

## **GCSSD JIF**

### **Gloucester, Cumberland, Salem School Districts Joint Insurance Fund**

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

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

**MEETING DATE:** September 21, 2017

**SUBJECT: AGENDA PACKET**

Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Thursday, September 21, 2017** beginning at **9:00 am** at the Washington Township BOE Offices, 206 E. Holly Avenue, Sewell, New Jersey, 08080.

If you have any questions, please do not hesitate to contact our office at (856) 446-9100.



# Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

Washington Township BOE Offices  
206 E. Holly Avenue  
Sewell, New Jersey 08080

Thursday, September 21, 2017 – 9:00 am

## 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)
    - Nancy McCabe, Wenonah BOE
    - Christopher Rodia, Westville Public School District/Woodbury Heights BOE
  - B. **2017-18 Alternate Trustees**
    - Lisa Schulz, Monroe Township Public Schools
    - Greg Wilson, East Greenwich Township School District
  - C. **2017-18 Delegates**
    - William Blatchley, 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
  - 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 School District/National Park Boro School District
    - 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 – AJGRMS, Inc.
- Scott C. Tennant, Area Vice President – AJGRMS, Inc.
- Brad Hoffman, Area Vice President – AJGRMS, Inc.
- Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
- 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**

- Christopher Powell/Bonnie Ridolfino, Hardenbergh Insurance Group, Monroe Twp
- Alfred T. Kirk, Conner Strong & Buckelew, Pennsauken Public Schools
- John J. Cobb, 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. May 18, 2017 ..... Pages 6-14

**VI. MOTION REQUESTED - Adoption of Amended Budget ..... Page 15**

**VII. Professional Reports**

**A. Treasurer – MOTION REQUESTED**

- 1. June/July/August Approval Memos and Bill Lists ..... Pages 16-21
- 2. September Bill List..... Page 22
- 3. Treasurer's Reports- (May-August 2017) ..... Pages 23-42

**B. Solicitor**

- 1. Denial of Coverage ..... Pages 43-45

|   |             |
|---|-------------|
| C. Claim Administrator  |             |
| 1. Adjuster Pending Report (as of 8/31/17)                            | Pages 46-47 |
| 2. Notice of Subrogation Abandonment Report                           | Page 48     |
| 3. Open Subrogation Report  | Pages 49-50 |
| 4. Letter from Ann Noble 06 23 17                                     | Page 51     |
| 5. Qual-Lynx Account Service Team Contact List                        | Page 52     |
| 6. Lessons Learned from Losses-Reporting Refresher                    | Page 53     |
| D. Managed Care Provider  |             |
| 1. Managed Care Reports 2016-17 Year End                              | Pages 54-56 |
| 2. Managed Care Summary as of 8/31/17                                 | Page 57     |
| 3. Average Days to Report as of 8/31/17                               | Page 58     |
| 4. Transitional Duty Summary Report as of 8/31/17                     | Page 59     |
| E. Student Accident Program   |             |
| 1. Status Report  | Page 60     |
| F. Executive Director/Underwriting & Finance Director Report          | Pages 61-65 |
| 1. EXECUTIVE DIRECTOR   |             |
| a. Welcome New Members/Delegates                                      | Summary     |
| b. 2017 PRIMA Conference Reports                                      | Pages 66-70 |
| c. SPELL HR Helpline  | Pages 71-73 |
| d. Environmental Management Seminar Held on July 19, 2017             | Pages 74-76 |
| e. Boiler Operator Refresher Training Held on August 9, 2017          | Summary     |
| f. SPELL JIF Joint Retreat – September 27-29, 2017                    | Summary     |
| g. NJSBA/NJASBO/NJASA Fall Conference                                 | Summary     |
| h. State of the Fund Dinner   | Summary     |
| i. Arthur J. Gallagher Publications                                   | Pages 77-79 |
| j. Enquiron Publication   | Pages 80-81 |
| k. 2018-19 Membership Renewals  | Summary     |
| l. GCSSD November JIF Meeting   | Summary     |
| m. Items Updated on SPELLJIF.COM                                      | Summary     |
| n. Maintaining Safe Schools   | Summary     |
| o. Key Dates  | Summary     |
| 2. UNDERWRITING AND FINANCE DIRECTOR                                  |             |
| a. Retrospective Addition of General Liability Coverage               | Summary     |
| b. 2017-2018 Plan of Risk Management                                  | Summary     |
| c. Second Installment 2017-18 Premium Contribution Notices            | Summary     |
| d. 2018-2019 Exposure Renewal and Budget Process                      | Summary     |
| e. Duff & Phelps (formerly American Appraisal) Questionnaire          | Summary     |
| f. NJ DOL Compliance Enforcement Cross Match                          | Summary     |
| g. Letter to Division of Workers Compensation with Campus Information | Summary     |
| h. 2016-17/2017-18 Administrative Matter Defense Reimbursement        | Summary     |
| i. Certificates of Insurance Report-5/01/17-8 /31/17                  | Pages 82-84 |

- G. Safety Coordinator/Right to Know Coordinator
  - 1. June/July/August Activities and September/October Agenda ..... Pages 85-86
  - 2. Safety Notice-Back to School ..... Pages 87-88

- H. Committee Meetings
  - 1. None.

VIII. Motion to Adjourn the Reorganization Meeting

IX. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, November 16, 2017** at \_\_\_\_\_ at the Washington Township BOE Administration Offices in Sewell, New Jersey.

X. Public Comment

XI. **MOTION REQUESTED – Resolution 2017-17** to go into Closed Session.

XII. **MOTION REQUESTED –** to come out of Closed Session.

XIII. **MOTION REQUESTED – Resolution 2017-18** to approve the Payment Authorization Requests/Items as presented in Closed Session.

XIV. **MOTION REQUESTED** to Adjourn the Meeting.