

ACCASBO JIF
Atlantic & Cape May Counties Association of School Business Officials
Joint Insurance Fund

Join Zoom Meeting
<https://zoom.us/j/97091703663>
Meeting ID: 970 9170 3663
Dial +1 929 205 6099 US

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: November 12, 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 **Thursday, November 12, 2020** 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**

Teleconferencing meeting via Zoom

Thursday, November 12, 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 2020-18 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. September 16, 2020..... Pages 5-11

VIII. Professional Reports

A. Treasurer - MOTION REQUESTED

1. October Approval Memo and Bill List Pages 12-13
2. November Bill List Page 14
3. Treasurer’s Reports (September/October) Pages 15-30

B. Solicitor – HIB Appeal Hearings Limited Pages 31-32

C. Claims Administrator

1. Adjuster Pending Report – October 2020.....Pages 33-34

2.	Open Subrogation Report – October 2020	Page 35
3.	Lessons Learned from Losses-Timely Reporting of Claims	Page 36
D.	Managed Care Provider	
1.	Managed Care Summary - October 2020	Page 37
2.	Average Days to Report - October 2020	Page 38
3.	Transitional Duty Days – October 2020	Page 39
E.	Student Accident Program	
1.	Status Report	No Report
F.	Executive Director/Underwriting & Finance Director Report.....	Pages 40-41
1.	EXECUTIVE DIRECTOR	
a.	2021-22 Membership Renewals.....	Summary
b.	NJSBA/NJASBO/NJASA Virtual Fall Conference Follow-up	Summary
c.	2020 State of the JIF Dinner	Summary
d.	STOPIT Webinars	Pages 42-43
e.	Property Insurance	Page 44
f.	Administrative Matter Defense Reimbursement.....	Page 45
g.	SPELL Advice – Claim Reporting	Pages 46-47
h.	Items Updated on SPELLJIF.COM.....	Summary
i.	Maintaining Safe Schools.....	Summary
j.	Key Dates	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	SPELL JIF Meeting Minutes	Pages 48-53
b.	2021-2022 Exposure Renewal and Budget Process	Summary
c.	Safety Incentive Program Winners-Reimbursement Procedure.....	Summary
d.	Financial Award Winners.....	Summary
e.	Certificates of Insurance Report-09/01/20–10/31/20.....	Pages 54-55
G.	Safety Coordinator/Right to Know Coordinator	
1.	September/October Activities and November Agenda.....	Pages 56-57
2.	Safety Incentive Program Status Report 2020-21	Pages 58-61
3.	Safety Notice-Revised Use of Respirators During the Pandemic.....	Pages 62-64
4.	Safety Notice-Appendix D - OSHA Respiratory Standard.....	Page 65
H.	Committee Meetings	
1.	Strategic Planning – 10/28/20.....	Pages 66-68
IX.	MOTION REQUESTED – Resolution 2020-19 to meet remotely in Closed Session on January 20, 2021 at 12:00 pm via Zoom.	
X.	Miscellaneous Business, Public Comment and RMC comments or questions.	
XI.	MOTION REQUESTED to Adjourn Meeting.	