

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

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**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 20, 2024

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, November 20, 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](mailto: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, November 20, 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 Coady, Mainland Regional High School (SPELL Alternate)
    - ☐ Christopher R. Veneziani, Hamilton Township SD (SPELL Trustee/Secretary)
  - 2024-2025 Fund Commissioners**
    - ☐ Julie Velluzzi, Absecon City BOE
    - ☐ Jonathan Houdart, Brigantine Public School District
    - ☐ Teri Weeks, Dennis Township BOE/Longport BOE
    - ☐ Allyson Milazzo, Egg Harbor City School District
    - ☐ Dan Smith/Jennifer Germana, Egg Harbor Township School District
    - ☐ Sara Simpson, Folsom BOE 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
- ☐ Joe 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 2024-18** to approve Payment Authorization Request(s) as presented in Closed Session.

**VII. Approval of Minutes – MOTION REQUESTED**

A. September 18, 2024 ..... Pages 6-12

**IX. Professional Reports**

**A. Treasurer - MOTION REQUESTED**

1. October Approval Memo and Bill List..... Pages 13-14
2. November Bill List..... Page 15
3. Treasurer’s Reports (Aug thru Sept 2024)..... Pages 16-33

B. Solicitor..... Pages 34-56

C.	Claims Administrator	
1.	Adjuster Pending Reports – October 2024.....	Pages 57-58
2.	Subrogation Reports – October 2024.....	Pages 59-61
3.	Lessons Learned from Losses- Winter Weather Hazards.....	Page 62
D.	Managed Care Provider	
1.	Managed Care Summary – October 2024 .....	Page 63
2.	Managed Care Summary – <b>New Report</b> .....	Page 64
3.	Average Days to Report - October 2024.....	Pages 65-66
4.	Transitional Duty Days – October 2024.....	Page 67
5.	Managed Care Quick Notes – <b>New Report</b> .....	Page 68
6.	Employee Responsibility Letter .....	Pages 69-70
E.	Student Accident Program	
1.	Status Report.....	No Report
F.	Executive Director/Underwriting & Finance Director Report .....	Pages 71-73
1.	EXECUTIVE DIRECTOR	
a.	2025-26 Membership Renewals.....	Summary
b.	NJSBA/NJASBO/NJASA 2024 Fall Conference.....	Summary
c.	State of the JIF Dinner – December 3, 2024.....	Page 74
d.	SPELL JIF Joint Retreat .....	Pages 75-96
e.	STOPit Handle With Care (HWC) Module.....	Pages 97-100
f.	Boiler Inspections .....	Pages 101-103
g.	The Safety 360 Team .....	Summary
h.	Items Updated on SPELLJIF.COM .....	Summary
i.	Key Dates .....	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	District/Fund Incurred Losses Report.....	Page 104
b.	2025-2026 Exposure Renewal and Budget Process .....	Summary
c.	Safety Incentive Program Winners-Reimbursement Procedure.....	Summary
d.	Financial Award Winners.....	Summary
e.	SPELL JIF Approved Meeting Minutes .....	Pages 105-108
f.	Certificates of Insurance Report-09/01/24–10/31/24 .....	Pages 109-117
g.	SPELL JIF 2024-2025 Coverage Program .....	Pages 118-127
G.	Safety Coordinator/Right to Know Coordinator	
1.	September/October Activities and November/December Agenda .....	Pages 128-129
2.	SIP Program Status-November 2024 .....	Pages 130-133
H.	Virtual Safety Director	
1.	November Report .....	Pages 134-135
I.	Committee Meetings	
1.	Claims Management Committee – October 30, 2024.....	Pages 136-140

- X.      MOTION REQUESTED – Resolution 2024-19** to meet in Closed Session on January 15, 2025 at 1:00 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.