

# 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 17, 2023

### 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 17, 2023 at 1:07 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  
Chandra Anaya, Mainland Regional High School (SPELL Alternate)

#### 2022-23 Trustees not in attendance:

Linda Albright, Northfield BOE  
Rose Millar, Estell Manor City SD/Cape May Point

#### 2022-23 Alternate Trustees in attendance:

Dr. Diane Fox, Middle Township BOE (SPELL Alternate) (arrived 12:15 pm)

#### 2022-23 Alternate Trustees not in attendance:

Barbara S. Prettyman, Hammonton BOE

#### 2022-23 Fund Commissioners in attendance:

Linda Fiori, Avalon BOE/Stone Harbor BOE  
Allyson Milazzo, Egg Harbor City School District  
Joy Nixon, Galloway Township Public Schools  
Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)  
John Deserable, Interim, Hamilton Township School District  
Tricia Ryan, Lower Township Elementary SD  
Melina Skwarek, Margate City BOE  
Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank  
Jamie Shoemaker, North Wildwood SD  
Carisa Rose, Pitman BOE  
Mary Conroy, Somers Point BOE

Laurie Ryan, Upper Township BOE  
Andrew Lopez, Weymouth Twp School District

**Fund Commissioners not in attendance:**

Dan Smith, Egg Harbor Township School District  
Kevin Byrnes, Linwood BOE  
Teri Weeks, Longport BOE  
James Lushok, Wildwood Crest BOE

**District Personnel in attendance:**

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  
Bradford Hoffman, Executive Director – RPA, a division of Gallagher  
Patrick J. Madden, Esquire – Fund Solicitor  
Denise Shallow, Claim Administrator – Qual-Lynx  
Karen Beatty, Client Services Manager – Qual-Lynx  
Jen Olson, Public Entity Director – Hardenbergh Insurance Group  
John W. Geitz, Safety Coordinator – Risk Assessment Services  
Kelly Batz-ACCASBO JIF Treasurer  
Annette Reap – Recording Secretary

**Risk Management Consultants**

Glenn Insurance - Dennis M. Brown  
Glenn Insurance – Robert DeVanna  
Hardenbergh Insurance Group  
J. Byrne Agency  
Mossbrook & Hicks Insurance 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 Mr. Mallett, second by Ms. Richardson, to open voting to all Fund Commissioners present. All in favor. Motion carried by unanimous vote.

**V. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2022-24 - APPROVED**

*Resolved*, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Wednesday, May 17, 2023, as presented in Closed Session:

000984294	2023297883	2020191597	2023285719	2023284743
2023289094	2022242922	2017086872	2016078284	2022267106
2018122856	2022250355	2022242884	2022257101	2023279935
2023292707	2023295793	2023292761		

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

**VI. APPROVAL OF MINUTES – March 15, 2023**

*Motion* by Dr. Fox, second by Ms. Richardson, to approve the Minutes of the March 15, 2023 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 Mr. Houdart, to open the hearing to the public.
- B. Motion by Mr. Grossi, second by Mr. Houdart, to close the hearing to the public.
- C. Motion by Mr. Grossi, second by Mr. Houdart, to adopt the 2023-2024 Budget as presented in the agenda.

**VIII. Election of Trustees, Alternates, SPELL Delegates**

*Motion* by Mr. Grossi, second by Ms. Anaya, 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 Ms. Ryan, to elect:**

**Chair** – Jonathan Houdart, Brigantine

**Vice Chair** – Mark Mallett, Lower Cape May Regional School District

**Secretary** – Dr. Diane Fox, Middle Township 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	\$28,187,902.72
April Bill List	\$169,815.58
February Claims Paid	\$567,205.71
March Fund Balance	\$27,648,618.10
May Bill List	\$143,937.33
March Claims Paid	\$811,674.35

*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 1:16 pm.

**B. Solicitor - No report.**

*C. Claim Administrator*

Mr. Roselli's Adjuster Pendlings Report and Open Subrogation Report Reports were included in the agenda. 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, 2023, as well as the Average Days to Report and Transitional Duty Summary Report were provided.

Ms. Beatty also included information in the agenda on the Provider Panel recommendations for 2023-24, as well as an updated list of participating urgent care providers.

*E. Student Accident Program*

Ms. Olson reviewed the report included in the agenda. She advised that 2023-24 renewal documents will be emailed to the Business Administrators the week of June 26<sup>th</sup>. Each member's individual loss data valued at 6/30/23 will be emailed the week of July 24<sup>th</sup>.

*F. Executive Director/Underwriting/Finance Director*

*1. Executive Director*

**2023-24 Membership Renewals – MOTION REQUESTED**

Resolutions have been received from the Five (5) districts up for membership renewal on July 1, 2023. Motion is requested to accept and approve the membership renewal Resolutions received from the following districts: **Estell Manor, Hamilton, Lower Township and Linwood**. Please note that Jackson Township BOE is moving to the BCIP JIF as of July 1, 2023.

*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 - May 3-5<sup>th</sup> at Harrah's**

The New Jersey Self-Insurers' Association held their spring workers' comp conference on May 3-5, 2023 at Harrah's Hotel in Atlantic City. There were 22 members across the three local JIFs who attended. Mr. Wilkie advised that a survey has been sent out to the conference attendees and the results will be shared at the September meeting.

**Mold, Environmental and IAQ Best Practices – July 12, 2023 – SAVE THE DATE!**

This one day seminar will be held on **Wednesday, July 12, 2023 from 8:00 am until noon at the Westin Hotel in Mount Laurel**. Invitations will be emailed to all districts in mid-May. First-time attendees will receive 3 CEUs from the New Jersey Building & Grounds Association.

**Managing Virtual Safety Symposium – July 19, 2023 – SAVE THE DATE!**

This one day seminar will be held on **Wednesday, July 19, 2023 from 8:00 am until noon at the Westin Hotel in Mount Laurel**. We believe this symposium will provide valuable insight into IT investments for goods and services. The agenda is intended to involve members by having their peers teach; challenge members to set goals based upon best practices; and help members understand that insurance is not a solution and will push more of the financial outcomes back at them if they don't invest in virtual safety. Invitations will be emailed to all districts in late May.

**Boiler Operator Refresher Training – August 8, 2023**

This training has been scheduled for Tuesday, August 8, 2023 from 8:30 – 11:00 am in the Evesham Township School District. Mr. Wilkie advised that there will also be an option to attend virtually. 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 27-29, 2023 – MARK YOUR CALENDARS!**

The annual Joint Retreat will be held on **September 27<sup>th</sup> (Wed) through September 29<sup>th</sup> (Fri), 2023 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 – November 28, 2023**

The annual dinner has been scheduled for **Tuesday, November 28, 2023 at Greate Bay Country Club in Somers Point.** Please mark your calendars!

**Doggy's in District**

Many members have therapy and/or service dogs in district. Generally, animals in schools are welcomed and valued by almost everyone. Certainly, anyone with animal (dog) phobias may not be pleased but must be tolerant or having an animal in school would be very difficult to achieve. When we are asked about this, we stress risk management discipline when addressing animals in district. This is because bad things can happen. We embedded two article links herein simply to inform and remind about the dangers. Dog-bite claims exceeded \$1B in 2022: Ill, State Farm and [https://www.businessinsurance.com/article/20230420/NEWS08/912356919/Home-Depot-dog-bite-case-should-have-been-comp-exclusive-State-high-court-OK?utm\\_campaign=BI20230426WorkersComp](https://www.businessinsurance.com/article/20230420/NEWS08/912356919/Home-Depot-dog-bite-case-should-have-been-comp-exclusive-State-high-court-OK?utm_campaign=BI20230426WorkersComp).

**AGRIP Spring Conference Reports**

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

**STOPit Activity Report**

An Activity Report for the SPELL for the First Quarter 2023 is included in the agenda.

**SPELLJIF.COM**

**All policies, contact lists and other information found on SPELLJIF.COM will be updated in July/August, after the 2023-24 Fund Year begins.**

You can access all the current directories, lists, meeting information and claims information. 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 March, April and May 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**

- No JIF Meetings in June, July or August
- SPELL Meeting – Thursday, 5/25/2023-10:00 am @ RPA Offices
- 11<sup>th</sup> Annual Mold/Environmental Management Seminar – 7/12/2023 @ The Westin
- Managing Virtual Vulnerability Symposium – 7/19/2023 @ The Westin
- Boiler Operator Refresher Training – 8/08/2023 @ Evesham Township Elementary School
- Next ACCASBO JIF Meeting: 9/20/2023 @ Alder Avenue Middle School
- SPELL JIF Joint Retreat – 9/27-29/2023 @ The Grand Hotel, Cape May
- State of the JIF Dinner – 11/28/2023 @ Greate Bay Country Club
- District Values and Model Code of Ethics for Educators Seminar-Jan or Feb/2024-TBD

## **2. UNDERWRITING AND FINANCE DIRECTOR**

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

Mr. Hoffman provided an update on Fund Year 2022-2023 as of April 30, 2023 that was included in the agenda.

### **2023-2024 Exposure Renewal and Budget Process**

A verbal update was provided by Mr. Hoffman. He noted that it has been a challenging market and all information should be wrapped up by the end of May.

### **RMC Resolutions and Agreements**

RMC Resolutions and Agreements were emailed to all districts that currently have an RMC on April 3, 2023 with a return due date of May 5, 2023. If you have not already done so, please add this to your next 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 at [Kim\\_Hill@rpadmin.com](mailto: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 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](mailto:Kim_Hill@RPAdmin.com) or at the JIF address, P.O. Box 449, Marlton, NJ 08053. If you would like to carry over your award for one year to next year please notify Kim by email.

### **2023-2024 Contribution Notices**

First installment premium billings for the 2023-2024 fund year will be emailed to all districts by June 1, 2023. All premium contributions are due by July 15, 2023 to the Fund Treasurer, Kelly Batz.

### **Surplus Return Resolutions – MOTION REQUESTED**

Surplus return resolutions will be sent to eligible current and former members by June 1, 2023. Please forward executed resolutions to the Executive Director's Office, attention Jodi Palmeri no later than June 30, 2023.

The Fund Risk Management Plan States:

*Any current or former member who does not act on their resolution by the time established by the Board of Trustees shall forfeit their rights to act independently for that year and accept the following results:*

*In the event of non-action on a net return of money:*

*The total net return amount shall be transferred to the individual member's portion of their unencumbered aggregate excess loss contingency fund.*

Motion by Mr. Grossi, second by Dr. Fox, to approved Resolution 2023-25 to release surplus. All in favor. Motion carried by unanimous vote.

### **2022-2023 Administrative Matter Defense Reimbursement**

Mr. Hoffman reminded the members that 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 2022-2023 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](mailto:Kim_Hill@rpadmin.com). **Reimbursement requests are due by September 30, 2023.**

### **Certificates of Insurance – 2023-24 Renewals**

An email will be sent to all Certificate of Insurance Module Users by June 1, 2023 indicating when you can begin renewing certificates of insurance for the 2023-24 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**

Auto ID Cards will be mailed to all districts by the end of June for the 2023-2024 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 3/01/23-4/30/23 is included in the agenda.

*G. Safety Coordinator*

Mr. Geitz reviewed his reports included in the agenda. Included were Safety Notices on Proper Disposal of Chemical Waste and a second on Bounce House Safety.

*H. Committee Meetings*

1. Finance Committee – May 16, 2023 – Mr. Wilkie provided a verbal report on the Finance Committee held a meeting on May 16, 2023.

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

*Motion* by Ms. Ryan, 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**

**A. 2023-24 Trustees**

- ☐ 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)
- ☐ Chandra Anaya, Mainland Regional High School (SPELL Alternate)
- ☐ Rose Millar, Estell Manor City SD/Cape May Point
- ☐ Laurie Ryan, Upper Township BOE
- ☐ Joy Nixon, Galloway Township Public Schools

**2023-24 Alternate Trustees**

- ☐ Barbara S. Prettyman, Hammonton BOE
- ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE
- ☐ James Lushok, Wildwood Crest BOE

**2023-24 Fund Commissioners**

- ☐ Alysson Milazzo, Egg Harbor City School District
- ☐ Dan Smith/Jennifer Germana, Egg Harbor Township School District
- ☐ Christopher R. Veneziani, Folsom BOE (SPELL Trustee)
- ☐ Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
- ☐ John Deserable, Acting BA, Hamilton Township School District

- ☐ Kevin Byrnes, Linwood BOE
- ☐ Teri Weeks, Longport BOE
- ☐ Tricia Ryan, Lower Township Elementary SD
- ☐ Melina Skwarek, Margate City BOE
- ☐ Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
- ☐ Linda Albright, Northfield BOE
- ☐ Jamie Shoemaker, North Wildwood SD
- ☐ Carisa Rose, Pitman BOE
- ☐ Mary Conroy, Somers Point BOE
- ☐ Andrew Lopez, Weymouth Twp School District

**XIII. 2023-24 Oaths of Office**

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

**IV. 2023-24 Reorganization Resolutions – ADOPTION**

A. *Reorganization Resolutions*

*Motion* by Mr. Grossi, second by Ms. Ryan, to adopt Resolutions 2023-01 thru 2023-14. 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.

**XIV. Motion** by Dr. Fox, second by Ms. Richardson to adjourn the Reorganization Meeting. All in favor. Motion carried.

**XV. MOTION REQUESTED – Resolution 2023-15**

Motion by Dr. Fox, second by Ms. Richardson, to approve Resolution 2023-15 to meet in Closed Session on September 20, 2023 at 12:00 noon at the Alder Avenue Elementary School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

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

**XVII. MOTION REQUESTED TO ADJOURN**

*Motion* by Ms. Gfroehrer, second by Ms. Anaya, to adjourn the Wednesday, May 17, 2023 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:51 pm.

  
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JIF Secretary