

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

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

OPEN SESSION MINUTES

Wednesday, January 18, 2017

- 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 18, 2017 at 12:20 p.m., with Kim Jensen, Mainland Regional High School District, 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.**)

2016-2017 Trustees in attendance

Kim Jensen, Mainland Regional High School, Chair (SPELL Alternate #2)

John Hansen, Lower Township Elementary School District

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

Michelle D. Richardson, Jackson Township BOE

2016-2017 Trustees absent

Linda Albright, Northfield BOE, Vice Chair

Suzanne Keller, Somers Point BOE, Secretary (SPELL Alternate #2)

Jonathan Houdart, Brigantine Public Schools

2016-2017 Alternate Trustees in attendance

Christopher Veneziani, Folsom BOE

Mark Mallett, Lower Cape May Regional School District (left 1:30 pm)

Rose Millar, North Wildwood School District

2016-2017 Alternate Trustees absent

No One

2016-2017 Fund Commissioners in attendance

Chandra Anaya, Egg Harbor Township School District

Abramo Vallese, Estell Manor City School District

Tom Grossi, Greater Egg Harbor RHSD (SPELL Trustee)

Diane Fox, Middle Township BOE

Deborah Roncace, Pitman BOE

Laurie Ryan, Upper Township BOE

Patricia Palmieri, Weymouth Township School District

2016-2017 Fund Commissioners absent
Ann Marie Fala, Hamilton Township School District

District Personnel in attendance
Randi Heller, Brigantine Public Schools

Fund Professionals in attendance

Craig H. Wilkie, Area Vice President, AJGRMS, Inc.
Scott C. Tennant, 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, Esquire, 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 at 12:38 p.m.)
Sharon Wilson, Recording Secretary

Risk Management Consultants and members of the Public

Glenn Insurance
D'Agostino Agency
C. J. Adams Company
Mossbrook & Hicks Agency
Marsh & McLennan Agency
Len Eckman, Inc.
J. Byrne Insurance

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

VI. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2016-22

Resolved, at a Closed Session of the Board of Trustees of the ACCASBO JIF on January 18, 2017, the following claims were discussed and are herewith approved for payment:

2016075564 01	001112849 01	001226069 01	001137139 01
2017087905 01	001216642 01	001166278 01	

Motion by Mr. Hansen, second by Mr. Grossi 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 Ms. Richardson, second by Ms. Albright, to approve the Minutes of the November 16, 2016 meeting of the Fund. Upon roll call vote, all voted in favor. Motion carried by unanimous vote.

VIII. PROFESSIONAL REPORTS

A. *Treasurer* – MOTION REQUESTED

Ms. Batz reviewed December 2016 Approval Memo and Bill List, January, 2017 Bill List, and Treasurer's Reports for periods ending 11/30/16 and 12/31/17.

November Fund Balance	\$21,706,328.51
December Bill List	\$121,272.14
November Claims Paid	\$768,052.61
December Fund Balance	\$21,380,642.53
January Bill List	\$135,062.79
December Claims Paid	\$231,424.79

Motion by Mr. Grossi, second by Mr. Smurlo, to approve the Bill Lists and Treasurer's Reports. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

B. *Attorney*

Mr. Greco reviewed his report in detail regarding OPMA and OPRA requests. The newly formed "New Jersey Foundation for Open Government" has begun targeting public school districts for OPMA violations. Discussion ensued regarding legal requirements of open and closed session meetings.

C. *Claim Administrator*

Mr. Roselli reviewed the Adjuster Pendings, and Lessons Learned from Losses regarding Claim Reporting: Getting Back to Basics. He reminded the members of the importance of timely reporting.

D. *Managed Care Provider*

Ms. Beatty reviewed Qual-Lynx's managed care summary report through the month of December, 2016.

E. *Student Accident Program*

Mr. Wilkie reported that Ms. Ridolfino is waiting for the 12/31/16 experience rating to provide to carrier for the Student Accident Program. All districts will receive their experience rating, in order for Hardenbergh to prepare policy renewal information.

F. *Executive Director/Underwriting/Finance Director*

1. *Executive Director*

a) *2017-18 Membership Renewals* – Mr. Wilkie reported that five districts are up for membership renewal on July 1, 2017. They include Estell Manor, Hamilton, Jackson Township, Lower Township and North Wildwood. To date, Membership Renewal Resolutions have been received from Estell Manor, Hamilton, Jackson Township and North Wildwood. Lower Township is in the process of submitting their Renewal Resolution.

b) *Fair Labor Standards Act* – Mr. Wilkie reported that changes to the Fair Labor Standards Act, that were to take effect on December 1st, have been delayed. He assumed that the members have received updates, and urged them to contact the Fund Administrator's office if there are any questions.

c) *Safety/Claims Meeting – February* – Mr. Wilkie informed the members that a combined meeting of the Safety and Claims Committees will be scheduled for February, at

ETTC/Stockton University. A survey regarding the services being provided by the JIF Administrator, Claims Coordinator, Safety Director and Solicitor will be sent to the membership for completion. This is similar to what you do in the school district regarding the Chief School Administrator and Board Self-Evaluation. A similar survey was conducted last year and the response from the Claims Committee was that the questionnaire should be shortened. If there are concerns with any of the services provided by the vendors, we would then concentrate on the specific versus the general concerns.

d) *State of the Fund Dinner* – Mr. Wilkie reported that the annual dinner was held on Wednesday, November 30, 2016 at Greate Bay Country Club in Somers Point. A survey was sent to members on December 9, 2016, requesting your opinions about the dinner, and a summary of the responses is attached for your review. Approval is requested for the date for 2017: suggested date is Wednesday, November 29, 2017.

Motion by Mr. Hansen, second by Ms. Fox, to approve holding the State of the Fund Dinner at Greate Bay Country Club on Wednesday, November 29, 2017. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

e) *NJSIA Workers' Compensation Conference* – Mr. Wilkie reported that the New Jersey Self-Insurers' Association will hold their spring conference on May 4-5, 2017 in Atlantic City. The SPELL JIF has again approved covering the expense for attendance. Last year, a total of 13 claim coordinators and business administrators from our SPELL JIF members attended as follows: 4 from ACCASBO, 6 from BCIP, and 3 from GCSSD. We will provide information on the conference as it becomes available.

f) *2017 PRIMA Conference* – Mr. Wilkie reminded the members that the next PRIMA Conference is being held from Sunday, June 4 through Wednesday, June 7, 2017 in Phoenix, Arizona. He encouraged discussion on the Conference and the number of members who are interested in attending. Please notify the Executive Director's office in writing or via email to Annette Reap at Annette_Reap@ajg.com if you are interested in attending no later than January 31, 2017. Future PRIMA Conferences include: 2018 – Indianapolis, IN, June 3-6; 2019 – Orlando, FL, June 9-12; 2020 – Nashville, TN – June 14-17.

g) *Items updated on SPELLJIF.com* – The SPELLJIF.com website has been updated to reflect 2016-2017 Fund Year information, and claims information, and 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. The content of the Member Login section of the site has been reorganized with broader categories.

The Member Login section of the site has been transitioned to a new design and platform.

Mr. Wilkie encouraged members to notify the Executive Director's Office if they 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.

h) *Maintaining Safe Schools* – The December 2016 and January 2017 issues have been emailed to Business Administrators of all member districts.

i) *Cyber Assessment Competition* – Mr. Tennant reported that the Cyber Assessment Competition was sent to the twenty members who had qualified to compete for the assessment. The responses are due by Friday, January 20th and five members have responded. A decision will be made by the SPELL JIF Board of Trustees at their meeting in February.

j) *Can My PTA Hold a Movie Night and Charge a Fee?* – Mr. Tennant reported that this call was received and generated a little research. Basically, this is only permitted if you have a license to do so and is subject to very significant fines if you don't have a license.

Keep in mind that such fines are not insured and you would be on your own for their cost. He encouraged members to assess how licensed and copyrighted motion pictures and television shows are being used in district and attend to the risk issues as they present. Coordination with your Solicitor is encouraged.

k) *What is the JIF's Position on Having NARCAN (Naxolone) on Campus?* – An ACCASBO JIF member asked what the JIF position was on having NARCAN (Naxolone) on campus. This member had been asked by her school nurse, who had recently been to a seminar where the advice given school districts was to have NARCAN on campus to help prevent death due to a narcotic overdose. Mr. Tennant reviewed the information included in the agenda in detail.

Mr. Tennant displayed the “No Drone Zone” signs, which are available to all members.

l) *Featured Professional Development – Reading a Certificate of Insurance* – Mr. Tennant reviewed this information in detail, and explained each area that must be accurately completed.

m) *Key Dates* –

- ACCASO Safety/Claims Meeting – February – Date TBD
- SPELL Meeting – Friday, 2/3/17 – 9:30 am @ AJG Marlton Offices
- ACCASBO Finance Committee Meeting – Tuesday, 2/7/17 – 2:00 pm @ Egg Harbor City BOE
- Next ACCASBO Meeting – Wednesday, 3/15/17 – 12:00 pm at the ETTC/Stockton University
- 5th Annual Mold/Environmental Management Seminar – Tentative Date: 7/19/17 @ Indian Springs Country Club/Marlton
- SPELL JIF Joint Retreat – Tentative Dates: 9/27-29/17

2. *Underwriting and Finance Director*

a) *District/Fund Status* – Mr. Tennant provided an update on Fund Year 2015-16, with claims counted and valued as of December 31, 2016. All three funds are doing exceptionally well with loss ratio numbers.

b) *2017-2018 Exposure Renewal* – Ms. Fox reminded the members that exposure renewal packets were emailed to all members on November 11, 2016, with a December 15, 2016 due date. There are 2 districts with outstanding information. She asked that requested information be forwarded to the Executive Director’s office, attention Jennifer Fox.

Mr. Wilkie reminded the members of the importance of prompt submission of the requested information. The budget process cannot move forward without complete information from all members.

c) *Safety Incentive Program Winners – Reimbursement Procedure* – Ms. Fox informed 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 2015-2016 program after the State of the Fund Dinner. Reimbursement requests are due by May 30, 2017. 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.

e) *Financial Award Winners* – Financial awards have been paid on the January, 2017 bill list and checks were distributed at the meeting.

- f) *Certificates of Insurance Report* – The Certificates of Insurance Report from 11/1/16 – 12/31/16 is included in the agenda.

G. *Safety Coordinator*

Mr. Geitz referenced the November/December Activities and January/February Agenda, found in the agenda. He also reviewed the Safety Incentive Program Criteria for 2016-17, the Safety Incentive Status Report, and a Safety Incentive Program Reimbursement Suggestions List. He also reviewed OSHA Recordkeeping Sample forms and the importance of having them completed and readily available at each district site. He also reviewed a recent Safety Bulletin, regarding weather related slips and falls.

H. *Committee Meetings*

No reports.

IX. MOTION REQUESTED – Resolution 2016-23

Motion by Ms. Richardson, second by Mr. Smurlo to approve Resolution 2016-23 to meet in Closed Session on March 15, 2017 at 12:00 pm at ETTC/Stockton University, 10 W. Jimmie Leeds Road, Galloway, New Jersey. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

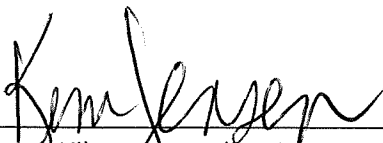
X. Miscellaneous Business, Public Comment, and RMC comments or questions.

None

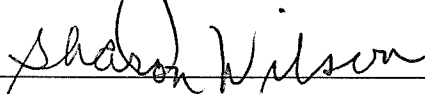
XI. MOTION REQUESTED TO ADJOURN

Motion by Mr. Smurlo, second by Ms. Richardson to adjourn the January 18, 2017 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:44 pm.



Sharon Wilson, Recording Secretary



Sharon Wilson