

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 20, 2023

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, September 20, 2023** 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 20, 2023

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. **2023-24 Trustees**
 - ☐ Jonathan Houdart, Brigantine Public School District, **Chair**
 - ☐ Mark Mallett, Lower Cape May Regional School District, **Vice Chair**
 - ☐ Dr. Diane Fox, Middle Township BOE, **Secretary** (SPELL Alternate)
 - ☐ Chandra Anaya, Mainland Regional High School (SPELL Alternate)
 - ☐ Rose Millar, Estell Manor City SD/Cape May Point
 - ☐ Laurie Ryan, Upper Township BOE
 - ☐ Joy Nixon, Galloway Township Public Schools
 - 2023-24 Alternate Trustees**
 - ☐ Barbara S. Prettyman, Hammonton BOE
 - ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE
 - ☐ James Lushok, Wildwood Crest BOE
 - 2023-24 Fund Commissioners**
 - ☐ Alysson Milazzo, Egg Harbor City School District
 - ☐ Dan Smith/Jennifer Germana, Egg Harbor Township School District
 - ☐ Christopher R. Veneziani, Folsom BOE (SPELL Trustee/Secretary)
 - ☐ Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
 - ☐ John Deserable, Interim, Hamilton Township School District
 - ☐ Patricia Swanson, Linwood BOE
 - ☐ Teri Weeks, Longport BOE
 - ☐ Tricia Ryan, Lower Township Elementary SD
 - ☐ Melina Skwarek, Margate City BOE
 - ☐ Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
 - ☐ Linda Albright, Northfield BOE
 - ☐ Jamie Shoemaker, North Wildwood SD
 - ☐ Carisa Rose, Pitman BOE
 - ☐ Mary Conroy, Somers Point BOE
 - ☐ Andrew Lopez, 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
- ☐ 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 Colaanni, Public Entity Director – Hardenbergh Insurance Group
- ☐ John W. Geitz, Safety Coordinator – Risk Assessment Services
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ 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/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 2023-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. May 17, 2023..... Pages 6-13

VIII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2023-2024..... 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 2023)Pages 22-57

B. Solicitor	Pages 58-60/Handout
C. Claims Administrator	
1. Adjuster Pending Reports – August 2023	Pages 61-62
2. Emergency PAR Stewardship Report	Page 63
3. Subrogation Reports – August 2023	Pages 64-65
4. Lessons Learned from Losses-Safe Listing	Page 66
D. Managed Care Provider	
1. Managed Care Reports 2022-23 Year End	Pages 67-70
2. Managed Care Summary – August 2023	Page 71
3. Average Days to Report - August 2023.....	Pages 72-73
4. Transitional Duty Days – August 2023.....	Page 74
E. Student Accident Program	
1. Status Report	No Report
F. Executive Director/Underwriting & Finance Director Report	Pages 75-78
1. EXECUTIVE DIRECTOR	
a. Welcome New Members/Delegates.....	Summary
b. 2024-25 Membership Renewals	Summary
c. New Jersey Self-Insurer’s WC Conference	Pages 79-87
d. Environmental Management Seminar - July 12, 2023.....	Pages 88-92
e. Managing Virtual Safety Symposium - July 19, 2023	Pages 93-98
f. Boiler Operator Webinar - August 8, 2023	Summary
g. SPELL JIF Joint Retreat – September 27-29, 2023.....	Summary
h. Sample Drone Policy	Page 99
i. Critical Claim Reporting Advices	Pages 100-102
j. NJSBA/NJASBO/NJASA 2023 Fall Conference	Summary
k. State of the JIF Dinner – November 28, 2023.....	Summary
l. Items Updated on SPELLJIF.COM	Summary
m. Maintaining Safe Schools-DISCONTINUED	Summary
n. Key Dates.....	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. Final Installment 2023-2024 Premium Contribution Notices	Summary
b. District/Fund Incurred Losses Report	Page 103
c. 2023-2024 Plan of Risk Management	Summary
d. 2024-2025 Exposure Renewal and Budget Process.....	Summary
e. Gallagher Bassett Appraisal Services Questionnaire	Page 104
f. NJ DOL Compliance Cross-Match.....	Summary
g. 2022-2023 & 2023-2024 Administrative Matter Defense Reimbursement.....	Summary
h. Certificates of Insurance Report-05/01/23–08/31/23	Pages 105-123
G. Safety Coordinator/Right to Know Coordinator	
1. June thru August Activities and September/October Agenda.....	Pages 124-126
2. Safety Notice – Back to School.....	Pages 127-128
H. Virtual Safety Director	
1. July/August Activities.....	Pages 129-130
2. Lessons from Losses-Direct Deposit Fraud	Pages 131-132

- I. Committee Meetings
 - 1. Committee Appointments 2023-24Page 133
 - 2. Strategic Planning Committee – September 13, 2023 Verbal

- X. **MOTION REQUESTED – Resolution 2023-17** to meet in Closed Session on November 15, 2023 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.