

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

TO: Fund Trustees
Fund Commissioners
Fund Professionals
Risk Management Consultants

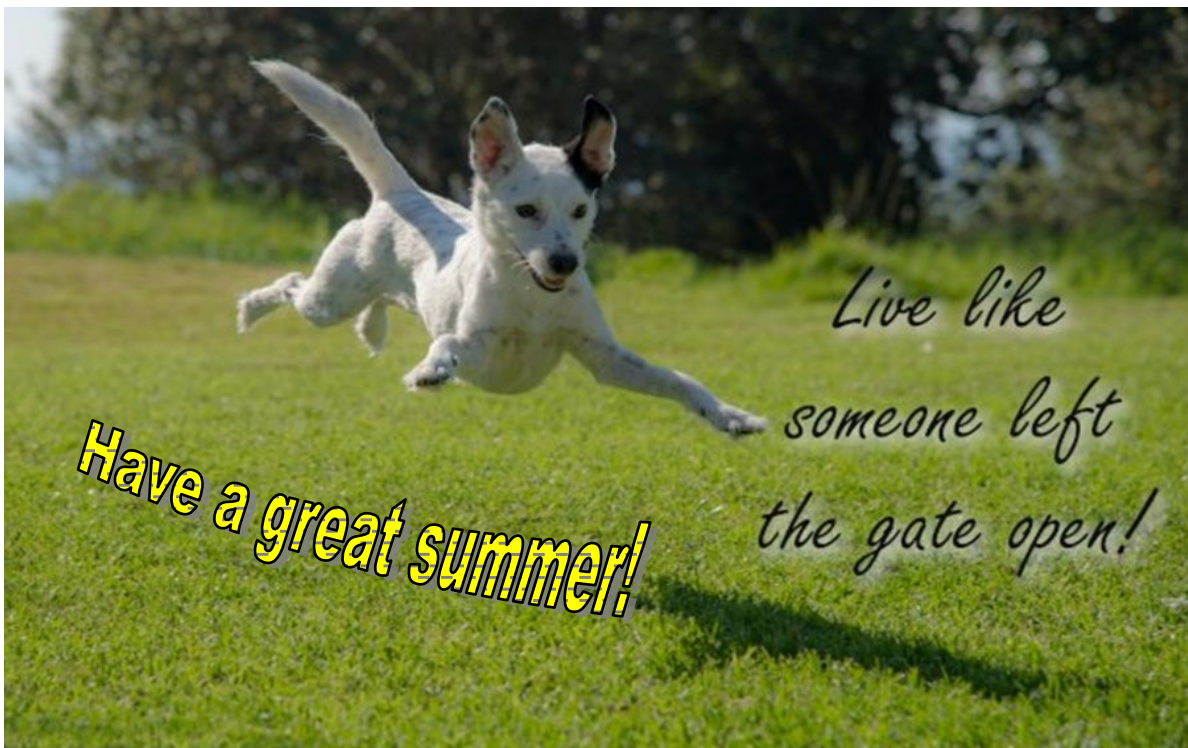
FROM: Craig H. Wilkie, Deputy Executive Director
Scott C. Tennant, Deputy Executive Director
Brad Hoffman, Executive Director

MEETING DATE: May 17, 2023

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, May 17, 2023** 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 at Annette_Reap@rpadmin.com.



ATLANTIC AND CAPE MAY COUNTIES ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

JOINT INSURANCE FUND

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

Wednesday, May 17, 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 Deserable, 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 Colaiani, 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 2022-24 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. March 15, 2023Pages 7-12

VIII. Budget Hearing – MOTION REQUESTED

A. Motion to open to the public

B. Motion to close to the public

C. 2023-2024 Budget – **ADOPTION**Page 13

- IX. Election of Trustees, Alternates, SPELL Delegates**
 - A. Nominating Committee Recommendations.....Page 14
 - 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
- X. Election of Officers - **MOTION REQUESTED** – to Elect:**
 - Chair** – Jonathan Houdart, Brigantine Public School District
 - Vice Chair** – Mark Mallett, Lower Cape May Regional School District
 - Secretary** – Dr. Diane Fox, Middle Township BOE
- XI. Professional Reports**
 - A. Treasurer - **MOTION REQUESTED**
 - 1. April Approval Memo and Bill List Pages 15-16
 - 2. May Bill List Page 17
 - 3. Treasurer’s Reports (March-April 2022) Pages 18-35
 - B. Solicitor No Report
 - C. Claims Administrator
 - 1. Adjuster Pending Report – April 2023Pages 36-37
 - 2. Open Subrogation Report – April 2023..... Page 38
 - 3. Lessons Learned from Losses-The War on Mold Page 39
 - D. Managed Care Provider
 - 1. Managed Care Summary – April 2023 Page 40
 - 2. Average Days to Report - April 2023..... Pages 41-42
 - 3. Transitional Duty Days – April 2023 Page 43
 - 4. Provider Panel Recommendations 2023-2024 Pages 44-45
 - 5. Updated Participating Urgent Care Providers..... Page 46
 - E. Student Accident Program
 - 1. Status Report Page 47
 - F. Executive Director/Underwriting & Finance Director Report..... Pages 48-51
 - 1. EXECUTIVE DIRECTOR
 - a. 2023-24 Membership Renewals-**MOTION REQUESTED** Summary
 - b. Marketing Update..... Summary
 - c. NJSIA Workers’ Compensation Conference Summary
 - d. Mold Environmental and IAQ Best Practices-7/12/2023 Page 52
 - e. Managing Virtual Safety Symposium-7/19/2023 Page 53
 - f. Boiler Operator Refresher Training-8/9/2023..... Summary
 - g. 2023 SPELL Annual Joint Retreat-9/27-29/2023 Summary
 - h. State of the JIF Dinner-11/28/2023..... Summary
 - i. Doggy’s in District Pages 54-56
 - j. AGRIP Spring Conference Reports Pages 57-61
 - k. STOPit Activity Report Pages 62-71

- l. SPELLJIF.COM..... Summary
 - m. Maintaining Safe Schools..... Summary
 - n. Key Dates Summary
- 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report..... Page 72
 - b. 2023-2024 Exposure Renewal and Budget Process Summary
 - c. RMC Resolutions & Agreements Summary
 - d. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
 - e. 2023-2024 Contribution Notices Summary
 - f. Surplus Return Resolutions..... Summary
 - g. 2022-2023 Administrative Matter Defense Reimbursement Summary
 - h. Certificates of Insurance – 2023-24 Renewals Summary
 - i. Auto ID Cards Summary
 - j. Certificates of Insurance Report-03/01/23–04/30/23 Pages 73-75
- G. Safety Coordinator/Right to Know Coordinator
 - 1. March/April Activities and May/June Agenda Pages 76-77
 - 2. Safety Incentive Program Status 2022-23..... Pages 78-81
 - 3. Safety Notices
 - a. Proper Disposal of Chemical Waste Pages 82-83
 - b. Bounce House Safety Pages 84-85
- H. Committees
 - 1. Finance – 5/16/2023..... Verbal
- XII. MOTION REQUESTED** – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.
- XIII. 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**
 - ☐ Alysson Milazzo, Egg Harbor City School District
 - ☐ Dan Smith/Jennifer Germana, Egg Harbor Township School District
 - ☐ Christopher R. Veneziani, Folsom BOE (SPELL Trustee)
 - ☐ 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
- ☐ Linda Albright, Northfield BOE
- ☐ Jamie Shoemaker, North Wildwood SD
- ☐ Carisa Rose, Pitman BOE
- ☐ Mary Conroy, Somers Point BOE
- ☐ Andrew Lopez, Weymouth Twp School District

XIV. 2023-24 Oaths of Office

- A. ChairHandout
- Vice ChairHandout
- SecretaryHandout
- Trustees (4)..... Handout
- Alternate Trustees (3)Handout

XV. 2023-24 Reorganization Resolutions – ADOPTION

- A. Reorganization Resolutions
 - 1. 2023-01 Appointing Professional StaffHandout
 - 2. 2023-02 Adopting Procedures in Compliance with the Open Public Meetings ActPages 86-87
 - 3. 2023-03 Adopting Fiscal Policies and Procedures Pages 88-89
 - 4. 2023-04 Designation of Signatories-Operating Account Page 90
 - 5. 2023-05 Designation of Signatories-Claim Imprest Account..... Page 91
 - 6. 2023-06 Designating the Public Agency Compliance Officer..... Page 92
 - 7. 2023-07 Appointing Defense Attorneys Pages 93-94
 - 8. 2023-08 Appointing Panel Physicians Pages 95-97
 - 9. 2023-09 Appointing Certifying and Approving Officer Pages 98-99
 - 10. 2023-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months. Page 100
 - 11. 2023-11 Designation of Signatories-Disbursement Vouchers..... Page 101
 - 12. 2023-12 Approving the Risk Management Program Page 102
 - 13. 2023-13 Affirming Fund Policies Pages 103-105
 - 14. 2023-14 Designating Public Records Custodian Page 106
- B. Committee Appointments (Discretion of the Fund Chair)Discussion

XVI. Motion to Adjourn the Reorganization Meeting

XVII. MOTION REQUESTED - Resolution 2023-15 to meet in Closed Session on September 20, 2023 at 12:00 pm at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

XVIII. Miscellaneous Business and Public Comment

XIX. MOTION REQUESTED – To Adjourn