

**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**

**Tuesday, March 27, 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 Tuesday, March 27, 2018 at 1:53 p.m., with Kim Jensen, Mainland Regional High School, 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***

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

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

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

**Christopher Veneziani, Folsom BOE**

***2017-2018 Trustees absent***

**John Hansen, Lower Township Elementary School District, Secretary**

**Jonathan Houdart, Brigantine Public Schools**

**Michelle D. Richardson, Jackson Township BOE**

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

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

**Rose Millar, North Wildwood School District**

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

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

**No One**

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

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

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

**Diane Fox, Middle Township BOE**

**Laurie Ryan, Upper Township BOE**

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

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

**Teri Weeks, Linwood BOE**

Deborah Roncace, Pitman BOE  
Susan Irons, Somers Point BOE  
Patricia Palmieri, Weymouth Township School District

**District Personnel in Attendance**

Randi Heller, Brigantine Public Schools  
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.  
Jennifer Fox, Senior Account Manager, AJGRMS, Inc.  
Annette Reap, Executive Coordinator, AJGRMS, Inc.  
John W. Geitz, Safety Coordinator, Risk Assessment Services  
Louis J. Greco, Esq. – Fund Solicitor  
Nancy Kissane, Claims Administrator, Qual-Lynx  
James Weber, Assistant Safety Coordinator, Risk Assessment Services  
Karen Beatty, Client Services Manager, QualCare Alliance Network, Inc.  
Sharon Wilson, Recording Secretary

**Risk Management Consultants and members of the Public**

C. J. Adams Company  
D'Agostino Agency  
Glenn Insurance, Dennis Brown  
Marsh & McLennan Agency  
McMahon Agency  
Mossbrook & Hicks 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. Smurlo, 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 2017-23**

*Resolved*, at a Closed Session of the Board of Trustees of the ACCASBO JIF on Tuesday, March 27, 2018, the following claims were discussed and are herewith approved for payment:

001196455 01	2016081189 01	2017097695 01	2016076491 01
2018110525 01	000944430 01	000843836 01	2017085305 01
2017084455 01	2018121544 01		

*Motion* by Mr. Grossi, second by Mr. Smurlo 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 Ms. Fox, to approve the Minutes of the January 17, 2018 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Ms. Albright, who abstained. Motion carried by majority vote.

**VIII. APPOINTMENT OF A NOMINATING COMMITTEE BY FUND CHAIR**

Mr. Wilkie reviewed the ACCASBO and SPELL trustees' term expirations included in the agenda. Ms. Jensen appointed Mr. Hansen, Ms. Richardson, and Mr. Veneziani to the Nominating Committee.

*Motion* by Mr. Smurlo, second by Ms. Millar to approve the Nominating Committee as appointed. Upon roll call vote, all voted in favor. Motion carried by unanimous vote.

**IX. PROFESSIONAL REPORTS**

*A. Treasurer – MOTION REQUESTED*

Ms. Batz reviewed February Approval Memo and Bill List, March Bill List, and Treasurer's Reports for periods ending 1/31/18 and 2/28/18.

January Fund Balance	\$22,134,653.20
February Bill List	\$104,713.21
January Claims Paid	\$257,939.78
February Fund Balance	\$21,581,048.35
March Bill List	\$126,210.24
February Claims Paid	\$477,005.73

*Motion* by Mr. Grossi, second by Ms. Albright, 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 properly measuring seniority, as well as hidden liability exposures.

*C. Claim Administrator*

Ms. Kissane reviewed personnel issues within Qual-Lynx, Adjuster Pendlings and the Open Subrogation Report. Ms. Kissane then discussed Lessons Learned from Losses, regarding office safety.

*D. Managed Care Provider*

Ms. Beatty reviewed QualCare's managed care summary report through the month of February, 2018. She also advised the members of a new medical care facility, Health Med Associates, which will be coming to the area.

*E. Student Accident Program*

Ms. Ridolfino from Hardenbergh reviewed the 2018-2019 Fund Year SPELL JIF Student Accident Group Purchase Program. Based on information presented at the January meeting, the proposals presented, and Hardenbergh's recommendation, the Trustees authorized the program to be moved to XL Catlin through Bob McCloskey Insurance (BMI), effective 7/1/18. Two of the six members who were asked to leave last year, have been invited to return to the program. District renewal premium notices were emailed 3/13/18, indicating a reduction in premiums, and the premium will be included in the members' JIF invoice. New claim forms and contact information will be distributed in June.

F. *Executive Director/Underwriting/Finance Director*

1. *Executive Director*

a) *Certificates of Insurance Module Update* – Ms. Fox reported that the new COI Module to submit requests for Certificates of Insurance through the SPELL website continues to progress. All 74 member districts are using the system. The Administrator's office continues to work through any issues internally. Member feedback is always welcome. Ms. Fox added that changes are being made to the module as it is being used. User feedback has been very positive.

b) *NJSIA Workers' Compensation Conference* – The New Jersey Self-Insurers' Association will hold their spring conference on May 9-11, 2018 in Atlantic City. The SPELL JIF has approved covering the expense for attendance. Last year, a total of 26 claim coordinators and business administrators from our SPELL JIF members attended as follows: 7 from ACCASBO, 15 from BCIP, and 4 from GCSSD. An email with all the details was sent to all members on March 8, 2018, with a response date of March 28, 2018. The Conference schedule is included in the agenda packet for members' reference.

c) *Proposed Meeting Dates for 2018-19* – Mr. Wilkie reviewed the schedule of meetings proposed for 2018-19. He asked the members for a decision regarding the November, 2018 meeting due to the Thanksgiving holiday. Members agreed to schedule the meeting for Noon on 11/28/18, at this location. Mr. Wilkie asked for a consensus decision approving the 2018-19 schedule, and members agreed. The final schedule will be listed in a resolution at the May reorganization meeting.

d) *State of the JIF Dinner* – Mr. Wilkie informed the members that the annual dinner will be held on Wednesday, November 28, 2018 at Greate Bay Country Club in Somers Point. Invitations will be sent out in October.

e) *SPELL HR Helpline* – Mr. Wilkie reviewed the attached Client Activity Summary Report from Enquiron for the current fund year through 2/28/18.

f) *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.

If members 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).

g) *Maintaining Safe Schools* – The January, February and March, 2018 issues have been emailed to Business Administrators of all member districts.

h) *Key Dates* –

- SPELL Meeting – Friday, 4/13/18, 9:30 am at AJG Marlton Offices
- NJ Self-Insurers' Spring Conference – 5/9-11/2018 @ Harrah's in Atlantic City
- ACCASBO Reorganization Meeting – 5/16/18 – noon at ETTC/Stockton University
- PRIMA Conference – 6/3-6/2018 in Indianapolis, IN. There are no JIF attendees this year.
- 6<sup>th</sup> Annual Mold/Environmental Management Seminar – Tentative Date: 7/18/18 @ the DoubleTree Hotel/Mount Laurel
- Boiler Operator Refresher Training – 8/15/18 @ Collingwood HS
- SPELL JIF Joint Retreat – 9/26-28/18 @ Congress Hall in Cape May

## 2. *Underwriting and Finance Director*

a) *District/Fund Status* – Mr. Tennant reviewed Mr. Hoffman’s Incurred Losses Report on Fund Year 2016-17 and 2017-18, as of February 28, 2018. He noted that all funds are experiencing excellent loss ratio numbers.

b) *Financial Audit – June 30, 2017 – Motion Requested* – A motion is requested to accept the June 30, 2017 Financial Audit as prepared by Jim Miles of Bowman & Company. The Finance Committee has reviewed the clean Audit and recommends acceptance.

*Motion* by Mr. Smurlo, second by Ms. Anaya, to accept the June 30, 2017 Financial Audit. Upon roll call vote, all present voted in favor. Motion carried by unanimous vote.

c) *Resolution 2017-24 Surplus Release – Motion Requested* – Mr. Tennant requested a motion to accept the Finance Committee’s recommendation for a surplus release of \$450,000 from the 2013-2014 Fund Year.

*Motion* by Mr. Grossi, second by Ms. Fox, to accept the Finance Committee’s recommendation for a surplus release of \$450,000 from the 2013-2014 Fund Year. Upon roll call vote, all present voted in favor. Motion carried by unanimous vote.

d) *2018-2019 Exposure Renewal* – Ms. Fox provided a verbal update, and returned renewal information to members today.

e) *Safety Incentive Program Winners – Reimbursement Procedure* – Ms. Fox reminded the members that a Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that have qualified for an award in the 2016-2017 program. Reimbursement requests are due by June 1, 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) *RMC Resolutions and Agreements* – RMC Resolutions and agreements will be emailed to all districts shortly. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2018-2019 fund year and forward the resolution and Agreement to the Executive Director’s office to the attention of Jennifer Fox by May 1, 2018.

g) *Certificates of Insurance Report* – The Certificates of Insurance Report from 1/1/18 – 2/28/18 is included in the agenda.

## G. *Safety Coordinator*

Mr. Geitz referenced the January/February Activities and March/April Agenda, found in the agenda. He also reviewed the Safety Incentive Program-Status Report. Mr. Geitz also reviewed Safety Spotlight OSHA Mandated Safety Training as well as Safety Spotlight OSHA Bloodborne Pathogens Standard.

## H. *Committee Meetings* –

1. Finance Committee Meeting – 2/9/2018: Mr. Wilkie reviewed the minutes of the meeting included in the agenda.
2. Joint Safety/Claims Meeting – 2/23/2018: Mr. Wilkie also reviewed the minutes of this meeting included in the agenda. He reminded the members of the scheduled Mold/Environmental Seminar in July.

- X. BUDGET HEARING – Motion Requested** – A motion is requested to adopt the Preliminary Budget, which includes a 1.9% increase.

*Motion* by Mr. Grossi, second by Mr. Veneziani, to adopt the preliminary Budget. Upon roll call vote, all present voted in favor. Motion carried by unanimous vote.

- XI. MOTION REQUESTED – Resolution 2017-25**

*Motion* by Ms. Fox, second by Ms. Anaya to approve Resolution 2017-25 to meet in Closed Session on May 16, 2018 at ETTC/Stockton University in Galloway, NJ.

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

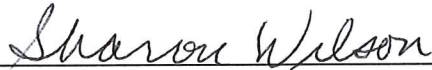
Ms. Anaya asked members to share certain policies regarding random testing of employees who operate machinery, i.e., maintenance and grounds workers, with her.

Mr. Grossi reported that AM Best came to GEHRHSD for a presentation on STOPiT at all three district campuses.

- XIII. MOTION REQUESTED TO ADJOURN**

*Motion* by Mr. Grossi, second by Mr. Veneziani to adjourn the Tuesday, March 27, 2018 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 2:47 pm.



Sharon Wilson, Recording Secretary

