

**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:** September 15, 2021

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' meeting of the ACCASBO JIF to be held in the Board Room at **Alder Avenue Middle School, 25 Alder Avenue, EHT, New Jersey 08234** on **Wednesday, September 15, 2021** beginning at **12:00 p.m.**

If you have any questions, please do not hesitate to contact our office at (856) 446-9139.

***Welcome Back  
to School!***



**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, September 15, 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. **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
    - Kim Robinson, Mainland Regional High School
    - Mark Mallett, Lower Cape May Regional School District
    - Linda Albright, Northfield BOE
  - 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
    - 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
    - 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
- 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**

- 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, Glenn Insurance – Linwood/Longport
- Derek Valenti, Hardenbergh – Folsom
- Jim Ridgway/Casey Byrne, J. Byrne Agency – Lower Cape May RSD
- Steve Eckman, Len Eckman – Pitman
- P.J. Pullia, MLR Risk Management - Hammonton
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – Lower Twp/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 2021-16** to approve Payment Authorization Request(s) as presented in Closed Session.

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

A. May 19, 2020..... Pages 6-13

**VIII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2021-2022..... Page 14**

**IX. Professional Reports**

**A. Treasurer - MOTION REQUESTED**

1. June thru August Approval Memos and Bill Lists..... Pages 15-20
2. September Bill List ..... Page 21

- 3. Treasurer’s Reports (May thru July 2021)..... Pages 22-46
  
- B. Solicitor – Charter School IEP Requiring Private School Placement ..... Pages 47-48
  
- C. Claims Administrator
  - 1. Adjuster Pending Report – September 2021 .....Pages 49-50
  - 2. Emergency PAR Stewardship Report ..... Page 51
  - 3. Open Subrogation Report –August 2021 ..... Page 52
  - 4. Lessons Learned from Losses-Safe Lifting..... Page 53
  - 5. QUANI Announcement..... Page 54
  
- D. Managed Care Provider
  - 1. Managed Care Reports – 2020-21 Year End ..... Pages 55-59
  - 2. Managed Care Summary - August 2021 ..... Page 60
  - 3. Average Days to Report - August 2021 ..... Pages 61-63
  - 4. Transitional Duty Days – August 2021 ..... Page 64
  
- E. Student Accident Program
  - 1. Status Report ..... No Report
  
- F. Executive Director/Underwriting & Finance Director Report..... Pages 65-68
  - 1. EXECUTIVE DIRECTOR
    - a. Welcome New Delegates ..... Summary
    - b. 2022-23 Membership Renewals..... Summary
    - c. Environmental Management Seminar – July 14, 2021 ..... Pages 69-74
    - d. Boiler Operator Webinar – August 10, 2021 ..... Pages 75-82
    - e. Cyber Risk Management Committee ..... Summary
    - f. STOPiT Relearn and Relaunch Webinars ..... Summary
    - g. Public School Works ..... Summary
    - h. SPELL JIF HR Helpline ..... Pages 83-85
    - i. NJSBA Virtual Fall Conference ..... Summary
    - j. State of the JIF Dinner – November 30, 2021 ..... Summary
    - k. NJSIA Workers’ Compensation Conference – November 3-5, 2021 ..... Summary
    - l. Executive Director’s Office Outlook Email Issues..... Summary
    - m. Items Updated on SPELLJIF.COM..... Summary
    - n. Maintaining Safe Schools..... Summary
    - o. Key Dates ..... Summary
  
  - 2. UNDERWRITING AND FINANCE DIRECTOR
    - a. Final Installment 2021-2022 Premium Contribution Notices ..... Summary
    - b. District/Fund Incurred Losses Report ..... Page 86
    - c. 2021-2022 Plan of Risk Management ..... Summary
    - d. 2022-2023 Exposure Renewal and Budget Process ..... Summary
    - e. Gallagher Bassett Appraisal Services Questionnaire..... Summary
    - f. NJ DOL Compliance Cross-Match ..... Summary
    - g. 2020-2021 & 2021-2022 Administrative Matter Defense Reimbursement .. Summary
    - h. Certificates of Insurance Report-05/01/21–08/31/21..... Pages 87-103
  
- G. Safety Coordinator/Right to Know Coordinator
  - 1. Spring/Summer Activities and September/October Agenda..... Pages 104-106

- 2. Safety Incentive Program Criteria 2021-22..... Pages 107-110
- 3. Safety Notice – Back to School..... Pages 11-112
- 4. Safety Notice – COVID-19 Emergency Temporary Standard ..... Pages 113-114
  
- H. Committees
  - 1. 2021-2022 Committee Appointments ..... Page 115
  
- X. **MOTION REQUESTED – Resolution 2021-17** to meet in Closed Session on November 17, 2021 at 12:00 pm in the Boardroom of the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.
  
- XI. Miscellaneous Business, Public Comment and RMC comments or questions.
  
- XII. **MOTION REQUESTED** to Adjourn Meeting.