

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

Kramer Hall/Stockton University  
30 Front Street  
Hammonton, New Jersey 08037

OPEN SESSION MINUTES

Wednesday, January 16, 2019

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 16, 2019 at 12:27 p.m., with Linda Albright, Northfield BOE, 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.)**

***2018-2019 Trustees in attendance***

**Linda Albright, Northfield BOE, Chair**

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

**Christopher Veneziani, Folsom BOE, Secretary**

**Jonathan Houdart, Brigantine Public Schools**

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

***2018-2019 Trustees absent***

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

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

***2018-2019 Alternate Trustees in attendance***

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

**Chandra Anaya, Egg Harbor Township School District (arrived 12:28 pm)**

***2018-2019 Alternate Trustees absent***

**Rose Millar, North Wildwood School District**

***2018-2019 Fund Commissioners in attendance***

**Joy Nixon, Galloway Township Public Schools**

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

**Barbara Prettyman, Hammonton, BOE**

**Teri Weeks, Linwood BOE**

**Karen Gfroehrer, Mullica Twp. BOE/Washington Twp SD-Greenbank**

**Kelly Brazelton, Pitman BOE**

**Laurie Ryan, Upper Township BOE**

**Patricia Palmieri, Weymouth Township School District**

**2018-2019 Fund Commissioners absent**

Joe Rodio, Estell Manor City School District  
Ann Marie Fala, Hamilton Township School District  
Diane Fox, Middle Township BOE  
Susan Irons, Somers Point BOE

**District Personnel in Attendance**

Betsy Overbey, Somers Point BOE

**Fund Professionals in attendance**

Craig H. Wilkie, Area Vice President, Gallagher  
Bradford W. Hoffman, Area Executive Vice President, Gallagher  
Scott C. Tennant, Area Vice President, Gallagher  
Jennifer Fox, Senior Account Manager, Gallagher  
Louis J. Greco, Esquire, Fund Solicitor  
Chris Roselli, Claims Administrator, Qual-Lynx  
John W. Geitz, Safety Coordinator, Risk Assessment Services  
James Weber, Assistant Safety Coordinator, Risk Assessment Services  
Karen Beatty, Client Services Manager, Qual-Lynx  
Kelly Batz, Fund Treasurer (left 12:40 pm)  
Annette Reap, Recording Secretary  
Cindy LaMantia, Regional President, Gallagher Global Brokerage US  
J.T. Babish, Senior Vice President, Gallagher Global Brokerage US

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

C. J. Adams Company  
D'Agostino Agency  
Len Eckman  
Glenn Insurance  
Marsh & McLennan Agency  
McMahon Agency  
Mossbrook & Hicks Agency  
M.L. Ruberton  
Syracusa-Kauffman

**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 Mr. Veneziani to open voting to Fund Commissioners. All in favor. Motion carried by unanimous vote.

**VI. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2018-23**

*Resolved*, at a Closed Session of the Board of Trustees of the ACCASBO JIF on Wednesday, January 16, 2019, the following claims were discussed and are herewith approved for payment:

000894237	2018121824	2017105340	2019146982
2019147541	2018144836	001199625	2016082196
001182257			

*Motion* by Mr. Houdart, second by Ms. Ryan 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. Veneziani to approve the Minutes of the November 28, 2018 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Ms. Weeks and Ms. Gfroehrer, 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 11/30/18, and 12/31/18.

November Fund Balance	\$26,544,621.69
December Bill List	\$136,204.10
November Claims Paid	\$479,640.44
December Fund Balance	\$26,048,534.42
January Bill List	\$153,897.28
December Claims Paid	\$542,379.10

*Motion* by Mr. Hansen, second by Ms. Weeks, 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 reviewed his report in detail regarding a recent successful LAD litigation defense case. He noted three important factors to the success of this matter: the employee had no history of racial discrimination, the district's federal and state policies were current and, most importantly, the investigation performed by the superintendent was prompt and thorough and resulted in a quick and effective response of discipline and training of the employee. Mr. Greco hopes that the Supreme Court will affirm the decision of the appellate court.

### C. Claim Administrator

Mr. Roselli reviewed Adjuster Pendencies and Open Subrogation Report as of December 31, 2018. He also reviewed Lessons Learned from Losses regarding office safety. He advised that he will review recent PARs for trending injuries and he has noticed an uptick in injuries in the office, such as tripping over items left on the floor and also employees wearing improper footwear. This is a reminder to make employees aware of these hazards around their districts.

### D. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary report through the month of December, 2018, as well as the Average Days to Report and Transitional Duty Summary Report. She noted that all members have excellent reporting times, averaging 1.7 days to report a claim. Ms. Beatty discussed a recent article written by John Geaney, Esquire on the rise of medical claim petitions in New Jersey Workers' Compensation. She noted that the JIF has a great network of providers and facilities that will accept the contracted amounts, and that, even with disputed payments, the providers will accept a negotiated amount, and the injured parties are not balance-billed.

#### *E. Student Accident Program*

No report.

#### *F. Executive Director/Underwriting/Finance Director*

##### *1. Executive Director*

2019-20 Membership Renewals - Mr. Wilkie reported that seven districts are up for membership renewal on July 1, 2019. They include Brigantine, Egg Harbor Township, Lower Cape May RSD, Middle Township, Pitman, Somers Point and Upper Township. Membership Renewal Resolutions have been received from Brigantine, Egg Harbor Township, Lower Cape May RSD, Middle Township, Somers Point and Upper Township. He noted that Ms. Brazelton will be getting Pitman's membership renewal completed shortly.

State of the JIF Dinner - MOTION REQUESTED - Mr. Wilkie reviewed a survey that was sent to members that attended the annual dinner held on Wednesday, November 28, 2018 at Greate Bay Country Club in Somers Point. He also provided a handout that included the highlights from the dinner of awards and how the JIF is performing financially over the last 5 years. Finally, discussion followed on date and location and requested approval for 2019.

*Motion* by Ms. Weeks, second by Mr. Houdart, to hold the annual dinner on Tuesday, December 3, 2019 at Greate Bay Country Club. Upon roll call, all present voted in favor. Motion carried by unanimous vote.

2019 PRIMA Conference - Mr. Wilkie reported that the next PRIMA Conference is being held from Sunday, June 9 through Wednesday, June 12, 2019 in Orlando, FL. He encouraged members to attend this worthwhile conference. Anyone interested in attending should contact Annette Reap at [Annette.Reap@ajg.com](mailto:Annette.Reap@ajg.com) no later than January 31, 2019. Information on the Conference will be provided via email when it becomes available.

Future PRIMA Conferences: 2020 - Nashville, TN – June 14-17; 2021- Milwaukee, WI – June 13-16

Items Updated on SPELLJIF.COM - The SPELLJIF.COM website has been updated to reflect the 2018-2019 Fund Year information. Members can access all the current directories, lists, meeting information and claims information. Please visit the website often for the most up-to-date information. Please notify Annette Reap at (856) 446-9139 or via email at [Annette.Reap@ajg.com](mailto:Annette.Reap@ajg.com) at the Executive Director's office to change or add a user for the website.

Maintaining Safe Schools - The December 2018 issue has 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, 2/1/19-10:00 am @ AJG Marlton Offices
- Next ACCASBO Meeting – Wednesday, 3/20/19 – noon at Kramer Hall/Stockton University

Mr. Wilkie noted that Kramer Hall has advised that the meeting room is not available on March 20, 2019 and asked for recommendations from the members on alternative venues.

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

District/Fund Incurred Losses Report - Mr. Hoffman reviewed his report on Fund Years 2017-2018 and 2018-19, as of December 31, 2018 provided in the agenda and as a handout.

2019-2020 Exposure Renewal and Budget Process – Mr. Hoffman advised that all renewal information has been received from all members. A finance committee meeting has been

scheduled for February 7, 2019. He explained that five year history is reviewed, with focus on the last two years. The worst-case scenario numbers will be provided to everyone by mid-February.

Safety Incentive Program Winners – Reimbursement Procedure - A reimbursement procedure notice will be sent to all districts that have qualified for an award in the 2017-2018 program. Reimbursement requests are due by May 31, 2019. Once eligible purchases have been identified from this year's budget for the total monetary reward, a signed voucher and a list of the item(s) purchased with evidence of the purchase (i.e. purchase order, vouchers, invoices, etc.) should be forwarded to Jennifer Fox at the JIF address, P.O. Box 449, Marlton, NJ 08053.

Financial Award Winners – Mr. Hoffman advised that any district that qualified for a Financial Award will receive their check at today's meeting.

Certificates of Insurance Report from 11/1/18 – 12/31/18 is included in the Agenda.

*G. Safety Coordinator*

Mr. Geitz referenced the November/December Activities and January Agenda, found in the agenda. He also noted the Safety Incentive Program Monthly Status Report. He asked the members to provide him with any updates not included in the report. Mr. Geitz also reminded the members that the State recently passed a law regarding the training of bus drivers and aids as it pertains to when and how often training needs to be completed. It does not mandate any new training, but provides that it be done twice a year; at the beginning and half-way through the school year. Mr. Tennant asked Mr. Geitz to review any alternative training that is offered by Public School Works, the on-line training resource.

*H. Committee Meetings –*

Mr. Wilkie reviewed the minutes of the Claims Management Committee meeting held on November 28, 2018.

**X. MOTION REQUESTED – Resolution 2018-24**

*Motion* by Mr. Grossi, second by Ms. Anaya to approve Resolution 2018-24 to meet in Closed Session at 12:00 noon on March 20, 2019 at a location to be determined.

*Motion* by Ms. Prettyman, second by Mr. Hansen, to hold the March meeting at the Alder Avenue Elementary School of the Egg Harbor Township BOE.

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

Mr. Grossi discussed a concern with a communication between one of his employees and a Qual-Lynx adjuster regarding wage payments provided on workers' compensation. Mr. Roselli advised that he is aware of the situation and the issue has been addressed with the adjuster and the unit as well.

*Motion* by Ms. Anaya, second by Mr. Houdart, to go into second closed session to discuss a personnel matter.

*Motion* by Mr. Grossi, second by Ms. Weeks, to approve Annette Reap as the Recording Secretary for the ACCASBO JIF.


**XII. MOTION REQUESTED TO ADJOURN**

*Motion* by Mr. Grossi, second by Ms. Anaya to adjourn the Wednesday, January 16, 2019 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:19 pm.

**Professional Development - Enhancement to STOPit and WeTip Services**

There was a short presentation by STOPit personnel, Teresa Reuter and Alyssa Russo, discussing STOPit IMS, the enhanced cooperative services merger between STOPit and WeTip.

  
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Christopher Veneziani, ACCASBO JIF Secretary