

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

ETTC/Stockton University  
10 West Jimmie Leeds Road  
Galloway, New Jersey

OPEN SESSION MINUTES

Wednesday, January 17, 2018

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 January 17, 2018 at 12:26 p.m., with Kim Jensen, Mainland Regional High School, 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.)

*2017-2018 Trustees in attendance*

**Kim Jensen, Mainland Regional High School, Chair (SPELL Alternate #2)**  
**John Hansen, Lower Township Elementary School District, Secretary**  
**Jonathan Houdart, Brigantine Public Schools**  
**Michelle D. Richardson, Jackson Township BOE**  
**Christopher Veneziani, Folsom BOE**

*2017-2018 Trustees absent*

**Linda Albright, Northfield BOE, Vice Chair**  
**Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)**

*2017-2018 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**

*2017-2018 Alternate Trustees absent*

**No One**

*2017-2018 Fund Commissioners in attendance*

**Tom Grossi, Greater Egg Harbor RHSD (SPELL Trustee)**  
**Ann Marie Fala, Hamilton Township School District**  
**Teri Weeks, Linwood, BOE**  
**Diane Fox, Middle Township BOE**  
**Deborah Roncace, Pitman BOE**  
**Laurie Ryan, Upper Township BOE**

**2017-2018 Fund Commissioners absent**

Joe Rodio, Estell Manor City School District  
Susan Irons, Somers Point BOE  
Patricia Palmieri, Weymouth Township School District

**District Personnel in Attendance**

Betsy Overbey, Somers Point BOE

**Fund Professionals in attendance**

Craig H. Wilkie, Area Vice President, AJGRMS, Inc.  
Jennifer Fox, Senior Account Manager, AJGRMS, Inc.  
Annette Reap, Executive Coordinator, AJGRMS, Inc.  
John W. Geitz, Safety Coordinator, Risk Assessment Services  
Louis J. Greco, Esq. – Fund Solicitor  
Chris Roselli, Claims Administrator, Qual-Lynx  
James Weber, Assistant Safety Coordinator, Risk Assessment Services  
Karen Beatty, Client Services Manager, Qua-Lynx  
Kelly Batz, Fund Treasurer (left at 12:36 p.m.)  
Sharon Wilson, Recording Secretary

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

C. J. Adams Company  
D'Agostino Agency  
Glenn Insurance, Dennis Brown  
Marsh & McLennan Agency  
McMahon Agency  
Mossbrook & Hicks Agency  
Siracusa/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. Houdart, second by Ms. Richardson to open voting to Fund Commissioners. All in favor. Motion carried by unanimous vote.

**VI. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2017-21**

*Resolved*, at a Closed Session of the Board of Trustees of the ACCASBO JIF on January 17, 2018, the following claims were discussed and are herewith approved for payment:

001155730 01	2017083363 01	2018113285 01	2017085488 01
2017087558 01	2017105193 01	001108982 01	2016073986 01
2018116124 01	2017083474 01		

*Motion* by Ms. Richardson, second by Mr. Veneziani to approve the Payment Authorization Requests as presented in Closed Session. Upon roll call vote all in favor. Motion carried by unanimous vote.

**VII. APPROVAL OF MINUTES**

*Motion* by Mr. Houdart, second by Ms. Richardson, to approve the Minutes of the November 15, 2017 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Ms. Jensen, Mr. Mallet, Ms. Fox, Ms. Roncace, and Ms. Ryan, 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 11/30/17 and 12/31/17.

November Fund Balance	\$23,670,236.11
December Bill List	\$152,982.28
November Claims Paid	\$392,590.78
December Fund Balance	\$22,379,051.80
January Bill List	\$130,890.18
December Claims Paid	\$1,219,095.30

*Motion* by Ms. Anaya, second by Mr. Grossi, 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 students' rights of free speech, specifically as it applies to saluting the flag during the Pledge of Allegiance. Silent protest, as long as it is not disruptive, is not a punishable offense.

*C. Claim Administrator*

Mr. Roselli reviewed the personnel situation within Qual-Lynx, advising that they are almost fully staffed. He also reviewed the Adjuster Pending and the Open Subrogation Reports. Mr. Roselli then discussed Lessons Learned from Losses, which he explained was a form that can be completed by the members to request claim reports that will be available through the iVOS system. Districts will be able to request reports that are needed on a regular basis as well as those only needed once. He advised that the form will eventually be posted to the SPELL website so that requests can be made on-line and submitted directly to Qual-Lynx. If there are any questions, please contact Mr. Roselli.

*D. Managed Care Provider*

Ms. Beatty reviewed Qual-Lynx's managed care summary report through the month of December, 2017.

*E. Student Accident Program*

Mr. Wilkie provided a verbal report on the Student Accident Program. He advised that the Hardenbergh office has provided the loss history to Bollinger, AIG and Bob McCloskey's office, advising the carriers that quotes are due by January 29<sup>th</sup> to be considered. Bonnie Ridolfino from Hardenbergh will provide a report at the SPELL JIF meeting in February.

*F. Executive Director/Underwriting/Finance Director*

*1. Executive Director*

*a) 2018-19 Membership Renewals – MOTION REQUESTED* – Mr. Wilkie reported that six districts are up for membership renewal on July 1, 2018. They include Egg Harbor City, Folsom, Greater Egg Harbor Regional, Mainland Regional, Northfield and Weymouth.

Membership Renewal Resolutions have been received from all six districts, and Mr. Wilkie thanked the members.

*Motion* by Ms. Anaya, second by Ms. Fox to accept and approve membership renewal Resolutions received from the districts listed above. Motion carried by unanimous vote.

b) *Certificates of Insurance Module Update* – Mr. Wilkie reported that the new COI Module to submit requests for Certificates of Insurance through the SPELL website continues to progress. Currently, 63 member districts have been added and are using the system. The Administrator's office continues to work through any issues internally. Member feedback is always welcome. Ms. Fox added that changes are being made to the module as it is being used. User feedback has been very positive.

c) *State of the JIF Dinner – MOTION REQUESTED* – Mr. Wilkie reported that the annual dinner was held on Wednesday, November 29, 2017 at Greate Bay Country Club in Somers Point. The results of a survey sent to attending members on December 7, 2017 are attached. Future surveys will continue to be sent to Business Administrators only, per the members' request. Approval is requested for the 2018 date. Suggested date is Wednesday, November 28, 2018.

*Motion* by Mr. Houdart, second by Ms. Richardson to approve membership holding the 2018 State of the JIF Dinner on Wednesday, November 28, 2018. Motion carried by unanimous vote.

Mr. Wilkie reviewed a handout of information that was presented at the Fund Dinner.

d) *SPELL JIF Information Technology Advisory Committee* – Mr. Wilkie reported that the Administrator's office is in the process of forming a SPELL JIF Information Technology Advisory Committee. The purpose of the committee is to gather member IT professionals from the 10 counties represented by the membership to discuss IT related risk issues and provide timely advice to all members. Two member SBA's are also involved and the first meeting is scheduled for January 29, 2018 at the Vincentown Diner.

e) *Safety/Claims Meeting in February* – A combined meeting of the Safety and Claims Committees will be scheduled for February. A survey regarding the services being provided by the JIF Administrator, Claims Coordinator, Safety Director and Solicitor will be sent to the membership. A similar survey was conducted last year and the response from the Claims Committee was to use the same questionnaire this year. If concerns with any of the services provided by the vendors are expressed, attention would be focused on specific versus general concerns.

f) *NJSIA Workers' Compensation Conference* – The New Jersey Self-Insurers' Association will hold their spring conference on May 9-11, 2018 in Atlantic City. The SPELL JIF has approved covering the expense for attendance. Last year, a total of 26 claim coordinators and business administrators from our SPELL JIF members attended as follows: 7 from ACCASBO, 15 from BCIP, and 4 from GCSSD. The NJSIA has added an extra day for its 100<sup>th</sup> year celebration, but until a schedule is released, it is unknown whether there will be sessions on Wednesday, or just social events. Additional information will be provided on the conference as it becomes available.

g) *2018 PRIMA Conference* – Mr. Wilkie reported that the next PRIMA Conference is being held from Sunday, June 3 through Wednesday, June 6, 2018 in Indianapolis, IN. He asked members to notify the Executive Director's office in writing or via email to Annette Reap at [Annette.Reap@ajg.com](mailto:Annette.Reap@ajg.com) if you are interested in attending. Future PRIMA Conferences include: Orlando, FL – June 9-12, 2019; Nashville, TN – June 14-17, 2020. A report from 2017 BCIP attendee, Amy Lerner is attached.

h) *Items updated on SPELLJIF.com* – The SPELLJIF.COM website is continually updated

to reflect the most current Fund Year Information. Members can access all the current directories, lists, meeting information and claims information. Mr. Wilkie encouraged members to visit the website often for the most up-to-date information.

If members would like to change or add a user to the website; please contact Annette Reap at the Executive Director's office, via email at [Annette\\_Reap@ajg.com](mailto:Annette_Reap@ajg.com).

i) *Maintaining Safe Schools* – The November and December, 2017 issues have been emailed to Business Administrators of all member districts.

n) *Key Dates* –

- SPELL Meeting – Friday, 2/2/18, 9:30 am at AJG Marlton Offices
- ACCASBO Finance Committee Meeting – 2/9/18, 1:00 pm @ Egg Harbor City SD
- ACCASBO Safety/Claims Meeting – February, Date TBD
- Next ACCASBO Meeting – Wednesday, 3/21/18 – noon at ETTC/Stockton University
- 6<sup>th</sup> Annual Mold/Environmental Management Seminar – Tentative Date: 7/18/18 @ the DoubleTree Hotel/Mount Laurel
- SPELL JIF Joint Retreat – 9/26-28/18 @ Congress Hall in Cape May

## 2. *Underwriting and Finance Director*

a) *District/Fund Incurred Losses Status* – Mr. Wilkie reviewed Mr. Hoffman's Incurred Losses Report on Fund Years 2016-17 and 2017-18, as of December 31, 2017. He noted that all funds are experiencing excellent loss ratio percentages.

b) *2018-2019 Exposure Renewal and Budget Process* – Ms. Fox reported that renewal packets were emailed to all members on November 15, 2017, with a December 15, 2017 due date. There is 1 district with outstanding information, and she is working with that district's RMC to gather remaining information.

c) *Safety Incentive Program Winners – Reimbursement Procedure* – Ms. Fox reminded the members that a Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2016-2017 program. Reimbursement requests are due by June 1, 2018. 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 Jennifer Fox at the JIF address, P.O. Box 49, Marlton, NJ 08053.

d) *Financial Award Winners* – Financial Awards have been paid on the January, 2018 bill list for all districts that qualified for the 2016-2017 fund year. Checks were distributed at today's meeting.

e) *Certificates of Insurance Report* – The Certificates of Insurance Report from 11/1/17 – 12/31/17 is included in the agenda.

## G. *Safety Coordinator*

Mr. Geitz referenced the November/December Activities and January Agenda, found in the agenda. He also reviewed the Safety Incentive Program-Status Report. Mr. Wilkie encouraged members to keep Mr. Geitz informed of safety efforts within their districts, so that they can receive credit for them.

## H. *Committee Meetings – None*

**IX. MOTION REQUESTED – Resolution 2017-22**

*Motion* by Ms. Richardson, second by Mr. Veneziani to approve Resolution 2017-22 to meet in Closed Session on March 21, 2018 at ETTC/Stockton University in Galloway, NJ.

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

None

**XI. MOTION REQUESTED TO ADJOURN**

*Motion* by Mr. Grossi, second by Ms. Richardson to adjourn the January 17, 2018 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:02 pm.



Sharon Wilson, Recording Secretary

