

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

ETTC/Stockton University  
10 West Jimmie Leeds Road  
Galloway, New Jersey y

OPEN SESSION MINUTES

Wednesday, March 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 March 15, 2017 at 1:17 p.m., with Kim Jensen, Mainland Regional High School District, 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.**)

***2016-2017 Trustees in attendance***

**Kim Jensen, Mainland Regional High School, Chair (SPELL Alternate #2)**  
**Linda Albright, Northfield BOE, Vice Chair**  
**Jonathan Houdart, Brigantine Public Schools**  
**Michelle D. Richardson, Jackson Township BOE**

***2016-2017 Trustees absent***

**Suzanne Keller, Somers Point BOE, Secretary (SPELL Alternate #2)**  
**John Hansen, Lower Township Elementary School District**  
**Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)**

***2016-2017 Alternate Trustees in attendance***

**Christopher Veneziani, Folsom BOE**  
**Mark Mallett, Lower Cape May Regional School District**  
**Rose Millar, North Wildwood School District**

***2016-2017 Alternate Trustees absent***

**No One**

***2016-2017 Fund Commissioners in attendance***

**Chandra Anaya, Egg Harbor Township School District**  
**Tom Grossi, Greater Egg Harbor RHSD (SPELL Trustee)**  
**Diane Fox, Middle Township BOE**

***2016-2017 Fund Commissioners absent***

**Abramo Vallese, Interim, Estell Manor City School District**  
**Ann Marie Fala, Hamilton Township School District**  
**Deborah Roncace, Pitman BOE**

Laurie Ryan, Upper Township BOE  
Patricia Palmieri, Weymouth Township School District

***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.  
Megan Matro, Marketing Specialist, AJGRMS, Inc.  
John W. Geitz, Safety Coordinator, Risk Assessment Services  
Kathy Kissane, Director of Account Management, 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

Glenn Insurance  
D'Agostino Agency  
Mossbrook & Hicks Agency  
Hardenbergh Insurance Group

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

VI. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2016-24

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

001188425 01	2017091979 01	001230054 01	001222050 01
001230515 01	2017085443 01	2016076224 01	2017085669 01
001201595 01	001223211 01	001199514 01	001015976 01
2016075328 01	2017084633 01	001018321 01	000908293 01
000975550 01	001127275 01	2017083570 01	2017093119 01
001216642 01			

*Motion* by Ms. Albright, second by Ms. Richardson 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 Ms. Richardson, second by Ms. Fox, to approve the Minutes of the January 18, 2017 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 NOMINATING COMMITTEE

Mr. Wilkie reviewed the ACCASBO and SPELL Term Expirations included in the agenda. Ms. Jensen re-appointed Ms. Richardson, Mr. Hansen, and Mr. Houdart to the Nominating Committee.

IX. PROFESSIONAL REPORTS

A. *Treasurer* – MOTION REQUESTED

Mr. Wilkie reviewed February Approval Memo and Bill List, March Bill List, and Treasurer's Reports for periods ending 1/31/17 and 2/28/17.

January Fund Balance	\$20,967,984.40
February Bill List	\$110,804.63
January Claims Paid	\$469,409.11
February Fund Balance	\$20,636,377.58
March Bill List	\$107,231.51
February Claims Paid	\$236,926.88

*Motion* by Ms. Albright, second by Ms. Millar, 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. Wilkie reviewed Mr. Greco's report in detail regarding expanded Rice Notice Obligations as well as a heads up on Labor Law Ruling. Discussion ensued regarding the Rice Notice issue.

C. *Claim Administrator*

Ms. Kissane reviewed the Adjuster Pendings, Subrogation Report, and Lessons Learned from Losses regarding Ladder Safety. She urged all members to share the notice on ladder safety with all custodial and maintenance staff.

D. *Managed Care Provider*

Ms. Beatty reviewed Qual-Lynx's managed care summary reports through the month of February, 2017.

E. *Student Accident Program*

Ms. Ridolfino reviewed her Student Accident Group Purchase Renewal Premium report. Six JIF members (3 from ACCASBO JIF) have been asked to remove themselves from the Student Accident Group Purchase Program and manage their student accident insurance individually. This will reduce anticipated premiums for the remaining members of the group.

F. *Executive Director/Underwriting/Finance Director*

1. *Executive Director*

a) *Introduction of New AJG Staff Member* – Mr. Wilkie introduced Megan Matro, who has been hired as the new Marketing Specialist.

b) *2017-18 Membership Renewals* – Mr. Wilkie reported that five districts are up for membership renewal on July 1, 2017. They include Estell Manor, Hamilton, Jackson Township, Lower Township and North Wildwood. All five districts have renewed their membership in the ACCASBO JIF, and Mr. Wilkie thanked them!

c) *Cyber Assessment Competition* – Mr. Tennant reported that the SPELL JIF Board of Trustees has chosen Haddon Heights Board of Education (BCIP JIF) and Washington

Township Board of Education (GCSSD JIF) to receive a Cyber Assessment performed in district, and the assessment is underway.

The actual assessments will be the property of the respective districts and the membership and SPELL JIF will benefit in a white paper describing the risk profile of school districts and possible remedies, together with one or more seminars for members conducted by the Executive Director's office and involving the IT leadership of each assessed district and the assessment team from K2 Intelligence.

d) *NJSIA Workers' Compensation Conference* – Mr. Wilkie reported that the New Jersey Self-Insurers' Association will hold their spring conference on May 4-5, 2017 in Atlantic City. The Conference schedule is included in the agenda for your reference. ACCASBO members attending are: Sue Diefenbeck, Benefits/WC Coordinator, EHT; Chandra Anaya, BA, EHT; Chris Veneziani, BA, Folsom; Michelle Richardson, BA, Jackson Twp.; CeCe LaPoint, Jackson Twp.; Kim Jensen, BA, Mainland; Dawn Aftanis, Middle Township.

e) *2017 PRIMA Conference* – Mr. Wilkie reminded the members that the next PRIMA Conference is being held from Sunday, June 4 through Wednesday, June 7, 2017 in Phoenix, Arizona. ACCASBO members interested in attending are Chandra Anaya and Chris Veneziani. Please notify the Executive Director's office in writing or via email to Annette Reap at [Annette.Reap@ajg.com](mailto:Annette.Reap@ajg.com) if you are interested in attending as soon as possible

f) *State of the Fund Dinner* – Mr. Wilkie reported that the annual dinner will be held on Wednesday, November 29, 2016 at Greate Bay Country Club in Somers Point. He asked members to mark their calendars, and stated that invitations will be sent out in October.

g) *Proposed Meeting Dates for 2017-18* – Mr. Wilkie reviewed the proposed meeting dates for the 2017-18 Fund Year. He asked the members to review the schedule for any conflicts, and asked for a consensus decision approving the 2017-18 schedule. The final schedule will be listed in a resolution at the May reorganization meeting.

h) *Member Report – Public School Works* – Mr. Veneziani from the Folsom Board of Education spoke to the members regarding the extra services he is currently using from Public School Works that are outside the SPELL contract.

i) *Items updated on SPELLJIF.com* – Public side – Fund Professionals; Private Member Side – Board of Trustees, Fund Commissioners. Members 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.

The Member Login section of the site has been transitioned to a new design and platform.

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).

j) *Maintaining Safe Schools* – The February and March, 2017 issues have been emailed to Business Administrators of all member districts.

k) *Key Dates* –

- SPELL Meeting – Friday, 4/7/17 – 9:30 am @ AJG Marlton Offices
- NJ Self-Insurers' Spring Conference – 5/4-5/17 @ Harrah's in Atlantic City
- ACCASBO Reorganization Meeting – 5/17/17 – 12:00 pm @ the ETTC Stockton University
- PRIMA Conference – 6/5-6/8/17 in Phoenix, AZ
- 5<sup>th</sup> Annual Mold/Environmental Management Seminar – 7/19/17 @ the Double Tree/Mt. Laurel

- Boiler Operator Refresher Training – 8/9/17 @ Lenape RHSD
- SPELL JIF Joint Retreat – 9/27-29/17 @ Congress Hall in Cape May

2. *Underwriting and Finance Director*

a) *District/Fund Status* – Mr. Wilkie provided an update on Fund Year 2016-17, with claims counted and valued as of February 28, 2017. All three funds are doing exceptionally well with loss ratio numbers.

b) *Financial Audit – June 30, 2016* – MOTION REQUESTED – Mr. Wilkie requested a motion to accept the June 30, 2016 Financial Audit as prepared by Jim Miles of Bowman & Company. The audit was clean, with no recommendations. The Finance Committee has reviewed the Audit and recommends acceptance.

*Motion* by Ms. Fox, second by Ms. Richardson, to accept the June 30, 2016 Financial Audit as referenced above. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

c) *Resolution 2016-25 Surplus Release* – MOTION REQUESTED – Mr. Wilkie 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 from the 2013-2014 Fund Year. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

d) *Resolution 2016-26 Approving Transfers* – MOTION REQUESTED – A motion is requested to accept the Finance Committee's recommendation for inter-year transfers.

*Motion* by Mr. Mallet, second by Ms. Fox, to the Finance Committee's recommendation for inter-year transfers. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

e) *2017-2018 Renewal* – Ms. Fox provided a verbal update on the renewal process. Property appraisals were distributed at today's meeting.

f) *Safety Incentive Program Winners – Reimbursement Procedure* – Ms. Fox informed the members that a Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that have qualified for an award in the 2015-2016 Safety Incentive Program. Reimbursement requests are due by May 30, 2017. 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.

g) *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 2017-2018 Fund Year and forward the Resolution and Agreement to the Executive Director's office to the attention of Jennifer Fox by May 1, 2017.

h) *Certificates of Insurance Report* – The Certificates of Insurance Report from 1/1/17 – 2/28/17 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.

*H. Committee Meetings*

Mr. Wilkie reviewed minutes of the Joint Safety-Claims meeting held on February 6, 2017, as well as the minutes of Finance Committee Meeting held on February 7, 2017.

- X. *Budget Hearing* – MOTION REQUESTED – A motion is requested to adopt the preliminary budget for 2017-2018.

*Motion* by Mr. Grossi, second by Ms. Anaya, to approve the preliminary budget for 2017-2018. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

- XI. MOTION REQUESTED – Resolution 2016-27

*Motion* by Ms. Albright, second by Mr. Veneziani to approve Resolution 2016-27 to meet in Closed Session on May 17, 2017 at 12:00 pm at ETTC/Stockton University, 10 W. Jimmie Leeds Road, Galloway, New Jersey. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

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

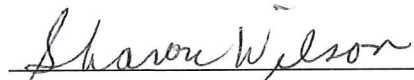
Mr. Brown of Glenn Insurance commented on the amount of work involved in the Group Student Accident Program. He thanked Ms. Ridolfino for her hard work.

Ms. Anaya is desperately in need of an interim assistant BA if any member knows of a qualified applicant.

- XIII. MOTION REQUESTED TO ADJOURN

*Motion* by Ms. Richardson, second by Mr. Houdart to adjourn the March 15, 2017 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 2:02 pm.

  
Sharon Wilson, Recording Secretary

