

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

Teleconferencing Meeting via WebEx

OPEN SESSION MINUTES

Wednesday, May 20, 2020

I. 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, May 20, 2020 at 1:05 p.m., with John Hansen, Vice Chair, presiding.

II. 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.

III. ROLL CALL (Board Members and Alternate Trustees identified in bold print.)

2019-2020 Trustees in attendance

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

Linda Albright, Northfield BOE, Chair

2019-2020 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

2019-2020 Alternate Trustees absent

None

2019-2020 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)

Ann Marie Fala, Hamilton Township School District

Frank Onorato, Linwood BOE

Jennifer Germana, Margate City BOE

Diane Fox, Middle Township BOE

Karen Gfroehrer, Mullica Twp. BOE/Washington Twp. SD-Greenbank

Kelly Brazelton, Pitman BOE

Michele Roemer, Somers Point BOE
Laurie Ryan, Upper Township BOE
Steve Moran, Weymouth Township School District

2019-2020 Fund Commissioners absent

Barbara Prettyman, Hammonton BOE
Teri Weeks, Longport BOE

Fund Professionals in attendance

Craig H. Wilkie, Deputy Executive Director - RPA, a Division of Gallagher
Bradford Hoffman, Executive Director - RPA, a Division of Gallagher
Jennifer Fox, Senior Account Manager - RPA, a Division of Gallagher
Megan Matro, Marketing Specialist – RPA, a Division of Gallagher
Lou Greco, Esquire - Fund Solicitor
Chris Roselli, Claims Administrator – Qual-Lynx
Karen Beatty, Client Services Manager – Qual-Lynx
John Geitz, Safety Coordinator – Risk Assessment Services
James Weber, Assistant Safety Coordinator – Risk Assessment Services
Annette Reap, Recording Secretary

Risk Management Consultants and members of the Public

C.J. Adams Company
J. Byrne Agency
Len Eckman, Inc.
Glenn Insurance
Hardenbergh Insurance Group
Marsh & McLennan Agency
McMahon Agency
Syracusa-Kauffman Agency

Mr. Wilkie expressed his condolences to C.J. Adams Company at the recent passing of Stan Gunnison.

IV. 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 Ms. Richardson, to open voting to all Fund Commissioners present. All in favor. Motion carried by unanimous vote.

V. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2019-26 - APPROVED

Resolved, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Wednesday, May 20, 2020, as distributed to the Trustees and Fund Commissioners on a confidential basis prior to board meeting.

000984294	000803288	2018120167	001217406	2018115595
2020190776	2019156557	2019172589	2018119925	2020181007
2019158132	2017096579	001182257	2018119000	

Motion by Mr. Grossi, second by Ms. Robinson, 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.

VI. APPROVAL OF MINUTES – March 18, 2020

Motion by Mr. Grossi, second by Mr. Hansen, to approve the Minutes of the March 18, 2020 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Ms. Brazelton, Ms. Millar and Ms. Germana, who abstained. Motion carried by majority vote.

VII. Budget Hearing – MOTION REQUESTED

- A. Motion by Mr. Gross, second by Ms. Fox, to open the hearing to the public.
- B. Motion by Ms. Fox, second by Mr. Grossi, to close the hearing to the public.
- C. Motion by Mr. Grossi, second by Mr. Hansen, to adopt the 2020-2021 Budget as presented in the agenda.

VIII. Election of Trustees, Alternates, SPELL Delegates

Motion by Mr. Grossi, second by Ms. Millar, to elect the nominees as recommended by the Nominating Committee and listed in their Report contained in the agenda.

IX. Election of Officers – Motion by Ms. Grossi, second by Ms. Ryan, to elect:

- Chair** – Christopher Veneziani, Folsom
- Vice Chair** – John Hansen, Lower Township
- Secretary** – Jonathan Houdart, Brigantine

X. PROFESSIONAL REPORTS

A. Treasurer – MOTION REQUESTED - APPROVED

The April Approval Memo and Bill List, May Bill List, and Treasurer’s Reports for periods ending 3/31/20 and 4/30/20 were included in the agenda.

March Fund Balance	\$25,354,159.93
April Bill List	\$126,113.64
March Claims Paid	\$511,414.08
April Fund Balance	\$25,278,728.66
May Bill List	\$125,775.94
April Claims Paid	\$411,463.13

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. Greco reported on a recent New Jersey Supreme Court decision concerning tenure for a stipend position. The plaintiff in this case, who held a certification as a special education teacher, volunteered to teach an evening special education class. The district maintained that this service was over and above her full time, tenured position and considered an extra duty, which did not qualify for tenure. The NJ Supreme Court overturned both the Commissioner of Education and the Appellate Division of

Superior Court decisions, citing that the plaintiff met the criteria for tenure for her evening position and was entitled to a remedy for the violation of her tenure rights. The ruling applies to all assignments that require a teaching certificate. In short, if the duties require a certification, it qualifies as a tenured position.

C. Claim Administrator

Mr. Roselli's Adjuster Pending Report and Open Subrogation Report were included in the agenda. He noted that all the units are fully staffed at this time. Mr. Roselli reviewed Lessons Learned from Losses which is an annual reminder for Mold Prevention at this time of the year. He highlighted that building temperatures should be maintained 68 and 79 with humidity levels below 60%. He reminded everyone that the JIF is holding its annual 8th annual Mold/Environmental Management Seminar on July 15, 2020.

D. Managed Care Provider

Ms. Beatty's Managed Care Summary report as of April, 2020, as well as the Average Days to Report and Transitional Duty Summary Report were provided.

Ms. Beatty also included information in the agenda on the Virtual Care Initiative that Qual-Lynx has been providing in response to the COVID-19 pandemic. It includes streamlined access to medical providers offering tele-medicine and tele-therapy services. She explained that patients can be seen by physicians safely and securely and continue their medical treatment plan from their homes or workplaces. She noted that the restrictions on elective surgeries are being eased and can now be scheduled.

E. Student Accident Program

No report.

F. Executive Director/Underwriting/Finance Director

1. Executive Director

2020-21 Membership Renewals – MOTION REQUESTED

Mr. Wilkie advised that Resolutions have been received from all six (6) districts up for membership renewal on July 1, 2020. Motion is requested to accept and approve the membership renewal Resolutions received from the following districts: **Estell Manor, Hamilton Township, Jackson Township, Lower Township, North Wildwood and Linwood.**

Motion by Ms. Fox, second by Ms. Robinson, to accept and approve the membership renewal resolutions received from districts named above.

NJSIA Workers' Compensation Conference - Rescheduled

Mr. Wilkie stated that the New Jersey Self-Insurers' Association has rescheduled their spring conference for October 14-16, 2020 at Harrah's in Atlantic City. An email with all the details will be sent to all members over the summer provided that the conference will be held and that the SPELL will decide to attend in light of the COVID-19 pandemic.

Mold, Environmental and IAQ Best Practices – July 15, 2020

Mr. Wilkie advised that this annual one day seminar was scheduled for **Wednesday, July 15, 2020 at the DoubleTree in Mount Laurel.** It is anticipated that, even if the Stay at Home restrictions are lifted, gatherings of large groups will still be prohibited. He conveyed that this training will now be provided through a series of on-line webinars instead. Further details will be provided in the coming months.

Cyber Security Symposium – July 29, 2020

Mr. Wilkie reported that the SPELL JIF IT/Cyber Risk Management Committee will hold its 2nd risk management symposium focused on managing cyber security risk in school districts as an on-line webinar. Further details will be provided.

Boiler Operator Refresher Training – August 4, 2020 - Postponed

Mr. Wilkie stated that this annual training has been conducted by Traveler's Insurance, the JIF's boiler and machinery carrier, the past few years. Mr. Geitz, the JIF Safety Director, had decided to bring this training in-house and has been working with Joe Biluck to develop the program. The format will remain the same: 2 identical three-hour refresher training sessions for Black Seal Boiler Operators. One will be held from 8-11 am and the second from Noon – 3 pm. The training is designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. **This training has been postponed at this time.**

SPELL JIF Joint Retreat – September 23-25, 2020

Mr. Wilkie reported that his office is still in the planning stages for a Joint Retreat to be held on **September 23rd (Wed) through September 25th (Fri), 2020 at The Grand Hotel in Cape May.** He noted that a final decision will be made over the summer to determine if this event can still be held in light of the COVID-19 restrictions on large gatherings.

State of the JIF Dinner – Save the Date!

Mr. Wilkie advised that the annual dinner will be held on **Tuesday, December 1, 2020 at Greate Bay Country Club in Somers Point.** Please mark your calendars. He is hopeful that this annual dinner will be held in December.

COVID-19 Advice and Gallagher Resource Page

Included in the agenda is communication from Scott Tennant on reporting claims related to the pandemic and link to Gallagher Pandemic Landing Page.

Items Updated on SPELLJIF.COM

All policies, contact lists and other information found on SPELLJIF.COM will be updated in July/August, after the 2020-21 Fund Year begins.

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.

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@ajg.com.

Maintaining Safe Schools

The April and May 2020 issues has 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

- No JIF Meetings in June, July or August
- 8th Annual Mold/Environmental Management Seminar – 7/15/2020 – On-Line
- Cyber Security Symposium – 7/29/2020 – On-Line
- Boiler Operator Refresher Training – Postponed
- Next ACCASBO JIF Meeting: 9/16/2020 @ the Alder Avenue Middle School

- SPELL JIF Joint Retreat – 9/23-25/2020 @ The Grand Hotel, Cape May
- NJ Self-Insurers' Spring Conference – 10/14-16/2020 @ Harrah's in Atlantic City
- State of the JIF Dinner – 12/1/2020 @ Greate BayCountry Club/Somers Point

2. UNDERWRITING AND FINANCE DIRECTOR

District/Fund Incurred Losses Report

Mr. Hoffman reviewed his report on Fund Year 2019-2020 as of April 30, 2020. He noted that ACCASBO is having an excellent year so far.

2020-2021 Renewal

Mr. Hoffman reported that the renewal process is on-going and the final information will be presented at the SPELL meeting in May. He noted that the insurance market has been especially challenging this year, but he expects the final numbers to be within the budget.

RMC Resolutions and Agreements

Ms. Fox advised that RMC Resolutions and Agreements were emailed to all districts on March 2, 2020 with a due date of May 15, 2020. She is still waiting for information from a few districts, but asked if they could at least provide her with the fee amount, so it can be included in 1st installment invoices.

2020-2021 Contribution Notices

Ms. Fox noted that first installment premium billings for the 2020-2021 fund year will be emailed to all districts by June 1, 2020. Surplus Return Resolutions will also be included with this communication. All premium contributions are due by July 15, 2020 to the Fund Treasurer, Kelly Batz.

Surplus Return Resolutions

Surplus return resolutions will be sent to eligible current and former members by June 1, 2020. Please forward executed resolutions to the Executive Director's Office, attention Jodi Palmeri no later than June 30, 2020.

The Fund Risk Management Plan States:

Any current or former member who does not act on their resolution by the time established by the Board of Trustees shall forfeit their rights to act independently for that year and accept the following results:

In the event of non-action on a net return of money:

The total net return amount shall be transferred to the individual member's portion of their unencumbered aggregate excess loss contingency fund.

2019-2020 Administrative Matter Defense Reimbursement

Each district is eligible for up to \$1,500 annually in expense reimbursement for administrative matter costs incurred that are not part of the SPELL coverage provisions. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement for the 2019-2020 fund year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Jennifer Fox at (856) 446-9133.

Reimbursement requests are due by September 30, 2020.

Certificates of Insurance

Ms. Fox advised that an email will be sent to each district by June 1, 2020 including instructions on how to begin renewing certificates of insurance for the 2020-2021 Fund Year in the Certificate of Insurance Module and how to process them. This email will be sent to the Fund Delegate for each district and we ask that you forward to the district representative responsible for certificates of insurance. If you have any questions, please contact Jennifer Fox at (856) 446-9133.

Auto ID Cards

Ms. Fox stated that Auto ID Cards will be mailed to all districts by mid-June for the 2020-2021 Fund Year. Cards will be created based on the information that was provided to the Executive Director's office during the Exposure Renewal Process last fall. She noted that the auto ID cards will be mailed to the district's Business Administrator and if there is someone other than the BA who should receive the cards, please advise Ms. Fox of their name and address.

Any vehicle listed as a leased vehicle will receive a vehicle specific Auto ID Card. All other vehicles will be given a generic fleet card. Please note that if you replace a vehicle with another fleet vehicle, the Auto ID Card can be transferred to the new vehicle. In addition to the Auto ID cards based on your vehicle count you will receive an additional number of fleet cards that should be kept in a safe place for additional vehicles you acquire during the year. Please note that the cards are printed on watermarked paper and should not be photocopied as the watermark will not show on the copy and will not be accepted by the NJMVC.

Safety Incentive Program Winners- Reimbursement Procedure

Ms. Fox reminded the members that a Safety Incentive Program Winner Reimbursement Procedure notice was sent to all districts that have qualified for an award in the 2018-2019 program. **She noted that the reimbursement request due date has been extended to June 30, 2020.** Also, districts can carry over their award monies for one year. 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.

Certificates of Insurance Report from 3/01/20-4/30/20 included in the agenda.

G. Safety Coordinator

Mr. Geitz reported that as a result of the COVID-19 pandemic, he has started to offer his training classes on-line. He will be adding more classes in the coming months. He noted a glitch in the registration process with blocked emails that was being worked through.

Mr. Geitz acknowledged that the criteria for the 2019-2020 Safety Incentive Program will modified in light of the pandemic since districts lost one-third of the school year. He is discussing with the Executive Director's office and will follow-up.

Mr. Hansen thanked Mr. Geitz for offering the virtual classes.

H. Committee Meetings

1. Finance Committee – May 15, 2020 – Mr. Wilkie noted that the Finance Committee held a virtual meeting last week.

XI. MOTION REQUESTED – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.

Motion by Mr. Grossi, second by Ms. Fox, to adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

XII. Roll Call

A. 2020-21 Trustees

- Christopher R. Veneziani, Folsom BOE (SPELL Alternate), **Chair**
- John Hansen, Lower Township ElementarySD, **Vice Chair**
- Jonathan Houdart, Brigantine Public School District, **Secretary**
- Michelle D. Richardson, Jackson Township BOE
- Kim Robinson, Mainland Regional High School
- Mark Mallett, Lower Cape May Regional School District
- Linda Albright, Northfield BOE

2020-21 Alternate Trustees

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

2020-21 Fund Commissioners

- Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)
- Joe Rodio, Estell Manor 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
- Barbara S. Prettyman, Hammonton BOE
- Frank Onorato, Interim, Linwood BOE
- Teri Weeks, Longport BOE
- Jennifer Germana, Margate City BOE
- Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
- Kelly Brazelton, Pitman BOE
- Michele Roemer, Interim, Somers Point BOE
- Laurie Ryan, Upper Township BOE
- Steve Moran, Weymouth Twp School District

XIII. 2020-2021 Oaths of Office

Mr. Wilkie reported that the Oaths of Office would be provided via email by Ms. Fox of his office.

XIV. 2020-2021 REORGANIZATION RESOLUTIONS—Adoption

A. Reorganization Resolutions

Mr. Wilkie noted that the November 18, 2020 meeting date listed in the March agenda has been changed to November 12, 2020 and reflected in Resolution 2020-02, due to the unavailability of the meeting venue. All other dates remain the same.

Motion by Mr. Grossi, second by Ms. Robinson, to adopt Resolutions 2020-01 thru 2020-14, as amended. Upon roll call vote all present voted yea. Motion carried by unanimous vote.

B. Committee Appointments: Mr. Wilkie asked the members to please notify Mr. Veneziani of their committee preferences within the next few weeks, so that committees can be established.

XV. MOTION REQUESTED – Resolution 2020-15

Motion by Mr. Hansen, second by Ms. Ryan, to approve Resolution 2020-15 to meet in Closed Session on September 16, 2020 at 12:00 noon at the Alder Avenue Elementary School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

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

Mr. Grossi thanked Ms. Albright for her service as Fund Chair and wished the new Chair, Mr. Veneziani, good luck.

XVII. MOTION REQUESTED TO ADJOURN

Motion by Mr. Grossi, second by Ms. Fox, to adjourn the Wednesday, May 20, 2020 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:43 pm.



JIF Secretary