

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

Remote Meeting via Zoom

OPEN SESSION MINUTES

Wednesday, March 17, 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, March 17, 2021 at 12:51 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**
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
Anne Marie Fala, Hamilton Township School District
Barbara S. Prettyman, Hammonton BOE
Kevin Byrnes, Linwood 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

2020-21 Fund Commissioners absent

William Thompson, Estell Manor City School District
Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
Teri Weeks, Longport BOE

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
Chris Roselli, Claim Administrator – Qual-Lynx
Karen Beatty, Client Services Manager – Qual-Lynx
Danielle Colaanni, Student Accident Program – Hardenbergh Insurance Group
John W. Geitz, Safety Coordinator – Risk Assessment Services
Kelly Batz – Fund Treasurer (left 12:55 pm)
Annette Reap – Recording Secretary

Risk Management Consultants

C.J. Adams Company
J. Byrne Agency
Steve Eckman
Glenn Insurance
Hardenbergh
McMahon Agency
Syracusa-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. Anaya, second by Ms. Fox, to open voting to all Fund Commissioners present. All in favor. Motion carried by unanimous vote.

V. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2020-22

Resolved, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Wednesday, March 17, 2021, as the following claims were discussed and are herewith approved for payment:

000803288	001080672	2021213975	2021212721	001181087
2019148320	2017104286	2020199924	2017084461	2019164430
2020191486	2017105990	2020183627	2019177420	2020206904

Motion by Ms. Robinson, second by Ms. Ryan, 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 – January 20, 2021

Motion by Ms. Germana, 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. Appointment of a Nominating Committee by Fund Chair – Ms. Richardson, Mr. Hansen and Ms. Anaya will serve as the Nominating Committee. Term Expirations were included in the agenda.

VIII. PROFESSIONAL REPORTS

A. Treasurer – MOTION REQUESTED - APPROVED

The February Approval Memo and Bill List, March Bill List, and Treasurer's Reports for periods ending 01/31/21 and 02/28/21 were included in the agenda.

January Fund Balance	\$28,240,688.38
February Bill List	\$128,136.84
January Claims Paid	\$349,216.11
February Fund Balance	\$27,972,653.76
March Bill List	\$130,391.47
February Claims Paid	\$286,918.03

Motion by Ms. Millar, 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.

Ms. Batz left the meeting at 12:56 pm.

B. Solicitor

Mr. Greco reviewed his report regarding calculating back pay awards for an employee reinstated after an arbitration hearing or a failed tenure hearing. He explained that the longstanding, complicated process has been made simple. Mr. Greco noted that the court ruled that when computing back pay in a judgement case, the employer is entitled to credit for all income earned from any employment during the suspension period. The only item not included in the credits is for the unemployment compensation portion.

C. Claim Administrator

Mr. Roselli reviewed the Adjuster Pending Report–February 2021, the Open Subrogation Report –February 2021 and the Lessons Learned from Losses-COVID-19 Safety Protocols. Mr. Roselli noted that there are no staffing changes but that Ms. Shallow is still handling all the COVID 19 related cases and those numbers are starting to come down. Mr. Roselli also reviewed the Lessons Learned from Losses regarding COVID-19 Safety Protocols. He wanted to start a discussion now about what a safe return to in-person instruction looks like. Mr. Roselli recommended the CDC website included in his newsletter as a great resource for schools for information.

D. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary, the Average Days to Report and the Transitional Duty Days for February 2021 included in the agenda.

E. Student Accident Program

Ms. Colaanni reported that the renewal proposal has been completed and provided to the SPELL. She noted that there was a 5% decrease in premium. There was a change in carrier due to Catlin no longer providing this line of coverage. The claim forms will remain the same and BMI will still handle the processing of claims. Ms. Colaanni stated that all participating districts were provided their claims experience in late January and should review the list for accuracy.

Any district that is not currently in the program that is interested should contact Hardenbergh's office for a quote.

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.

All 11 districts have renewed their memberships. Thank you!

Results of Fund Professional Survey

The results of the recent survey sent to member districts on the services of the Fund Professionals were included in the agenda and discussed by Mr. Wilkie. He noted that the results were very positive. Mr. Wilkie advised that the results will be shared at the Finance Committee meeting so they can make their recommendations to renew the annual contracts of the fund professionals.

Loss Information Reports

Mr. Tennant discussed the Loss Reports Module on the SPELL website. He explained that it will generate loss reports for districts based upon criteria that is entered, specifically, for auto, general, property, work comp or all claims. Reports can be filtered by amount, claim type, year or time frame, location or department. Specific claim details can be reviewed, as well as the adjuster and their contact information and claim status. Mr. Tennant stressed that no Personal Identifiable Information exists in this database. He urged members to test and advised that canned reports are available now. Mr. Tennant explained that the system is refreshed every Monday. He also noted that an alert will be sent to the district on any claim where the reserve has increased 25% or more. Mr. Tennant asked the members to test and provide him with their feedback so that the module can be tweaked before it is formally rolled out to the full membership. Mr. Tennant hopes that everyone will find it useful, as that is its intent. An instruction sheet was included in the agenda.

STOPit Activity Report

Mr. Wilkie reviewed an Activity Report for ACCASBO usage of the STOPit program from 10/01/2020 through 12/30/2020 is included in the agenda. He advised that STOPit will be holding webinars on April 13th as a refresher for existing members and April 15th for new and interested members.

Environ SPELL HR Helpline

Mr. Wilkie referenced a member engagement summary for the SPELL HR Helpline from 03/09/2020 through 03/09/2021 included in the agenda packet. He reminded the members that this resource is included for all members at no extra charge and that each district can designate two people to have access.

2021 PRIMA Conference

Mr. Wilkie advised that PRIMA has decided to hold a virtual event in place of its 2021 Annual Conference originally scheduled to be held in June in Milwaukee, WI. The new conference dates will be announced shortly.

NJSIA Workers' Compensation Conference

Mr. Wilkie reported that the New Jersey Self-Insurers' Association has rescheduled their spring conference to November 3-5, 2021 at the Hard Rock Hotel in Atlantic City. The SPELL JIF has approved covering the expense for attendance. More details will be provided when received.

Proposed Meeting Dates for 2021-22

Included in the agenda are proposed meeting dates for the 2021-22 Fund Year. Mr. Wilkie asked the members to please review the schedule for any conflicts. The final meeting dates will be listed in a Resolution at the May reorganization meeting.

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 February and March 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).

Key Dates

- STOPIT Webinar for existing members – 4/13/2021 – 10:00 am
- STOPIT Webinar for new/interested members – 4/15/2021 – 10:00 am
- SPELL Meeting – Monday, 4/23/2021-10:00 am
- ACCASBO Reorganization Meeting- 5/19/2021 -12:00 pm via Zoom
- 9th Annual Mold/Environmental Management Seminar – 7/15/2021 via Zoom
- NJ Self-Insurers' Spring Conference – 11/3-5/2021 @ Hard Rock in Atlantic City

2. Underwriting/Finance Director

District/Fund Incurred Losses Report

Mr. Hoffman reviewed his report included in the agenda on Fund Year 2020-2021, as of February 28, 2021.

Financial Audit – June 30, 2020 – MOTION REQUESTED

Mr. Hoffman requested a motion to accept the June 30, 2020 Financial Audit as prepared by Jim Miles of Bowman & Company. He noted that the report is clean, with no recommendations. The Finance Committee has reviewed the Audit and recommends acceptance.

Motion by Ms. Fox, second by Ms. Millar, to accept the June 30, 2020 Financial Audit. All present voted in favor. Motion carried by unanimous vote.

Resolution 2020-23 Surplus Release – MOTION REQUESTED

Mr. Hoffman requested a motion to accept the Finance Committee's recommendation for a surplus release of \$700,000 from the 2003-2004, 2006-2007, 2007-2008, 2015-2016, 2016-2017 & 2017-2018 Fund Years.

Motion by Mr. Hansen, second by Ms. Robinson, to approve Resolution 2020-23 to release surplus as discussed above. All in favor. Motion carried by unanimous vote.

2021-2022 Exposure Renewal and Budget Process

Mr. Hoffman noted that Budget memos were sent out last week to the members, along with surplus distribution and student accident numbers.

RMC Resolutions and Agreements

RMC Resolutions and Agreements were emailed to all districts on March 10, 2021. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2021-2022 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Jennifer Fox by May 7, 2021.

Safety Incentive Program Winners – Reimbursement Procedure

A Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that qualified for an award in the 2019-2020 program year. 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.

Certificates of Insurance Report from 1/1/21 – 2/28/21 was included in the agenda.

G. Safety Coordinator

Mr. Geitz reviewed the January/February Activities and March/April Agenda and the Safety Incentive Program Status Report 2020-21. He also reminded the members that items towards the 2020-2021 Safety Incentive Program are due by the end of June. Mr. Geitz reported that he will be moving forward with the mold and boiler seminars.

H. Committee Meetings

1. Claims Management – Minutes from the 1/27/21 meeting were included in the agenda.
2. Safety – Minutes from the 2/10/21 meeting were included in the agenda.
3. Finance – Mr. Wilkie reported that the Finance Committee met on 3/8/21 and Mr. Hoffman covered items discussed at this meeting in his earlier report.

IX. Budget Hearing – MOTION REQUESTED

Mr. Wilkie directed everyone to the Preliminary Budget Summary for 2021-2022 found in the agenda.

Motion by Mr. Hansen, second by Ms. Fox, to adopt the preliminary 2021-2022 Budget. Upon roll call, all voted yea. Motion carried by unanimous vote.

X. MOTION REQUESTED – Resolution 2020-24

Motion by Ms. Fox, second by Ms. Robinson, to approve Resolution 2020-24 to meet remotely in Closed Session on May 19, 2021 at 12:00 via Zoom.

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

None

XII. MOTION REQUESTED TO ADJOURN

Motion by Ms. Germana, second by Ms. Robinson, to adjourn the Wednesday, March 17, 2021 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:26 pm.


Jonathan Houdart, JIF Secretary