

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

Join Zoom Meeting
<https://zoom.us/j/93376117706?pwd=UTloYUJUaUIOV1NleU9LUGQvL1lxdz09>
Dial +1 929 205 6099 US
Meeting ID: 933 7611 7706
Passcode: 882311

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 19, 2021

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held via Zoom on **Wednesday, May 19, 2021** 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**

Teleconferencing meeting via Zoom

Wednesday, May 19, 2021

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. **2020-21 Trustees**
 - Christopher R. Veneziani, Folsom BOE (SPELL Alternate), **Chair**
 - John Hansen, Lower Township Elementary SD, **Vice Chair**
 - Jonathan Houdart, Brigantine Public School District, **Secretary**
 - Michelle D. Richardson, Jackson Township BOE
 - Kim Robinson, Mainland Regional High School
 - Mark Mallett, Lower Cape May Regional School District
 - Linda Albright, Northfield BOE
 - 2020-21 Alternate Trustees**
 - Rose Millar, North Wildwood SD
 - Chandra Anaya, Egg Harbor Township School District (SPELL Alternate)
 - Diane Fox, Middle Township BOE
 - 2020-21 Fund Commissioners**
 - Jason Bedell, Egg Harbor City School District
 - William Thompson, 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
 - Jennifer Germana, Margate City BOE
 - Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
 - Kelly Brazelton, Pitman BOE
 - Michele Roemer, Interim, Somers Point BOE
 - Laurie Ryan, Upper Township BOE
 - Steve Moran, Weymouth Twp School District

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
- Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
- Louis J. Greco, Esquire – Fund Solicitor
- Chris Roselli, Claim Administrator – Qual-Lynx
- Karen Beatty, Client Services Manager – Qual-Lynx
- Bonnie Ridolfino, 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

- Adam Miller, C.J. Adams Company – Northfield
- Jim Ridgway/Casey Byrne, J. Byrne Agency – Lower Cape May RSD
- Steve Eckman, Len Eckman – Pitman
- Dennis M. Brown/Pam Whitaker, Glenn Insurance – EHC/EHT/Estell Manor/Galloway/GEHRHSD/Hamilton Twp/Jackson Twp/Mainland/Somers Point/Weymouth Twp
- Mike Thomas, Glenn Insurance – Linwood/Longport
- Derek Valenti, Hardenbergh – Folsom
- Tim Irons/Alexandria Suro, TC Irons – Mullica Twp/Washington Twp
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – Lower Twp/North Wildwood
- Bill McMahan, McMahan Agency - Upper Twp
- Harry Mossbrook, Sr., Mossbrook & Hicks Insurance Agency – Middle Twp
- P.J. Pullia, MLR Risk Management - Hammonton
- Gene Siracusa, Siracusa-Kauffman Agency – Brigantine/Margate

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 2020-25 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. March 17, 2021 Pages 7-12

VIII. Budget Hearing – MOTION REQUESTED

A. Motion to open to the public

B. Motion to close to the public

C. 2021-2022 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 14.
- X. Election of Officers - **MOTION REQUESTED** – to Elect:
 - Chair** – Christopher Veneziani, Folsom
 - Vice Chair** – John Hansen, Lower Township
 - Secretary** – Jonathan Houdart, Brigantine
- 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 2021) Pages 18-33
 - B. Solicitor – Special Education Advocates Pages 34-35
 - C. Claims Administrator
 - 1. Adjuster Pending Report – April 2021Pages 36-37
 - 2. Open Subrogation Report – April 2021..... Page 38
 - 3. Lessons Learned from Losses-September’s Return to School Page 39
 - D. Managed Care Provider
 - 1. Managed Care Summary - April 2021 Page 40
 - 2. Average Days to Report - April 2021..... Pages 41-43
 - 3. Transitional Duty Days – April 2021 Page 44
 - E. Student Accident Program
 - 1. Status Report No Report
 - F. Executive Director/Underwriting & Finance Director Report Pages 45-47
 - 1. EXECUTIVE DIRECTOR
 - a. 2021-22 Membership Renewals – MOTION REQUESTEDSummary
 - b. Mold, Environmental and IAQ Best Practices – July 14, 2021..... Page 48
 - c. Boiler Operator Refresher Training – August 10, 2021Summary
 - d. SPELL JIF Joint Retreat – September 22-24, 2021Summary
 - e. State of the JIF Dinner – Save the Date!Summary
 - f. Cyber Security Symposium – TBD.....Summary
 - g. Third Party Certificate Tracking – In BETA TestingSummary
 - h. Enquiron – SPELL HR Helpline..... Pages 49-53
 - i. STOPit Activity Report Pages 54-64
 - j. Items Updated on SPELLJIF.COM.....Summary
 - k. Maintaining Safe Schools.....Summary
 - l. Key DatesSummary

- 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report Page 65
 - b. 2021-2022 Exposure Renewal and Budget ProcessSummary
 - c. RMC Resolutions and AgreementsSummary
 - d. 2021-2022 Contribution NoticesSummary
 - e. Surplus Return Resolutions.....Summary
 - f. 2020-2021 Administrative Matter Defense ReimbursementSummary
 - g. Certificates of InsuranceSummary
 - h. Auto ID CardsSummary
 - i. Safety Incentive Program Winners- Reimbursement ProcedureSummary
 - j. Certificates of Insurance Report from 3/01/21-4/30/21 Pages 66-69

- G. Safety Coordinator/Right to Know Coordinator
 - 1. March/April Activities and May Agenda Pages 70-71
 - 2. Safety Incentive Program Status Report 2020-21 Pages 72-75

- H. Committee Meetings
 - 1. Finance – 3/8/21 Pages 76-78

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

XII. ROLL CALL

A. 2021-22 Trustees

- Christopher R. Veneziani, Folsom BOE (SPELL Alternate), **Chair**
- John Hansen, Lower Township Elementary SD, **Vice Chair**
- Jonathan Houdart, Brigantine Public School District, **Secretary**
- Michelle D. Richardson, Jackson Township BOE
- Kim Robinson, Mainland Regional High School
- Linda Albright, Northfield BOE
- Mark Mallett, Lower Cape May Regional School District

2021-22 Alternate Trustees

- Rose Millar, North Wildwood SD
- Chandra Anaya, Egg Harbor Township School District (SPELL Alternate)
- Diane Fox, Middle Township BOE

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- Kelly Brazelton, Pitman BOE
- Michele Roemer, Interim, Somers Point BOE
- Laurie Ryan, Upper Township BOE
- Steve Moran, Weymouth Twp School District

XIII. 2021-22 Oaths of Office

- A. Chair Will Be Sent Via Email
- Vice Chair Will Be Sent Via Email
- Secretary Will Be Sent Via Email
- Trustees (4)..... Will Be Sent Via Email
- Alternate Trustees (3) Will Be Sent Via Email

XIV. 2021-22 Reorganization Resolutions – ADOPTION

- A. Reorganization Resolutions
 - 1. 2021-01 Appointing Professional Staff Pages 79-82
 - 2. 2021-02 Adopting Procedures in Compliance with the Open Public Meetings Act.....
..... Pages 83-84
 - 3. 2021-03 Adopting Fiscal Policies and Procedures Pages 85-86
 - 4. 2021-04 Designation of Signatories-Operating Account Page 87
 - 5. 2021-05 Designation of Signatories-Claim Imprest Account Page 88
 - 6. 2021-06 Designating the Public Agency Compliance Officer Page 89
 - 7. 2021-07 Appointing Defense Attorneys Pages 90-91
 - 8. 2021-08 Appointing Panel Physicians..... Pages 92-94
 - 9. 2021-09 Appointing Certifying and Approving Officer Pages 95-96
 - 10. 2021-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months
..... Page 97
 - 11. 2021-11 Designation of Signatories-Disbursement Vouchers Page 98
 - 12. 2021-12 Approving the Risk Management Program Page 99
 - 13. 2021-13 Affirming Fund Policies..... Pages 100-102
 - 14. 2021-14 Designating Public Records Custodian Page 103
- B. Committee Appointments (Discretion of the Fund President)..... Discussion

XV. MOTION REQUESTED – Resolution 2021-15 to meet in Closed Session on September 15, 2021 at 12:00 pm at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

XVI. Miscellaneous Business, Public Comment and RMC comments or questions.

XVII. MOTION to Call to Order 2nd Closed Session

XVIII. MOTION to Adjourn 2nd Closed Session

XIX. MOTION REQUESTED to Adjourn Meeting.