

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

TO: JIF Trustees
JIF Commissioners
JIF 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 on **Wednesday, May 15, 2024** at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, with Closed Session beginning at **12:00 noon**.

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

Alder Avenue Middle School
Boardroom
25 Alder Avenue
Egg Harbor Township, NJ 08234

Wednesday, May 15, 2024

AGENDA

- I. Call to Order of the Closed 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 2023-24** to approve Payment Authorization Request(s) as presented in Closed Session.
- VII. Approval of Minutes – MOTION REQUESTED**
A. March 20, 2024Pages 7-13
- VIII. Budget Hearing – MOTION REQUESTED**
A. Motion to open to the public
B. Motion to close to the public
C. 2024-2025 Budget – **ADOPTION**Page 14

IX. Election of Trustees, Alternates, SPELL Delegates

- A. Nominating Committee Recommendations.....Page 15

MOTION REQUESTED – to Accept Other Nominations

MOTION REQUESTED – to Close Nominations

MOTION REQUESTED – to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on Page 15.

X. Election of Officers - **MOTION REQUESTED to Elect:**

Chair – Mark Mallett, Lower Cape May Regional SD

Vice Chair – Dr. Diane Fox, Middle Township BOE

Secretary – Rose Millar, Estell Manor SD/Cape May Point BOE

XI. Professional Reports

A. Treasurer - **MOTION REQUESTED**

1. April Approval Memo and Bill List Pages 16-17
2. May Bill List..... Page 18
3. Treasurer’s Reports (February-March 2024)..... Pages 19-34

B. Solicitor Report..... No Report

C. Claims Administrator

1. Adjuster Pending Report – April 2024.....Pages 35-36
2. Emergency PAR Stewardship ReportPage 37
3. Subrogation Reports – April 2024.....Pages 38-40
4. Lessons Learned from Losses-Preventing MoldPage 41

D. Managed Care Provider

1. Managed Care Summary – April 2024Page 42
2. Average Days to Report - April 2024Pages 43-44
3. Transitional Duty Days – April 2024.....Page 45
4. ScriptAdvisor - Pharmacy Benefit Management (PBM) MemoPages 46-47

E. Student Accident ProgramPage 48

F. Executive Director/Underwriting & Finance Director ReportPages 49-51

1. EXECUTIVE DIRECTOR

- a. 2024-25 Membership Renewals-MOTION REQUESTED Summary
- b. Marketing Update Summary
- c. NJSIA Workers’ Compensation Conference SurveyPages 52-62
- d. Safety 360 Seminar – SAVE THE DATE! Summary
- e. Boiler Operator Refresher Training..... Summary
- f. SPELL JIF Joint Retreat-MARK YOUR CALENDARS! Summary
- g. State of the JIF Dinner Summary
- h. AGRIP Spring Conference Reports.....Pages 63-69
- i. Items Updated on SPELLJIF.COM Summary
- j. Key Dates Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Report.....Page 70
- b. RMC Resolutions and Agreements..... Summary
- c. Safety Incentive Program Winners – Reimbursement Procedure Summary
- d. 2024-2025 Contribution Notices..... Summary
- e. 2023-2024 Administrative Matter Defense Reimbursement Summary
- f. Certificates of Insurance-2024-2025 Renewals Summary
- g. Auto ID Cards 2024-2025 Summary
- h. Certificates of Insurance Report-03/01/24–04/30/24.....Pages 71-74

- G. Safety Coordinator/Right to Know Coordinator
 - 1. March-April Activities and May/June Agenda.....Pages 75-76
 - 2. SIP Status Report-May 2024.....Pages 77-80

- H. Virtual Safety Director
 - 1. April 30, 2024 Report Pages 81-83

- I. Committee Meetings
 - 1. Claims – April 30, 2024..... Pages 84-89
 - 2. Finance – May 9, 2024 – **MOTION REQUESTED** Pages 90-92

MOTION REQUESTED – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting

XII. ROLL CALL

A. 2024-25 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
- ☐ Melina Skwarek, Margate City BOE
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2024-25 Fund Commissioners

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- ☐ Dawn Leary, Weymouth Twp School District
- ☐ James Lushok, Wildwood Crest BOE

- XIII.** 2024-2025 Oaths of Office
- A. Chair..... Handout
 - Vice Chair..... Handout
 - Secretary..... Handout
 - Trustees (4)..... Handout
 - Alternate Trustees (3)..... Handout

- XIV.** 2024-2025 Reorganization Resolutions – **ADOPTION**
- A. Reorganization Resolutions
 - 1. 2024-01 Appointing Professional StaffPages 93-96
 - 2. 2024-02 Adopting Procedures in Compliance with the Open Public Meetings Act Pages 97-98
 - 3. 2024-03 Adopting Fiscal Policies and ProceduresPages 99-100
 - 4. 2024-04 Designation of Signatories-Operating AccountPage 101
 - 5. 2024-05 Designation of Signatories-Claim Imprest Account.....Page 102
 - 6. 2024-06 Designating the Public Agency Compliance OfficerPage 103
 - 7. 2024-07 Appointing Defense AttorneysPages 104-105
 - 8. 2024-08 Appointing Panel PhysiciansPages 106-107
 - 9. 2024-09 Appointing Certifying and Approving OfficerPages 108-109
 - 10. 2024-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months...Page 110
 - 11. 2024-11 Designation of Signatories-Disbursement Vouchers.....Page 111
 - 12. 2024-12 Approving the Risk Management ProgramPage 112
 - 13. 2024-13 Affirming Fund Policies.....Pages 113-115
 - 14. 2024-14 Designating Public Records CustodianPage 116
 - B. Committee Appointments (Discretion of the Fund President)..... Discussion

- XV.** Motion to Adjourn the Reorganization Meeting

- XVI. MOTION REQUESTED – Resolution 2024-15** to meet in Closed Session on September 18, 2024 at 12:00 pm at the in the Boardroom of the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

- XVII.** Miscellaneous Business, Public Comment and RMC comments or questions.

- XVIII. MOTION REQUESTED** to Adjourn Meeting.