

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

Alder Avenue Middle School
25 Alder Avenue
Egg Harbor Township, NJ 08234

OPEN SESSION MINUTES

Wednesday, May 18, 2022

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 18, 2022 at 12:41 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 (Board Members and Alternate Trustees identified in bold print.)

2021-22 Trustees

Christopher R. Veneziani, Folsom BOE (SPELL Alternate), Chair
John Hansen, Lower Township Elementary SD, Vice Chair
Jonathan Houdart, Brigantine Public School District, Secretary
Michelle D. Richardson, Jackson Township BOE
Linda Albright, Northfield BOE

2021-22 Trustees not in attendance

Mark Mallett, Lower Cape May Regional School District

2021-22 Alternate Trustees

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

2021-22 Alternate Trustees not in attendance

None

2021-22 Fund Commissioners

Linda Fiori, Avalon BOE/Stone Harbor BOE
Jason Bedell, Egg Harbor City School District
Bob Delengowski, Estell Manor City School District
Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
Anne Marie Fala, Hamilton Township School District
Kevin Byrnes, Linwood BOE
Susan Palaia, Interim, Margate City BOE
Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
Laurie Ryan, Upper Township BOE

2021-22 Fund Commissioners not in attendance

Joy Nixon, Galloway Township Public Schools
Barbara S. Prettyman, Hammonton BOE
Teri Weeks, Longport BOE
Lisa Mooney, Interim, Mainland Regional High School
Carisa Rose, Pitman BOE
Julie Gallagher, Somers Point BOE
Judson Moore, Weymouth Twp School District
James Lushok, Wildwood Crest

District Personnel in attendance

Heidi Pacula, Galloway Township Public Schools
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
Megan Matro, Marketing Specialist – RPA, a division of Gallagher
Patrick J. Madden, Esquire – Fund Solicitor
Chris Roselli, Claim Administrator – Qual-Lynx
Karen Beatty, Client Services Manager – Qual-Lynx
John W. Geitz, Safety Coordinator – Risk Assessment Services
James D. Weber, Assistant Safety Coordinator – Risk Assessment Services
Kelly Batz – Fund Treasurer

Risk Management Consultants

C.J. Adams Company
J. Byrne Agency
Steve Eckman
Glenn Insurance
McMahon Agency
Mossbrook & Hicks
Syracusa-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 Mr. Hansen, second by Ms. Houdart, to open voting to all Fund Commissioners present. All in favor. Motion carried by unanimous vote.

V. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2021-27 - APPROVED

Resolved, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Wednesday, May 18, 2022, as distributed to the Trustees and Fund Commissioners on a confidential basis prior to board meeting.

2022263082	2022256077	2022255505	2022257381	2022246105
2019168222	2022247857	2022251333	2020205718	2022249097
001228488	2021237734	2021210142	2021215130	2021226936

2020195199	2020187856	2018127615	2022253048	2017096579
2018138547	2022267110	2022261213	2022265115	

Motion by Mr. Hansen, second by Mr. Grossi, to approve the Payment Authorization Requests, as distributed prior to the meeting. Motion carried by unanimous.

VI. APPROVAL OF MINUTES – March 16, 2022

Motion by Dr. Fox, second by Ms. Anaya, to approve the Minutes of the March 16, 2022 meeting of the Fund. Upon roll call, all present voted in favor, with the exception of Mr. Grossi and Ms. Albright, who abstained. Motion carried by majority vote.

VII. Budget Hearing – MOTION REQUESTED

- A. Motion by Mr. Gross, second by Dr. Fox to open the hearing to the public.
- B. Motion by Mr. Grossi, second by Dr. Fox, to close the hearing to the public.
- C. Motion by Mr. Grossi, second by Dr. Fox, to adopt the 2022-2023 Budget as presented in the agenda.

VIII. Election of Trustees, Alternates, SPELL Delegates

Motion by Mr. Grossi, second by Mr. Houdart, 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. Anaya, to elect:

Chair – Christopher Veneziani, Folsom

Vice Chair – Jonathan Houdart, Brigantine

Secretary – Mark Mallett, Lower Cape May Regional School District

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 3/31/22 and 4/30/22 were included in the agenda.

March Fund Balance	\$28,096,394.19
April Bill List	\$129,855.44
March Claims Paid	\$639,668.04
April Fund Balance	\$27,229,145.62
May Bill List	\$140,657.58
April Claims Paid	\$828,554.26

Motion by Mr. Hansen, second by Dr. Fox, 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 - No report.

C. Claim Administrator

Mr. Roselli's Adjuster Pending Reports, Open Subrogation Report and Emergency PAR Stewardship Reports were included in the agenda. He noted that the property unit is fully staffed at this time,

as well as receiving help from other offices when necessary. Mr. Roselli reviewed Lessons Learned from Losses concerning mold with the warm summer months approaching.

D. Managed Care Provider

Ms. Beatty's Managed Care Summary report as of April, 2022, 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 Provider Panel recommendations for 2022-23, as well as information on when to send injured employees to the emergency room or an urgent care center.

E. Student Accident Program

No report.

F. Executive Director/Underwriting/Finance Director

1. Executive Director

2022-23 Membership Renewals– MOTION REQUESTED

Mr. Wilkie advised that Resolutions have been received from all Resolutions have been received from the eight (8) districts up for membership renewal on July 1, 2022. Motion is requested to accept and approve the membership renewal Resolutions received from the following districts: **Brigantine, Egg Harbor Township, Lower Cape May, Margate City, Middle Township, Pitman, Somers Point and Upper Township.**

Motion by Mr. Grossi, second by Ms. Richardson, to accept and approve the membership renewal resolutions received from districts named above.

Marketing Update

Mold, Environmental and IAQ Best Practices – July 13, 2022

This one day seminar will be held on **Wednesday, July 13, 2022 from 8:00 am until noon at the Westin Hotel in Mount Laurel.** Invitations will be emailed to all districts in mid-May. First-time attendees will receive 3 CEUs from the New Jersey Building & Grounds Association.

Cyber Security Symposium – Cancelled

The SPELL JIF IT/Cyber Risk Management Committee has not met. We decided to cancel the seminar and work on short, recorded Zooms focused on specific topics in support of member efforts to navigate the virtual security landscape.

Boiler Operator Refresher Training – August 9, 2022

This training has been scheduled for Tuesday, August 9, 2022 from 8:00 am – 11:00 am in Egg Harbor Township School District. In the past, this annual training has been conducted by Traveler's Insurance, the JIF's boiler and machinery carrier. Mr. Geitz, the JIF Safety Director, has brought this training in-house and has worked with Joe Biluck to develop the program. 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. Invitations will be sent out shortly.

SPELL JIF Joint Retreat – September 28-30, 2022

The annual Joint Retreat will be held on **September 28th (Wed) through September 30th (Fri), 2022 at The Grand Hotel in Cape May.** Planning has begun and further information will be provided in the coming months. Mark your calendars!

State of the JIF Dinner – Save the Date!

The annual dinner has been tentatively scheduled for **Tuesday, November 29, 2022 at Greate Bay Country Club in Somers Point.** Please mark your calendars.

AGRIP Spring Conference

Attached are the reports from those who attended the Conference in March.

Public School Works

The SPELL has recently executed a three year agreement that will expand the service offered by Public School Works. These services are provided free to all member districts. If your district is not currently utilizing the services provided by Public School Works you will need to complete a "Member Services Agreement" with Public School Works. Your district attorney should review the contract and understand that this is used for Training Purposes and not as a substitute for the provision of legal advice or guidance. A highlight of services is included in the agenda.

STOPit Activity Report

An Activity Report for the SPELL from 7/1/2021 through present is included in the agenda.

Email Addresses from the Executive Director's Office

The email extension for staff at the Executive Director's office is changing in the near future to @RPAdmin.com. While the changeover is occurring, email sent to the older extensions of @ajg.com and @riskprogramadministrators.com will still be received.

SPELLJIF.COM

All policies, contact lists and other information found on SPELLJIF.COM will be updated in July/August, after the 2022-23 Fund Year begins.

The Enterprise Risk Management Reports are being built out and now include print and download functions for some but not yet all reports. We will do a "How to Use these Reports" in-service directly following the September JIF meeting.

You can access all the current directories, lists, meeting information and claims information. 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 2022 issue 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
- SPELL Meeting – Thursday, 5/26/2022-10:00 am via Zoom
- 10th Annual Mold/Environmental Management Seminar – 7/13/2022 @ the Westin Mount Laurel
- Boiler Operator Refresher Training – 8/9/2022 @ Egg Harbor Twp High School
- Next ACCASBO JIF Meeting: 9/21/2022 @ noon @ the Alder Avenue Middle School, EHT
- SPELL JIF Joint Retreat – 9/28-30/2022 @ The Grand Hotel, Cape May
- State of the JIF Dinner – 11/29/2022 @ Greate Bay Country Club, Somers Point

2. UNDERWRITING AND FINANCE DIRECTOR

a. District/Fund Incurred Losses Report

Mr. Hoffman will provide an update on Fund Year 2021-2022 as of April 30, 2022.

b. 2022-2023 Exposure Renewal and Budget Process

Verbal update will be provided by Mr. Hoffman.

c. RMC Resolutions and Agreements

RMC Resolutions and Agreements were emailed to all districts that currently have an RMC on March 2, 2022. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2022-2023 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Jodi Palmieri via email (Jodi_Palmeri@riskprogramadministrators.com) at your earliest convenience.

d. Safety Incentive Program Winners – Reimbursement Procedure

A Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that qualified for an award in the 2020-2021 program year. Reimbursement requests are due by June 30, 2022. 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 Jodi Palmeri at the JIF address, P.O. Box 449, Marlton, NJ 08053. If you would like to carry over your award to next year please email Jodi.

e. 2022-2023 Contribution Notices

First installment premium billings for the 2022-2023 fund year will be emailed to all districts by June 1, 2022. All premium contributions are due by July 15, 2022 to the Fund Treasurer, Kelly Batz.

f. Surplus Return Resolutions

Surplus return resolutions will be sent to eligible current and former members by June 1, 2022. Please forward executed resolutions to the Executive Director's Office, attention Jodi Palmeri no later than June 30, 2022.

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.

g. 2021-2022 Administrative Matter Defense Reimbursement

Each district is eligible for up to \$2,500 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 2021-2022 fund year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Jodi Palmeri via email at Jodi_Palmeri@riskprogramadministrators.com. **Reimbursement requests are due by September 30, 2022.**

h. Certificates of Insurance

An email will be sent to all Certificate of Insurance Module Users by June 1, 2022 indicating when you can begin renewing certificates of insurance in the Certificate of Insurance Module and how to process them. If you have any questions, please contact Annette Reap at (856) 446-9139.

i. Auto ID Cards

Auto ID Cards will be mailed to all districts by the end of June for the 2022-2023 Fund Year. Cards will be created based on the information that was provided to the Executive Director's office during the Exposure Renewal Process. 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.

- j. **Certificates of Insurance Report** from 3/01/22-4/30/22 included in agenda.

G. *Safety Coordinator*

Mr. Geitz reviewed his reports included in the agenda. He noted that he will be conducting some in-person training over the summer months. Included was a Safety Notice on End of School-Fun Day Safety.

H. *Committee Meetings*

1. Finance Committee – May 5, 2022 – Mr. Wilkie noted that the Finance Committee held a meeting in March and the minutes of that meeting are included in the agenda. All items have previously been reviewed.

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

Motion by Ms. Millar, second by Mr. Grossi, 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. **2022-23 Trustees**

- ☐ 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
- ☐ Linda Albright, Northfield BOE
- ☐ Rose Millar, North Wildwood SD
- ☐ Chandra Anaya, Egg Harbor Township School District (SPELL Alternate)

2022-23 Alternate Trustees

- ☐ Diane Fox, Middle Township BOE (SPELL Alternate)
- ☐ Anne Marie Fala, Hamilton Township School District
- ☐ Barbara S. Prettyman, Hammonton BOE

2022-23 Fund Commissioners

- ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE
- ☐ Jason Bedell, Egg Harbor City School District
- ☐ Robert Delengowski, Interim, Estell Manor City School District
- ☐ Joy Nixon, Galloway Township Public Schools
- ☐ Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
- ☐ Kevin Byrnes, Linwood BOE
- ☐ Teri Weeks, Longport BOE
- ☐ John Hansen, Lower Township Elementary SD
- ☐ Lisa Mooney, Interim, Mainland Regional High School
- ☐ Susan Palaia, Margate City BOE
- ☐ Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
- ☐ Cara Rose, Pitman BOE
- ☐ Julie Gallagher, Somers Point BOE

- ☐ Laurie Ryan, Upper Township BOE
- ☐ Judson Moore, Interim, Weymouth Twp School District
- ☐ James Lushok, Wildwood Crest BOE

XIII. 2022-23 Oaths of Office

- A. Chair Handout
Vice Chair Handout
Secretary Handout
Trustees (4) Handout
Alternate Trustees (3) Handout

IV. 2022-23 Reorganization Resolutions – ADOPTION

A. *Reorganization Resolutions*

Motion by Ms. Richardson, second by Mr. Hansen, to adopt Resolutions 2022-01 thru 2022-14.
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.

XIV. Motion by Mr. Grossi, second by Mr. Hansen to adjourn the Reorganization Meeting. All in favor.
Motion carried.

XV. MOTION REQUESTED – Resolution 2022-15

Motion by Mr. Grossi, second by Mr. Hansen, to approve Resolution 2022-15 to meet in Closed Session on September 21, 2022 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

XVII. MOTION REQUESTED TO ADJOURN

Motion by Mr. Grossi, second by Ms. Anaya, to adjourn the Wednesday, May 18, 2022 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:18 pm.

JIF Secretary