednesday, May 15, 2024 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:40 pm.



JIF Secretary