

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

Remote Meeting via Zoom

OPEN SESSION MINUTES

Thursday, November 12, 2020

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 Thursday, November 12 2020 at 12:24 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**
Michelle D. Richardson, Jackson Township BOE
Kim Robinson, Mainland Regional High School
Mark Mallett, Lower Cape May Regional School District

2020-2021 Trustees absent

Jonathan Houdart, Brigantine Public School District, **Secretary**
Linda Albright, Northfield BOE

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 Fund Commissioners in attendance

Joseph Smurlo, Egg Harbor City School District
Joe Rodio, 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
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

2020-21 Fund Commissioners absent

Teri Weeks, Longport BOE
Steve Moran, Weymouth Twp School District

Fund Professionals

Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
Scott C. Tennant, Deputy Executive Director – 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
Danielle Colaianni, Student Accident Program – Hardenbergh Insurance Group
John W. Geitz, Safety Coordinator – Risk Assessment Services
Annette Reap – Recording Secretary

Risk Management Consultants

C.J. Adams Company
J. Byrne Agency
Steve Eckman
Glenn Insurance
Hardenbergh
Marsh & McLennan Agency
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. Richardson, second by Mr. Smurlo, to open voting to all Fund Commissioners present. All in favor. Motion carried by unanimous vote.

V. MOTION REQUESTED TO APPROVE CLAIM PAYMENTS – RESOLUTION 2020-18

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.

2018107175	2020191979	2020207502
2019163502	2021211547	2021213428
2021212971		

Motion by Mr. Grossi, second by Ms. Fox, 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 – September 16, 2020

Motion by Ms. Fox, second by Ms. Robinson, to approve the Minutes of the September 16, 2020 meeting of the Fund. Upon roll call vote, all voted in favor, with the exception of Ms. Ryan, who abstained. Motion carried by majority vote.

VII. PROFESSIONAL REPORTS

A. Treasurer – MOTION REQUESTED - APPROVED

The October Approval Memo and Bill List, November Bill List, and Treasurer's Reports for periods ending 9/30/20 and 10/31/20 were included in the agenda.

September Fund Balance	\$27,912,562.30
October Bill List	\$125,096.34
September Claims Paid	\$403,549.46
October Fund Balance	\$28,195,058.28
November Bill List	\$242,317.44
October Claims Paid	\$312,645.94

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.

B. Solicitor

Mr. Greco reviewed his report regarding limited procedures for appeals on HIB Hearings. Mr. Greco noted that the Appellate Court ruled that no formal due process hearing is required on a HIB appeal by parents. It is not like going to court and an informal narrative of the facts and findings is sufficient.

C. Claim Administrator

Mr. Roselli reviewed the Adjuster Pending Report for October 2020, noting that any COVID claims and bad weather claims were included. He advised that Ms. Conway is back from her leave and that department is fully staffed. He also referenced the Emergency PAR Stewardship Report and the Open Subrogation Report for October 2020 included in the agenda. Mr. Roselli discussed Lessons Learned from Losses on timely reporting of claims. He reminded everyone about the negative impact that delays in reporting can have on claims. Mr. Roselli stressed that even if it is believed that an incident will not turn into a claim down the road, an informational only report does not negatively impact the district and helps in getting the best possible defense for the district if necessary.

D. Managed Care Provider

Ms. Beatty reviewed the Managed Care Summary – October 2020, the Average Days to Report - October 2020, and the Transitional Duty Days – October 2020. She noted that provider MedExpress is now Riverside Care and asked the members not to use this facility at this time until her office can speak to them.

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 Folsom and Galloway.

NJSBA/NJASBO/NJASA Virtual Fall Conference Follow-up

Mr. Wilkie noted that the SPELL/ACCASBO participated in the virtual conference. We have received a report from NJSBA with contacts that were made at the Booth. It was definitely a different experience. Mr. Wilkie noted that for the value paid, the value received was not equitable. If future conferences are held this way, further evaluation would be needed to determine participation as a vendor.

State of the Fund Dinner

The annual dinner scheduled for **Tuesday, December 1, 2020 at Greate Bay Country Club in Somers Point** has been cancelled. The awards from the dinner will be distributed in January.

STOPIT Webinars

Mr. Wilkie noted that included in the agenda is information from STOPIT on two webinars scheduled on Wednesday, November 18, 2020. The morning session will be for existing members that use STOPit and need a refresher and that the afternoon session will be for members that are considering using the program. Mr. Wilkie reminded all present that this program is funded by the JIF and continues to be improved and modified. He encouraged the members to attend the scheduled webinars.

Property Insurance

Mr. Wilkie reviewed the coverages that the JIF carries. He noted that these coverages are just for our SPELL JIF and do not include other districts in the state or in other states as some JIFs have. Please see the Property Coverage summary highlighting the coverage and what is included. If anyone has any questions regarding coverages, please feel free to contact Mr. Wilkie, Mr. Tennant or Mr. Hoffman at any time.

Administrative Matter Defense Reimbursement – MOTION REQUESTED

Mr. Wilkie led a discussion regarding the Administrative Defense Reimbursement, what it can be used for and how it came about. Mr. Wilkie noted that not all Districts apply for these funds and that it has been recommended to raise this reimbursement for the 2021-2022 school year. A summary of the program was included in the agenda. It is suggested to increase the reimbursement amount from \$1,500 to \$2,500.

Motion by Mr. Smurlo, second by Ms. Fox, to increase the reimbursement amount from \$1,500 to \$2,500 beginning with the 2021-2022 school year. Motion carried by unanimous vote.

SPELL JIF Advice – Claim Reporting

Mr. Wilkie reviewed the information included in the agenda packet on how timely claim reporting is crucial to all lines of coverage. He noted that districts should not be afraid to report and that everyone is here to help. Mr. Tennant advised that it enforces Mr. Roselli's recommendations.

Items Updated on SPELLJIF.COM

The SPELLJIF.COM website is currently being 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 management information. Please visit the website often for the most up-to-date information.

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

Maintaining Safe Schools

The October and November 2020 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

- Next ACCASBO JIF Meeting - 1/20/21 – 12:00 pm via Zoom
- ACCASBO State of the Fund Dinner – Tuesday, 12/1/20 at Greate Bay Country Club in Somers Point - CANCELLED

2. UNDERWRITING AND FINANCE DIRECTOR

SPELL JIF Meeting Minutes

Mr. Wilkie noted that the approved meeting minutes from the June 26, 2020 SPELL JIF Meeting are included.

2021-2022 Exposure Renewal and Budget Process

Mr. Wilkie reminded all present that in order to get a timely renewal quote for Budgeting purposes, please return the renewal packets timely. Renewal packets will be emailed to all members and their RMCs by mid-November. We ask that you forward all requested information (including the completed packet, a complete copy of your audit for year ending June 30, 2020 and the current ASSA) to the Executive Director's office, attention, Jennifer Fox. It is critical that every member district complete and forward needed information. The process is simple and usually involves little time. If you have any questions please contact Jennifer Fox at (856) 446-9133.

Safety Incentive Program Winners – Reimbursement Procedure

Mr. Wilkie noted that as previously discussed, the annual State of the Fund dinner will not be held this year, however, the Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2019-2020 program. Winners will be announced in December. 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 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. Mr. Wilkie noted that the award itself would be mailed in January.

Certificates of Insurance Report from 9/1/20 – 10/31/20 – enclosed in agenda.

G. Safety Coordinator

Mr. Geitz reviewed the September/October Activities and November Agenda, the Safety Incentive Program Status Report 2020-21, the Safety Notice-Revised Use of Respirators During the Pandemic and Safety Notice-Appendix D - OSHA Respiratory Standard. Mr. Geitz reviewed the notice regarding voluntary use of respirators during the pandemic noting that if it is voluntary, then fit testing is not required. He advised that the deadline to provide him with information for 2019-2020 Safety Incentive Program was extended to November 6, 2020, but can still be sent to him, as he is finalizing information next week.

H. Committee Meetings

1. Mr. Wilkie reviewed the minutes from the Strategic Planning – October 28, 2020. He reviewed who is a part of the committee. Mr. Wilkie reminded the Trustees to report to Qual Lynx as much information as possible. If a claim comes to defense and there is no information, it does not put the JIF in a good place for defense. Mr. Tennant stressed that if a claim becomes litigation in the future, defending it will be 100% dependent on the district's records.

VIII. MOTION REQUESTED – Resolution 2020-19

Motion by Mr. Grossi, second by Ms. Ryan, to approve Resolution 2020-19 to meet remotely in Closed Session on January 20, 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. Ryan, to adjourn the Thursday, November 12, 2020 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:39 pm.


Jonathan Houdart, JIF Secretary