

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: September 18, 2024

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, September 18, 2024** 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 School
Boardroom
25 Alder Avenue
Egg Harbor Township, NJ 08234

Wednesday, September 18, 2024

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. **2024-2025 Trustees**
 - ☐ Mark Mallett, Lower Cape May Regional School District, **Chair**
 - ☐ Dr. Diane Fox, Middle Township BOE, **Vice Chair** (SPELL Alternate)
 - ☐ Rose Millar, Estell Manor City SD/Cape May Point, **Secretary**
 - ☐ Laurie Ryan, Upper Township BOE
 - ☐ Joy Nixon, Galloway Township Public Schools
 - ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE
 - ☐ Melina Skwarek, Margate City BOE
 - 2024-2025 Alternate Trustees**
 - ☐ Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
 - ☐ Chandra Anaya, Mainland Regional High School (SPELL Alternate)
 - ☐ Christopher R. Veneziani, Interim, Hamilton Township School District
 - 2024-2025 Fund Commissioners**
 - ☐ Julie Velluzzi, Absecon City BOE
 - ☐ Jonathan Houdart, Brigantine Public School District
 - ☐ Teri Weeks, Dennis Township BOE/Longport BOE
 - ☐ Alysson Milazzo, Egg Harbor City School District
 - ☐ Dan Smith/Jennifer Germana, Egg Harbor Township School District
 - ☐ Sara Simpson, Folsom BOE (SPELL Trustee/Secretary)
 - ☐ Barbara S. Prettyman, Hammonton BOE
 - ☐ Patricia Swanson, Linwood BOE
 - ☐ Tricia Ryan, Lower Township Elementary SD
 - ☐ Todd D'Anna, Mullica Twp BOE/Washington Twp SD-Greenbank
 - ☐ Jamie Shoemaker, Northfield BOE
 - ☐ Dawn Cottrell, North Wildwood SD
 - ☐ Robert Miles, Pitman BOE
 - ☐ Mark Leung, Somers Point BOE
 - ☐ Dawn Leary, 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
- ☐ Kim Hill, Account Manager-RPA, a division of Gallagher
- ☐ Patrick J. Madden, Esquire – Fund Solicitor
- ☐ Chris Roselli, Claim Administrator – Qual-Lynx
- ☐ Christine Gallagher, Client Services Manager – Qual-Lynx
- ☐ Danielle Colaianne, Public Entity Director – Hardenbergh Insurance Group
- ☐ John W. Geitz, Safety Coordinator – Risk Assessment Services
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ James Bulick, Assistant Safety Coordinator – Risk Assessment Services
- ☐ Kelly Batz – Fund Treasurer
- ☐ Annette Reap – Recording Secretary

C. Risk Management Consultants

- ☐ Sameer Sarfraz, Alamo Insurance Group-Avalon/Stone Harbor
- ☐ Bob Gemmell, Brown & Brown – Dennis Township
- ☐ Adam Miller, C.J. Adams Company – Northfield
- ☐ Dennis M. Brown/Pam Whitaker, Glenn Insurance – EHC/EHT/Estell Manor/Galloway/GEHRHSD/Mainland/Somers Point/Weymouth Twp
- ☐ Robert DeVanna, Glenn Insurance – Absecon/Linwood/Longport
- ☐ Danielle Colaianne, Hardenbergh-Hamilton Twp
- ☐ Derek Valenti, Hardenbergh – Folsom
- ☐ Jim Ridgway/Casey Byrne, J. Byrne Agency – Lower Cape May/Lower Twp/Wildwood Crest
- ☐ Steve Eckman, Len Eckman – Pitman
- ☐ Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – Cape May Point/North Wildwood
- ☐ Bill McMahon, McMahon Agency - Upper Twp
- ☐ P.J. Pullia, MLR Risk Management - Hammonton
- ☐ 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 2024-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. May 15, 2024..... Pages 6-13

VIII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2024-2025..... Page 14

IX. Professional Reports

A. Treasurer - MOTION REQUESTED

1. June to August Approval Memos and Bill ListsPages 15-20
2. September Bill ListPage 21
3. Treasurer’s Reports (April thru July 2024)Pages 22-57

B. Solicitor	Pages 58-63
C. Claims Administrator	
1. Adjuster Pending Reports – August 2024	Pages 64-65
2. Emergency PAR Stewardship Report	Page 66
3. Subrogation Reports – August 2024	Pages 67-69
4. Lessons Learned from Losses-Safe Listing	Page 70
D. Managed Care Provider	
1. Managed Care Reports 2023-24 Year End	Pages 71-74
2. Managed Care Summary – August 2024	Page 75
3. Average Days to Report - August 2024.....	Pages 76-77
4. Transitional Duty Days – August 2024.....	Page 78
E. Student Accident Program	
1. Status Report.....	No Report
F. Executive Director/Underwriting & Finance Director Report	Pages 79-81
1. EXECUTIVE DIRECTOR	
a. Welcome New Members/Delegates- MOTION REQUESTED	Summary
b. 2025-26 Membership Renewals	Summary
c. Safety 360 Seminar – July 10, 2024	Pages 82-87
d. Boiler Operator Webinar - August 6, 2024	Summary
e. SPELL JIF Joint Retreat – September 25-27, 2024.....	Summary
f. NJSBA/NJASBO/NJASA 2023 Fall Conference	Summary
g. State of the JIF Dinner – December 4, 2024	Summary
h. Passage of Bill Increasing Petitioner’s Attorney’s Fees	Pages 88-89
i. Items Updated on SPELLJIF.COM	Summary
j. Key Dates	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. Final Installment 2024-2025 Premium Contribution Notices	Summary
b. District/Fund Incurred Losses Report	Page 90
c. 2024-2025 Plan of Risk Management	Summary
d. Gallagher Bassett Appraisal Services Questionnaire	Page 91
e. NJ DOL Compliance Cross-Match	Summary
f. 2023-2024 & 2024-2025 Administrative Matter Defense Reimbursement.....	Summary
g. Certificates of Insurance Report-05/01/24–08/31/24	Pages 92-105
G. Safety Coordinator/Right to Know Coordinator	
1. June thru August Activities and September/October Agenda.....	Pages 106-107
2. 2024-25 SIP Program Criteria.....	Pages 108-111
3. Safety Notice – Back to School.....	Pages 112-113
H. Virtual Safety Director	
1. September Report	Pages 114-115
I. Committee Meetings	
1. Committee Appointments 2024-2025	Page 116
2. Strategic Planning Committee – September 10, 2024	Verbal

- X. MOTION REQUESTED – Resolution 2024-17** to meet in Closed Session on November 20, 2024 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.