

**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:** May 18, 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, May 18, 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, May 18, 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
    - ☐ Robert Delengowski, 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
    - ☐ Susan Palaia, 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
- ☐ Megan Matro, Marketing Specialist-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 Colaianne, 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 2021-27** to approve Payment Authorization Request(s) as presented in Closed Session.

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

A. March 16, 2022 .....Pages 7-13

**VIII. Budget Hearing – MOTION REQUESTED**

A. Motion to open to the public

B. Motion to close to the public

C. 2022-2023 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:
- President** – Christopher Veneziani, Folsom BOE
- Vice President** – Jonathan Houdart, Brigantine Public School District
- Secretary** – Mark Mallett, Lower Cape May Regional School District
- 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 (March-April 2022) ..... Pages 19-36
- B. Solicitor ..... No Report
- C. Claims Administrator
1. Adjuster Pendings Report – April 2022 .....Pages 37-38
2. Open Subrogation Report – April 2022..... Page 39
3. Emergency PAR Stewardship Report ..... Page 40
4. Lessons Learned from Losses-The War on Mold ..... Page 41
- D. Managed Care Provider
1. Managed Care Summary – April 2022 ..... Page 42
2. Average Days to Report - April 2022..... Pages 43-45
3. Transitional Duty Days – April 2022 ..... Page 46
4. Provider Panel Recommendations 2022-2023 ..... Pages 47-48
5. Where To Go for Treatment?..... Page 49
- E. Student Accident Program
1. Status Report .....No report
- F. Executive Director/Underwriting & Finance Director Report..... Pages 50-52
1. EXECUTIVE DIRECTOR
- a. 2022-23 Membership Renewals-MOTION REQUESTED ..... Summary
- b. Marketing Update..... Summary
- c. Mold Environmental and IAQ Best Practices..... Page 53
- d. Cyber Security Symposium ..... Summary
- e. Boiler Operator Refresher Training-August 9, 2022..... Summary
- f. 2022 SPELL Annual Joint Retreat ..... Summary
- g. State of the JIF Dinner-November 29, 2022 ..... Summary
- h. AGRIP Conference Reports ..... Pages 54-60
- i. Public School Works ..... Page 61
- j. STOPit Activity Report ..... Pages 62-72

- k. Email Addresses from Executive Director’s Office ..... Summary
- 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 73
- b. 2022-2023 Exposure Renewal and Budget Process ..... Summary
- c. RMC Resolutions & Agreements ..... Summary
- d. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
- e. 2022-2023 Contribution Notices ..... Summary
- f. Surplus Return Resolutions..... Summary
- g. 2021-2022 Administrative Matter Defense Reimbursement ..... Summary
- h. Certificates of Insurance 2022-23 ..... Summary
- i. Auto ID Cards ..... Summary
- j. Certificates of Insurance Report-03/01/22–04/30/22 ..... Pages 74-77

G. Safety Coordinator/Right to Know Coordinator

- 1. March/April Activities and May Agenda ..... Pages 78-79
- 2. Safety Incentive Program Status Report..... Pages 80-83
- 3. Safety Notice-End of School-Fun Day Safety ..... Pages 84-86

H. Committees

- 1. Finance – 5/05/22 ..... Pages 87-89

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

**XIII. 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, North Wildwood SD
- ☐ Chandra Anaya, Egg Harbor Township School District (SPELL Alternate)

**2022-23 Alternate Trustees**

- ☐ Diane Fox, Middle Township BOE (SPELL Alternate)
- ☐ Anne Marie Fala, Hamilton Township School District
- ☐ Barbara S. Prettyman, Hammonton BOE

**2022-23 Fund Commissioners**

- ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE
- ☐ Jason Bedell, Egg Harbor City School District
- ☐ Robert Delengowski, Interim, Estell Manor City School District
- ☐ Joy Nixon, Galloway Township Public Schools
- ☐ Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)

- ☐ Kevin Byrnes, Linwood BOE
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- ☐ Julie Gallagher, Somers Point BOE
- ☐ Laurie Ryan, Upper Township BOE
- ☐ Judson Moore, Interim, Weymouth Twp School District
- ☐ James Lushok, Wildwood Crest BOE

**XIV. 2022-23 Oaths of Office**

- A. Chair ..... Handout  
 Vice Chair ..... Handout  
 Secretary ..... Handout  
 Trustees (4)..... Handout  
 Alternate Trustees (3) ..... Handout

**XV. 2022-23 Reorganization Resolutions – ADOPTION**

- A. Reorganization Resolutions
1. 2022-01 Appointing Professional Staff ..... Pages 90-92
  2. 2022-02 Adopting Procedures in Compliance with the Open Public Meetings Act-Pages 93-94
  3. 2022-03 Adopting Fiscal Policies and Procedures ..... Pages 95-96
  4. 2022-04 Designation of Signatories-Operating Account ..... Page 97
  5. 2022-05 Designation of Signatories-Claim Imprest Account..... Page 98
  6. 2022-06 Designating the Public Agency Compliance Officer..... Page 99
  7. 2022-07 Appointing Defense Attorneys ..... Pages 100-101
  8. 2022-08 Appointing Panel Physicians ..... Pages 102-104
  9. 2022-09 Appointing Certifying and Approving Officer ..... Pages 105-106
  10. 2022-10 Authorization to Pay Professional Contract Fees in Non-Meeting MonthsPage 107
  11. 2022-11 Designation of Signatories-Disbursement Vouchers..... Page 108
  12. 2022-12 Approving the Risk Management Program ..... Page 109
  13. 2022-13 Affirming Fund Policies ..... Pages 110-112
  14. 2022-14 Designating Public Records Custodian ..... Page 113
- B. Committee Appointments (Discretion of the Fund Chair) ..... Discussion

**XVI. Motion to Adjourn the Reorganization Meeting**

**XVII. MOTION REQUESTED - Resolution 2022-15** to meet in Closed Session on September 21, 2022 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**