

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

Alder Avenue Middle School  
Boardroom  
25 Alder Avenue  
Egg Harbor Twp, NJ 08234

Wednesday, January 18, 2023  
OPEN SESSION MINUTES

## 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, January 18, 2023 at 12:50 p.m., with Christopher Veneziani, 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

### 2022-23 Trustees in attendance:

Christopher R. Veneziani, Folsom BOE (SPELL Trustee), **Chair**  
Jonathan Houdart, Brigantine Public School District, **Vice Chair**  
Mark Mallett, Lower Cape May Regional School District, **Secretary**  
Michelle D. Richardson, Jackson Township BOE  
Rose Millar, Estell Manor City SD/Cape May Point  
Chandra Anaya, Mainland Regional High School (SPELL Alternate)

### 2022-23 Trustees not in attendance:

Linda Albright, Northfield BOE

### 2022-23 Alternate Trustees in attendance:

Dr. Diane Fox, Middle Township BOE (SPELL Alternate)

### 2022-23 Alternate Trustees not in attendance:

Anne Marie Fala, Hamilton Township School District  
Barbara S. Prettyman, Hammonton BOE

### 2022-23 Fund Commissioners in attendance:

Linda Fiori, Avalon BOE/Stone Harbor BOE  
Allyson Milazzo, Egg Harbor City School District  
Jennifer Germana, Egg Harbor Township School District  
Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)  
Kevin Byrnes, Linwood BOE  
Tricia Ryan, Lower Township Elementary SD  
Melina Skwarek, Margate City BOE  
Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank  
Jamie Shoemaker, North Wildwood SD  
Julie Gallagher, Somers Point BOE  
Laurie Ryan, Upper Township BOE  
Andrew Lopez, Weymouth Twp School District

**Fund Commissioners not in attendance:**

Joy Nixon, Galloway Township Public Schools  
Teri Weeks, Longport BOE  
Carisa Rose, Pitman BOE  
James Lushok, Wildwood Crest BOE

**District Personnel in attendance:**

Karen Booth, Hammonton BOE

**Fund Professionals**

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher  
Bradford Hoffman, Executive Director – RPA, a division of Gallagher  
Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher  
Megan Matro, Marketing Specialist-RPA, a division of Gallagher  
Kim Hill, Account Manager- RPA, a division of Gallagher  
Patrick J. Madden, Esquire – Fund Solicitor  
Chris Roselli, Claim Administrator – Qual-Lynx  
Karen Beatty, Client Services Manager – Qual-Lynx  
Danielle Colaianne, Public Entity Director – Hardenbergh Insurance Group  
John W. Geitz, Safety Coordinator – Risk Assessment Services  
James D. Weber, Assistant Safety Coordinator – Risk Assessment Services  
Kelly Batz-ACCASBO JIF Treasurer  
Annette Reap – Recording Secretary

**Risk Management Consultants**

Glenn Insurance - Dennis M. Brown  
Hardenbergh Insurance Group  
J. Byrne Agency  
Marsh & McLennan  
Siracusa-Kauffman Agency

**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 Ms. Millar, second by Ms. Anaya, to open voting to all Fund Commissioners present. All in favor. Motion carried by unanimous vote.

**V. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2022-20**

*Resolved*, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Wednesday, January 18, 2022, as presented to the Trustees and Fund Commissioners.

2021228016	2021228325	2023282330	2022267632	2023278130
2023282711	2021227097	2019157817	2020182866	2021219095
2021222329	2023287610	2019177998		

*C. Claim Administrator*

Mr. Roselli reviewed his Adjuster Pending Report, Emergency PAR Stewardship Report and Open Subrogation Report included in the agenda. He noted that both the Workers' Compensation Unit and the Liability Unit are fully staffed at this time. He advised that a temp has been hired for the Property Unit to assist and will continue to monitor the number of claims. Lessons Learned from Losses addressed Winter Weather Hazards. Mr. Roselli stated that the winter months and bad weather can have a serious impact on claims and provided a checklist of items that should be addressed during the winter months.

*D. Managed Care Provider*

Ms. Beatty reviewed the Managed Care Summary Report for the current year through December, 2022, as well as the Average Days to Report and Transitional Duty Summary Report included in the agenda. She also advised the members of some recent changes to the list of medical facilities.

*E. Student Accident Program*

No report.

*F. Executive Director/Underwriting/Finance Director*

**1. EXECUTIVE DIRECTOR**

**2023-24 Membership Renewals**

Mr. Wilkie reported that five (5) districts are up for membership renewal on July 1, 2023. **They are Estell Manor, Hamilton, Jackson Township, Lower Township and Linwood.**

Districts renew their membership in the JIF by executing a Renewal Resolution through their local Board of Education. Renewal documents and supporting information was sent to all districts on November 3, 2022. Please contact the Executive Director's office if you have any questions.

**To date, Renewal Resolutions have been received from Estell Manor, Hamilton and Linwood. Jackson Township BOE has provided a signed Resolution to move membership from the ACCASBO JIF to the BCIP JIF, effective July 1, 2023.**

**2023 PRIMA Conference**

The next PRIMA Conference is scheduled to be held from Sunday, June 4 through Wednesday, June 7, 2023 in Long Beach, CA. Please notify the Executive Director's office in writing or via email to Annette Reap at [Annette\\_Reap@RPAdmin.com](mailto:Annette_Reap@RPAdmin.com) if you are interested in attending no later than January 31, 2023. Information on the Conference will be provided via email when it becomes available.

**2023 SPELL Joint Retreat – MOTION REQUESTED**

Mr. Wilkie discussed the retreat that was held in September 2022 at The Grand in Cape May. He asked the members if the location was okay and asked for approval to hold the annual SPELL Joint Retreat in September 2023. Suggested dates are Wednesday, September 27-Friday, September 29, 2023.

Motion by Mr. Grossi, second by Ms. Anaya, to move forward with the planning of the Joint Retreat for September 27-29, 2023.

**2023 State of the JIF Dinner - MOTION REQUESTED**

The annual dinner was held on **Tuesday, November 29, 2022 at Greate Bay Country Club in Somers Point.** Mr. Wilkie reviewed the post-dinner survey results that were included in the agenda. He discussed the date and location and asked for approval for 2023. Mr. Wilkie suggested the date of Tuesday, November 28, 2023.

Motion by Mr. Grossi, second by Dr. Fox, to hold the annual State of the JIF dinner on Tuesday, November 28, 2023.

**SPELL JIF HR Helpline – Transition to Zywave**

Mr. Wilkie advised that, as of April, 2021, Enquiron is now part of Zywave. In an ongoing effort to improve the members' experience, the Enquiron Portal will be upgraded to Zywave's Carrier

Engagement Suite on February 15, 2023. The Zywave system helps districts navigate changing regulations and work through the complexities of HR and employment-related issues and cyber security threats.

This portal enhancement will include many features that will be carried over from your current portal. There will also be some exciting new features including a modern design and additional tools to support your human resources activities and employee communications.

You will receive email notifications from your JIF Administrations office with more details in the weeks prior to the February 15th migration. If you have any immediate questions about this upcoming change, please feel free to contact Megan Matro at [megan\\_matro@rpadmin.com](mailto:megan_matro@rpadmin.com).

#### **Items Updated on SPELLJIF.COM**

The Private/Member side of the website contains timely and easy to use loss reports for each member under the heading **Enterprise Risk Management Reports**. These reports have absolutely no personally identifiable information in them; are easily managed to gain insight and information; are updated weekly and permit you to identify the claims adjuster, their telephone number and email address on any given claim you want to know more about. Mr. Tennant will provide a short review following today's meeting.

The SPELLJIF.COM website is an important member resource. You can access all the current directories, lists, meeting information and claims management information. Please visit the website often for the most up-to-date information.

Please notify the Executive Director's office if you would like to change or add a user for the website, by contacting [Megan\\_Matro@rpadmin.com](mailto:Megan_Matro@rpadmin.com).

#### **Maintaining Safe Schools**

The December 2022 issue has been sent by email to the Business Administrators of all member districts and will be posted to the SPELL website.

#### **Key Dates**

- SPELL Meeting – Friday, 2/10/2023-10:00 am
- Next ACCASBO Meeting – Wednesday, 3/15/2023 – 12:00 pm. This meeting will be held virtually, via Zoom

## **2. UNDERWRITING AND FINANCE DIRECTOR**

#### **District/Fund Incurred Losses Report**

Mr. Hoffman provided an update on Fund Year 2022-2023 as of December 31, 2022 from his report included in the agenda.

#### **2023-2024 Exposure Renewal and Budget Process**

Mr. Hoffman advised that it is critical that every member district complete and forward needed renewal information to the Administrator's office as requested. The process is relatively simple and streamlined. The data is essential to begin the renewal underwriting, actuarial and budgeting process.

As a reminder, an email requesting information for the 2023-2024 exposure renewal was sent to all members and RMC's on December 8, 2022 with a January 6, 2023 due date for online information updates in Risk Partner and forwarding of the ASSA Summary Report and the completed/signed Beazley Pollution/Environmental Liability Application.

To date there are several districts with outstanding items. Please complete the Risk Partner updates online and email any outstanding items to the attention of Brad Hoffman [brad\\_hoffman@RPAdmin.com](mailto:brad_hoffman@RPAdmin.com) and Kim Hill [Kim\\_Hill@rpadmin.com](mailto:Kim_Hill@rpadmin.com) at the Executive Director's Office as soon as possible.

#### **2023-2024 Cyber Application Process**

Mr. Hoffman stated that the cyber application process will begin in earnest in February. He noted that the application is the same as last year and his office is working to put it on the private side of SPELLJIF.com and provide access to the SBA and IT Director from each member district. This will allow

for collaboration in district in completing the application and provide the opportunity to add further explanatory insights to each yes or no question. This will begin as an email to the members explaining access and the process.

**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 2021-2022 program. Reimbursement requests are due by May 31, 2023. 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 Kim Hill, Account Manager at the JIF address, P.O. Box 449, Marlton, NJ 08053 or via email at [Kim\\_Hill@rpadmin.com](mailto:Kim_Hill@rpadmin.com).

**Financial and Timely Reporting Award Winners**

Mr. Hoffman indicated that the Financial Awards have been paid out on the January 2023 bill list for all districts that have qualified for a financial award for the 2021-2022 fund year and distributed at today's meeting.

**Certificates of Insurance Report** from 11/01/22 – 12/31/22 is included in the agenda.

*G. Safety Coordinator*

Mr. Geitz reviewed November/December Activities and January/February Agenda and gave an update regarding the Safety Incentive Program Criteria for 2022-23. He also reminded the members that as of February 1<sup>st</sup> their PEOSH 300A Summary Reports must be posted in district and remain there until April 30<sup>th</sup>. After that time, districts should keep them in a file in case of an audit.

*H. Committee Meetings*

1. None

**VIII. MOTION REQUESTED – Resolution 2022-21**

Motion by Ms. Anaya, second by Ms. Millar, to approve Resolution 2022-21 to meet in Closed Session on March 15, 2023 at 12:00 virtually via Zoom.

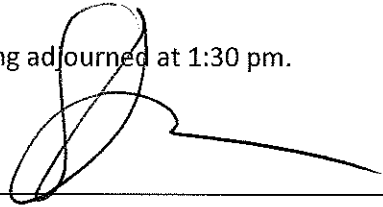
**IX. Miscellaneous Business, Public Comment and RMC comments or Questions – None**

**X. MOTION REQUESTED TO ADJOURN**

*Motion* by Dr. Fox, second by Mr. Houdart, to adjourn the Wednesday, January 18, 2023 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

A voluntary learning session on Enterprise Risk Management (ERM) reports was given by Mr. Tennant after the meeting.

The meeting adjourned at 1:30 pm.



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JIF Secretary or Vice Chair