

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

Alder Avenue Middle School  
25 Alder Avenue  
Egg Harbor Township, NJ 08234

## OPEN SESSION MINUTES

Wednesday, May 21, 2025

### 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, May 21, 2025 at 1:15 p.m., with Mark Mallett, Fund 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

#### 2024-2025 Trustees in attendance:

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  
Melina Skwarek, Margate City BOE

#### 2024-2025 Trustees not in attendance:

Linda Fiori, Avalon BOE/Stone Harbor BOE

#### 2024-2025 Alternate Trustees in attendance:

Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)  
Chandra Coady, Mainland Regional High School (SPELL Alternate)  
Christopher R. Veneziani, Hamilton Township School District (SPELL Trustee/Secretary)

#### 2024-2025 Alternate Trustees not in attendance:

None

#### 2024-2025 Fund Commissioners in attendance:

Julie Velluzzi, Absecon City BOE  
Allyson Milazzo, Egg Harbor City School District  
Sara Simpson, Folsom BOE  
Barbara S. Prettyman, Hammonton 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

Mark Leung, Somers Point BOE  
Dawn Leary, Weymouth Twp School District

**2024-2025 Fund Commissioners not in attendance:**

Jonathan Houdart, Brigantine Public School District  
Teri Weeks, Dennis Township BOE/Longport BOE  
Dan Smith, Egg Harbor Township School District  
Patricia Swanson, Linwood BOE  
Robert Miles, Pitman BOE  
James Lushok, Wildwood Crest BOE

**District Personnel present:**

Keith Higginbotham, Brigantine Public School District  
Kelsey Fiadino, Egg Harbor Township School District  
Carisa Rose, Hammonton 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  
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  
Jennifer Olson – Hardenbergh Insurance Group  
John W. Geitz, Safety Coordinator – Risk Assessment Services  
Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC  
Kelly Batz – Fund Treasurer  
Annette Reap – Recording Secretary

**Risk Management Consultants**

Glenn Insurance - Dennis M. Brown  
Hardenbergh Insurance Group  
J. Byrne Agency  
Eckman Insurance Agency  
Marsh & McLennan  
McMahon 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 Mr. Grossi, seconded by Dr. 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 2024-26 - APPROVED**

*Resolved*, that the Board of Trustees of the ACCASBO JIF approved the following Payment Authorization Requests on Wednesday, May 21, 2025, as presented in Closed Session:

001017322	2017084633	2025355028	2025356480	2025359694
2019164561	2025361927	2025359295	2023304762	2022258455
2023860040	2024321529	2025351236	2025347441	2022275013
2023301555	2023287706	2022264481	2023300250	2022256358
2025359234	2025362475	2025353186		

Motion by Mr. Grossi, seconded by Ms. Ryan, to approve the Payment Authorization Requests, as presented to the Trustees and Fund Commissioners. Upon roll call, all present voted in favor with the exception of Mr. Veneziani, who abstained. Motion carried.

**VI. APPROVAL OF MINUTES – March 19, 2025**

*Motion* by Mr. Grossi, seconded by Ms. Ryan, to approve the Minutes of the March 19, 2025 meeting of the JIF. Upon roll call, all present voted in favor. Motion carried.

**VII. Budget Hearing – MOTION REQUESTED**

- Motion by Mr. Grossi, seconded by Ms. Ryan, to open the hearing to the public.
- Motion by Mr. Grossi, seconded by Ms. Ryan, to close the hearing to the public.
- Motion by Mr. Grossi, seconded by Ms. Ryan, to adopt the 2025-2026 Budget as presented in the agenda.

**VIII. Election of Trustees, Alternates, SPELL Delegates**

*Motion* by Mr. Grossi, seconded by Ms. Ryan, to elect the nominees as recommended by the Nominating Committee and listed in their Report contained in the agenda.

**IX. Election of Officers – Motion by Ms. Grossi, seconded by Ms. Coady, to elect:**

**Chair** – Mark Mallett, Lower Cape May Regional School District  
**Vice Chair** – Dr. Diane Fox, Middle Township BOE  
**Secretary** – Rose Millar, Estell Manor SD/Cape May Point BOE

**X. PROFESSIONAL REPORTS**

**A. Treasurer – MOTION REQUESTED - APPROVED**

The April Approval Memo and Bill List, May Bill List, and Treasurer's Reports for periods ending 2/28/25 and 3/31/25 were included in the agenda.

February Fund Balance	\$30,509,918.11
April Bill List	\$186,944.47
February Claims Paid	\$333,245.58
March Fund Balance	\$29,949,492.72
May Bill List	\$133,612.86
March Claims Paid	\$550,825.87

*Motion* by Mr. Grossi, seconded by Ms. Simpson, 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 1:25 pm.

*B. Solicitor* - No report.

*C. Claim Administrator*

Mr. Roselli's Adjuster Pending Report and Open Subrogation Report Reports were included in the agenda. He also presented Emergency PAR Stewardship Report and Subrogation recoveries as of 4/30/2025. Mr. Roselli noted that the workers' compensation unit is now fully staffed. Mr. Roselli reviewed Lessons Learned from Losses concerning mold with the warm summer months approaching. He advised that all water damage should be reported so that Hillman can clean up the area properly.

*D. Managed Care Provider*

Ms. Gallagher's Managed Care Summary report as of April, 2025, as well as the Average Days to Report and Transitional Duty Summary Report were provided. She also reviewed the Quick Notes provided covering breakthrough in pain management

*E. Student Accident Program*

Ms. Olson reviewed the report included in the agenda. She advised that 2025-2026 renewal documents will be emailed to the Business Administrators the week of June 23<sup>rd</sup>. Each member's individual loss data valued at 6/30/25 will be emailed the week of July 28<sup>th</sup>.

*F. Executive Director/Underwriting/Finance Director*

*1. Executive Director*

#### **2025-2026 Membership Renewals – MOTION REQUESTED**

Nine (9) districts are up for membership renewal on July 1, 2025. They are Brigantine BOE, Egg Harbor Township, Lower Cape May, Margate City, Middle Township, North Wildwood, Pitman, Somers Point and Upper Township.

Membership Renewal Resolutions have been received from all districts. A motion is requested to approve and accept those resolutions.

**Also, effective 7/1/2025, Pitman BOE will move its membership from ACCASBO to GCSSD.**

Motion by Ms. Coady, seconded by Ms. Simpson, to accept and approve the renewal resolutions received. All in favor. Motion carried.

#### **Marketing Update – MOTION REQUESTED**

Mr. Wilkie advised that Ventnor City BOE has accepted ACCASBO JIF's offer of membership. He asked for a motion approving their membership.

Motion by Mr. Grossi, seconded by Ms. Ryan, to accept and approve the membership of Ventnor City BOE into the ACCASBO JIF. All in favor. Motion carried.

#### **Resolution 2024-27 Appointing Certified Industrial Hygienist – MOTION REQUESTED**

Mr. Tennant explained the Motion presented to approve Resolution 2024-27 Appointing Certified Industrial Hygienist. This motion is requested to fulfill the requirements set forth by the insurance carrier, who has mandated a written agreement for each engagement prior to granting authorization to initiate any remediation activities. The carrier recognizes Hillmann Consulting LLC as a preferred service provider for mold remediation. This resolution should resolve the carrier issues.

Motion by Mr. Grossi, seconded by Dr. Fox, to approve Resolution 2024-27 Appointing Certified Industrial Hygienist. All in favor. Motion carried.

**ACCASBO JIF Optional Wellness Proposal**

Mr. Wilkie reviewed the ACCASBO JIF Optional Wellness Proposal that was approved in March 2022 and recently provided via email on May 8, 2025. He advised that if any district would like to fund a wellness program through an increase in their JIF contribution up to \$10,000, please notify him at the Executive Director's office in writing so that this item will be included in your premium contribution billings. Mr. Wilkie advised that currently three districts are using the program.

**AGRIP Spring Conference Reports**

Reports from those members who attended the AGRIP Conference in March were included in the agenda packet.

**Self-Insurer's Workshop – May 14-16<sup>th</sup> @ The Golden Nugget**

The New Jersey Self-Insurers' Association workers' comp conference was May 14,16, 2025 at The Golden Nugget in Atlantic City. There were 26 district representatives across the three local JIFs who attended. Mr. Wilkie stated that the workshop is always well received.

**Safety 360 Seminar – July 16, 2025 - SAVE THE DATE!**

The SPELL Safety 360 Seminar has been scheduled for July 16, 2025 the Westin in Mount Laurel. The program agenda entitled **Managing Risk in our Physical and Virtual Worlds** is included in the agenda. Attendance by School Business Administrators, Facilities and Technology Supervisors is the targeted audience. An email invitation was sent to all members on May 6, 2025. Responses are due by June 13, 2025. Please mark your calendars.

**Boiler Operator Refresher Training – Tentative Date: August 5, 2025**

This training has been tentatively scheduled for Tuesday, August 5, 2025 from 8:30 – 11:30 am. The location has not yet been determined, but will most likely be in the Atlantic and/or Cape May Counties area. The training is designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. Three CEU credits will be given to first-time attendees by the NJSBGA for in-person attendance. Invitations will be sent out in June.

**SPELL JIF Joint Retreat – September 24-26, 2025 – MARK YOUR CALENDARS!**

The annual Joint Retreat will be held on **September 24<sup>th</sup> (Wed) through September 26<sup>th</sup> (Fri), 2025** at **The Grand Hotel in Cape May**. Planning has begun and further information will be provided in the coming months.

**State of the JIF Dinner – December 2, 2025**

The annual dinner has been scheduled for **Tuesday, December 2, 2025 at the Greate Bay Country Club in Somers Point**. Please mark your calendars!

**SPELLJIF.COM – Claim Forms**

The workers' compensation and liability claim forms located on the SPELL website are currently being revised to facilitate on-line claim reporting. Mr. Tennant explained that this item is on the agenda for the claims conclave that will meeting over the summer.

**SPELLJIF.COM**

**All policies, contact lists and other information found on SPELLJIF.COM will be updated in July/August, after the 2025-2026 Fund Year begins.**

The SPELLJIF.COM website is an important member resource. 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 the Executive Director's office if you would like to change or add a user for the website, by contacting [Megan\\_Matru@rpadmin.com](mailto:Megan_Matru@rpadmin.com).

### **Key Dates**

No JIF Meetings in June, July or August  
SPELL Meeting – Thursday, 5/29/2025-10:00 am @ RPA Offices  
Safety 360 Seminar – July 16, 2025 @ The Westin, Mount Laurel  
Boiler Operator Refresher Training – 08/05/2024 (tentative) @ a location TBD  
Next ACCASBO JIF Meeting: 9/17/2025 @ Alder Ave Middle School, EHT  
SPELL JIF Joint Retreat – 9/24-26/2025 @ The Grand Hotel, Cape May  
State of the JIF Dinner – 12/02/2025 @ Greate Bay Country Club

## **2. UNDERWRITING AND FINANCE DIRECTOR**

### **District/Fund Incurred Losses Report**

An update was provided on Fund Year 2024-2025 as of April 30, 2025.

### **RMC Resolutions and Agreements**

RMC Resolutions and Agreements were emailed to all districts on April 1, 2025 with a return due date of May 5, 2025. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2025-2026 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Kim Hill at [Kim\\_Hill@RPAdmin.com](mailto:Kim_Hill@RPAdmin.com)

### **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 2023-2024 program year. Reimbursement requests are due by May 31, 2025. 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 Kim Hill via email at [Kim\\_Hill@RPAdmin.com](mailto:Kim_Hill@RPAdmin.com) or at the JIF address, P.O. Box 449, Marlton, NJ 08053.

### **SPELL JIF Approved Meeting Minutes**

The approved meeting minutes from the February 13, 2025 SPELL JIF Meeting are included with the agenda.

### **2025-2026 Contribution Notices**

Mr. Hoffman advised that first installment premium billings for the 2025-2026 fund year will be emailed to all districts by June 1, 2025, along with surplus distribution notices. All premium contributions are due by July 15, 2025 to the Fund Treasurer, Kelly Batz.

### **2024-2025 Administrative Matter Defense Reimbursement**

Each district is eligible for up to \$2,500 annually in expense reimbursement for administrative matter costs incurred that are not part of the SPELL coverage provisions. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement for the 2024-2025 fund year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Kim Hill via email at [Kim\\_Hill@rpadmin.com](mailto:Kim_Hill@rpadmin.com). **Reimbursement requests are due by September 30, 2025.**

### **Certificates of Insurance – 2025-2026 Renewals**

An email was sent to all Certificate of Insurance Module Users on May 7, 2025 indicating that you can begin renewing certificates of insurance for the 2025-2026 Fund Year in the Certificate of Insurance Module and how to process them. If you have any questions, please contact Kim Hill at the Executive Director's office.

#### **Auto ID Cards 2025-2026**

Auto ID Cards will be mailed to all districts by the end of June for the 2025-2026 Fund Year. Cards will be created based on the information that was provided to the Executive Director's office during the Exposure Renewal Process. Any vehicle listed as a leased vehicle will receive a vehicle specific Auto ID Card. All other vehicles will be given a generic fleet card. Please note that if you replace a vehicle with another fleet vehicle, the Auto ID Card can be transferred to the new vehicle. In addition to the Auto ID cards based on your vehicle count, you will receive an additional number of fleet cards that should be kept in a safe place for additional vehicles you acquire during the year. Please note that the cards are printed on watermarked paper and should not be photocopied as the watermark will not show on the copy and will not be accepted by the NJMVC.

#### **Certificates of Insurance Report from 3/1/2025 – 4/30/2025**

The attached report includes the Certificates of Insurance issued on behalf of your JIF by the Underwriting Manager. Please note that the only valid and legally enforceable Certificates of Insurance for your JIF are those issued by the Underwriting Manager. The sole exception to this is a certificate for Student Accident Insurance, which is strictly issued by the Hardenbergh Insurance Group, in its capacity as the Student Accident Program Manager.

#### ***G. Safety Coordinator***

Mr. Geitz covered the March/April Activities and May/June Agenda outlined in his report. Additionally, he provided an update on the safety incentive status report for all members as of mid-March. He reminded the members that all safety incentive information should be completed by the end of June. Mr. Geitz will send out a reminder to submit all items to him in early fall. Finally, Mr. Geitz reviewed his PEOSH Alert concerning Crossing Guard Safety that was included in the agenda.

#### ***H. Virtual Safety Director***

Mr. Hillman reviewed his report included in the agenda and discussed the 10 surveys that he has sent out to the members. Mr. Tennant emphasized the significance of the information gathered thus far, as it provides valuable insights into where services can be most effectively provided, helps mitigate exposure, and aids in managing AI.

Finally, Mr. Hillman noted the service offerings he can provide. For further details, please refer to the link provided in Mr. Hillman's report. Discussion on the tier system for the cyber coverage. Mr. Hillman noted that he has assisted 25 districts across the SPELL improve their tier levels. The cyber liability application for 2025-2026 has been received from all members.

#### ***I. Committee Meetings***

1. The Safety Committee met on April 9, 2025 and the meeting minutes were included in the agenda.
2. The Finance Committee met on May 9, 2025. The meeting minutes were included in the agenda.

#### **XI. MOTION REQUESTED – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.**

*Motion by Mr. Grossi, seconded by Ms. Ryan, to adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.*

**XII. Roll Call**

**2025-2026 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

**2025-2026 Alternate Trustees**

- Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee)
- Chandra Coady, Mainland Regional High School (SPELL Alternate)
- Christopher R. Veneziani, Hamilton Township SD (SPELL Trustee)

**2025-2026 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
- Carisa Rose, 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
- Mark Leung, Somers Point BOE
- Dawn Leary, Weymouth Twp School District
- James Lushok, Wildwood Crest BOE

**XIII. 2025-2026 Oaths of Office**

- A. Chair ..... Handout
- Vice Chair ..... Handout
- Secretary ..... Handout
- Trustees (4) ..... Handout
- Alternate Trustees (3) ..... Handout

**XIV. 2025-2026 Reorganization Resolutions – ADOPTION**

A. *Reorganization Resolutions*

*Motion* by Mr. Grossi, seconded by Dr. Fox, to adopt Resolutions 2025-01 thru 2025-15. Upon roll call vote all present voted yea. Motion carried by unanimous vote.

- B. *Committee Appointments:* Mr. Wilkie advised that the committees will be finalized over the summer.

**XV. Motion by Mr. Grossi, seconded by Ms. Ryan, to adjourn the Reorganization Meeting. All in favor. Motion carried.**

A gift was presented to Ms. Prettyman to congratulate her on her retirement and thank her for her years of service to the JIF.

**XVI. MOTION REQUESTED – Resolution 2025-16**

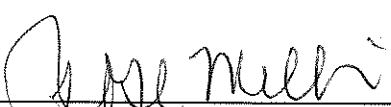
Motion by Mr. Grossi, seconded by Ms. Ryan, to approve Resolution 2025-16 to meet in Closed Session on September 17, 2025 at 12:00 noon at the Alder Avenue Elementary School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

**XVII. Miscellaneous Business, Public Comment and RMC comments or Questions**

**XVIII. MOTION REQUESTED TO ADJOURN**

*Motion by Mr. Grossi, seconded by Ms. Shoemaker, to adjourn the Wednesday, May 21, 2025 meeting of the ACCASBO JIF. All in favor. Motion carried by unanimous vote.*

The meeting adjourned at 2:00 pm.



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JIF Secretary