

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

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

OPEN SESSION MINUTES

Wednesday, March 16, 2022

I. Call to Order the Closed Session of the Board of Trustees by Fund Chairperson

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, March 16, 2022 at 1:04 p.m., with Christopher Veneziani, 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 emailing advance written notice to the Clerk of each municipality located within the boundaries of all Fund members.

IV. ROLL CALL

2021-22 Trustees present

Christopher R. Veneziani, Folsom BOE (SPELL Trustee), **Chair**
John Hansen, Lower Township Elementary SD, **Vice Chair**
Jonathan Houdart, Brigantine Public School District, **Secretary**
Michelle D. Richardson, Jackson Township BOE
Mark Mallett, Lower Cape May Regional School District

2021-22 Trustees absent

Linda Albright, Northfield BOE

2021-22 Alternate Trustees present

Rose Millar, North Wildwood SD/Cape May Point
Dr. Diane Fox, Middle Township BOE (SPELL Alternate)

2021-22 Alternate Trustees absent

Chandra Anaya, Egg Harbor Township School District (SPELL Alternate)

2021-22 Fund Commissioners present

Jason Bedell, Egg Harbor City School District
Jonathan Houdart, Estell Manor City School District
Joy Nixon, Galloway Township Public Schools
Kevin Byrnes, Linwood BOE
Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
Carisa Rose, Pitman BOE
Julie Gallagher, Somers Point BOE

2021-22 Fund Commissioners absent

Linda Fiori, Avalon BOE/Stone Harbor BOE
Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
Anne Marie Fala, Hamilton Township School District
Barbara S. Prettyman, Hammonton BOE
Teri Weeks, Longport BOE
Lisa Mooney, Interim, Mainland Regional High School
Jennifer Germana, Margate City BOE
Laurie Ryan, Upper Township BOE
Judd Moore, Interim, Weymouth Twp School District
James Lushok, Wildwood Crest BOE

District Personnel Present

Brooke Tommi, 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
Patrick J. Madden, Esquire – Fund Solicitor
Chris Roselli, Claim Administrator – Qual-Lynx
John W. Geitz, Safety Coordinator – Risk Assessment Services
James D. Weber, Assistant Safety Coordinator – Risk Assessment Services
Annette Reap – Recording Secretary

Risk Management Consultants

Glenn Insurance
Glenn Insurance – Linwood/Longport
J. Byrne Agency
Steve Eckman
MLR Risk Management
Mossbrook & Hicks
Siracusa-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 Ms. Richardson, second by Dr. Fox, to open voting to all Fund Commissioners present. All in favor. Motion carried by unanimous vote.

VI. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2021-21

Resolved, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Wednesday, January 19, 2022, as presented to the Trustees and Fund Commissioners.

001225094	2018116124	2022245647	2019168222	2021210142
2022250791	2022251508	2021215130	2021220966	2019154473
001202111	2019150464	2020186636	2020194542	2022255089

Motion by Mr. Hansen, second by Ms. Nixon, to approve the Payment Authorization Requests, as distributed prior to the meeting. Upon roll call, all present voted in favor, with the exception of Mr. Veneziani, who abstained. Motion carried by unanimous vote.

VII. APPROVAL OF MINUTES – January 19, 2022

Motion by Mr. Houdart, second by Dr. Fox, to approve the Minutes of the January 19, 2022 meeting of the Fund. Upon roll call vote, all voted in favor. Motion carried by majority vote.

VIII. Appointment of a Nominating Committee by Fund Chair – Ms. Richardson, Mr. Hansen and Mr. Veneziani will serve as the Nominating Committee. Term Expirations were included in the agenda.

IX. PROFESSIONAL REPORTS

A. Treasurer – MOTION REQUESTED - APPROVED

The February Approval Memo and Bill List, March Bill List, and Treasurer's Reports for periods ending 1/31/22 and 2/28/22 were included in the agenda.

January Fund Balance	\$29,175,979.18
February Bill List	\$129,459.42
January Claims Paid	\$466,003.09
February Fund Balance	\$28,878,942.54
March Bill List	\$151,405.98
February Claims Paid	\$477,694.66

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

B. Solicitor

Mr. Madden discussed his report contained in the agenda on two recent court decisions that could have implications for JIF claims, but neither is earth-shattering. The first case involves expansion of the Tort Claims Act Notice Provisions. The Supreme Court ruled that a mother's claim was derivative of the son's estate's claim and, therefore, timely filed. In the second case, the Supreme Court reversed the Superior Court's finding that employee's injuries did not arise out of and in the course of claimant's employment. The Supreme Court upheld that the claimant's injuries were compensable under the Worker's Compensation Act.

Mr. Madden also reported on the updated Tort Claim Form that was included in the agenda. He asked each district to approve use of the new form and explained that the BCIP JIF would also be adopting use of the form as well.

Motion by Dr. Fox, second by Mr. Byrnes, up approve adoption and use of the revised Tort Claim Form. All in favor. Motion carried.

C. Claim Administrator

Mr. Roselli reviewed the Adjuster Pending Report – February 2022, the Open Subrogation Report – February, 2022 and the Lessons Learned from Losses-Office Safety. As the winter progresses and cold weather continues to be with us, please make sure that all areas of your buildings are getting air circulated to prevent pipes from freezing.

D. Managed Care Provider

Mr. Roselli reviewed the Managed Care Summary Report as of February 2022, as well as the Average Days to Report and Transitional Duty Summary Report included in the agenda.

E. Student Accident Program

Mr. Wilkie reviewed the report in the agenda packet. She advised that the program will remain with Hartford Insurance Company through BMI for the 2022-23 fund year. The loss data was sent by email to each district. If anyone has any questions, please contact Ms. Colaianni at Hardenbergh.

F. Executive Director/Underwriting/Finance Director

1. Executive Director

2022-23 Membership Renewals

Mr. Wilkie expressed his condolences at the passing of Kim Robinson from Mainland and asked for a moment of silence.

Eight (8) districts are up for membership renewal on July 1, 2022. **They are Brigantine, Egg Harbor Township, Lower Cape May, Margate City, Middle Township, Pitman, Somers Point and Upper Township.**

Districts renew their membership in the JIF by executing a Renewal Resolution through their local Board of Education. Renewing members will be contacted by the Fund Administrator by the end of September and provided with supporting documentation to facilitate the renewal process.

Mr. Wilkie reported that Renewal Resolutions have been received from all 8 districts. Thank you!

Results of Fund Professional Survey

The results of the recent survey on the services of the Fund Professionals are included and will be discussed.

Public School Works

The SPELL has recently executed a three year agreement that will expand the service offered by Public School Works. These services are provided free to all member districts. If your district is not currently utilizing the services provided by Public School Works you will need to complete a "Member Services Agreement" with Public School Works. Your district attorney should review the contract and understand that this is used for Training Purposes and not as a substitute for the provision of legal advice or guidance. A highlight of services will be distributed at the meeting.

NJSIA Workers' Compensation Conference

The New Jersey Self-Insurers' Association has rescheduled their spring conference to May 11-13, 2022 at the Hard Rock Hotel in Atlantic City. The SPELL JIF has approved covering the expense for attendance. The conference brochure is attached.

2022 PRIMA Conference – Last Call!

The next PRIMA Conference is scheduled to be held from Sunday, June 5 through Wednesday, June 8, 2022 in San Antonio, TX. Please notify the Executive Director's office in writing or via email to Annette Reap at Annette.Reap@riskprogramadministrators.com if you are interested in attending as soon as possible.

Proposed Meeting Dates for 2022-23

Enclosed are proposed meeting dates for the 2022-23 Fund Year. Discussion on meeting location is requested. Please review the schedule for any conflicts. We ask for a consensus decision approving

the proposed 2022-23 schedule. The final meeting dates will be listed in a Resolution at the May reorganization meeting. After discussion, it was decided to hold the March 2023 meeting virtually.

2022 SPELL Joint Retreat

The annual SPELL Joint Retreat will be held from Wednesday, September 28 through Friday, September 30, 2022 at The Grand Hotel in Cape May. Mark your calendars!

Items Updated on SPELLJIF.COM

The SPELLJIF.COM website currently reflects the 2021-2022 Fund Year information. 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 our office if you would like to change or add a user for the website, please contact Annette Reap at (856) 446-9139 or via email at Annette_Reap@riskprogramadministrators.com.

Maintaining Safe Schools

The February and March 2022 issues 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 – Monday, 4/29/2022-10:00 am
- NJSIA Worker's Compensation Conference – 5/11-13/2022
- ACCASBO Reorganization Meeting- 5/18/2022-12:00 pm @ Alder Avenue Middle School, EHT
- 9th Annual Mold/Environmental Management Seminar – 7/13/2022
- Cyber Seminar – 7/20/2022

2. UNDERWRITING AND FINANCE DIRECTOR

District/Fund Incurred Losses Report

Mr. Wilkie reviewed Mr. Hoffman's report included in the agenda on Fund Year 2021-22 as of February 28, 2022. He stated that the numbers posed no concerns at this stage.

Financial Audit – June 30, 2021 – MOTION REQUESTED (Addendum)

Mr. Wilkie referred to the financial audit attached to the agenda as an Addendum. He advised that the Finance Committee has reviewed the Audit and recommends acceptance.

Motion by Mr. Hansen, second by Dr. Fox to accept the June 30, 2021 Financial Audit as prepared by Jim Miles of Bowman & Company. All in favor. Motion carried.

Resolution 2021-25 Surplus Release – MOTION REQUESTED

A motion is requested to accept the Finance Committee's recommendation for a surplus release of \$700,000 from the 2016-2017, 2017-2018 and 2018-2019 Fund Years.

Motion by Ms. Millar, second by Mr. Houdart, to approve Resolution 2021-25 as presented. All in favor. Motion carried.

2022-2023 Exposure Renewal and Budget Process

A verbal update will be provided.

2022-2023 Cyber Renewal

The cyber renewal process is stressful and unavoidable. We thank all members for their patience and diligence in the process. Our ambition is to ensure that every member has a cyber-product that will

benefit them in event of a claim. As you know we are working diligently with our proven partner STARR Insurance Company for a favorable renewal. That has required two applications and an explanatory webinar which can be viewed on the SPELL JIF website, on the member only side. **If any member of your IT staff requires access to the Cyber Application Webinar and related materials, please contact Megan Matro at megan_matro@riskprogramadministrators.com at the Executive Director's office for assistance.**

We remind everyone that the second application was due March 8, 2022. To cover the risk that any member might not be offered a renewal under the STARR policy we have asked that all of you complete a third application for an individual policy through Cowbell Insurance Company.

RMC Resolutions and Agreements

RMC Resolutions and Agreements were emailed to all districts on March 2, 2022. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2022-2023 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Jennifer Fox by May 6, 2022.

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 2020-2021 program year. Reimbursement requests are due by June 30, 2022. 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 449, Marlton, NJ 08053.

Certificates of Insurance Report from 1/1/22 – 2/28/22 – enclosed.

G. Safety Coordinator

Mr. Geitz reviewed the January/February Activities and March Agenda and the Safety Incentive Program Status 2021-22. Mr. Geitz noted that as activities are completed for the Safety Incentive Program, they can be sent to his office or provided at the end of the year, either is fine. He also reported on his recent Safety Notice on the rising theft of catalytic converters from vehicles.

H. Committee Meetings

1. Finance – 2/17/22 – Mr. Wilkie reviewed the minutes included in the agenda from the February 17, 2022 meeting.
2. Safety – 3/2/22 – Mr. Wilkie referred to the meeting minutes included in the agenda from the March 2, 2022 committee meeting. He highlighted the development of Enterprise Risk Management Reports that can be accessed through the member's side of the website that provides information on district claims. These reports are different from the monthly reports received from Qual-Lynx on claims experience for all claims/all years. Mr. Wilkie asked for feedback on these reports in order to make them more relevant for member districts.
3. Optional Wellness Program – 9/10/2021 – Mr. Wilkie referred to the meeting minutes and asked for a motion to approve.
Motion by Mr. Hansen, second by Dr. Fox, to approve the Optional Wellness Program. All in favor.
Motion carried.

- X.** Budget Hearing – **MOTION REQUESTED** – Motion by Dr. Fox, second by Mr. Hansen, to adopt Preliminary Budget 2022-2023. All in favor. Motion carried by unanimous vote.

XI. MOTION REQUESTED – Resolution 2021-26

Motion by Mr. Houdart, second by Ms. Richardson, to approve Resolution 2021-26 to meet in Closed Session on May 18, 2022 at 12:00 in the Boardroom of the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

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

None.

XIII. MOTION REQUESTED TO ADJOURN

Motion by Ms. Richardson, second by Ms. Millar to adjourn the Wednesday, March 16, 2022 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:54 pm.

Secretary