

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

Alder Avenue Middle School Board Room  
25 Alder Avenue  
Egg Harbor Township, New Jersey 08234

## OPEN SESSION MINUTES

Wednesday, January 15, 2020

### I. CALL TO ORDER CLOSED SESSION

### II. 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, January 15, 2020 at 12:41 p.m., with Linda Albright, Chair, presiding.

### III. 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 mailing advance written notice to the Clerk of each municipality located within the boundaries of all Fund members.

### IV. ROLL CALL (Board Members and Alternate Trustees identified in bold print.)

#### ***2019-2020 Trustees in attendance***

**Linda Albright, Northfield BOE, Chair**

**John Hansen, Lower Township Elementary School District, Vice Chair**

**Christopher Veneziani, Folsom BOE, Secretary (SPELL Alternate #1)**

**Jonathan Houdart, Brigantine Public Schools**

**Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)**

**Michelle D. Richardson, Jackson Township BOE**

**Kim Robinson, Mainland Regional High School, (SPELL Alternate #2)**

#### ***2019-2020 Trustees absent***

***None***

#### ***2019-2020 Alternate Trustees in attendance***

**Mark Mallett, Lower Cape May Regional School District**

**Rose Millar, North Wildwood School District**

**Chandra Anaya, Egg Harbor Township School District**

#### ***2019-2020 Alternate Trustees absent***

***None***

#### ***2019-2020 Fund Commissioners in attendance***

**Joe Rodio, Estell Manor City School District**

**Joy Nixon, Galloway Township Public Schools**

**Tom Grossi, Greater Egg Harbor RHSD (SPELL Trustee)**

**Ann Marie Fala, Hamilton Township School District**

**Barbara Prettyman, Hammonton, BOE**

**Frank Onorato, Linwood BOE/Longport BOE**

**Diane Fox, Middle Township BOE**

Karen Gfroehrer, Mullica Twp. BOE/Washington Twp. SD-Greenbank  
Kelly Brazelton, Pitman BOE  
Laurie Ryan, Upper Township BOE  
Steve Moran, Weymouth Township School District

**2019-2020 Fund Commissioners absent**

Jennifer Germana, Margate City BOE  
Susan Irons, Somers Point BOE

**District Personnel in attendance**

Michelle Carneyray-Yoder, Superintendent, Somers Point BOE

**Fund Professionals in attendance**

Craig H. Wilkie, Area Vice President, RPA, a Division of Gallagher  
Scott C. Tennant, Area Vice President, RPA, a Division of Gallagher  
Jennifer Fox, Senior Account Manager, RPA, a Division of Gallagher  
Lou Greco, Esquire, Fund Solicitor  
Chris Roselli, Claims Administrator, Qual-Lynx  
Karen Beatty, Client Services Manager, Qual-Lynx  
John W. Geitz, Safety Coordinator, Risk Assessment Services  
Jim Weber, Assistant Safety Coordinator, Risk Assessment Services  
Bonnie Ridolfino, Hardenbergh Insurance Group, Student Accident Program  
Kelly Batz, Treasurer (left at 12:51 pm)  
Annette Reap, Recording Secretary

**Risk Management Consultants and members of the Public**

C. J. Adams Company  
J. Byrne Agency  
Glenn Insurance  
Hardenbergh  
Marsh & McLennan Agency  
Mossbrook & Hicks Insurance Agency  
Syracusa-Kauffman Agency

**V. 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. Hansen, second by Ms. Anaya, to open voting to Fund Commissioners. All in favor. Motion carried by unanimous vote.

**VI. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2019-20**

*Resolved*, at a Closed Session of the Board of Trustees of the ACCASBO JIF on Wednesday, January 15, 2020, the following claims were discussed and are herewith approved for payment:

001198235	001237504	2020185102	2019159526
2017083502	001228610	2019163831	2020187817
2020184781			

*Motion* by Mr. Hansen, second by Mr. Grossi, to approve the Payment Authorization Requests as presented in Closed Session. Upon roll call, all present voted in favor. Motion carried by unanimous vote.

## VII. APPROVAL OF MINUTES

*Motion* by Mr. Grossi, second by Mr. Hansen, to approve the Minutes of the November 20, 2019 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Mr. Onorato, Ms. Millar and Mr. Moran, who abstained. Motion carried by majority vote.

## VIII. PROFESSIONAL REPORTS

### A. *Treasurer* – MOTION REQUESTED

Ms. Batz reviewed December Approval Memo and Bill List, January Bill List, and Treasurer's Reports for periods ending 11/30/19 and 12/31/19.

November Fund Balance	\$27,724,144.47
December Bill List	\$145,450.48
November Claims Paid	\$441,747.75
December Fund Balance	\$27,352,654.12
January Bill List	\$166,837.54
December Claims Paid	\$377,552.35

Ms. Batz noted that the investment accounts were earning 1.55% and 2.16% interest.

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

### B. *Attorney*

Mr. Greco discussed a favorable appellate court decision regarding bullying. He explained that the court, in this case, determined that the plaintiff was not discriminated against under HIB. The defendant's conduct was not based on discrimination of a protected class. Mr. Greco stressed the importance of HIB specialists examining fully all background facts to determine causation.

### C. *Claim Administrator*

Mr. Roselli reviewed the Adjuster Pending Report, noting that an adjuster has been transferred from the worker's compensation unit to another unit, based on staffing needs. He believes that Ms. Conway's worker's compensation unit should be able to absorb the workload, but this will be monitored.

He referenced an Emergency PAR Stewardship Report from December that was presented to the Trustees to pay medical bills, as well as the Open Subrogation Report as of December 31, 2019.

He also discussed Lessons Learned from Losses regarding winter weather claims. It included a list of reminders for the winter months which can help to minimize and prevent some claims. Mr. Roselli made reference to the Cold Weather Safety Bulletin that can be found under the Safety Tab of the JIF website. Mr. Geitz reminded the members to monitor room temperatures in order to prevent pipe breaks, especially over holiday weekends.

### D. *Managed Care Provider*

Ms. Beatty reviewed the Managed Care Summary reports as of December, 2019, as well as the Average Days to Report and Transitional Duty Summary Report.

*E. Student Accident Program*

Ms. Ridolfino advised that all members participating in the JIF Student Accident Program will be receiving their claims history as of 12/31/19. She also reported that her office will be presenting the 2020-2021 program to the SPELL JIF at their February 7, 2020 meeting.

*F. Executive Director/Underwriting/Finance Director*

*1. Executive Director*

Mr. Wilkie welcomed Dr. Carneyray-Yoder from Somers Point and Mr. Onorato, Interim from Linwood, to today's meeting.

**2020-21 Membership Renewals**

Six (6) districts are up for membership renewal on July 1, 2020. **They include Estell Manor, Hamilton Township, Jackson Township, Lower Township, North Wildwood and Linwood.**

Districts renew their membership in the Fund by executing a Renewal Resolution through their local Board of Education. On September 9, 2019, renewing members were contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process.

Mr. Wilkie advised that Membership Renewal Resolutions have been received from Estell Manor, Hamilton Township, Lower Township, North Wildwood and Linwood.

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

The annual dinner was held on **Tuesday, December 3, 2019 at Greate Bay Country Club in Somers Point.** Mr. Wilkie reported that a survey was sent to members on December 5, 2019, requesting opinions about the dinner. The completed survey is provided in the agenda. Mr. Wilkie asked for a motion to approve the 2020 dinner and suggested the date of Tuesday, December 1, 2020.

*Motion* by Mr. Grossi, second by Mr. Houdart, to hold the annual State of the JIF Dinner on Tuesday, December 1, 2020 at Greate Bay Country Club in Somers Point.

**2020 PRIMA Conference**

The next PRIMA Conference is being held from Sunday, June 14 through Wednesday, June 17, 2020 in Nashville, TN. Mr. Wilkie asked the members to notify Annette Reap of his office in writing or via email (Annette [Reap@riskprogramadministrators.com](mailto:Reap@riskprogramadministrators.com)) if interested in attending no later than January 31, 2020. Next year's Conference is being held in Milwaukee, WI from June 13-16, 2021.

**Items Updated on SPELLJIF.COM**

The SPELLJIF.COM website has been updated to reflect the 2019-2020 Fund Year information. You can access all the current directories, lists, meeting information and claims information. Please visit the website often for the most up-to-date information.

If you would like to change or add a user to the website, please contact Annette Reap at (856) 446-9139 or via email at [Annette\\_Reap@riskprogramadministrators.com](mailto:Annette_Reap@riskprogramadministrators.com).

**Maintaining Safe Schools**

The December 2019 and January 2020 issues have been sent by email to the Business Administrators of all member districts.

*(The SPELL JIF purchased the rights to copy this newsletter to Owner Group members only. If you wish to reproduce any part of this newsletter to share with someone within your district, you must first complete the form at the back of the newsletter and submit it to LRP Publications for their approval).*

**Key Dates**

- SPELL Meeting – Friday, 2/7/20-10:00 am @ Gallagher Marlton Office
- Next ACCASBO Meeting – Wednesday, 3/18/20 – 12:00 pm at the Alder Avenue Middle School

*2. Underwriting and Finance Director*

**District/Fund Incurred Losses Report**

Mr. Wilkie reviewed the Incurred Losses Report included in the agenda for Fund Year 2019-2020 as of December 31, 2019. He noted that the total Loss Ratio of the ACCASBO JIF of 59% was very good and congratulated the membership.

**2020-2021 Exposure Renewal and Budget Process**

Ms. Fox advised that renewal packets were emailed to all members on November 8, 2019 with a December 15, 2019 due date. All Districts have returned their packets and she thanked the members. Ms. Fox distributed property appraisals to all districts at today's meeting.

**Safety Incentive Program Winners – Reimbursement Procedure**

Ms. Fox will be providing a Safety Incentive Program Winner Reimbursement Procedure notice to all districts that have qualified for an award in the 2018-2019 program by the end of January. Reimbursement requests are due by May 31, 2020. Once eligible purchases have been identified from this year's budget which total the 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 Ms. Fox at the JIF address, P.O. Box 449, Marlton, NJ 08053.

**Financial and Timely Reporting Award Winners**

Ms. Fox reported that checks for the Financial Excellence and Timely Reporting Awards were paid on the January 2020 bill list and distributed to all districts that qualified for the 2018-2019 fund year.

**Certificates of Insurance Report** from 11/1/19 – 12/31/19 is included in the agenda.

*G. Safety Coordinator*

Mr. Geitz referenced the November and December Activities and January/February Agenda, found in the agenda. He also noted the 2019-20 Safety Incentive Program Status Report included in the agenda and asked that members provide him with any updates.

Mr. Geitz discussed the CDL Drug & Alcohol Clearinghouse FAQs that was posted to the SPELL JIF Website. He explained that this will be a central database that employers will be able to use to perform background checks. It will prevent bad actors from moving state to state to avoid the system. The database will be built over the next three years.

*H. Committee Meetings*

There were no committee reports. Mr. Wilkie advised that a joint Safety/Claims Committee meeting is being scheduled for some time in February. The Finance Committee will meet after the SPELL JIF meeting on February 7, 2020.

**IX. MOTION REQUESTED – Resolution 2019-21**

*Motion* by Ms. Brazelton, second by Mr. Smurlo, to approve Resolution 2019-21 to meet in Closed Session at 12:00 noon on March 18, 2020 at the Alder Avenue Elementary School of the Egg Harbor Township BOE.

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

There was none.

**XI. MOTION REQUESTED TO ADJOURN**

*Motion* by Mr. Grossi, second by Ms. Ryan, to adjourn the Wednesday, January 15, 2020 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:16 pm.

  
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Christopher Veneziani, JIF Secretary