

**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 16, 2020

**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, September 16, 2020** 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**

Teleconferencing meeting via Zoom  
Call +1 929-205-6099  
Access Code: 928 3114 5283

**Wednesday, September 16, 2020**

**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**
    - Joseph Smurlo, Egg Harbor City School District
    - Joe Rodio, 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/Kamini Patel, 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 2020-16** to approve Payment Authorization Request(s) as presented in Closed Session.

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

A. May 20, 2020..... Pages 6-14

**VIII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2020-2021..... Page 15**

**IX. Professional Reports**

**A. Treasurer - MOTION REQUESTED**

1. June thru August Approval Memos and Bill Lists.....Pages 16-21
2. September Bill List..... Page 22
3. Treasurer’s Reports (May thru August 2020).....Pages 23-53

B.	Solicitor – Class Action Lawsuit.....	Pages 54-55
C.	Claims Administrator	
	1. Adjuster Pending Report – August 2020.....	Pages 56-57
	2. Emergency PAR Stewardship Reports.....	Page 58
	3. Open Subrogation Report –August 2020.....	Page 59
	4. Lessons Learned from Losses-Contact Tracing.....	Page 60
D.	Managed Care Provider	
	1. Managed Care Reports – 2019-20 Year End.....	Pages 61-63
	2. Managed Care Summary - August 2020.....	Page 64
	3. Average Days to Report - August 2020.....	Page 65
	4. Transitional Duty Days – August 2020.....	Page 66
E.	Student Accident Program	
	1. Status Report.....	Pages 67-68
F.	Executive Director/Underwriting & Finance Director Report.....	Pages 69-71
	1. EXECUTIVE DIRECTOR	
	a. Welcome New Delegates.....	Summary
	b. 2021-22 Membership Renewals.....	Summary
	c. Environmental Management Seminar – July 15, 2020.....	Pages 72-87
	d. Cyber Security Symposium – July 29, 2020.....	Pages 88-94
	e. STOPiT Activity Report.....	Pages 95-103
	f. NJSBA Virtual Fall Conference.....	Summary
	g. State of the JIF Dinner – December 1, 2020.....	Summary
	h. NJSIA Workers’ Compensation Conference – Rescheduled.....	Summary
	i. Items Updated on SPELLJIF.COM.....	Summary
	j. Maintaining Safe Schools.....	Summary
	k. Key Dates.....	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. Final Installment 2020-2021 Premium Contribution Notices.....	Summary
	b. District/Fund Incurred Losses Report.....	Page 104
	c. 2020-2021 Plan of Risk Management.....	Summary
	d. 2021-2022 Exposure Renewal and Budget Process.....	Summary
	e. Gallagher Bassett Appraisal Services Questionnaire.....	Summary
	f. NJ DOL Compliance Cross-Match.....	Summary
	g. 2019-2020 & 2020-2021 Administrative Matter Defense Reimbursement... Summary	
	h. Certificates of Insurance Report-05/01/20–08/31/20.....	Pages 105-114
G.	Safety Coordinator/Right to Know Coordinator	
	1. Spring/Summer Activities and September/October Agenda.....	Pages 115-116
	2. Safety Incentive Program Status Update 2019-20.....	Pages 117-120
H.	Committee Meetings	
	1. 2020-2021 Committee Appointments.....	Page 121

- XVI. MOTION REQUESTED – Resolution 2020-17** to meet remotely in Closed Session on November 18, 2020 at 12:00 pm via Zoom.
- XVII.** Miscellaneous Business, Public Comment and RMC comments or questions.
- XVIII. MOTION REQUESTED** to Adjourn Meeting.