

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

Remote Meeting via Zoom

OPEN SESSION MINUTES

Wednesday, January 20, 2021

I. OPEN SESSION CALLED TO ORDER

A meeting of the Atlantic and Cape May Counties Association of School Business Officials Joint Insurance Fund (ACCASBO JIF) was held on Wednesday, January 20, 2021 at 12:37 p.m., with Christopher Veneziani, Chair, presiding.

II. 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 emailing advance written notice to the Clerk of each municipality located within the boundaries of all Fund members.

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

2020-2021 Trustees in attendance

Christopher R. Veneziani, Folsom BOE (SPELL Alternate), **Chair**
John Hansen, Lower Township Elementary SD, **Vice Chair** (left 12:48 pm)
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

2020-2021 Trustees absent

None

2020-21 Alternate Trustees in attendance

Rose Millar, North Wildwood SD
Chandra Anaya, Egg Harbor Township School District (SPELL Alternate)
Diane Fox, Middle Township BOE

2020-21 Alternate Trustees not in attendance

None

2020-21 Fund Commissioners in attendance

Jason Bedell, Egg Harbor 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
Jennifer Germana, Margate City BOE
Kelly Brazelton, Pitman BOE
Michele Roemer, Interim, Somers Point BOE
Laurie Ryan, Upper Township BOE
Steve Moran, Weymouth Twp School District

2020-21 Fund Commissioners absent

William Thompson, Estell Manor City School District

Teri Weeks, Longport BOE

Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank

Fund Professionals

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher

Scott C. Tennant, Deputy 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

Chris Roselli, Claim Administrator – Qual-Lynx

Karen Beatty, Client Services Manager – Qual-Lynx

Danielle Colaianni, Student Accident Program – Hardenbergh Insurance Group

John W. Geitz, Safety Coordinator – Risk Assessment Services

James D. Weber, Assistant Safety Coordinator – Risk Assessment Services

Kelly Batch – Fund Treasurer

Annette Reap – Recording Secretary

Risk Management Consultants

J. Byrne Agency

Steve Eckman

Glenn Insurance

Hardenbergh

Marsh & McLennan Agency

McMahon Agency

Siracusa-Kauffman Agency

IV. CONDUCT OF MONTHLY MEETING - MOTION REQUESTED

A request is 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.

Motion by Ms. Millar, second by Mr. Hansen, to open voting to all Fund Commissioners present. All in favor. Motion carried by unanimous vote.

V. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2020-20

Resolved, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Thursday, November 12, 2020, as distributed to the Trustees and Fund Commissioners on a confidential basis prior to board meeting.

2017102561	2020204425	001180543	2019150464	2020186636
2018132399	001228610	2021209511	2021211110	

Motion by Mr. Grossi, second by Mr. Hansen, to approve the Payment Authorization Requests, as distributed prior to the meeting. Upon roll call, all present voted in favor. Motion carried by unanimous vote.

VI. APPROVAL OF MINUTES – November 12, 2020

Motion by Ms. Millar, second by Ms. Robinson, to approve the Minutes of the November 12, 2020 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Mr. Moran, who abstained. Motion carried by majority vote.

VII. PROFESSIONAL REPORTS

A. Treasurer – MOTION REQUESTED - APPROVED

The November Approval Memo and Bill List, December Bill List, and Treasurer's Reports for periods ending 11/30/20 and 12/31/20 were included in the agenda.

November Fund Balance	\$28,529,341.60
December Bill List	\$136,486.94
November Claims Paid	\$456,533.67
December Fund Balance	\$28,703,947.22
January Bill List	\$175,869.44
December Claims Paid	\$475,115.32

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

Mr. Wilkie welcomed Mr. Bedell to the meeting and Mr. Thompson, who was not present, to the ACCASBO JIF.

B. Solicitor

In Mr. Greco's absence, Mr. Wilkie reviewed his report regarding Special Education settlements, stressing the importance of keeping track of what was agreed upon as well as keeping good records.

C. Claim Administrator

Mr. Roselli reviewed the Adjuster Pendlings Report – December 2020, the Open Subrogation Report – December 2020 and the Lessons Learned from Losses-Winter Weather Hazards. Mr. Roselli noted that there are no staffing changes but that Ms. Shallow is handling all the COVID 19 related cases and her normal case load is being transferred to other staff. Mr. Roselli also reviewed the Lessons Learned from Losses and reminded everyone about freezing pipes during periods of extended cold weather. He reminded everyone to make sure that radiant heat gets into areas where pipes are to prevent pipes from breaking.

D. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary – December 2020, the Average Days to Report – December 2020, and the Transitional Duty Days – December 2020. She noted that the Transitional Duty Days report has been revised to correct an error. Ms. Beatty told the members that they can use the MedExpress in Riverside now. She reported that the Inspira facility is temporarily closed so that they can re-allocate staff at COVID testing and vaccine sites.

E. Student Accident Program

No report.

F. Executive Director/Underwriting/Finance Director

1. Executive Director

2020-21 Membership Renewals

Mr. Wilkie noted that eleven (11) districts are up for membership renewal on July 1, 2021. They are Egg Harbor City, Folsom, Galloway Township, Greater Egg Harbor, Hammonton, Longport, Mainland Regional, Mullica Township, Northfield, Washington Twp-Greenbank and Weymouth.

Districts renew their membership in the JIF 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.

To date, Membership Renewal Resolutions have been received from Egg Harbor City, Folsom, Galloway, Longport, Mainland and Weymouth.

State of the JIF Dinner - MOTION REQUESTED

Mr. Wilkie reminded the Trustees that, unfortunately, the dinner had to be canceled for 2020. The awards from the dinner will be distributed in January/February. Finally, discussion on location and approval is requested for 2021. Possible date is Tuesday, November 30, 2021.

Motion by Ms. Anaya, second by Ms. Fox, to hold the State of the JIF Dinner at Greate Bay Country Club on November 30, 2021, if possible.

Mr. Wilkie reviewed the PowerPoint that would have been presented at the dinner and congratulated all the Trustees on their hard work during the past year.

2021 PRIMA Conference

Mr. Wilkie noted that things are currently still up in the air regarding what travel will be like, however, the next PRIMA Conference is scheduled to be held from Sunday, June 13 through Wednesday, June 16, 2021 in Milwaukee, WI. Please notify the Executive Director's office in writing or via email to Annette Reap at Annette Reap@riskprogramadministrators.com if you are interested in attending no later than January 31, 2021. Information on the Conference will be provided via email when it becomes available.

Items Updated on SPELLJIF.COM

The SPELLJIF.COM website has been updated to reflect the 2020-2021 Fund Year information. Policy information is being updated as it is received. You can access all the current directories, lists, meeting information and claims information. Please visit the website often for the most up-to-date information.

If you would like to change or add a user to the website, please contact Annette Reap at (856) 446-9139 or via email at Annette_Reap@riskprogramadministrators.com.

Maintaining Safe Schools

The December 2020 and January 2021 issues have been sent by email to the Business Administrators of all member districts.

(The SPELL JIF purchased the rights to copy this newsletter to Owner Group members only. If you wish to reproduce any part of this newsletter to share with someone within your district, you must first complete the form at the back of the newsletter and submit it to LRP Publications for their approval).

a. Key Dates

- Claims Committee – To be scheduled in January
- Safety Committee – To be scheduled in early February
- SPELL Meeting – Friday, 2/5/21-10:00 am via Zoom
- Next ACCASBO Meeting – Wednesday, 3/17/2021 – 12:00 pm via Zoom

2. UNDERWRITING AND FINANCE DIRECTOR

District/Fund Incurred Losses Report

Mr. Hoffman will provide an update on Fund Years 2019-20 and 2020-2021, as of December 31, 2020.

2021-2022 Exposure Renewal and Budget Process

An email requesting information for the exposure renewal was emailed to all members on November 20, 2020 with a December 15, 2020 due date. A follow up email with the environmental application was sent to all members on December 17, 2020 with a due date of January 15, 2021. To date there are 3 districts outstanding. We ask that requested information be forwarded to the Executive Director's office attention Jennifer Fox ASAP.

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 2019-2020 program by the end of January. Reimbursement requests are due by May 31, 2021. 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.

Financial and Timely Reporting Award Winners

Financial Awards will be paid on the January 2021 bill list for all districts that have qualified for a financial award for the 2019-2020 fund year.

Certificates of Insurance Report from 11/1/20 – 12/31/20 – enclosed in the agenda.

G. Safety Coordinator

Mr. Geitz reviewed the November/December Activities and January Agenda and the Safety Incentive Program Status Report 2020-21. Mr. Geitz noted that while we are still in a pandemic state, please try your best to complete as much as possible, including your safety meeting, towards the 2020-2021 Safety Incentive Program. He also reported that the on-line training classes have been well received and he is adding more classes as is needed.

H. Committee Meetings – No report.

VIII. MOTION REQUESTED – Resolution 2020-21

Motion by Ms. Anaya, second by Ms. Richardson, to approve Resolution 2020-21 to meet remotely in Closed Session on March 17, 2021 at 12:00 via Zoom.

IX. Miscellaneous Business, Public Comment and RMC comments or Questions

None

X. MOTION REQUESTED TO ADJOURN

Motion by Mr. Grossi, second by Ms. Anaya, to adjourn the Wednesday, January 20, 2021 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:25 pm.



Jonathan Houdart, JIF Secretary