

ACCASBO JIF  
Atlantic & Cape May Counties Association of School Business Officials  
Joint Insurance Fund

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**TO:** Fund Trustees  
Fund Commissioners  
Fund Professionals  
Risk Management Consultants

**FROM:** Craig H. Wilkie, Deputy Executive Director  
Scott C. Tennant, Deputy Executive Director  
Brad Hoffman, Executive Director

**MEETING DATE:** January 21, 2026

**SUBJECT:** AGENDA PACKET

**\*\*PLEASE NOTE MEETING START TIME IS NOW 12:30 PM\*\***

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, January 21, 2026** at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, with Closed Session beginning at **12:30 pm**.

If you have any questions, please do not hesitate to contact our office at (856) 446-9139 or via email at [Annette\\_Reap@rpadmin.com](mailto:Annette_Reap@rpadmin.com).



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

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

**Wednesday, November 19, 2025**

**AGENDA**

- I. Call to Order of the Closed Executive Session of the Board of Trustees by Fund Chairperson
- II. Motion Requested to Call to Order Open Session
- III. Statement of Compliance with Open Public Meetings Act
  - A. Notice of Meeting was given by sending sufficient notice herewith to the *Press of Atlantic City*, Atlantic and Cape May County editions;
  - B. Filing advance written notice of this meeting with each member; and
  - C. By mailing advance written notice to the clerk of each municipality located within the boundaries of all Fund members.
- IV. Roll Call
  - A. **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/Chair)
    - Chandra Coady, Mainland Regional High School (SPELL Alternate)
    - Christopher R. Veneziani, Hamilton Township School District (SPELL Trustee)
  - 2025-2026 Fund Commissioners (New district representatives shown in bold)**
    - Julie Velluzzi, Absecon City BOE
    - Jonathan Houdart, Brigantine Public School District
    - Lisa DiNovi, Dennis Township BOE
    - Allyson Ziegler, Egg Harbor City School District
    - Dan Smith/Jennifer Germana, Egg Harbor Township School District
    - Sara Simpson, Folsom BOE
    - Teri Weeks, Interim, Hammonton BOE**
    - Patricia Swanson, Linwood BOE
    - Kathy Bechtel, Longport BOE
    - Katie Siciliano, 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
    - Beth Steinen, Ventnor City BOE
    - Robert Green Weymouth Twp School District
    - James Lushok, Wildwood Crest BOE

**B. 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
- Amelio Breglia, Associate Program Director-RPA, a division of Gallagher
- Patrick J. Madden, Esquire – Fund Solicitor
- Chris Roselli, Claim Administrator – Qual-Lynx
- Christine Gallagher, Client Services Manager – Qual-Lynx
- Danielle Colaianni, Public Entity Director – Hardenbergh Insurance Group
- John W. Geitz, Safety Coordinator – Risk Assessment Services
- Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- Joe Bulick, Assistant Safety Coordinator – Risk Assessment Services
- Kelly Batz – Fund Treasurer
- Annette Reap – Recording Secretary

**C. Risk Management Consultants**

- Sameer Sarfraz, Alamo Insurance Group-Avalon/Stone Harbor
- Adam Miller, C.J. Adams Company – Northfield
- Dennis M. Brown/Pam Whitaker, Glenn Insurance – EHC/EHT/Estell Manor/Galloway/GEHRHSD/  
Mainland/Somers Point/Weymouth Twp
- Robert DeVanna, Glenn Insurance – Absecon/Linwood/Longport
- Danielle Colaianni, Hardenbergh-Hamilton Twp
- Derek Valenti, Hardenbergh – Folsom
- Jim Ridgway/Casey Byrne, J. Byrne Agency – Dennis Twp/Lower Cape May/Lower Twp/Wildwood  
Crest
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – Cape May Point/North Wildwood
- Bill McMahan, McMahan Agency - Upper Twp
- P.J. Pullia, MLR Risk Management - Hammonton
- Orton Hicks, World Insurance Associates LLC – Middle Twp
- Gene Siracusa, Siracusa-Kauffman Agency – Brigantine/Margate/Ventnor
- Tim Irons/Alexandria Suro, TC Irons – Mullica Twp/Washington Twp

**V. MOTION REQUESTED** - To open the voting to all Fund Commissioners present.

A request may be 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.

**VI. MOTION REQUESTED-Resolution 2025-21** to approve Payment Authorization Request(s) as presented in Closed Session.

**VII. Approval of Minutes – MOTION REQUESTED**

A. November 19, 2025 ..... Pages 6-12

**VIII. Professional Reports**

**A. Treasurer - MOTION REQUESTED**

1. December Approval Memo and Bill List ..... Pages 13-14
2. January Bill List ..... Page 15
3. Treasurer’s Reports (October-November 2025) ..... Pages 16-33

- B. Solicitor.....Pages 34-40
- C. Claims Administrator
  - 1. Adjuster Pendlings Report – December 2025 .....Pages 41-42
  - 2. Subrogation Recovery Reports – December 2025 ..... Pages 43-45
  - 3. Lessons Learned from Losses-Timely Reporting ..... Page 46
- D. Managed Care Provider
  - 1. Managed Care Summary Reports – December 2025 ..... Pages 47-48
  - 2. Average Days to Report - December 2025 ..... Pages 49-50
  - 3. Transitional Duty Days – December 2025..... Page 51
  - 4. Managed Care Quick Notes ..... Page 52
- E. Student Accident Program
  - 1. Status Report ..... No Report
- F. Executive Director/Underwriting & Finance Director Report ..... Pages 53-55
  - 1. EXECUTIVE DIRECTOR
    - a. 2026-2027 Membership Renewals ..... Summary
    - b. NJSIA Workers’ Compensation Conference-SAVE THE DATE ..... Summary
    - c. 2026 PRIMA Conference ..... Summary
    - d. 2026 State of the JIF Dinner – December 1, 2026-**MOTION REQUESTED** ..... Pages 56-61
    - e. Fund Professionals Survey..... Summary
    - f. SPELL JIF Model Incident Reporting Policy & Procedures ..... Pages 62-65
    - g. Acronyms List ..... Pages 66-67
    - h. PAR (Payment Authorization Request) Form Review ..... Page 68
    - i. RMC Agreement Review ..... Pages 69-70
    - j. SPELLJIF.COM ..... Summary
    - k. Key Dates ..... Summary
  - 2. UNDERWRITING AND FINANCE DIRECTOR
    - a. District/Fund Incurred Losses Report..... Page 71
    - b. 2026-2027 Exposure Renewal and Budget Process ..... Summary
    - c. 2024-2025 Financial/Claims Reporting Award Winners ..... Summary
    - d. Safety Incentive Program Winner-Reimbursement Procedure ..... Summary
    - e. Certificates of Insurance Report-11/01/25–12/31/25 ..... Pages 72-73
- G. Safety Coordinator/Right to Know Coordinator
  - 1. December Activities and January/February Agenda ..... Pages 74-75
  - 2. SIP Program Status-January 2026 ..... Pages 76-79
  - 3. Safety Spotlight-Bloodborne Pathogens ..... Pages 80-81
- H. Virtual Safety Director
  - 1. January Report ..... Pages 82-96
- I. Committee Meetings
  - 1. None

- X. **MOTION REQUESTED – Resolution 2025-22** to meet in Closed Session on March 18, 2026 at 12:30 pm via Zoom.
- XI. Miscellaneous Business, Public Comment and RMC comments or questions.
- XII. **MOTION REQUESTED** to Adjourn Meeting.