

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

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: September 17, 2025

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, September 17, 2025** at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, with Closed Session beginning at **12:00 noon**.

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.



**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, September 17, 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 Anaya, 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
 - ☐ Caris Rose, Hammonton BOE
 - ☐ Patricia Swanson, Linwood BOE
 - ☐ **Kathy Bechtel, Longport BOE**
 - ☐ John Hansen, Interim, 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**
 - ☐ **William Thompson, 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 Colaianne, 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 Colaianne, 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 McMahon, McMahon Agency - Upper Twp
- ☐ P.J. Pullia, MLR Risk Management - Hammonton
- ☐ Harry Mossbrook, Sr., Mossbrook & Hicks Insurance Agency – 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 2025-17 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. May 21, 2025 Pages 6-14

VIII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2025-2026 Page 15

IX. Professional Reports

A. Treasurer - MOTION REQUESTED

1. June to August Approval Memos and Bill Lists..... Pages 16-21
2. September Bill List..... Page 22
3. Treasurer's Reports (April thru July 2024)..... Pages 23-59

B. Solicitor.....	Pages 60-62
C. Claims Administrator	
1. Adjuster Pending Reports – August 2025.....	Pages 63-64
2. Emergency PAR Stewardship Report.....	Page 65
3. Subrogation Recovery Reports – August 2025.....	Pages 66-68
4. Lessons Learned from Losses-Safe Lifting	Page 69
D. Managed Care Provider	
1. Managed Care Reports 2024-2025 Year End.....	Pages 70-74
2. Managed Care Summary – August 2025	Pages 75-76
3. Average Days to Report - August 2025.....	Pages 77-78
4. Transitional Duty Days – August 2025	Page 79
5. Managed Care Quick Notes	Pages 80-81
E. Student Accident Program	
1. Status Report	No Report
F. Executive Director/Underwriting & Finance Director Report	Pages 82-86
1. EXECUTIVE DIRECTOR	
a. Welcome New Members/Fund Commissioners	Summary
b. 2026-2027 Membership Renewals	Summary
c. PRIMA Conference Reports.....	Pages 87-89
d. Safety 360 Seminar – July 16, 2025.....	Pages 90-94
e. SPELL JIF Joint Retreat – September 24-26, 2025	Pages 95-98
f. NJSBA/NJASBO/NJASA 2025 Fall Conference.....	Summary
g. State of the JIF Dinner – December 2, 2025.....	Summary
h. Second Annual Claim Conclave-July 31, 2025	Summary
i. UA/UAS/DRONE Update.....	Summary
j. Busing Law Changes	Summary
k. STOPit	Pages 99-101
l. SPELL HR Helpline Discussion	Summary
m. SPELLJIF.COM	Page 102
n. Key Dates	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. Final Installment 2025-2026 Premium Contribution Notices	Summary
b. District/Fund Incurred Losses Report.....	Page 103
c. 2025-2026 Plan of Risk Management	Summary
d. Gallagher Bassett Appraisal Services Questionnaire.....	Page 104
e. NJ DOL Compliance Cross-Match	Summary
f. 2024-2025 & 2025-2026 Administrative Matter Defense Reimbursement.....	Summary
g. Certificates of Insurance Report-05/01/25–07/31/25	Pages 105-112
G. Safety Coordinator/Right to Know Coordinator	
1. June thru August Activities and September/October Agenda	Pages 113-114
2. 2025-26 SIP Program Criteria	Pages 115-118
3. Safety Notice – Back to School.....	Pages 119-120
H. Virtual Safety Director	
1. September Report.....	Pages 121-145

- I. Committee Meetings
 - 1. Committee Appointments 2025-2026 Page 146
 - 2. Strategic Planning Committee – September 10, 2025 Verbal

- X. **MOTION REQUESTED – Resolution 2025-18** to meet in Closed Session on November 19, 2025 at 12:00 pm in the Boardroom of the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

- XI. Miscellaneous Business, Public Comment and RMC comments or questions.

- XII. **MOTION REQUESTED** to Adjourn Meeting.