

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

Kramer Hall/Stockton University
30 Front Street
Hammonton, New Jersey 08037

OPEN SESSION MINUTES

Wednesday, November 28, 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, November 28, 2018 at 12:54 p.m., with Linda Albright, Northfield BOE, 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.)

2018-2019 Trustees in attendance

Linda Albright, Northfield BOE, Vice Chair

John Hansen, Lower Township Elementary School District, Vice Chair

Christopher Veneziani, Folsom BOE, Secretary

Jonathan Houdart, Brigantine Public Schools

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

Michelle D. Richardson, Jackson Township BOE

2018-2019 Trustees absent

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

2018-2019 Alternate Trustees in attendance

Mark Mallett, Lower Cape May Regional School District

Chandra Anaya, Egg Harbor Township School District

2018-2019 Alternate Trustees absent

Rose Millar, North Wildwood School District

2018-2019 Fund Commissioners in attendance

Joe Rodio, Estell Manor City School District

Joy Nixon, Galloway Township Public Schools

Tom Grossi, Greater Egg Harbor RHSD (SPELL Trustee)

Barbara S. Prettyman, Hammonton BOE

Diane Fox, Middle Township BOE

Kelly Brazelton, Pitman BOE

Laurie Ryan, Upper Township BOE

Patricia Palmieri, Weymouth Township School District

2018-2019 Fund Commissioners absent

Ann Marie Fala, Hamilton Township School District
Teri Weeks, Linwood BOE/Longport BOE
Karen Gfroehrer, Mullica Twp./BOE/Washington Twp. SD-Greenbank
Susan Irons, Somers Point BOE

District Personnel in Attendance

Lew Improra, Hamilton Township School District
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.
Bradford W. Hoffman, Area Vice President, AJGRMS, Inc.
Jennifer Fox, Senior Account Manager, AJGRMS, Inc.
Annette Reap, Executive Coordinator, AJGRMS, Inc.
Louis J. Greco, Esq. – Fund Solicitor
Chris Roselli, Claims Administrator, Qual-Lynx
Denise Shallow, Claims Adjuster, Qual-Lynx
Karen Beatty, Client Services Manager, QualCare Alliance Network, Inc.
John W. Geitz, Safety Coordinator, Risk Assessment Services
James Weber, Assistant Safety Coordinator, Risk Assessment Services
Kelly Batz – Fund Treasurer (left @ 1:05 pm)
Sharon Wilson, Recording Secretary

Risk Management Consultants and members of the Public

C. J. Adams Company
D'Agostino Agency
Len Eckman
Glenn Insurance, Dennis Brown
Glenn Insurance, Kamini Patel
Mossbrook & Hicks Insurance 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. Hansen, 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 2018-18

Resolved, at a Closed Session of the Board of Trustees of the ACCASBO JIF on Wednesday, November 28, 2018, the following claims were discussed and are herewith approved for payment:

001095852 01	2018123445 01	2016075564 01	2019146879 01
2018130703 01	2017102818 01	2018108227 01	001223058 01
2017097934 01	001228610 01	2019155526 01	2019149872 01
2019154165 01			

Motion by Ms. Prettyman, second by Ms. Fox 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. Smurlo second by Mr. Grossi, to approve the Minutes of the November 28, 2018 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of 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 9/30/18, and 10/31/18.

September Fund Balance	\$25,565,512.92
October Bill List	\$918,518.61
September Claims Paid	\$237,399.37
October Fund Balance	\$25,990,269.00
November Bill List	\$285,156.03
October Claims Paid	\$822,435.92

Motion by Mr. Smurlo, second by Ms. Richardson, 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 the importance of Certificates of Insurance management.

C. *Claim Administrator*

Mr. Roselli reviewed personnel changes within Qual-Lynx. He then reviewed Emergency PAR Reports, Adjuster Pendings, the Notice of Subrogation Abandonment Report, and Open Subrogation Report. He also reviewed Lessons Learned from Losses regarding Winter Weather Hazards.

D. *Managed Care Provider*

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

E. *Student Accident Program*

No report.

F. *Executive Director/Underwriting/Finance Director*

1. *Executive Director*

a) *2019-20 Membership Renewals* – Mr. Wilkie reported that seven (7) districts are up for renewal on July 1, 2019. They include Brigantine, Egg Harbor Township, Lower Cape May RSD, Middle Township, Pitman, Somers Point, and Upper Township. Districts renew their membership in the Fund by executing a Renewal Resolution through their local Board of Education. In August, 2018, renewing members were contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process. Membership Renewal Resolutions have been received from Brigantine, Egg Harbor Township, Lower Cape May, Middle Township, Somers Point, and Upper Township.

b) *State of the Fund Dinner* – Mr. Wilkie reported that the annual dinner has been scheduled for Wednesday, November 28, 2018 at Greate Bay Country Club in Somers Point. He stated that all districts will be recognized for their efforts, with special recognition for those districts that have won safety awards and managed claims well.

c) *NJSBA/NJASBO/NJASA Fall Conference Follow-up* – Mr. Wilkie reported that the SPELL JIF Exhibit Booth was well received at the Conference. The location was very good and many of your district Board Members, as well as delegates, stopped by, and it was appreciated.

d) *Mold/Environmental Management Workshop* – The SPELL JIF has approved funding for this very important workshop again in 2019-20. Mr. Wilkie reported that planning will begin for this educational seminar for next July, 2019. Tentative date is July 17, 2019 at the DoubleTree in Mount Laurel. He reminded members to report every mold claim to the Environmental Carrier using the reporting form and instructions on SPELLJIF.COM, found under the Claims tab.

e) *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, 2019. We will move forward with the planning of this event. Tentative dates are September 25-27, 2019.

f) *NJSIA Workers' Compensation Conference* – The SPELL JIF has approved covering the expense for attendance at the 2019 Conference. More information will be provided to the members when it becomes available. The dates are May 8-10, 2019 at Harrah's.

g) *Resolution 2018-19 Destruction of Medlogix Claims Files* – MOTION REQUESTED – A motion is requested to accept Resolution 2018-19 to authorize the destruction of duplicate claims files for the period of 2006-2009 held by Medlogix, formerly CSG, Inc. Copies of all files are held by the JIF's Claims Administrator, Qual-Lynx.

Motion by Mr. Smurlo, second by Ms. Ryan, to authorize the destruction of duplicate claims files for the period of 2006-2009. Upon roll call vote, all present voted in favor. Motion carried by unanimous vote.

h) *SPELL JIF Information Technology Advisory Committee* – Mr. Tennant reported that the Committee formed last year and has met four times to discuss various initiatives to help schools achieve their technology goals, while at the same time minimizing risk in the effort. The Committee will meet again in January to develop a ½ day Symposium for members, being planned for early Spring, 2019.

i) *Spelljif.com – Forums* – Mr. Tennant informed the members that the Forums developed on the member side of the SPELL JIF website allow users to interact with each other in a secure platform. The Boundary Respect Education Committee (BREC), StopIt Users Group, and the Technology Advisory Committee are three groups with designated Forums. We are currently posting content and encouraging users to engage in discussions, add questions, post relevant news articles, etc.

j) *Items updated on SPELLJIF.com* – Mr. Wilkie reported that the SPELLJIF.COM website has been updated to reflect the 2018-19 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.

If members 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@aig.com.

k) *Maintaining Safe Schools* – The October and November, 2018 issues have been emailed to Business Administrators of all member districts.

l) *Key Dates –*

- Claims Meeting – Today, following this meeting.
- ACCASBO State of the Fund Dinner – Wednesday, 11/28/18 – 6:00 pm at Greate Bay Country Club, Somers Point
- Next ACCASBO JIF Meeting – Wednesday, 1/16/19 – 12:00 pm at the Kramer Hall/Stockton University, 30 Front Street, Hammonton, New Jersey.

Mr. Wilkie advised the members that Ms. Wilson has resigned, and thanked her for her service.

2. *Underwriting and Finance Director*

a) *District/Fund Status – District/Fund Incurred Losses Report* – Mr. Hoffman provided an update on Fund Year 2017-2018 as of October 31, 2018. This Fund is doing very well.

b) *SPELL JIF Meeting Minutes* – Mr. Hoffman reviewed the approved meeting minutes from the May 24, 2018 SPELL JIF Meeting, which are included in the agenda.

c) *Resolution 2018-20 – SPELL Membership Renewal* – MOTION REQUESTED – Mr. Hoffman asked for a motion to approve Resolution 2018-20 to renew ACCASBO's membership in the SPELL effective July 1, 2019 through June 30, 2022.

Motion by Ms. Anaya, second by Ms. Fox, to approve Resolution 2018-20 to renew ACCASBO's membership in the SPELL, effective July 1, 2019, through June 30, 2022. Upon roll call vote, all present voted in favor, with the exception of Mr. Grossi, who abstained. Motion carried.

d) *2018-2019 Exposure Renewal and Budget Process* – Mr. Hoffman reported that renewal packets were emailed to all members on October 19, 2018. He asked members to forward all requested information (including the completed packet, a complete copy of your audit for year ending June 30, 2018, and the current ASSA) to the Executive Director's office, attention Jennifer Fox. 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 Jennifer Fox at (856)446-9133.

Mr. Wilkie reminded all members to please provide this information as quickly as possible, in order for the Executive Director's Office to formulate the JIF Budget and provide budget numbers to members.

e) *Safety Incentive Program Winners – Reimbursement Procedure* – Mr. Hoffman reported that a Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2017-2018 program after the State of the JIF Dinner. Reimbursement requests are due by May 31, 2019. 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.

f) *Financial Award Winners* – Mr. Hoffman reported that Financial Awards will be paid on the January, 2019 bill list for all districts that have qualified for a financial award for the 2017-2018 fund year.

g) *Certificates of Insurance Report* – The Certificates of Insurance Report from 9/1/18 – 10/31/18 is included in the agenda.

h) *Resolution 2018-22 – Change in Designated Executive Director* – MOTION REQUESTED – Mr. Hoffman distributed this resolution for member review, and asked for a motion to approve.

Motion by Ms. Prettyman, second by Mr. Houdart, to approve Resolution 2018-22 designating Bradford W. Hoffman to replace Paul J. Miola as Executive Director of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, effective November 19, 2018. Upon roll call vote, all present voted in favor. Motion carried by unanimous vote.

G. Safety Coordinator

Mr. Geitz referenced the September/October Activities and November Agenda, found in the agenda. He also reviewed a Safety Incentive Program Criteria and Monthly Status Report. He added to Mr. Roselli's Cold Weather report, advising members to be careful in reducing heat temperatures in facilities, to avoid freezing pipes.

H. Committee Meetings –

Mr. Wilkie reviewed the minutes of the Strategic Planning Committee held on 9/19/18.

X. MOTION REQUESTED – Resolution 2018-21

Motion by Mr. Smurlo, second by Ms. Richardson to approve Resolution 2018-21 to meet in Closed Session on January 16, 2019 at Kramer Hall/Stockton University, 30 Front Street, Hammonton, NJ, at 12:00 pm.

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

None

XII. MOTION REQUESTED TO ADJOURN

Motion by Mr. Grossi, second by Ms. Anaya to adjourn the Wednesday, November 28, 2018 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:36 pm.



Christopher Veneziani, JIF Secretary