

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

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

OPEN SESSION MINUTES

Wednesday, November 20, 2019

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, November 20, 2019 at 12:34 p.m., with Linda Albright, 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.)

2019-2020 Trustees in attendance

Linda Albright, Northfield BOE, Chair

John Hansen, Lower Township Elementary School District, Vice Chair

Christopher Veneziani, Folsom BOE, Secretary (SPELL Alternate #1)

Jonathan Houdart, Brigantine Public Schools

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

Michelle D. Richardson, Jackson Township BOE

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

2019-2020 Trustees absent

None

2019-2020 Alternate Trustees in attendance

Mark Mallett, Lower Cape May Regional School District

Chandra Anaya, Egg Harbor Township School District

2019-2020 Alternate Trustees absent

Rose Millar, North Wildwood School District

2019-2020 Fund Commissioners in attendance

Joe Rodio, Estell Manor City School District

Joy Nixon, Galloway Township Public Schools (arrived 12:11 pm)

Tom Grossi, Greater Egg Harbor RHSD (SPELL Trustee)

Ann Marie Fala, Hamilton Township School District (arrived 12:11 pm)

Barbara Prettyman, Hammonton, BOE

Jennifer Germana, Margate City BOE

Diane Fox, Middle Township BOE
Karen Gfroehrer, Mullica Twp. BOE/Washington Twp. SD-Greenbank
Kelly Brazelton, Pitman BOE
Laurie Ryan, Upper Township BOE

2019-2020 Fund Commissioners absent

Teri Weeks, Linwood BOE/Longport BOE
Susan Irons, Somers Point BOE
Steve Moran, Weymouth Township School District

Fund Professionals in attendance

Craig H. Wilkie, Area Vice President, Gallagher
Scott C. Tennant, Area Vice President, Gallagher
Jennifer Fox, Senior Account Manager, Gallagher
Chris Roselli, Claims Administrator, Qual-Lynx
Karen Beatty, Client Services Manager, Qual-Lynx
John W. Geitz, Safety Coordinator, Risk Assessment Services
Jim Weber, Assistant Safety Coordinator, Risk Assessment Services
Danielle Colaianni, Hardenbergh Insurance Group, Student Accident Program
Kelly Batz, Treasurer (left 12:42 pm)
Annette Reap, Recording Secretary

Risk Management Consultants and members of the Public

C. J. Adams Company
J. Byrne Agency
Len Eckman
Glenn Insurance
Hardenbergh
Mossbrook & Hicks
MLR Risk Management

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. Houdart, to open voting to Fund Commissioners. All in favor. Motion carried by unanimous vote.

VI. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2019-18

Resolved, at a Closed Session of the Board of Trustees of the ACCASBO JIF on Wednesday, November 20, 2019, the following claims were discussed and are herewith approved for payment:

001016326	2017091243	2019155875	2020179708	2019173713
2020180332	001217491	001198672	2020181168	2019164430
001175710	001125213	001238556	2020179029	

Motion by Mr. Hansen, second by Mr. Grossi, to approve the Payment Authorization Requests as presented in Closed Session. Upon roll call, all present voted in favor. Motion carried by unanimous vote.

VII. APPROVAL OF MINUTES

Motion by Mr. Grossi, second by Mr. Smurlo, to approve the Minutes of the September 18, 2019 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Mr. Hansen and Ms. Brazelton, who abstained. Motion carried by majority vote.

VIII. PROFESSIONAL REPORTS

A. Treasurer – MOTION REQUESTED

Ms. Batz reviewed October Approval Memo and Bill List, November Bill List, and Treasurer's Reports for periods ending 9/30/19 and 10/31/19.

September Fund Balance	\$28,281,159.40
October Bill List	\$989,080.56
September Claims Paid	\$470,635.43
October Fund Balance	\$27,498,627.26
November Bill List	\$589,704.88
October Claims Paid	\$657,130.27

Ms. Batz noted that all second installment premium payments have been received and she thanked the members.

Motion by Mr. Grossi, second by Mr. Smurlo, 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

In Mr. Greco's absence, Mr. Wilkie reviewed his report. He reported on an article regarding Disability Accommodations and factors that lead to employer liability.

C. Claim Administrator

Mr. Roselli reviewed the Adjuster Pending Report, noting that there has been no change in staffing since his last report, and Open Subrogation Report as of October 31, 2019. He noted the Emergency PAR Stewardship Report included in the agenda for a claim that was presented to the Trustees in October.

He also discussed Lessons Learned from Losses regarding claims and contact information. Mr. Roselli recommended reporting claims through the 888 number, as this is much quicker than faxing or emailing. Qual-Lynx has implemented a Combined Initial Interview process that will allow them to see what questions have already been asked, as well as the answers. There are also additional triggers that will prompt additional contacts and, hopefully, will help eliminate the chances that questions are duplicated.

D. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary reports as of 2018-19 Year End and October, 2019, as well as the Average Days to Report and Transitional Duty Summary Report.

E. Student Accident Program

No report.

F. Executive Director/Underwriting/Finance Director

1. Executive Director

2020-21 Membership Renewals

Six (6) districts are up for membership renewal on July 1, 2020. **They include Estell Manor, Hamilton Township, Jackson Township, Lower Township, North Wildwood and Linwood.**

Districts renew their membership in the Fund by executing a Renewal Resolution through their local Board of Education. On September 9, 2019, renewing members were contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process.

To date, Membership Renewal Resolutions have been received from North Wildwood and Linwood.

AGRIP Fall Conference

Included in the agenda packet are reports from Tom Grossi (ACCASBO) and Cherie Bratty (GCSSD), who attended the fall conference in Cleveland, OH. The March 2020 Conference will be held in Orlando.

NJSBA/NJASBO/NJASA Fall Conference Follow-up

Mr. Wilkie noted that the SPELL JIF exhibit booth was well received at the Conference. The booth location was very good and we were able to meet and speak with several Board Members from your districts that stopped by the booth, as well as Delegates, and it was appreciated.

2019 State of the JIF Dinner

The annual dinner has been scheduled for **Tuesday, December 3, 2019 at Greate Bay Country Club in Somers Point.** Invitations were sent out electronically on November 6, 2019 with a due date of November 20, 2019. We will recognize all districts for their efforts, but make special recognition of those districts that have won safety awards and managed claims well.

NJSIA Workers' Compensation Conference

The SPELL JIF has approved covering the expense for attendance at the 2020 Conference. More information will be provided to the members when it becomes available. The dates are May 13-15, 2020 at Harrah's.

2020 PRIMA Conference

The next PRIMA Conference is being held from Sunday, June 14 through Wednesday, June 17, 2020 in Nashville, TN. Discussion is encouraged 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@riskprogramadministrators.com if you are interested in attending no later than January 31, 2020. Information on the Conference will be provided via email when it becomes available. Future PRIMA Conferences: 2021 Milwaukee, WI – June 13-16.

Mold/Environmental Management Workshop

The SPELL has approved funding for this very important workshop again in 2020-21. We will begin to plan for this educational seminar for next July 2020. Tentative date is Wednesday, July 15, 2020. 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.

Cyber Security Symposium

The SPELL JIF IT/Cyber Risk Management Committee held its first risk management symposium focused on managing cyber security risk in school districts at the DoubleTree Suites in Mount Laurel. There were over 100 attendees: 28 from ACCASBO, 70 from BCIP and 5 from GCSSD. The SPELL has approved funding to hold again in 2020-21.

SPELL JIF Joint Retreat 2020

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 2020. We will move forward with the planning of this event. Tentative dates are September 23-25, 2020. The planning committee visited a possible new venue in Cape May, The Grand Hotel.

Items Updated on SPELLJIF.COM

The SPELLJIF.COM website has been updated to reflect the 2019-2020 Fund Year information. Policy information is being updated as it is received. You can access all the current directories, lists, meeting information and claims information. Please visit the website often for the most up-to-date information.

If you would like to change or add a user to the website, please contact Annette Reap at (856) 446-9139 or via email at Annette_Reap@riskprogramadministrators.com.

Maintaining Safe Schools

The September and October 2019 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

- ACCASBO State of the Fund Dinner – Tuesday, 12/3/19 - 5:30 pm at Greate Bay Country Club
- Next ACCASBO Meeting – Wednesday, 1/15/20 – 12:00 pm at the Alder Avenue Middle School

2. UNDERWRITING AND FINANCE DIRECTOR

District/Fund Incurred Losses Report

Mr. Wilkie provided an updated report on Fund Year 2018-2019 as of October 31, 2019 included in the agenda.

SPELL JIF Meeting Minutes

The approved meeting minutes from the May 23, 2019 SPELL JIF Meeting are included in the agenda.

2020-2021 Exposure Renewal and Budget Process

Ms. Fox reported that the renewal packets were emailed to all members on November 8, 2019 requesting information (including the completed packet, a complete copy of your audit for year ending June 30, 2019 and the current ASSA) be forwarded to her. It is critical that every member district complete and forward needed information. The process is simple and usually involves little time. If you have any questions please contact Ms. Fox. Mr. Wilkie reminded the members that this information helps his office provide the worst-case scenario numbers to all members by February.

Safety Incentive Program Winners – Reimbursement Procedure

Ms. Fox advised that a Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2018-2019 program after the State of the JIF Dinner. Reimbursement requests are due by May 31, 2020. 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 her and she will get it on the bill list.

Financial Award Winners

Ms. Fox explained that the Financial Awards will be paid on the January 2020 bill list for all districts that have qualified for a financial award for the 2017-2018 fund year.

Certificates of Insurance Report from 9/1/19 – 10/31/19 – enclosed in the agenda.

G. Safety Coordinator

Mr. Geitz referenced the September and October Activities and November/December Agenda, found in the agenda. He also noted the 2019-20 Safety Incentive Program Status Report.

Mr. Geitz discussed his Safety Notice regarding unauthorized bus passengers while drivers are transporting school students. He stressed that there is an inherent risk associated with this practice, not to mention that the law is clear that this practice is not permitted.

Mr. Geitz also shared a recent news article where common cleaning products were inadvertently combined causing a lethal gas that resulted in the death of an employee. He wanted to share with all members as a reminder.

H. Committee Meetings

1. Strategic Planning Committee – Mr. Wilkie noted the meeting minutes from September 18, 2019 were included in the agenda.
2. SPELL IT/Cyber Committee – Mr. Wilkie noted the meeting minutes from October 3, 2019 were included in the agenda.
3. Claims Management Committee – Mr. Wilkie referenced the meeting minutes from October 8, 2019 included in the agenda.

IX. MOTION REQUESTED – Resolution 2019-19

Motion by Ms. Brazelton, second by Mr. Smurlo, to approve Resolution 2019-19 to meet in Closed Session at 12:00 noon on January 15, 2020 at the Alder Avenue Elementary School of the Egg Harbor Township BOE.

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

There was none.

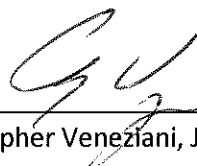
XI. MOTION REQUESTED TO ADJOURN

Motion by Ms. Ryan, second by Mr. Grossi, to adjourn the Wednesday, November 20, 2019 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:15 pm.

XII. Professional Development – ADDENDUM

Mr. Tennant lead a short presentation on the impact of the change to the Statute Of Limitations related to Sexual Abuse and Molestation claims. This is a very serious issue, potentially impacting every member in explosive ways. The Executive Director has already met with the reinsurer, claims team, JIF solicitor and actuary to define the many issues surrounding this change and begin building a best practices claim management response. Member attendance is voluntary, but all members are encouraged to be present.



Christopher Veneziani, JIF Secretary