

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, November 15, 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 November 15, 2017 at 12:25 p.m., with Linda Albright, Northfield Board of Education, Vice 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***

**Linda Albright, Northfield BOE, Vice Chair**

**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***

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

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

***2017-2018 Alternate Trustees in attendance***

**Rose Millar, North Wildwood School District**

**Chandra Anaya, Egg Harbor Township School District**

***2017-2018 Alternate Trustees absent***

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

***2017-2018 Fund Commissioners in attendance***

**Joe Rodio, Estell Manor City School District**

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

**Ann Marie Fala, Hamilton Township School District**

**Teri Weeks, Linwood, BOE**

**Patricia Palmieri, Weymouth Township School District**

***2017-2018 Fund Commissioners absent***

**Diane Fox, Middle Township BOE**

**Deborah Roncace, Pitman BOE**

Susan Irons, Somers Point BOE  
Laurie Ryan, Upper Township BOE

**District Personnel in Attendance**

Betsy Overbey, Somers Point Board of Education

***Fund Professionals in attendance***

Craig H. Wilkie, Area Vice President, AJGRMS, Inc.  
Scott C. Tennant, Area Vice President, 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  
Karen Conway, Workers' Compensation Supervisor, 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 12:35 p.m.)  
Sharon Wilson, Recording Secretary

Risk Management Consultants and members of the Public  
Siracusa-Kauffman

Glenn Insurance, Dennis Brown

Glenn Insurance, Mike Thomas

C. J. Adams Company

D'Agostino Agency

Len Eckman, Inc.

Marsh & McLennan Agency

Mossbrook & Hicks Agency

J. Byrne Insurance

McMahon 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 Mr. Grossi, 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 2017-19**

*Resolved*, at a Closed Session of the Board of Trustees of the ACCASBO JIF on November 15, 2017, the following claims were discussed and are herewith approved for payment:

2016082405 01	2017086549 01	2018109718 01	001242222 01
001105432 01	2017100786 01	001087105 01	2017097934 01
2018116747 01			

*Motion* by Mr. Grossi, 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.

recommended language to members, with the suggestion that they share it with their solicitor for final language.

c) *SPELL JIF Information Technology Advisory Committee* – Mr. Tennant 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 should occur in January, 2018.

d) *Cyber Audit – Thank You from Washington Township B O E* – Washington Township appreciates the opportunity to participate in the Audit, and they are awaiting permission to present at Techspo 2018.

e) *SPELL HR Helpline* – Mr. Wilkie reported that the Client Engagement Summary from Enquiron through 9/30/17 for the SPELL JIF is attached.

f) *State of the Fund Dinner* – Mr. Wilkie reported that the annual dinner will be held on Wednesday, November 29, 2017 at Greate Bay Country Club in Somers Point. He stated that electronic invitations were sent out On November 6, 2017, with a due date of November 17, 2017. He urged members to respond to the Administrator’s office immediately if you have not already done so.

All districts will be recognized for their efforts, with special recognition for those districts that have won safety awards and managed claims well. Mr. Wilkie reminded members to nominate personnel from their districts who have gone above and beyond in their service in the past year for the “Safety Star” of the year to the Safety Coordinator’s office.

g) *Mold/Environmental Management Workshop* – The SPELL has approved funding for this very important workshop again in 2018-19. Mr. Wilkie reported that the Administrator’s office will begin to plan for this educational seminar for next July, 2018. The tentative date is Wednesday, July 18, 2018 at the Double Tree in Mount Laurel. He reminded the members to report every mold claim to the Environmental Carrier using the reporting form and instructions on SPELLJIF.COM, found under the Claims tab.

h) *Boiler Operator Training* – Mr. Wilkie reported Traveler’s Insurance provided this training on August 9, 2017 for the SPELL membership. The SPELL has agreed to request this training again next year.

i) *SPELL JIF Joint Retreat Attendee Evaluations* – Mr. Wilkie advised the members that the surveys from the Joint Retreat were reviewed by the SPELL Board of Trustees. The SPELL has approved funding the joint retreat again in September, 2018. Planning of this event will move forward, and the possible dates are September 26-28, 2018.

j) *NJSBA/NJASBO/NJASA Fall Conference* – Mr. Wilkie reported that the SPELL JIF exhibit booth was well received at the Fall Conference on October 24-25, 2017 in Atlantic City. The booth location was excellent, and many district board members, as well as delegates, stopped by, which was appreciated.

k) *NJSIA Workers’ Compensation Conference* - The SPELL JIF has approved covering the expense for attendance at the 2018 Conference. More information will be provided to the members as it becomes available. The dates are May 9-11, 2018 at Harrah’s.

l) *Items updated on SPELLJIF.com* – The SPELLJIF.COM website has been updated to reflect the 2017-2018 Fund Year Information. 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. The content of the Member Login section of the site has been reorganized with broader categories.

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](mailto:Annette_Reap@ajg.com).

m) *Maintaining Safe Schools* – The September and October, 2017 issues have been emailed to Business Administrators of all member districts.

n) *Key Dates* –

- ACCASBO State of the Fund Dinner – Wednesday, 11/29/17 – 6:00 p.m. @ Greate Bay Country Club
- Next ACCASBO Meeting – Wednesday, 1/17/18 – noon at ETTC/Stockton University

## 2. *Underwriting and Finance Director*

a) *Final Installment 2017-2018 Premium Contribution Notices* – Mr. Wilkie informed the members that final installment 2017-2018 premium contribution notices were sent on September 1, 2017. Payments are due by November 15, 2017 to the Fund Treasurer, Mrs. Batz.

b) *District/Fund Status* – Mr. Wilkie reviewed an update on Fund Year 2016-17, as of October 31, 2017. All funds are experiencing excellent loss ratio numbers.

c) *SPELL JIF Meeting Minutes* – Mr. Wilkie advised the members that the approved meeting minutes from the May 25, 2017 SPELL JIF Meeting are included in the agenda.

d) *2018-2019 Exposure Renewal and Budget Process* – Renewal packets will be emailed to all members. Mr. Wilkie reminded the members that it is critical that every member district complete and forward requested information, including the completed packet, a complete copy of your audit for year ending June 30, 2017, and the current ASSA, to the Administrator's office, attention, Jennifer Fox, by the noted deadline. The process is simple and usually involves little time or effort. He urged the members to contact Jennifer Fox at (856)446-9133, if they have any questions.

e) *Safety Incentive Program Winners – Reimbursement Procedure* – 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 after the State of the JIF Dinner. Reimbursement requests are due by May 30, 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.

f) *Financial Award Winners* – Financial Awards will be paid on the January, 2018 bill list for all districts that have qualified for a financial award for the 2016-2017 fund year.

g) *Certificates of Insurance Report* – The Certificates of Insurance Report from 9/1/17 – 10/31/17 is included in the agenda.

Mr. Tennant discussed the following items:

- 1) The insurance industry is anticipating rate increases for property insurance.
- 2) Harassment issues are becoming very costly and need to be addressed.
- 3) Cyber insurance carriers are pulling cyber coverage back into policies.

*G. Safety Coordinator*

Mr. Geitz referenced the September/October Activities and November Agenda, found in the agenda. He also reviewed the Safety Incentive Program Status Report.

*H. Committee Meetings*

1. Strategic Planning – 9/20/17 – Mr. Wilkie and Mr. Tennant reviewed the minutes of this meeting in detail. Mr. Tennant requested a motion to approve engaging a Pain Management Interventionist.

*Motion* by Ms. Anaya, second by Mr. Veneziani, to approve funding a dinner with the healthcare providers for the purpose of introducing the concept of engaging a pain management Interventionist, as recommended by the Strategic Planning Committee. Upon roll call vote, all in favor. Motion carried by unanimous vote.

2. Claims Management – 11/2/17 – a verbal report was provided.

**IX. MOTION REQUESTED – Resolution 2017-20**

*Motion* by Ms. Millar, second by Mr. Houdart to approve Resolution 2017-20 to meet in Closed Session on January 17, 2018 at ETTC/Stockton University in Galloway, NJ.

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


Mr. Grossi commended those districts with low loss ratio percentages.

**XI. MOTION REQUESTED TO ADJOURN**

*Motion* by Mr. Grossi, second by Ms. Weeks to adjourn the November 15, 2017 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:10 pm.

  
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Sharon Wilson, Recording Secretary

  
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