

GCSSD JIF

Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

TO: Fund Trustees
Fund Delegates
Fund Professionals
Risk Management Consultants



Note: Meeting Time and Location are different for this Meeting!

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

MEETING DATE: May 17, 2018

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Thursday, May 17, 2018** beginning at **12:00 noon** at the Holiday Inn/Swedeseboro, 1 Pureland Drive, Swedeseboro, New Jersey, 08085.

If you have any questions, please do not hesitate to contact our office at (856) 446-9139.



Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

Holiday Inn/Swedeseboro
1 Pureland Drive
Swedeseboro, NJ 08085

Thursday, May 17, 2018 – 12:00 noon

AGENDA

- I. Call to Order of the Open Session
- II. Statement of Compliance with the Open Public Meetings Act
 - A. Notice of this meeting was given by sending sufficient notice herewith to the *South Jersey Times*, *the Bridgeton Evening News*, and *Today's Sunbeam*;
 - B. Filing advance written notice of this meeting with each member district; and
 - C. Posting notice on the public bulletin boards of all municipalities served by the members of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund.
- III. Roll Call
 - A. **2017-18 Trustees**
 - Margaret F. Meehan, Washington Township BOE, Chair (SPELL Trustee)
 - Joseph Collins, Elk Township School District, Vice Chair (SPELL Alternate #1)
 - Cherie Bratty, Upper Deerfield Township School District, Secretary (SPELL Trustee)
 - Donna Contrevo, Gateway Regional School District/National Park Boro School District
 - Brian E. Ferguson, Penns Grove-Carneys Point Regional BOE (SPELL Alternate #2)
 - Christopher Rodia, Westville Public School District/Woodbury Heights BOE
 - Vacancy
 - B. **2017-18 Alternate Trustees**
 - Lisa Schulz, Monroe Township Public Schools
 - Greg Wilson, East Greenwich Township School District
 - C. **2017-18 Delegates**
 - Todd Reitzel, Deptford Township Public School District
 - Janecia Smith, Fairfield Township School District
 - Pam Zook, Oldmans Township BOE
 - Noreen Boston, Pennsauken Public Schools
 - Richard Davidson, Pennsville Public School District
 - John Bolil, Salem County Vo-Tech School District
 - Jason Schimpf, South Harrison Township School District
 - Kelly Brazelton, Wenonah BOE
 - D. **2017-18 Alternate Delegates**
 - Vacancy, Deptford Township Public School District
 - Dr. James Lynch, East Greenwich Township School District
 - Joseph Nichols, Elk Township School District
 - Dr. Michael Knox, Fairfield Township School District
 - Christopher Rodia, Gateway Regional/National Park Boro

- David Sullivan, Monroe Township Public Schools
- Shari Payson, Oldmans Township BOE
- Dr. Zenaida Cobian, Penns Grove-Carney’s Point Regional BOE
- John Ogunkanmi, Pennsauken Public Schools
- Mike Brodzik, Pennsville Public School District
- Vacancy, Salem County Vocational Technical School District
- Corinne Mesmer, South Harrison Township School District
- Dr. Peter Koza, Upper Deerfield Township School District
- Harold J. Finkle, Washington Township BOE
- Edgar S. Keepers, Wenonah BOE
- Donna Contrevo, Westville Boro Public School District/Woodbury Heights BOE

E. Fund Professionals

- Craig H. Wilkie, Area Vice President – Gallagher
- Scott C. Tennant, Area Vice President – Gallagher
- Brad Hoffman, Area Vice President – Gallagher
- Jennifer Fox, Sr. Account Manager – Gallagher
- Annette Reap, Executive Coordinator - Gallagher
- Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
- Louis J. Greco, Esq. – Fund Solicitor
- Chris Roselli, Claims Administrator – Qual-Lynx
- Karen Beatty, Client Services Manager – Qual-Lynx
- John W. Geitz, Safety Coordinator – Risk Assessment Services
- James D. Weber, Assistant Safety Coordinator – Risk Assessment Services
- Sharon Wilson, Recording Secretary

F. Risk Management Consultants

- Hardenbergh Insurance Group - Monroe Twp
- Conner Strong & Buckelew - Pennsauken Public Schools
- The Barclay Group - South Harrison Township

IV. MOTION REQUESTED – To open the voting to all Delegates present.

A request may be made by the Trustees of the GCSSD JIF that the business of the Fund at this meeting be conducted directly by the Delegates present with all matters to be decided upon by a combined majority vote of all Delegates and Trustees present and voting.

V. Approval of Minutes – ADOPTION

- A. March 22, 2018 Pages 8-13

VI. Budget Hearing – MOTION REQUESTED

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2018-2019 Budget – **ADOPTION** Page 14

VII. Election of Trustees, Alternates, SPELL Delegates

- A. Nominating Committee Recommendations Page 15

MOTION REQUESTED - to Accept Other Nominations

MOTION REQUESTED - to Close Nominations

MOTION REQUESTED - to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on page 15.

VIII. Election of Officers - MOTION REQUESTED - to Elect:

Chair – Joe Collins, Elk Township

Vice Chair – Cherie Bratty, Upper Deerfield Township

Secretary – Chris Rodia, Westville/Woodbury Heights

IX. Professional Reports

A. Treasurer – **MOTION REQUESTED**

1. April Approval Memos and Bill List Pages 16-17
2. May Bill List..... Page 18
3. Treasurer’s Reports- March/April 2018 Pages 19-28

B. Solicitor

1. Land Use/Building PlansPages 29-30

C. Claim Administrator

1. Adjuster Pending Report (as of 4/30/18)..... Pages 31-34
2. Open Subrogation Report Page 35
3. Lessons Learned from Losses- Field Day Safety Page 36

D. Managed Care Provider

1. Managed Care Summary as of 4/27/18 Page 37
2. Average Days to Report as of 4/27/18..... Page 38
3. Transitional Duty Summary Report as 4/27/18 Page 39
4. Memo-Suggested Provider Panel Changes Page 40

E. Student Accident Program

1. No Report

F. Executive Director/Underwriting & Finance Director ReportPages 41-44

1. EXECUTIVE DIRECTOR

- a. 2018-19 Membership Renewals-**MOTION REQUESTED** Summary
- b. NJSJA Workers’ Compensation Conference Summary
- c. Mold, Environmental and IAQ Best Practices Seminar Summary
- d. Boiler Operator Refresher Training Summary
- e. SPELL JIF Joint Retreat Summary
- f. State of the JIF Dinner..... Summary

- g. Proposed Meeting Dates 2018-19..... Summary
- h. Items Updated on SPELLJIF.COM..... Summary
- i. Maintaining Safe Schools..... Summary
- j. Key Dates Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Report Page 45
- b. 2018-2019 Exposure Renewal Summary
- c. SPELL Meeting Minutes Pages 46-50
- d. RMC Resolutions and Agreements Summary
- e. 2018-2019 Contribution Notices Summary
- f. Surplus Return Resolutions..... Summary
- g. 2017-2018 Administrative Matter Defense Reimbursement..... Summary
- h. Certificate of Insurance Module Summary
- i. Auto ID Cards Summary
- j. Safety Incentive Program Winners-Reimbursement Procedure Summary
- k. Certificates of Insurance Report-3/1/18-4/30/18..... Pages 51-52

G. Safety Coordinator/Right to Know Coordinator

- 1. March/April Activities and May/June Agenda.....Page 53-54
- 2. Safety Incentive Program-Status Report Pages 55-57

H. Committee Meetings

- 1. Joint Safety/Claims – 4/3/2018Pages 58-62
- 2. Finance – 5/ 1/2018 Pages 63-64

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

XI. Roll Call

A. **2018-19 Trustees**

- Joseph Collins, Elk Township School District, Chair (SPELL Alternate #1)
- Cherie Bratty, Upper Deerfield Township School District, Vice Chair (SPELL Trustee)
- Christopher Rodia, Secretary, Westville Public School District/Woodbury Heights BO
- Donna Contrevo, Gateway Regional School District/National Park Boro School District
- Brian E. Ferguson, Penns Grove-Carneys Point Regional BOE (SPELL Alternate #2)
- Greg Wilson, East Greenwich Township School District
- Margaret F. Meehan, Washington Township BOE, Chair (SPELL Trustee)

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- Edgar S. Keepers, Wenonah BOE
- Donna Contrevo, Westville Boro Public School District/Woodbury Heights BOE

XII. 2018-19 Oaths of Office

- A. Chair.....Handout
- Vice Chair.....Handout
- Secretary.....Handout
- Trustees (4).....Handout
- Alternate Trustees (2)Handout

XIII. 2018-19 Reorganization Resolutions – ADOPTION

- A. Reorganization Resolutions
 - 1. 2018-01 Appointing Professional Staff Pages 65-67
 - 2. 2018-02 Adopting Procedures in Compliance with the Open Public Meetings Act..... Pages 68-69
 - 3. 2018-03 Adopting Fiscal Policies and Procedures Pages 70-72
 - 4. 2018-04 Designation of Signatories-Operating Account Page 73
 - 5. 2018-05 Designation of Signatories-Claim Imprest Account..... Page 74
 - 6. 2018-06 Designating the Public Agency Compliance Officer Page 75
 - 7. 2018-07 Appointing Defense Attorneys Pages 76-77
 - 8. 2018-08 Appointing Panel Physicians..... Pages 78-80
 - 9. 2018-09 Appointing Certifying and Approving Officer Pages 81-82
 - 10. 2018-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 83
 - 11. 2018-11 Designation of Signatories-Disbursement Vouchers..... Page 84
 - 12. 2018-12 Approving the Risk Management Program Page 85
 - 13. 2018-13 Affirming Fund Policies Pages 86-88
 - 14. 2018-14 Designating Public Records Custodian Page 89

B. Committee Appointments (Discretion of the Fund President).....Discussion

XIV. Motion to Adjourn the Reorganization Meeting

XV. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, September 20, 2018** at a location to be determined.

XVI. Public Comment

XVII. MOTION REQUESTED – Resolution 2018-15 to go into Closed Session.

XVIII. MOTION REQUESTED – to come out of Closed Session.

XIX. MOTION REQUESTED – Resolution 2018-16 to approve the Payment Authorization Requests/Items as presented in Closed Session.

XX. MOTION REQUESTED to Adjourn the Meeting.