

ACCASBO JIF  
Atlantic & Cape May Counties Association of School Business Officials  
Joint Insurance Fund

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**TO:** Fund Trustees  
Fund Commissioners  
Fund Professionals  
Risk Management Consultants

**FROM:** Craig H. Wilkie, Deputy Executive Director  
Scott C. Tennant, Deputy Executive Director  
Brad Hoffman, Executive Director

**MEETING DATE:** January 15, 2025

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, January 15, 2025** at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, with Closed Session beginning at **1:00 pm**.

If you have any questions, please do not hesitate to contact our office at (856) 446-9139 or via email to [Annette\\_Reap@rpadmin.com](mailto:Annette_Reap@rpadmin.com).



# ATLANTIC AND CAPE MAY COUNTIES ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

## JOINT INSURANCE FUND

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

**Wednesday, January 15, 1025**

### AGENDA

- I. Call to Order of the Closed Executive Session of the Board of Trustees by Fund Chairperson
- II. Motion Requested to Call to Order Open Session
- III. Statement of Compliance with Open Public Meetings Act
  - A. Notice of Meeting was given by sending sufficient notice herewith to the *Press of Atlantic City*, Atlantic and Cape May County editions;
  - B. Filing advance written notice of this meeting with each member; and
  - C. By mailing advance written notice to the clerk of each municipality located within the boundaries of all Fund members.
- IV. Roll Call
  - A. **2024-2025 Trustees**
    - ☐ Mark Mallett, Lower Cape May Regional School District, **Chair**
    - ☐ Dr. Diane Fox, Middle Township BOE, **Vice Chair** (SPELL Alternate)
    - ☐ Rose Millar, Estell Manor City SD/Cape May Point, Secretary
    - ☐ Laurie Ryan, Upper Township BOE
    - ☐ Joy Nixon, Galloway Township Public Schools
    - ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE
    - ☐ Melina Skwarek, Margate City BOE
  - 2024-2025 Alternate Trustees**
    - ☐ Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
    - ☐ Chandra Coady, Mainland Regional High School (SPELL Alternate)
    - ☐ Christopher R. Veneziani, Hamilton Township SD (SPELL Trustee/Secretary)
  - 2024-2025 Fund Commissioners**
    - ☐ Julie Velluzzi, Absecon City BOE
    - ☐ Jonathan Houdart, Brigantine Public School District
    - ☐ Teri Weeks, Dennis Township BOE/Longport BOE
    - ☐ Allyson Milazzo, Egg Harbor City School District
    - ☐ Dan Smith/Jennifer Germana, Egg Harbor Township School District
    - ☐ Sara Simpson, Folsom BOE Barbara S. Prettyman, Hammonton BOE
    - ☐ Patricia Swanson, Linwood BOE
    - ☐ Tricia Ryan, Lower Township Elementary SD
    - ☐ Todd D'Anna, Mullica Twp BOE/Washington Twp SD-Greenbank
    - ☐ Jamie Shoemaker, Northfield BOE
    - ☐ Dawn Cottrell, North Wildwood SD
    - ☐ Robert Miles, Pitman BOE
    - ☐ Mark Leung, Somers Point BOE
    - ☐ Dawn Leary, Weymouth Twp School District
    - ☐ James Lushok, Wildwood Crest BOE

**B. Fund Professionals**

- ☐ Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
- ☐ Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher
- ☐ Bradford Hoffman, Executive Director – 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
- ☐ Christine Gallagher, Client Services Manager – Qual-Lynx
- ☐ Danielle Colaianne, Public Entity Director – Hardenbergh Insurance Group
- ☐ John W. Geitz, Safety Coordinator – Risk Assessment Services
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ Joe Bulick, Assistant Safety Coordinator – Risk Assessment Services
- ☐ Kelly Batz – Fund Treasurer
- ☐ Annette Reap – Recording Secretary

**C. Risk Management Consultants**

- ☐ Sameer Sarfraz, Alamo Insurance Group-Avalon/Stone Harbor
- ☐ Bob Gemmell, Brown & Brown – Dennis Township
- ☐ Adam Miller, C.J. Adams Company – Northfield
- ☐ Dennis M. Brown/Pam Whitaker, Glenn Insurance – EHC/EHT/Estell Manor/Galloway/GEHRHSD/Mainland/Somers Point/Weymouth Twp
- ☐ Robert DeVanna, Glenn Insurance – Absecon/Linwood/Longport
- ☐ Danielle Colaianne, Hardenbergh-Hamilton Twp
- ☐ Derek Valenti, Hardenbergh – Folsom
- ☐ Jim Ridgway/Casey Byrne, J. Byrne Agency – Lower Cape May/Lower Twp/Wildwood Crest
- ☐ Steve Eckman, Len Eckman – Pitman
- ☐ Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – Cape May Point/North Wildwood
- ☐ Bill McMahon, McMahon Agency - Upper Twp
- ☐ P.J. Pullia, MLR Risk Management - Hammonton
- ☐ Harry Mossbrook, Sr., Mossbrook & Hicks Insurance Agency – Middle Twp
- ☐ Gene Siracusa, Siracusa-Kauffman Agency – Brigantine/Margate
- ☐ Tim Irons/Alexandria Suro, TC Irons – Mullica Twp/Washington Twp

**V. MOTION REQUESTED** - To open the voting to all Fund Commissioners present.

A request may be 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.

**VI. MOTION REQUESTED-Resolution 2024-20** to approve Payment Authorization Request(s) as presented in Closed Session.

**VII. Approval of Minutes – MOTION REQUESTED**

A. November 20, 2024..... Pages 5-11

**VIII. Professional Reports**

**A. Treasurer - MOTION REQUESTED**

1. December Approval Memo and Bill List ..... Pages 12-13
2. January Bill List ..... Page 14
3. Treasurer’s Reports (October/November 2024) ..... Pages 15-32

B. Solicitor..... Verbal

- C. Claims Administrator
  - 1. Adjuster Pending Reports – December 2024 .....Pages 33-34
  - 2. Subrogation Reports – December 2024 .....Pages 35-37
  - 3. Lessons Learned from Losses- Timely Reporting..... Page 38
- D. Managed Care Provider
  - 1. Managed Care Summary Reports – December 2024 .....Pages 39-40
  - 2. Average Days to Report - December 2024 .....Pages 41-42
  - 3. Transitional Duty Days – December 2024..... Page 43
  - 4. Managed Care Quick Notes ..... Page 44
- E. Student Accident Program
  - 1. Status Report .....No Report
- F. Executive Director/Underwriting & Finance Director Report .....Pages 45-46
  - 1. EXECUTIVE DIRECTOR
    - a. 2025-26 Membership Renewals..... Summary
    - b. 2025 PRIMA Conference ..... Summary
    - c. 2025 SPELL Joint Retreat-**MOTION REQUESTED**..... Summary
    - d. 2025 State of the JIF Dinner-**MOTION REQUESTED**..... Summary
    - e. Items Updated on SPELLJIF.COM ..... Summary
    - f. Key Dates ..... Summary
  - 2. UNDERWRITING AND FINANCE DIRECTOR
    - a. District/Fund Incurred Losses Report..... Page 47
    - b. 2025-2026 Exposure Renewal and Budget Process ..... Summary
    - c. Financial Award Winners..... Summary
    - d. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
    - e. Certificates of Insurance Report-11/01/24–12/31/24 ..... Pages 48-50
    - f. Resolution 2024-21 SPELL Membership Renewal-**MOTION REQUESTED** ..... Page 51
- G. Safety Coordinator/Right to Know Coordinator
  - 1. November/December Activities and January/February Agenda ..... Pages 52-53
  - 2. SIP Program Status-January 2025 ..... Pages 54-57
  - 3. Safety Notice-Cold Weather Safety..... Pages 58-60
- H. Virtual Safety Director
  - 1. January Report ..... Pages 61-62
- I. Committee Meetings
  - 1. None
- IX. **MOTION REQUESTED – Resolution 2024-22** to meet in Closed Session on March 19, 2025 at 12:00 pm, virtually via Zoom.
- X. Miscellaneous Business, Public Comment and RMC comments or questions.
- XI. **MOTION REQUESTED** to Adjourn Meeting.