

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

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 18, 2023

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held in the Board Room at **Alder Avenue Middle School, 25 Alder Avenue, EHT, New Jersey 08234** on **Wednesday, January 18, 2023** beginning at **12:00 p.m.**

If you have any questions, please do not hesitate to contact our office at (856) 446-9139.



**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 18, 2023

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. **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, Estell Manor City SD/Cape May Point
 - Chandra Anaya, Mainland Regional High School (SPELL Alternate)
 - 2022-23 Alternate Trustees**
 - Dr. 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
 - Alysso Milazzo, Egg Harbor City School District
 - Jennifer Germana/Dan Smith, Egg Harbor Township 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
 - 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
 - Carisa Rose, Pitman BOE
 - Julie Gallagher, Somers Point BOE
 - Laurie Ryan, Upper Township BOE
 - Andrew Lopez, 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
- 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 Colaianni, 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 – Fund Treasurer
- Annette Reap – Recording Secretary

C. Risk Management Consultants

- Bob Gemmill, Brown & Brown – Avalon/Stone Harbor
- Adam Miller, C.J. Adams Company – Northfield
- Dennis M. Brown/Pam Whitaker, Glenn Insurance – EHC/EHT/Estell Manor/Galloway/ GEHRHSD/Hamilton Twp/Jackson Twp/Mainland/Somers Point/Weymouth Twp
- Mike Thomas/Robert DeVanna, Glenn Insurance – Linwood/Longport
- Derek Valenti, Hardenbergh – Folsom
- Jim Ridgway/Casey Byrne, J. Byrne Agency – Lower Cape May/Lower Twp/Wildwood Crest
- Steve Eckman, Len Eckman – Pitman
- P.J. Pullia, MLR Risk Management - Hammonton
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – North Wildwood
- Bill McMahan, McMahan Agency - Upper Twp
- 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 2022-20 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. November 16, 2022..... Pages 5-10

VIII. Professional Reports

A. Treasurer - MOTION REQUESTED

1. December Approval Memo and Bill List..... Pages 11-12
2. January Bill List Page 13
3. Treasurer’s Reports (October-November 2022)..... Pages 14-31

B. Solicitor-School Therapy Dog Issues Pages 32-37

- C. Claims Administrator
 - 1. Adjuster Pending Report – December 2022.....Pages 38-39
 - 2. Emergency PAR Stewardship Report Page 40
 - 3. Open Subrogation Report – December 2022 Page 41
 - 4. Lessons Learned from Losses-Winter Weather Hazards Page 42
- D. Managed Care Provider
 - 1. Managed Care Summary – December 2022 Page 43
 - 2. Average Days to Report - December 2022 Pages 44-45
 - 3. Transitional Duty Days – December 2022..... Page 46
- E. Student Accident Program
 - 1. Status Report No Report
- F. Executive Director/Underwriting & Finance Director Report..... Pages 47-49
 - 1. EXECUTIVE DIRECTOR
 - a. 2023-24 Membership Renewals..... Summary
 - b. 2023 PRIMA Conference..... Summary
 - c. 2023 SPELL Joint Retreat-MOTION REQUESTED Summary
 - d. 2023 State of the JIF Dinner-MOTION REQUESTED Pages 50-55
 - e. SPELL JIF HR Helpline-Transition to Zywave Summary
 - f. Items Updated on SPELLJIF.COM..... Summary
 - g. Maintaining Safe Schools..... Summary
 - h. Key Dates Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report Page 56
 - b. 2023-2024 Exposure Renewal and Budget Process Summary
 - c. 2023-2024 Cyber Application Process..... Summary
 - d. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
 - e. Financial Performance Award Winners Summary
 - f. Certificates of Insurance Report-11/01/22–12/31/22 Pages 57-58
- G. Safety Coordinator/Right to Know Coordinator
 - 1. November/December Activities and January/February Agenda..... Page 59
 - 2. Safety Incentive Status Report..... Pages 60-63
- H. Committees
 - 1. None
- IX. **MOTION REQUESTED – Resolution 2022-21** to meet in Closed Session on March 15, 2023 at 12:00 pm virtually via Zoom.
- X. Miscellaneous Business, Public Comment and RMC comments or questions.
- XI. **MOTION REQUESTED** to Adjourn Meeting.
- XII. **Voluntary Learning Session – Enterprise Risk Management (ERM) Review**
There will be a 15 minute presentation following the meeting. Member attendance is voluntary.