

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 21, 2022

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 21, 2022** 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**

Alder Avenue Middle School
Boardroom
25 Alder Avenue
Egg Harbor Township, NJ 08234

Wednesday, September 21, 2022

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. **2022-23 Trustees**
 - Christopher R. Veneziani, Folsom BOE (SPELL Trustee), **Chair**
 - Jonathan Houdart, Brigantine Public School District, **Vice Chair**
 - Mark Mallett, Lower Cape May Regional School District, **Secretary**
 - Michelle D. Richardson, Jackson Township BOE
 - Linda Albright, Northfield BOE
 - Rose Millar, Estell Manor City SD/Cape May Point
 - Chandra Anaya, Mainland Regional High School (SPELL Alternate)
 - 2022-23 Alternate Trustees**
 - Dr. Diane Fox, Middle Township BOE (SPELL Alternate)
 - Anne Marie Fala, Hamilton Township School District
 - Barbara S. Prettyman, Hammonton BOE
 - 2022-23 Fund Commissioners**
 - Linda Fiori, Avalon BOE/Stone Harbor BOE
 - Jason Bedell, Egg Harbor City School District
 - Jennifer Germana, Egg Harbor Township School District
 - Joy Nixon, Galloway Township Public Schools
 - Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
 - Kevin Byrnes, 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
 - Jamie Shoemaker, North Wildwood SD
 - Cara Rose, Pitman BOE
 - Julie Gallagher, Somers Point BOE
 - Laurie Ryan, Upper Township BOE
 - Judson Moore, 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
- 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 Colaiani, 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 Gemmill, 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/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 McMahan, McMahan 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 2022-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. May 18, 2022..... Pages 6-13

VIII. Professional Reports

A. Treasurer - MOTION REQUESTED

1. June thru August Approval Memos and Bill Lists..... Pages 14-19
2. September Bill List Page 20
3. Treasurer’s Reports (May thru July 2022)..... Pages 21-47

B. Solicitor No Report

C.	Claims Administrator	
	1. Adjuster Pending Reports – August 2022	Pages 48-49
	2. Emergency PAR Stewardship Report	Pages 50-51
	3. Open Subrogation Report – August 2022	Page 52
	4. Memo-Email/Phone Number Changes	Page 53
	5. Qual-Lynx Account Service Team Contact List.....	Page 54
	6. Lessons Learned from Losses-Safe Listing	Page 55
D.	Managed Care Provider	
	1. Managed Care Reports 2021-22 Year End	Pages 56-59
	2. Managed Care Summary – Year End & August 2022.....	Page 60
	3. Average Days to Report - August 2022	Pages 61-63
	4. Transitional Duty Days – August 2022	Page 64
E.	Student Accident Program	
	1. Status Report	No Report
F.	Executive Director/Underwriting & Finance Director Report.....	Pages 65-67
	1. EXECUTIVE DIRECTOR	
	a. Welcome New Delegates	Summary
	b. 2023-24 Membership Renewals.....	Summary
	c. New Jersey Self-Insurer’s WC Conference	Pages 68-76
	d. Environmental Management Seminar – July 13, 2022	Summary
	e. Boiler Operator Webinar – August 9, 2022	Summary
	f. STOPiT Relearn and Relaunch Webinars	Pages 77-78
	g. SPELL JIF HR Helpline	Summary
	h. IoT Program through Travelers.....	Pages 79-81
	i. NJSBA Fall Conference	Summary
	j. State of the JIF Dinner – November 29, 2022	Summary
	k. Items Updated on SPELLJIF.COM.....	Summary
	l. Maintaining Safe Schools.....	Summary
	m. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. Final Installment 2022-2023 Premium Contribution Notices	Summary
	b. District/Fund Incurred Losses Report	Page 82
	c. 2022-2023 Plan of Risk Management	Summary
	d. 2023-2024 Exposure Renewal and Budget Process	Summary
	e. Gallagher Bassett Appraisal Services Questionnaire.....	Page 83
	f. NJ DOL Compliance Cross-Match	Summary
	g. 2021-2022 & 2022-2023 Administrative Matter Defense Reimbursement ..	Summary
	h. Certificates of Insurance Report-05/01/22–08/31/22.....	Pages 84-94
G.	Safety Coordinator/Right to Know Coordinator	
	1. June thru August Activities and September Agenda.....	Pages 95-97
	2. Safety Notice – Back to School.....	Pages 98-99
H.	Committees	
	1. Committee Appointments 2022-23	Page 100
	2. Strategic Planning Committee – September 19, 2022	Verbal

- X. MOTION REQUESTED – Resolution 2022-17** to meet in Closed Session on November 16, 2022 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.