

ATLANTIC AND CAPE MAY COUNTIES ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS JOINT INSURANCE FUND

ETTC/Stockton University
10 West Jimmie Leeds Road
Galloway, New Jersey y

OPEN SESSION MINUTES

Wednesday, November 16, 2016

I. CALL TO ORDER CLOSED SESSION

II. OPEN SESSION CALLED TO ORDER

A meeting of the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund (ACCASBOJIF) was held on November 16, 2016 at 12:43 p.m., with Kim Jensen, Mainland Regional High School District, Chair, presiding.

III. STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

Notice of this meeting was given by sending sufficient notice herewith to the *Press of Atlantic City*, Atlantic and Cape May County editions; filing advance written notice of this meeting with each member; and by mailing advance written notice to the Clerk of each municipality located within the boundaries of all Fund members.

IV. ROLL CALL (**Board Members and Alternate Trustees identified in bold print.**)

2016-2017 Trustees in attendance

Kim Jensen, Mainland Regional High School, Chair (SPELL Alternate #2)

Linda Albright, Northfield BOE, Vice Chair

John Hansen, North Wildwood School District

Jonathan Houdart, Brigantine Public Schools

Joseph Smurlo, Egg Harbor City School District (SPELL Trustee)

Michelle D. Richardson, Jackson Township BOE

2016-2017 Trustees absent

Suzanne Keller, Somers Point BOE, Secretary (SPELL Alternate #2)

2016-2017 Alternate Trustees in attendance

Christopher Veneziani, Folsom BOE

Mark Mallett, Lower Cape May Regional School District

Rose Millar, Estell Manor City School District

2016-2017 Alternate Trustees absent

No One

2016-2017 Fund Commissioners in attendance

Chandra Anaya, Egg Harbor Township School District

Tom Grossi, Greater Egg Harbor RHSD (SPELL Trustee)

Ann Marie Fala, Hamilton Township School District

Frank Onorato, Lower Township Elementary School District

Diane Fox, Middle Township BOE

Laurie Ryan, Upper Township BOE

Patricia Palmieri, Weymouth Township School District

2016-2017 Fund Commissioners absent
Deborah Roncace, Pitman BOE

Fund Professionals in attendance

Craig H. Wilkie, Area Vice President, AJGRMS, Inc.
Scott C. Tennant, Area Vice President, AJGRMS, Inc.
Jennifer Fox, Senior Account Manager, AJGRMS, Inc.
John W. Geitz, Safety Coordinator, Risk Assessment Services
Louis J. Greco, Esquire, Fund Solicitor
Chris Roselli, Claims Administrator, Qual-Lynx
James Weber, Assistant Safety Coordinator, Risk Assessment Services
Karen Beatty, Client Services Manager, QualCare Alliance Network, Inc.
Kelly Batz, Fund Treasurer (left at 12:50 p.m.)
Sharon Wilson, Recording Secretary

Risk Management Consultants and members of the Public

Glenn Insurance
D'Agostino Agency
C. J. Adams Company
Mossbrook & Hicks Agency
Marsh & McLennan Agency (left at 1:23 a.m.)
Len Eckman, Inc.

V. CONDUCT OF MONTHLY MEETING - MOTION REQUESTED

A request is made by the Trustees of the ACCASBOJIF 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.

Motion by Mr. Grossi second by Ms. Albright to open voting to Fund Commissioners. All in favor. Motion carried by unanimous vote.

VI. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2016-20

Resolved, at a Closed Session of the Board of Trustees of the ACCASBOJIF on November 16, 2016, the following claims were discussed and are herewith approved for payment:

001179453 01	001220802 01	2017085085 01	001217406 01
001110184 01	2017085488 01	001090735 01	2016078117 01
2016082721 01	001095852 01	000843836 01	000705234 01
2016081288 01	2017083766 01	001241155 01	

Motion by Mr. Hansen, second by Ms. Anaya to approve the Payment Authorization Requests as presented in Closed Session. Upon roll call vote all in favor. Motion carried by unanimous vote.

VII. APPROVAL OF MINUTES

Motion by Mr. Houdart, second by Ms. Albright, to approve the Minutes of the September 21, 2016 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Mr. Onorato, who abstained. Motion carried by majority vote.

VIII. PROFESSIONAL REPORTS

A. *Treasurer* – MOTION REQUESTED

Ms. Batz reviewed October Approval Memo and Bill List, November 2016 Bill List and Treasurer's Reports for periods ending 9/30/16 and 10/31/16.

September Fund Balance	\$21,770,698.53
October Bill List	\$717,280.97
September Claims Paid	\$399,488.56
October Fund Balance	\$21,290,417.40
November Bill List	\$104,785.66
October Claims Paid	\$338,512.21

Motion by Ms. Anaya, second by Mr. Hansen, to approve the Bill Lists and Treasurer's Reports. Upon roll call vote, all present voted ye. Motion carried by unanimous vote.

B. *Attorney*

Mr. Greco updated the members on the Haddon Heights case decision he reported last month. A motion was filed to retry, and the Third Circuit of Appeals voted unanimously NOT to retry, so the decision stands.

Mr. Greco reviewed his letter regarding Expanded Discipline Jurisdiction Over Student Social Media Content found in the agenda. This decision is favorable to the JIF.

C. *Claim Administrator*

Mr. Roselli reviewed the Adjuster Pendlings, and Lessons Learned from Losses regarding Workers' Compensation 101, and how members can help keep workers' compensation costs to a minimum.

D. *Managed Care Provider*

Ms. Beatty reviewed QualCare's managed care summary report for the month of October, 2016. She reiterated the importance of timely reporting.

E. *Student Accident Program*

There is no report this month.

F. *Executive Director/Underwriting/Finance Director*

1. *Executive Director*

a) Mr. Wilkie extended a warm welcome to Patricia Palmieri from Weymouth School District.

b) *2016-17 Membership Renewals* – Mr. Wilkie reported that five districts are up for membership renewal on July 1, 2017. They include Estell Manor, Hamilton, Jackson Township, Lower Township and North Wildwood.

Membership renewal documents were sent to those districts on October 17, 2016. Districts renew their membership in the Fund by executing a Renewal Resolution through their local Board of Education. Renewing members will be contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process.

c) *Cyber Claim Examples* – Mr. Tennant reviewed examples of actual claims reported to RPS Technology & Cyber in September, 2016 as found in the agenda.

d) *Cyber Assessment Competition* – The SPELL JIF has approved funding of two cyber assessments at a total cost of \$68,000. Mr. Tennant reviewed this initiative in detail.

e) *SPELL JIF Unmanned Aircraft System Model District Policy* – Mr. Tennant reviewed the model policy included in the agenda.

f) *Coverage Attorney* – Mr. Wilkie reported that the SPELL JIF has approved the hiring of coverage attorneys, if needed, for coverage approval. The JIF Administrator and the JIF Solicitor will determine when needed on a case-by-case basis.

g) *Boiler Operator Training* – Traveler's Insurance provided this training last August for the membership. The SPELL has agreed to request this training again this year, tentatively planned for Camden County.

h) *State of the Fund Dinner* – Mr. Wilkie reported that the annual dinner has been scheduled for Wednesday, November 30, 2016 at Greate Bay Country Club in Somers Point. Invitations were sent out with a due date of November 17, 2016. Please respond to the JIF Administrator's office if you have not already done so.

We will recognize all districts for their efforts, but make special recognition of those districts that have won safety awards and managed claims well. Remember to nominate personnel from your district who have gone above and beyond in their service during the past year for the "Safety Star" of the year to the Safety Coordinator's office.

i) *NJSBA/NJASBO/NJASA Fall Conference* – Mr. Wilkie reported that the SPELL JIF exhibit booth was well received at the Conference. The booth location was very good and we were able to meet and speak with several Board Members from your districts that stopped by the booth, as well as Delegates, and it was appreciated.

j) *Mold/Environmental Management Workshop* – Mr. Wilkie reported that the SPELL has approved funding for this very important workshop again in 2017-18. We will begin to plan for this educational seminar for next July, 2017.

k) *SPELL JIF Joint Retreat Attendee Evaluations* – The surveys from the Joint Retreat were reviewed by the SPELL Board of Trustees. The SPELL has approved funding the joint retreat again in September, 2017. We will move forward with the planning of this event. Possible dates are September 27-29, 2017.

l) *NJSIA Workers' Compensation Conference* – Mr. Wilkie reported that the New Jersey Self-Insurers' Association will hold their spring conference on May 4-5, 2017 in Atlantic City. The SPELL JIF has again approved covering the expense for attendance. Last year, a total of 13 claim coordinators and business administrators from our SPELL JIF members attended as follows: 4 from ACCASBO, 6 from BCIP, and 3 from GCSSD. We will provide information on the conference as it becomes available.

m) *SPELL HR Helpline* – Mr. Wilkie reviewed Enquiron's Client Engagement Summary through 9/30/16 for the SPELL JIF.

n) *Fair Labor Standards Act* – Mr. Wilkie informed the members that there are changes to the Fair Labor Standards Act that will take effect on December 1st. He assumed that the members have received updates, and urged them to contact the Fund Administrator's office if there are any questions.

o) *Items updated on SPELLJIF.com* – The SPELLJIF.com website has been updated to reflect 2016-2017 Fund Year information, and claims information. Mr. Wilkie encouraged members to visit the website often for the most up-to-date information.

The Member Login section of the site has been transitioned to a new design and platform.

How to login to the member login section of the SPELLJIF website:

- Go to <http://www.spelljif.com>
- Click on "Member Login" in the top right-hand corner.
- Enter your username and password.

- USERNAME: Your e-mail address.
- TEMPORARY PASSWORD: spelljif
- Click on "Logout" when your session is complete.

Note: If this is your first time logging prior to July 28th, enter the temporary password: spelljif. If you have already logged in to the new site, you have already created your unique, personal password. Please make sure to write your password down. The JIF Administrator's office no longer has access to your password, nor can we reset it for you. If you forget your password, you will have to reset it by clicking "Forgot Password."

Mr. Wilkie encouraged members to notify the Executive Director's Office if they would like to change or add a user to the website, please contact Annette Reap at the Executive Director's office, via email at Annette_Reap@ajg.com.

p) *Maintaining Safe Schools* – The October 2016 issue has been emailed to Business Administrators of all member districts.

q) *Key Dates* –

- ACCASO State of the Fund Dinner – Wednesday, 11/30/16 – 5:30 PM at Great Bay County Club in Somers Point
- Next ACCASBO Meeting – Wednesday, 1/18/17 – Noon at the ETTC/Stockton University

2. *Underwriting and Finance Director*

a) *District/Fund Status* – Mr. Tenant provided an update on Fund Year 2015-16, with claims counted and valued as of October 31, 2016. All three funds are doing exceptionally well with loss ratio numbers.

b) *SPELL JIF Meeting Minutes* – Mr. Tenant reported that the approved meeting minutes from the May 20, 2016 SPELL JIF Meeting are included in the agenda.

c) *2017-2018 Renewal* – Ms. Fox reminded the members that renewal packets were emailed to all members. She asked that every member district complete and forward needed information (including the completed packet, a complete copy of your audit for year ending June 30, 2016 and the current ASSA) to the Executive Director's office, attention Jennifer Fox. The process is simple and usually involves little time or effort. If you have any questions, please contact Jennifer Fox at (856)446-9133.

d) *Safety Incentive Program Winners – Reimbursement Procedure* – A Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2015-2016 program after the State of the Fund Dinner. Reimbursement requests are due by May 30, 2017. Once you have identified eligible purchases from this year's budget which total your monetary reward, forward a signed voucher, and a list of the item(s) purchased with evidence of the purchase (i.e. purchase order, vouchers, invoices, etc.) to Jennifer Fox at the JIF address, P.O. Box 449, Marlton, NJ 08053.

e) *Financial Award Winners* – Vouchers will be sent to all districts that have qualified for a financial award for the 2015-2016 fund year. Please sign and return to the Executive Director's office, to the attention of Jennifer Fox.

f) *Certificates of Insurance Report* – The Certificates of Insurance Report from 9/1/16 – 10/31/16 is included in the agenda.

G. *Safety Coordinator*

Mr. Geitz referenced the September, October Activities and November Agenda, found in the agenda. He also reviewed the Safety Incentive Program Criteria for 2016-17, the Safety Incentive Status Report, and a recent Safety Bulletin, regarding Steamer Safety in school kitchens.

H. *Committee Meetings*

1. Strategic Planning – 9/21/16 – Mr. Wilkie reported that the minutes of this meeting are included in the agenda.

2. Claims Management – 10/18/16 – The minutes of this meeting are included in the agenda.

MOTION REQUESTED – The Claims Management Committee recommends that the Trustees authorize the Claims Administrator and the JIF Attorney to make “voluntary offers” when, in their opinion, it is in the best interest of the JIF and to report the outcomes at each successive Executive Meeting, similar to an Emergency PAR.

Motion by Ms. Ryan, second by Mr. Grossi, to authorize the Claims Administrator and the JIF Attorney to make “voluntary offers” as described above. Upon roll call vote, all present voted ye. Motion carried by unanimous vote.

IX. MOTION REQUESTED – Resolution 2016-21

Motion by Mr. Houdart, second by Ms. Albright to approve Resolution 2016-21 to meet in Closed Session on January 18, 2017 at 12:00 pm at ETTC/Stockton University, 10 W. Jimmie Leeds Road, Galloway, New Jersey. Upon roll call vote, all present voted ye. Motion carried by unanimous vote.

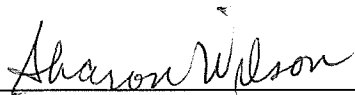
X. Miscellaneous Business, Public Comment, and RMC comments or questions.

None

XI. MOTION REQUESTED TO ADJOURN

Motion by Mr. Grossi, second by Mr. Hansen to adjourn the November 16, 2016 meeting of the ACCASBOJIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:34 pm.



Sharon Wilson, Recording Secretary

