

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: March 19, 2025

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held virtually, via Zoom, on **Wednesday, March 19, 2025 at 12:00 pm.**

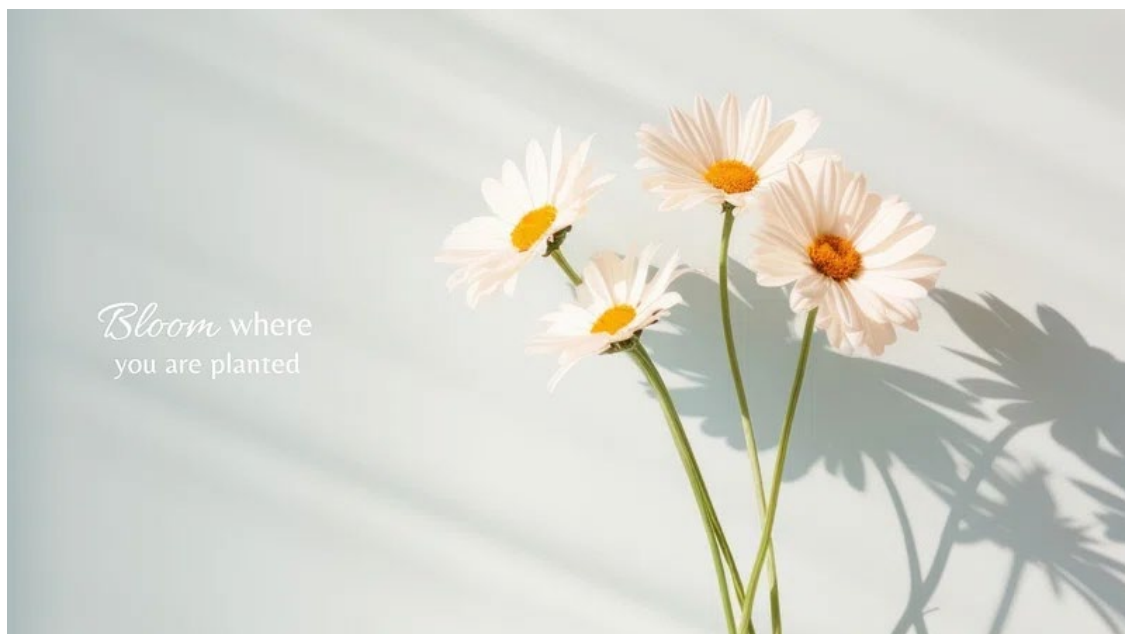
If you have any questions, please do not hesitate to contact our office at (856) 446-9139 or via email to Annette_Reap@rpadmin.com.

Join Zoom Meeting

<https://us06web.zoom.us/j/88314628813?pwd=YzxijzeLwlWgrZWWoLkMt2JkYFq6f2.1>

Meeting ID: 883 1462 8813

Passcode: 082787



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

Wednesday, March 19, 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 2024-23 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. January 15, 2025 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 (December 2024/January 2025) Pages 16-33

B. Solicitor..... Pages 34-48

C.	Claims Administrator	
1.	Adjuster Pending Reports – February 2025	Pages 49-50
2.	Subrogation Reports – February 2025	Pages 51-53
3.	Lessons Learned from Losses- Workplace Safety	Page 54
D.	Managed Care Provider	
1.	Managed Care Summary Reports – February 2025.....	Pages 55-56
2.	Average Days to Report - February 2025.....	Pages 57-58
3.	Transitional Duty Days – February 2025.....	Page 59
4.	Managed Care Quick Notes	Page 60
E.	Student Accident Program	
1.	Status Report	Page 61
F.	Executive Director/Underwriting & Finance Director Report	Pages 62-64
1.	EXECUTIVE DIRECTOR	
a.	2025-2026 Membership Renewals	Summary
b.	Results of Fund Professional Survey	Pages 65-70
c.	NJSIA Workers’ Compensation Conference	Pages 71-74
d.	Safety 360 Seminar – SAVE THE DATE!	Summary
e.	Boiler Inspections-Travelers Insurance	Summary
f.	STOPit Solutions – SafeNJ.....	Page 75
g.	SPELL JIF HR Helpline.....	Pages 76-78
h.	SPELL Policy Review.....	Summary
i.	Proposed Meeting Dates for 2025-2026.....	Page 79
j.	Items Updated on SPELLJIF.COM	Summary
k.	Key Dates.....	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	District/Fund Incurred Losses Report.....	Page 80
b.	Financial Audit-June 30, 2024- MOTION REQUESTED	Addendum A/Page 104
c.	2025-2026 Exposure Renewal and Budget Process	Summary
d.	Resolution 2024-24 Authorizing Surplus Return- MOTION REQUESTED	Pages 81-82
e.	Starr Cyber Renewal Insurance Application.....	Summary
f.	Beazley Environmental Liability Renewal Insurance Application.....	Summary
g.	RMC Resolutions and Agreements.....	Summary
h.	Safety Incentive Program Winners–Reimbursement Procedure	Summary
i.	SPELL JIF Approved Meeting Minutes	Pages 83-86
j.	Certificates of Insurance Report-01/01/25–02/28/25	Pages 87-90
G.	Safety Coordinator/Right to Know Coordinator	
1.	January-February Activities and March/April Agenda	Pages 91-92
2.	SIP Status Report-March 2025	Pages 93-96
H.	Virtual Safety Director	
1.	March 3, 2025 Report	Pages 97-99
I.	Committee Meetings	
1.	Finance - February 25, 2025.....	Pages 100-102

- X. Adoption of Preliminary Budget 2025-2026 – **MOTION REQUESTED** Page 103
- XI. **MOTION REQUESTED – Resolution 2024-25** to meet in Closed Session on May 21, 2025 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.