

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

Alder Avenue Middle School
Boardroom
25 Alder Avenue
Egg Harbor Twp, NJ 08234

OPEN SESSION MINUTES

Wednesday, November 17, 2021

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, November 17, 2021 at 12:46 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 (Board Members and Alternate Trustees identified in bold print.)

2021-2022 Trustees present

Christopher R. Veneziani, Folsom BOE (SPELL Trustee), **Chair**
John Hansen, Lower Township Elementary SD, **Vice Chair**
Michelle D. Richardson, Jackson Township BOE
Mark Mallett, Lower Cape May Regional School District
Linda Albright, Northfield BOE

2021-22 Trustees absent

Jonathan Houdart, Brigantine Public School District, **Secretary**
Kim Robinson, Mainland Regional High School

2021-22 Alternate Trustees present

Rose Millar, North Wildwood SD
Chandra Anaya, Egg Harbor Township School District (SPELL Alternate)
Diane Fox, Middle Township BOE (SPELL Alternate)

2021-22 Fund Commissioners present

Jason Bedell, Egg Harbor City School District
Joy Nixon, Galloway Township Public Schools
Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
Anne Marie Fala, Hamilton Township School District
Kevin Byrnes, Linwood BOE
Jennifer Germana, Margate City BOE
Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
Kelly Brazelton, Pitman BOE

Julie Gallagher, Somers Point BOE
Laurie Ryan, Upper Township BOE
Judd Moore, Interim, Weymouth Twp School District

2021-22 Fund Commissioners absent

Linda Fiori, Avalon BOE/Stone Harbor BOE
William Thompson, Interim, Estell Manor City School District
Barbara S. Prettyman, Hammonton BOE
Teri Weeks, Longport BOE
James Lushok, Wildwood Crest BOE

District Personnel present

Karen Booth, Hammonton BOE
Carisa Rose, Pitman BOE
Dr. Michele Roemer, Interim, Somers Point BOE

Fund Professionals

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
Megan Matro, Marketing Specialist – RPA, a division of Gallagher
Chris Roselli, Claim Administrator – Qual-Lynx
Karen Beatty, Client Services Manager – Qual-Lynx
Danielle Colaanni, Public Entity Director – Hardenbergh Insurance Group
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
Hardenbergh
J. Byrne Agency
Steve Eckman
Mossbrook & Hicks Insurance Agency
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 Dr. Fox, second by Mr. Hansen, to open voting to all Fund Commissioners present. All in favor. Motion carried by unanimous vote.

VI. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2021-18

Resolved, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Wednesday, November 17, 2021, as distributed to the Trustees and Fund Commissioners on a confidential basis prior to board meeting.

2018128504	001198674	2019147541	2021232438	2021228322
2020179337	2017094555	2020194258	2020181480	001217776
2020193898	2019151703	2020179289	2018132399	2020183627
2021222329	2022243695	2022243667		

Motion by Ms. Richardson, second by Ms. Germana, to approve the Payment Authorization Requests, as distributed prior to the meeting. Upon roll call, all present voted in favor. Motion carried by unanimous vote.

VII. APPROVAL OF MINUTES – September 15, 2021

Motion by Ms. Fala, second by Mr. Grossi, to approve the Minutes of the September 15, 2021 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Ms. Albright, Ms. Fala and Ms. Richardson, who abstained. Motion carried by majority vote.

VIII. PROFESSIONAL REPORTS

A. Treasurer – MOTION REQUESTED - APPROVED

The June through August Approval Memos and Bill Lists, September Bill List, and Treasurer's Reports for periods ending 5/31/21 thru 7/31/21 were included in the agenda.

August Fund Balance	\$29,128,120.12
October Bill List	\$187,360.49
August Claims Paid	\$349,836.35
September Fund Balance	\$30,051,974.55
November Bill List	\$165,698.50
September Claims Paid	\$318,848.45
October Fund Balance	\$29,924,695.32
October Claims Paid	\$634,989.00

Motion by Mr. Hansen, 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. Solicitor

Mr. Wilkie discussed Mr. Greco's report regarding ADA compliance and accessibility for school websites. Ms. Matro discussed the changes made to the SPELL website to make it compliant and resource materials included in the agenda.

C. Claim Administrator

Mr. Roselli's Adjuster Pendlings Report and Open Subrogation Report were included in the agenda. He noted that Lillian Hulse is no longer with the company and claims in the Liability Unit are being split with other members of the unit. Mr. Roselli also discussed the high number of property claims being handled by 3 adjusters in the Property Unit, mostly due to claims from Hurricane Ida. Adding a 4th adjuster has been approved. Mr. Roselli reviewed Lessons Learned from Losses concerning preventing slips, trips and falls providing tips on how to prevent them, along with a few claim examples and how expensive they can be.

D. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary Report as of October, 2021, as well as the Average Days to Report and Transitional Duty Summary Report included in the agenda.

E. Student Accident Program

No report.

F. Executive Director/Underwriting/Finance Director

1. Executive Director

2022-23 Membership Renewals

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.

To date, Renewal Resolutions have been received from Brigantine, Egg Harbor Township, Lower Cape May, Pitman and Upper Township.

NJSBA/NJASBO/NJASA Fall Conference Follow-up

Mr. Wilkie noted that the SPELL participated in the virtual conference on October 26-28, 2021. He has received a report from NJSBA with contacts that were made at the Booth.

AGRIP Fall Conference

Mr. Wilkie noted that Included in the agenda packet are reports from Tom Grossi (ACCASBO), Michael Colling (BCIP) and Chris Veneziani (ACCASBO), who attended the fall conference in Minneapolis.

2021 State of the JIF Dinner

Mr. Wilkie reminded everyone that the annual dinner has been scheduled for **Tuesday, November 30, 2021 at Greate Bay Country Club in Somers Point.** Invitations were sent out electronically on October 29, 2021 with a due date of November 16, 2021. We will recognize all districts for their efforts, but make special recognition of those districts that have won safety awards and managed claims well.

Third Party Certificates of Insurance Diary System Update

The Third Party Certificates of Insurance Diary System is now up and running. If anyone has any questions, please contact Megan Matro at the Executive Director's office at Megan_Matro@riskprogramadministrators.com.

Mold/Environmental Management Workshop 2022

The SPELL has approved funding for this very important workshop again in 2022-23. We will begin to plan for this educational seminar for next July 2022. Tentative date is Wednesday, July 13, 2022. Please remember to report every mold claim to the Environmental Carrier using the reporting form and instructions on SPELLJIF.COM, found under the Claims tab.

SPELL JIF Joint Retreat 2021

An in-person retreat was held at The Grand Hotel in Cape May on September 22-24, 2021. The results of the survey for all 3 days is attached. Discussion on the location and timing of the event as well as the new venue this year was conducted.

Recent Workers' Compensation Law

Mr. Wilkie referred to an attached article entitled, **"Governor Signs Job Preference Law For Employees Who Have Reached Maximal Medical Improvement"** written by John Geaney on September 30, 2021. Mr. Geaney's article discusses a disturbing new law that introduces workers' compensation plaintiff bar and judges into workplace decisions following a return to work based upon

maximum medical improvement but with permanent restrictions. The article introduces the questions surrounding this law. We encourage you to share this with your HR officers and Superintendents. He suggested that if anyone had any questions, they should contact Mr. Geaney directly.

Solicitor RFP Search Update – MOTION REQUESTED

Mr. Wilkie provided an update on the School JIFs Solicitor search and interview process in closed session.

Motion by Mr. Grossi, second by Mr. Hansen to approve the recommendation of Pat Madden as the JIF Solicitor effective February 1, 2022.

Items Updated on SPELLJIF.COM

The SPELLJIF.COM website is currently being updated to reflect the 2021-2022 Fund Year information. Policy information is being updated as it is received. 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 October and November 2021 issues have 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

- State of the JIF Dinner – Tuesday, 11/30/2021 @ Greate Bay Country Club
- Next ACCASBO JIF Meeting: 01/19/2022 @ the Alder Avenue Middle School, EHT

2. UNDERWRITING AND FINANCE DIRECTOR

District/Fund Incurred Losses Report

Mr. Wilkie reviewed Mr. Hoffman's report included in the agenda showing incurred losses for the SPELL members for Fund Year 2020-2021 as of October 31, 2021.

SPELL JIF Meeting Minutes

Mr. Wilkie referred to the approved meeting minutes from the May 27, 2021 SPELL JIF Meeting included in the agenda for review.

Resolution 2021-19 – SPELL Membership Renewal – MOTION REQUESTED

Mr. Wilkie referred to Resolution 2021-19 included on today's agenda for approval to renew ACCASBO's membership in the SPELL effective July 1, 2022 through June 30, 2025.

Motion by Ms. Richardson, second by Ms. Germana, to approve ACCASBO's membership in the SPELL effective July 1, 2022 through June 30, 2025.

2022-2023 Exposure Renewal and Budget Process

Ms. Fox reported that the Executive Director's office has transitioned all exposure data to a new program called Risk Partner. This year instead of receiving packets you will instead receive information on how to log into the system and update all information online. You will receive an email by the first week of December with instructions on how to log in and update information as well as completing an online questionnaire similar to what you have done on paper in the past. We still ask that you forward a copy of your June 30, 2021 audit as well as a copy of your 2022-2023 ASSA Report via email to jennifer.fox@riskprogramadministrators.com. Also, you will still have to complete separate applications for Cyber and Environmental coverage as the carriers request their own applications. We

ask that you complete all requested information by December 20, 2021. We are aware that the deadline for audits has been pushed back till February so we ask that once they are received you either forward a copy to Jennifer or email her that it has been uploaded to the state website. If you have any questions please contact Jennifer Fox.

Safety Incentive Program Winners – Reimbursement Procedure

Ms. Fox instructed that a Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2020-2021 program. Reimbursement requests are due by May 31, 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.

Financial Award Winners

Ms. Fox advised that the Financial Awards will be paid on the January 2022 bill list for all districts that have qualified for a financial award for the 2020-2021 fund year.

Certificates of Insurance Report from 9/1/21 – 10/31/21 is included in the agenda.

G. Safety Coordinator

Mr. Geitz reviewed September/October Activities and November Agenda items on his report and gave an update regarding the Safety Incentive Program Criteria for 2021-22. He also referred to the Safety Incentive Status Report included in this agenda. Mr. Geitz also reviewed his recent Safety Notice regarding Exempt Status for COVID-19 Emergency Temporary Standard (ETS). He explained that this follow-up notice is a guidance document on how to maintain exempt status to protect school nurses. Mr. Geitz also advised that there is a hold on an OSHA mandate that he recently sent on November 5th because of lawsuits filed by various states. Discussion followed.

H. Committee Meetings

1. Mr. Wilkie discussed the meeting minutes from the Claims Management Committee meeting held on October 7, 2021 and included in the agenda. He highlighted discussion on the process from last year of sending a survey to all members to review fund professional services.

IX. MOTION REQUESTED – Resolution 2021-20

Motion by Ms. Richardson, second by Ms. Anaya, to approve Resolution 2021-20 to meet in Closed Session on January 19, 2022 at 12:00 in the Boardroom of the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

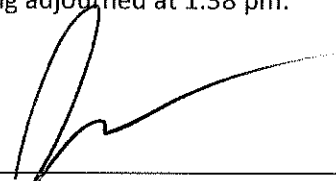
X. Miscellaneous Business, Public Comment and RMC comments or Questions

Ms. Anaya asked the members about ideas for transitional duty in their districts.

XI. MOTION REQUESTED TO ADJOURN

Motion by Mr. Grossi, second by Ms. Anaya, to adjourn the Wednesday, November 17, 2021 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:38 pm.



Secretary