

**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

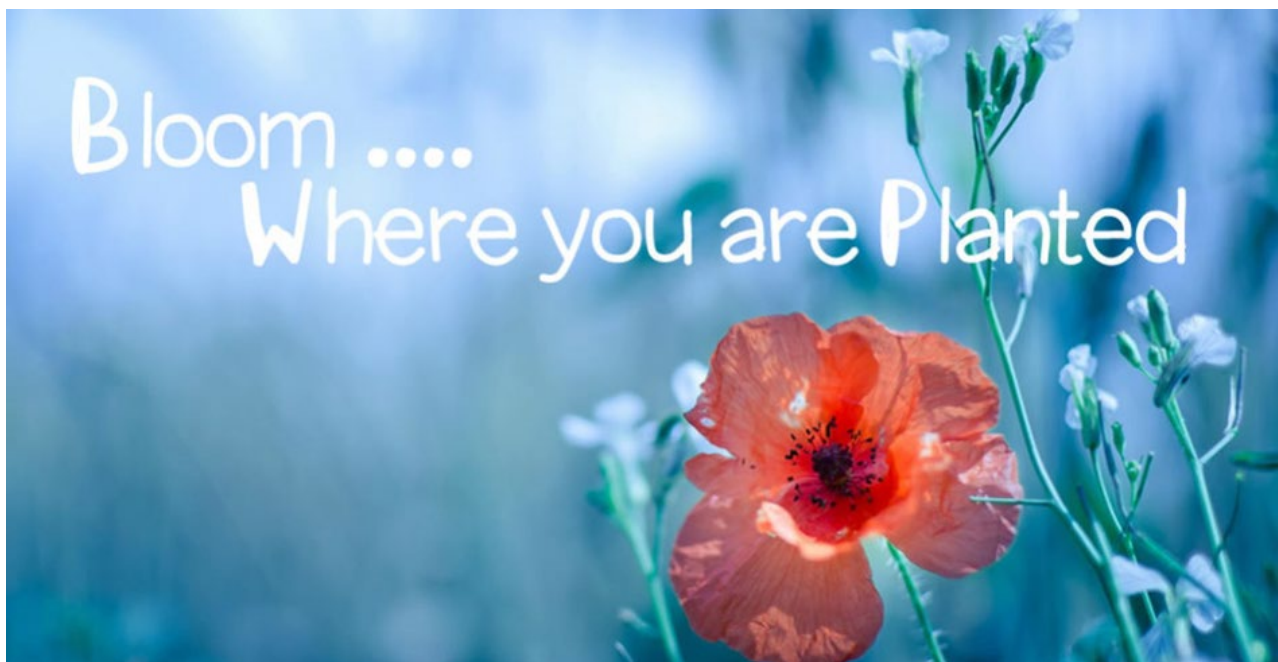
**FROM:** Craig H. Wilkie, Deputy Executive Director  
Scott C. Tennant, Deputy Executive Director  
Brad Hoffman, Executive Director

**MEETING DATE:** March 16, 2022

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held in the Boardroom at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey on **Wednesday, March 16, 2022** 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  
25 Alder Avenue  
Egg Harbor Township, New Jersey 08234

**Wednesday, March 16, 2022**

**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. **2021-22 Trustees**
    - Christopher R. Veneziani, Folsom BOE (SPELL Trustee), **Chair**
    - John Hansen, Lower Township Elementary SD, **Vice Chair**
    - Jonathan Houdart, Brigantine Public School District, **Secretary**
    - Michelle D. Richardson, Jackson Township BOE
    - Mark Mallett, Lower Cape May Regional School District
    - Linda Albright, Northfield BOE
    - Vacancy
  - 2021-22 Alternate Trustees**
    - Rose Millar, North Wildwood SD
    - Chandra Anaya, Egg Harbor Township School District (SPELL Alternate)
    - Diane Fox, Middle Township BOE (SPELL Alternate)
  - 2021-22 Fund Commissioners**
    - Linda Fiori, Avalon BOE/Stone Harbor BOE
    - Jason Bedell, Egg Harbor City School District
    - William Thompson, Interim, Estell Manor City School District
    - Joy Nixon, Galloway Township Public Schools
    - Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
    - Anne Marie Fala, Hamilton Township School District
    - Barbara S. Prettyman, Hammonton BOE
    - Kevin Byrnes, Linwood BOE
    - Teri Weeks, Longport BOE
    - Lisa Mooney, Interim, Mainland Regional High School
    - Jennifer Germana, 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

**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
- Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
- Megan Matro, Marketing Specialist-RPA, a division of Gallagher
- Louis J. Greco, Esquire – Fund Solicitor
- Chris Roselli, Claim Administrator – Qual-Lynx
- Karen Beatty, Client Services Manager – Qual-Lynx
- Bonnie Ridolfino, 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 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 2021-23** to approve Payment Authorization Request(s) as presented in Closed Session.

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

A. January 19, 2022 ..... Pages 6-11

**VIII. Appointment of a Nominating Committee by Fund Chair**

A. ACCASBO and SPELL Term Expirations..... Page 12

**IX. Professional Reports**

**A. Treasurer - MOTION REQUESTED**

- 1. February Approval Memo and Bill List ..... Pages 13-14
- 2. March Bill List ..... Page 15
- 3. Treasurer’s Reports (January-February 2022) ..... Pages 16-33

**B. Solicitor**

- 1. Two Recent Court Decisions ..... Pages 34-36
- 2. Updated Tort Claims Forms ..... Pages 37-60
- 3. Resolution 2021-24 Adoption of Tort Claim Form-**MOTION REQUESTED** ..... Page 61

**C. Claims Administrator**

- 1. Adjuster Pendlings Report – February 2022 .....Pages 62-63
- 2. Open Subrogation Report – February 2022 ..... Page 64
- 3. Lessons Learned from Losses-Office Safety ..... Page 65

**D. Managed Care Provider**

- 1. Managed Care Summary – February 2022 ..... Page 66
- 2. Average Days to Report - February 2022..... Pages 67-69
- 3. Transitional Duty Days – February 2022 ..... Page 70

**E. Student Accident Program**

- 1. Status Report ..... Page 71

**F. Executive Director/Underwriting & Finance Director Report..... Pages 72-74**

**1. EXECUTIVE DIRECTOR**

- a. 2022-23 Membership Renewals..... Summary
- b. Results of Professional Survey..... Pages 75-79
- c. Public School Works ..... Page 80
- d. NJSIA Workers’ Compensation Conference ..... Pages 81-84
- e. 2022 PRIMA Conference..... Summary
- f. 2022 Annual Dinner Meeting ..... Summary
- g. Proposed Meeting Dates for 2022-23 ..... Page 85
- h. 2022 SPELL Annual Joint Retreat ..... Summary
- i. Items Updated on SPELLJIF.COM..... Summary
- j. Maintaining Safe Schools..... Summary
- k. Key Dates ..... Summary

**2. UNDERWRITING AND FINANCE DIRECTOR**

- a. District/Fund Incurred Losses Report..... Page 86
- b. Financial Audit-June 30, 2021-**MOTION REQUESTED** .....Addendum
- c. Resolution 2021-25 Surplus Release-**MOTION REQUESTED**..... Pages 87-88
- d. 2022-2023 Exposure Renewal and Budget Process ..... Summary
- e. 2022-2023 Cyber Renewal..... Summary
- f. RMC Resolutions & Agreements ..... Summary
- g. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
- h. Certificates of Insurance Report-01/01/22–02/28/22 ..... Pages 89-92

- G. Safety Coordinator/Right to Know Coordinator
  - 1. January/February Activities and March Agenda ..... Pages 93-94
  - 2. Safety Incentive Program Status Report..... Pages 95-98
  - 3. Safety Notice-Catalytic Converter Thefts..... Page 99
- H. Committees
  - 1. Finance – 2/17/22 .....Pages 100-102
  - 2. Safety – 3/2/22 ..... Pages 103-105
- X. Budget Hearing – **MOTION REQUESTED** – Adopt Preliminary Budget 2022-2023..... Page 106
- XI. **MOTION REQUESTED – Resolution 2021-26** to meet in Closed Session on May 18, 2022 at 12:00 pm in the Boardroom of the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.
- XII. Miscellaneous Business, Public Comment and RMC comments or questions
- XIII. **MOTION REQUESTED** to Adjourn Meeting