

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

AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held remotely on **Wednesday, March 20, 2024** with Closed Session beginning at **12:00 noon**.

Join Zoom Meeting: <https://us06web.zoom.us/j/82859585602?pwd=3CbyaoYT9Z5x4LLNrZ2Yva1tcxJoOq.1>

Meeting ID: 828 5958 5602 Passcode: 858812

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.



ATLANTIC AND CAPE MAY COUNTIES ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

JOINT INSURANCE FUND

Meeting Held Remotely Via Zoom

Wednesday, March 20, 2024

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. **2023-24 Trustees**
 - ☐ Jonathan Houdart, Brigantine Public School District, **Chair**
 - ☐ Mark Mallett, Lower Cape May Regional School District, **Vice Chair**
 - ☐ Dr. Diane Fox, Middle Township BOE, **Secretary** (SPELL Alternate)
 - ☐ Chandra Anaya, Mainland Regional High School (SPELL Alternate)
 - ☐ Rose Millar, Estell Manor City SD/Cape May Point
 - ☐ Laurie Ryan, Upper Township BOE
 - ☐ Joy Nixon, Galloway Township Public Schools
 - 2023-24 Alternate Trustees**
 - ☐ Barbara S. Prettyman, Hammonton BOE
 - ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE
 - ☐ James Lushok, Wildwood Crest BOE
 - 2023-24 Fund Commissioners (New district representatives shown in bold)**
 - ☐ Allyson Milazzo, Egg Harbor City School District
 - ☐ Dan Smith/Jennifer Germana, Egg Harbor Township School District
 - ☐ **Sara Simpson, Folsom BOE**
 - ☐ Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
 - ☐ Christopher R. Veneziani, Hamilton Twp School District (SPELL Trustee/Secretary)
 - ☐ Patricia Swanson, Linwood BOE
 - ☐ Teri Weeks, Longport BOE
 - ☐ Tricia Ryan, Lower Township Elementary SD
 - ☐ Melina Skwarek, Margate City BOE
 - ☐ Todd D'Anna, Mullica Twp BOE/Washington Twp SD-Greenbank
 - ☐ Jamie Shoemaker, Northfield BOE
 - ☐ Dawn Cottrell, North Wildwood SD
 - ☐ Carisa Rose, Pitman BOE
 - ☐ Mary Conroy, Somers Point BOE
 - ☐ Dawn Leary, Weymouth Twp School District

B. Fund Professionals

- ☐ Craig H. Wilkie, Deputy Executive Director – RPA/Gallagher
- ☐ Scott C. Tennant, Deputy Executive Director – RPA/Gallagher
- ☐ Bradford Hoffman, Executive Director – RPA/Gallagher
- ☐ Kim Hill, Account Manager-RPA/Gallagher
- ☐ Patrick J. Madden, Esquire – Fund Solicitor
- ☐ Chris Roselli, Claim Administrator – Qual-Lynx
- ☐ Karen Beatty, Client Services Manager – Qual-Lynx
- ☐ Danielle Colaiani, Public Entity Director – Hardenbergh Insurance Group
- ☐ John W. Geitz, Safety Coordinator – Risk Assessment Services
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ 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/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 2023-22** to approve Payment Authorization Request(s) as presented in Closed Session.
- VII. Approval of Minutes – MOTION REQUESTED**
A. January 17, 2024..... Pages 6-12
- VIII. Appointment of a Nominating Committee by Fund President**
A. ACCASBO and SPELL Term Expirations Page 13
- IX. Professional Reports**
A. Treasurer - **MOTION REQUESTED**
1. February Approval Memo and Bill List Pages 14-15
2. March Bill List Page 16
3. Treasurer’s Reports (December 2023-January 2024)..... Pages 17-33

B.	Solicitor Report/SCI Pass the Trash Law.....	Pages 34-35/Handout
C.	Claims Administrator	
1.	Adjuster Pending Reports – February 2024	Pages 36-37
2.	Emergency PAR Stewardship Report.....	Page 38
3.	Subrogation Reports – February 2024	Pages 39-41
4.	Lessons Learned from Losses- Workplace Safety	Page 42
D.	Managed Care Provider	
1.	Managed Care Summary – February 2024	Page 43
2.	Average Days to Report - February 2024	Pages 44-45
3.	Transitional Duty Days – February 2024.....	Page 46
4.	ScriptAdvisor - Pharmacy Benefit Management (PBM) Memo.....	Addendum A
E.	Student Accident Program	Page 47
F.	Executive Director/Underwriting & Finance Director Report	Pages 48-50
1.	EXECUTIVE DIRECTOR	
a.	2024-25 Membership Renewals	Summary
b.	Results of Fund Professional Survey	Pages 51-56
c.	NJSIA Workers’ Compensation Conference	Pages 57-60
d.	Safety 360 Seminar – SAVE THE DATE!	Summary
e.	Public School Works Reports.....	Pages 61-63
f.	Proposed Meeting Dates for 2024-25.....	Page 64
g.	Items Updated on SPELLJIF.COM	Summary
h.	Key Dates.....	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	District/Fund Incurred Losses Report.....	Page 65
b.	Financial Audit-June 30, 2023-MOTION REQUESTED	Addendum B
c.	2024-2025 Exposure Renewal and Budget Process	Summary
d.	2024-2025 Starr Cyber Renewal Insurance Application	Summary
e.	RMC Resolutions and Agreements.....	Summary
f.	Safety Incentive Program Winners – Reimbursement Procedure	Summary
g.	SPELL JIF Approved Meeting Minutes	Pages 66-69
h.	Certificates of Insurance Report-01/01/24–02/29/24.....	Pages 70-73
G.	Safety Coordinator/Right to Know Coordinator	
1.	January-February Activities and March Agenda	Pages 74-75
2.	SIP Status Report-March 2024	Pages 76-79
H.	Virtual Safety Director	
1.	February 29, 2024 Report.....	Pages 80-81
I.	Committee Meetings	
1.	Safety - February 27, 2024	Pages 82-84
2.	Finance - February 28, 2024.....	Pages 85-86
X.	Adoption of Preliminary Budget 2024-2025 – MOTION REQUESTED	Page 87

- XI. MOTION REQUESTED – Resolution 2023-23** to meet in Closed Session on May 15, 2024 at 12:00 pm at the 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.