

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: November 17, 2021

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, November 17, 2021** 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, November 17, 2021

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. **2021-22 Trustees**
 - ☐ Christopher R. Veneziani, Folsom BOE (SPELL Trustee), **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
 - 2021-22 Alternate Trustees**
 - ☐ Rose Millar, North Wildwood SD
 - ☐ Chandra Anaya, Egg Harbor Township School District (SPELL Alternate)
 - ☐ Diane Fox, Middle Township BOE (SPELL Alternate)
 - 2021-22 Fund Commissioners**
 - ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE
 - ☐ Jason Bedell, Egg Harbor City School District
 - ☐ William Thompson, Interim, 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
 - ☐ 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
- ☐ Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
- ☐ Megan Matro, Marketing Specialist-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

- ☐ 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/Jackson Twp/Mainland/Somers Point/Weymouth Twp
- ☐ Mike Thomas, Glenn Insurance – Linwood/Longport
- ☐ Derek Valenti, Hardenbergh – Folsom
- ☐ Jim Ridgway/Casey Byrne, J. Byrne Agency – Lower Cape May RSD
- ☐ Steve Eckman, Len Eckman – Pitman
- ☐ P.J. Pullia, MLR Risk Management - Hammonton
- ☐ Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – Lower Twp/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 2021-18 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. September 15, 2021 Pages 6-13

VIII. Professional Reports

A. Treasurer - MOTION REQUESTED

1. October Approval Memo and Bill List Pages 14-15
2. November Bill List Page 16
3. Treasurer's Reports (August-September-October 2021) Pages 17-43

B.	Solicitor – ADA Compliance Solution for Member Websites.....	Pages 44-50
C.	Claims Administrator	
	1. Adjuster Pending Report – October 2021.....	Pages 51-52
	2. Open Subrogation Report –October 2021	Page 53
	3. Lessons Learned from Losses-Preventing Slips Trips and Falls	Page 54
D.	Managed Care Provider	
	1. Managed Care Summary - October 2021	Page 55
	2. Average Days to Report - October 2021	Pages 56-58
	3. Transitional Duty Days – October 2021	Page 59
E.	Student Accident Program	
	1. Status Report	No Report
F.	Executive Director/Underwriting & Finance Director Report.....	Pages 60-62
	1. EXECUTIVE DIRECTOR	
	a. 2022-23 Membership Renewals.....	Summary
	b. NJSBA/NJASBO/NJASA Fall Conference Follow-up.....	Summary
	c. AGRIP Fall Conference	Pages 63-66
	d. State of the JIF Dinner – November 30, 2021	Page 67
	e. Third Party Certificates of Insurance Diary System Update	Summary
	f. Mold/Environmental Management Seminar 2022	Summary
	g. SPELL JIF Joint Retreat 2021	Pages 68-87
	h. Recent Workers’ Compensation Law	Pages 88-90
	i. Solicitor RFP Search Update- MOTION REQUESTED	Page 91
	j. Items Updated on SPELLJIF.COM.....	Summary
	k. Maintaining Safe Schools.....	Summary
	l. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Incurred Losses Report.....	Page 92
	b. SPELL JIF Meeting Minutes	Pages 93-97
	c. Resolution 2021-19-SPELL Membership Renewal- MOTION REQUESTED	Page 98
	d. 2022-2023 Exposure Renewal and Budget Process	Summary
	e. Safety Incentive Program Winners-Reimbursement Procedure.....	Summary
	f. Financial Award Winners	Summary
	g. Certificates of Insurance Report-09/01/21–10/31/21.....	Pages 99-104
G.	Safety Coordinator/Right to Know Coordinator	
	1. September/October Activities and November Agenda	Pages 105-106
	2. Safety Incentive Program Criteria 2021-22.....	Pages 107-110
	3. Safety Incentive Program Status Report.....	Pages 111-114
	4. Safety Notice – COVID-19 Emergency Temporary Standard	Pages 115-116
H.	Committees	
	1. Claims Management – 10/7/21	Page 117-119

- IX. MOTION REQUESTED – Resolution 2021-20** to meet in Closed Session on January 19, 2022 at 12:00 pm in the Boardroom of the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.
- X.** Miscellaneous Business, Public Comment and RMC comments or questions
- XI. MOTION REQUESTED** to Adjourn Meeting
- XII. STOPit Solutions – What’s New with STOPit**
There will be a short presentation by Matthew Toth, Senior Director, Insurance, following the meeting. Member attendance is voluntary.