

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, May 16, 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 Wednesday, May 16, 2018 at 12:24 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)

Linda Albright, Northfield BOE, Vice Chair

John Hansen, Lower Township Elementary School District, Secretary

Jonathan Houdart, Brigantine Public Schools (left @ 1:10 pm)

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

Michelle D. Richardson, Jackson Township BOE

Christopher Veneziani, Folsom BOE

2017-2018 Trustees absent

No One

2017-2018 Alternate Trustees in attendance

Mark Mallett, Lower Cape May Regional School District

Chandra Anaya, Egg Harbor Township School District

2017-2018 Alternate Trustees absent

Rose Millar, North Wildwood School District

2017-2018 Fund Commissioners in attendance

Tom Grossi, Greater Egg Harbor RHSD (SPELL Trustee)

Teri Weeks, Linwood BOE

Laurie Ryan, Upper Township BOE

2017-2018 Fund Commissioners absent

Joe Rodio, Estell Manor City School District

Ann Marie Fala, Hamilton Township School District

Diane Fox, Middle Township BOE

Deborah Roncace, Pitman BOE
Susan Irons, Somers Point BOE
Patricia Palmieri, Weymouth Township School District

District Personnel in Attendance

Betsy Overbey, Somers Point Board of Education

Fund Professionals in attendance

Craig H. Wilkie, Area Vice President, AJGRMS, Inc.
Brad Hoffman, 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, QualCare Alliance Network, Inc.
Kelly Batz – Fund Treasurer (left @ 12:36 am)
Sharon Wilson, Recording Secretary

Risk Management Consultants and members of the Public

C. J. Adams Company
J. Byrne Insurance Agency
D’Agostino Agency
Glenn Insurance, Dennis Brown
Marsh & McLennan Agency
McMahon 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. Grossi, 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 2017-26

Resolved, at a Closed Session of the Board of Trustees of the ACCASBO JIF on Wednesday, May 16, 2018, the following claims were discussed and are herewith approved for payment:

2018120167 01	2016081782 01	2017085443 01	2018121251 01
001230835 01	2018128504 01	000968051 01	2017087518 01
001018321 01	000967090 01	001223058 01	2018130127 01
2018122376 01			

Motion by Mr. Smurlo, second by Ms. Ryan 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. Grossi, second by Mr. Houdart, to approve the Minutes of the March 27, 2018 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Mr. Hansen, who abstained. Motion carried by majority vote.

VIII. BUDGET HEARING – MOTION REQUESTED

- A. *Motion* to open the Budget Hearing to the public by Mr. Grossi, second by Mr. Smurlo.
- B. *Motion* to close the Budget Hearing to the public by Mr. Grossi, second by Mr. Smurlo.

Motion by Mr. Smurlo, second by Mr. Grossi to adopt the 2018-2019 Budget. Motion carried by unanimous vote.

IX. ELECTION OF TRUSTEES, ALTERNATES, SPELL DELEGATES

- A. Election of Trustees (7) and Alternates (3): Ms. Jensen submitted the recommendation of the Nominating Committee for Fund Year 2018-2019 as follows: Ms. Albright, Mr. Hansen, Mr. Veneziani, Mr. Houdart, Mr. Smurlo, Ms. Richardson, and Ms. Jensen to serve as Trustees. Mr. Mallett, Ms. Millar, and Ms. Anaya to serve as Alternate Trustees.
- B. Mr. Veneziani and Ms. Jensen to serve as SPELL Alternate Delegates for 1-year terms.

Ms. Jensen opened the floor to accept other nominations.

Ms. Jensen closed nominations.

Motion by Mr. Grossi, second by Ms. Ryan to adopt the nomination of trustees (7) and alternates (3) to serve as recommended by the Nominating Committee for the 2018-2019 Fund Year and listed in the Nominating Committee Report on page 14. Motion carried by unanimous vote.

X. ELECTION OF OFFICERS – MOTION REQUESTED – to Elect:

- Chair** – Linda Albright, Northfield BOE
- Vice Chair** – John Hansen, Lower Township Elementary SD
- Secretary** – Christopher Veneziani, Folsom BOE

Motion by Mr. Grossi, second by Mr. Smurlo to approve and elect the above officers for the 2018-2019 Fund Year. Motion carried by unanimous vote.

XI. PROFESSIONAL REPORTS

- A. *Treasurer* – MOTION REQUESTED

Ms. Batz reviewed April Approval Memo and Bill List, May Bill List, and Treasurer’s Reports for periods ending 3/31/18 and 4/30/18.

March Fund Balance	\$21,307,171.27
April Bill List	\$109,484.72
March Claims Paid	\$270,191.43

April Fund Balance	\$20,496,865.76
May Bill List	\$111,977.07
April Claims Paid	\$735,137.03

Motion by Mr. Smurlo, 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 school exemption from Local Planning Boards in reference to land use and building plans.

C. Claim Administrator

Mr. Roselli reviewed personnel issues within Qual-Lynx, Adjuster Pendings and the Open Subrogation Report. Mr. Roselli then discussed Lessons Learned from Losses, regarding field day safety.

D. Managed Care Provider

Ms. Beatty reviewed QualCare's managed care summary report through the month of April, 2018.

E. Student Accident Program

No report.

F. Executive Director/Underwriting/Finance Director

1. Executive Director

a) NJSIA Workers' Compensation Conference – The New Jersey Self-Insurers' Association held their spring conference on May 9-11, 2018 in Atlantic City. Mr. Wilkie was pleased to be joined by 24 claim coordinators and business administrators from our SPELL JIF members as follows: 8 from ACCASBO, 11 from BCIP, and 5 from GCSSD.

b) Mold, Environmental and IAQ Best Practices – July 18, 2018 – Mr. Wilkie reminded the members that this one day seminar will be held on Wednesday, 7/18/18, from 8:00 am until noon @ the DoubleTree Hotel/Mount Laurel. Invitations will be emailed to all districts in mid-May. The Executive Director's Office has received approval for issuance of CEU's from the New Jersey Building & Grounds Association, for first time attendees only.

c) Boiler Operator Refresher Training – August 15, 2018 – Mr. Wilkie informed the members that Traveler's Insurance, the JIF's boiler and machinery carrier, will hold 2 refresher training sessions for Black Seal Boiler Operators. Each three-hour session is identical: 8 to 11 am and Noon – 3 pm. 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. This training will be held on Wednesday, August 15th at Collingswood High School, 424 Collins Avenue, Collingswood, NJ. Invitations will be emailed to all districts by the end of May.

d) SPELL JIF Joint Retreat – September 26-28, 2018 – Mr. Wilkie reminded the members of the Joint Retreat being planned for Wednesday, September 26th through Friday, September 28th, 2018 at Congress Hall in Cape May, and asked them to mark their calendars. Further information will be provided in the coming months.

e) State of the JIF Dinner – Mr. Wilkie informed the members that the annual dinner will be held on Wednesday, November 28, 2018 at Greate Bay Country Club in Somers Point. Invitations will be sent out in October.

Mr. Wilkie reminded the members that an email was sent out last week regarding the Security Symposium held on April 24, 2018. Attendance was good and a lot of valuable information was presented. Discussion was held regarding SRO's vs. districts employing

their own security officers. He explained the differences in the two positions, and the limitations of authority for each.

f) *Items updated on SPELLJIF.COM* – The SPELLJIF.COM website will be updated in July, after the 2018-19 Fund Year begins. You 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.

g) *Maintaining Safe Schools* – The April and May, 2018 issues have been emailed to Business Administrators of all member districts.

h) *Key Dates* –

- SPELL JIF Reorg Meeting – Thursday, 5/24/18, 9:30 am at AJG Marlton Offices
- No JIF Meetings in June, July or August
- 6th Annual Mold/Environmental Management Seminar – 7/18/18 @ the DoubleTree Hotel/Mount Laurel
- Boiler Operator Refresher Training – 8/15/18 @ Collingwood HS
- Next ACCASBO JIF Meeting: 9/19/18, location to be determined
- SPELL JIF Joint Retreat – 9/26-28/18 @ Congress Hall in Cape May

2. *Underwriting and Finance Director*

a) *District/Fund Status* – Mr. Hoffman reviewed his Incurred Losses Report on Fund Year 2017-18, as of April 30, 2018. He noted that all funds are experiencing excellent loss ratio numbers.

b) *2018-2019 Renewal* – Mr. Hoffman reviewed the renewal update. He is expecting no issues with renewal.

c) *SPELL Meeting Minutes* – The minutes from the SPELL Meeting held on February 2, 2018 are provided for the members' information.

d) *RMC Resolutions and Agreements* – Mr. Hoffman informed the members that RMC Resolutions and Agreements were emailed to all districts on March 19, 2018 with a May 15, 2017 due date. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2018-2019 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Jennifer Fox.

e) *2018-2019 Contribution Notices* – Mr. Hoffman explained that first installment premium billings for the 2018-2019 fund year will be mailed to all districts by June 1, 2018. Premium contributions, 75%, are due by July 16, 2018 to the Fund Treasurer, Kelly Batz. The balance will be billed in October.

f) *Surplus Return Resolutions* – Surplus return resolutions will be sent to eligible current and former members by June 1, 2018. Please forward executed resolutions to the Executive Director's Office, attention Jodi Palmeri, no later than June 30, 2018.

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

g) *2017-2018 Administrative Matter Defense Reimbursement* – Ms. Fox reminded members that each district is eligible for up to \$1,500 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 2016-2017 Fund Year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Jennifer Fox at (856)446-9133. Reimbursement requests are due by September 30, 2018.

h) *Certificates of Insurance* – Ms. Fox reported that an email was sent to each district indicating that members can begin requesting certificates of insurance for Fund Year 2018-19 in the Certificate of Insurance Module and how to process them. This email was sent to the Fund Delegate for each district and we ask that you forward to the district representative responsible for certificates of insurance. She informed the members that this procedure will be much easier in the new module, and the turnaround time will be much quicker. When you log in to renew certificates, you will notice that all certificates of insurance processed in the old system from July until we went live in December in the new system will be there. After July 1, 2018, you will be unable to request Certificates for 2017-18. If you have any questions, please contact Jennifer Fox at (856)446-9133.

i) *Auto ID Cards* – Ms. Fox informed the members that Auto ID cards will be mailed to all districts by the end of June for the 2018-2019 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. Ms. Fox reminded the members that if a vehicle is replaced with another fleet vehicle, the Auto ID Card can be transferred to the new vehicle. Ms. Fox reminded the members that photo copies of ID cards are not accepted by the NJ Motor Vehicle Commission.

J) *Safety Incentive Program Winners – Reimbursement Procedure* – Ms. Fox informed the members that a Safety Incentive Program Winner Reimbursement Procedure notice was sent to all districts that have qualified for an award in the 2016-2017 Safety Incentive 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 449, Marlton, NJ 08053.

k) *Certificates of Insurance Report* – The Certificates of Insurance Report from 3/1/18 – 4/30/18 is included in the agenda.

G. *Safety Coordinator*

Mr. Geitz referenced the April Activities and May/June Agenda, found in the agenda. He also reviewed the Safety Incentive Program-Status Report.

H. *Committee Meetings* –

1. Finance Committee Meeting – 4/27/2018: Mr. Wilkie reviewed the minutes of the meeting included in the agenda.

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

Motion by Mr. Smurlo, second by Ms. Richardson, 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.

XIII. ROLL CALL

2018-2019 Trustees

Linda Albright, Northfield BOE, Chair
John Hansen, North Wildwood School District, Vice Chair
Christopher Veneziani, Folsom BOE (SPELL Alternate #1), Secretary
Jonathan Houdart, Brigantine Public Schools
Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
Michelle D. Richardson, Jackson Township BOE
Kim Jensen, Mainland Regional High School (SPELL Alternate #2)

2018-2019 Alternate Trustees

Mark Mallett, Lower Cape May Regional School District
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2018-2019 Fund Commissioners

Joe Rodio, Estell Manor City School District
Thomas Grossi, Greater Egg Harbor RHSD (SPELL Trustee)
Anne Marie Fala, Hamilton Township School District
Teri Weeks, Linwood BOE
Diane Fox, Middle Township BOE
Deborah Roncace, Pitman BOE
Susan Irons, Somers Point BOE
Laurie Ryan, Upper Township BOE
Patricia Palmieri, Weymouth Township School District

XIV. 2018-2019 OATHS OF OFFICE

Mr. Wilkie reported that the Oaths of Office were being presented to Chair, Vice-Chairperson, Secretary, Trustees and Alternate Trustees for signature. He asked those affected to sign the Oaths of Office and return them to Ms. Fox.

XV. 2018-2019 REORGANIZATION RESOLUTIONS – Adoption

A. Reorganization Resolutions

Motion by Mr. Hansen, second by Mr. Smurlo to adopt Resolutions 2018-01 thru 2018-14. Upon roll call vote all present voted yea. Motion carried by unanimous vote.

B. Committee Appointments: Mr. Wilkie asked the members to please notify Ms. Albright of their committee preferences within the next few weeks, so that committees can be established.

XVI. *Motion* by Ms. Richardson, second by Mr. Grossi to adjourn the Reorganization Meeting. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

Mr. Wilkie and Ms. Albright recognized Ms. Jensen for her years of service as ACCASBO JIF Chair, and for her dedication to the JIF.

RMC's were asked if they had any questions, before the meeting returned to Closed Session. There were no questions, and the RMC's were excused from the meeting.

XVII. *Motion* by Mr. Grossi, second by Mr. Veneziani to return to Closed Session. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

XVIII. MOTION REQUESTED – Resolution 2018-15

Motion by Ms. Richardson, second by Ms. Ryan to approve Resolution 2018-15 to meet in Closed Session on September 19, 2018 at 12:00 Noon, at a location to be determined.

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

None

XX. MOTION REQUESTED TO ADJOURN

Motion by Mr. Grossi, second by Ms. Richardson to adjourn the Wednesday, May 16, 2018 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:25 pm.



Sharon Wilson, Recording Secretary


