

**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:** March 15, 2023

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held virtually via Zoom on **Wednesday, March 15, 2023** beginning at **12:00 p.m.**

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

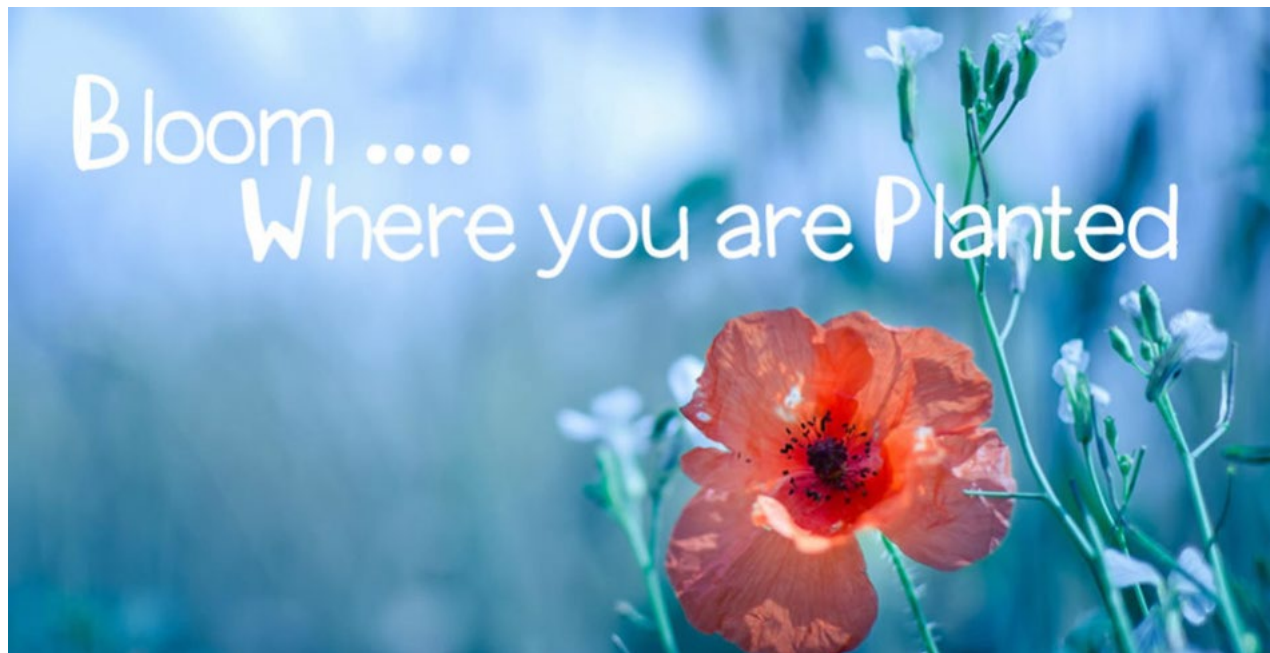
Link to join the ACCASBO JIF Meeting March 15, 2023 Zoom Meeting:

<https://us06web.zoom.us/j/82920239460?pwd=NXZvVm92Z0doYUtnWUF6Z3orelZ0UT09>

Dial +1 929 205 6099 US

Meeting ID: 829 2023 9460

Passcode: 729918



# ATLANTIC AND CAPE MAY COUNTIES ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

## JOINT INSURANCE FUND

Virtual Meeting via Zoom

**Wednesday, March 15, 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)
    - ☐ Barbara S. Prettyman, Hammonton BOE
    - ☐ VACANCY
  - 2022-23 Fund Commissioners – New District Representatives are identified in bold**
    - ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE
    - ☐ **Alysson Milazzo, Egg Harbor City School District**
    - ☐ Dan Smith/Jennifer Germana, Egg Harbor Township School District
    - ☐ Joy Nixon, Galloway Township Public Schools
    - ☐ Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
    - ☐ **John Deserale, Acting BA, Hamilton Township School District**
    - ☐ 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
    - ☐ **Mary Conroy, Somers Point BOE**
    - ☐ Laurie Ryan, Upper Township BOE
    - ☐ **Dr. Michele Roemer/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 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 – Fund Treasurer
- ☐ Annette Reap – Recording Secretary

**C. Risk Management Consultants**

- ☐ Bob Gemmell, 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 McMahon, McMahon 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 2022-22** to approve Payment Authorization Request(s) as presented in Closed Session.

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

A. January 18, 2023 ..... Pages 5-10

**XIII. Appointment of a Nominating Committee by Fund President**

A. ACCASBO and SPELL Term Expirations..... Page 11

**IX. Professional Reports**

A. Treasurer - **MOTION REQUESTED**

1. February Approval Memo and Bill List ..... Pages 12-13
2. March Bill List ..... Page 14
3. Treasurer's Reports (December 2022/January 2023) ..... Pages 15-32

B.	Solicitor- New Jersey Cannabis Law-General Guidance .....	Pages 33-52
C.	Claims Administrator	
	1. Adjuster Pendlings Report – February 2023 .....	Pages 53-54
	2. Open Subrogation Report – February 2023 .....	Page 55
	3. Lessons Learned from Losses-Equipment Maintenance/Repairs .....	Page 56
D.	Managed Care Provider	
	1. Managed Care Summary – February 2023 .....	Page 57
	2. Average Days to Report - February 2023 .....	Pages 58-59
	3. Transitional Duty Days – February 2023 .....	Page 60
E.	Student Accident Program	
	1. Status Report .....	Page 61
F.	Executive Director/Underwriting & Finance Director Report.....	Pages 62-63
	1. EXECUTIVE DIRECTOR	
	a. 2023-24 Membership Renewals.....	Summary
	b. Results of Professional Survey.....	Pages 64-68
	c. NJSIA Workers’ Compensation Conference .....	Summary
	d. 2023 PRIMA Conference.....	Summary
	e. Proposed Meeting Dates for 2023-24 .....	Page 69
	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 70
	b. Financial Audit-June 30, 2022- <b>MOTION REQUESTED</b> .....	Addendum
	c. 2023-2024 Exposure Renewal and Budget Process .....	Summary
	d. 2023-2024 Cyber Renewal.....	Summary
	e. RMC Resolutions & Agreements .....	Summary
	f. Safety Incentive Program Winners-Reimbursement Procedure .....	Summary
	g. Certificates of Insurance Report-01/01/23–02/28/23 .....	Pages 71-77
G.	Safety Coordinator/Right to Know Coordinator	
	1. January/February Activities and March Agenda .....	Pages 78-79
	2. Safety Incentive Program Status 2022-23.....	Pages 80-83
H.	Committees	
	1. Safety – 02/27/2023 .....	Pages 84-86
	2. Finance – 03/01/2023.....	Pages 87-88
X.	Adoption of Preliminary Budget 2023-2024 – <b>MOTION REQUESTED</b> .....	Page 89
XI.	<b>MOTION REQUESTED – Resolution 2022-23</b> to meet in Closed Session on May 17, 2023 at 12:00 pm at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Twp, New Jersey.	
XII.	Miscellaneous Business, Public Comment and RMC comments or questions.	
XIII.	<b>MOTION REQUESTED</b> to Adjourn Meeting.	