

## **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, Executive Director

**MEETING DATE:** March 26, 2020

**SUBJECT: AGENDA PACKET**



*Please Note: Different Location for this Meeting!*

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Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Thursday, March 26, 2020** beginning at **1:00 pm** at the Elk Township School District, 98 Unionville Road, Glassboro, New Jersey 08028.

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

Elk Township School District  
98 Unionville Road  
Glassboro, New Jersey 08028

Thursday, March 26, 2020 – 1:00 pm

## 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. **2019-2020 Trustees**
    - Joseph Collins, Elk Township School District, **Chair** (SPELL Trustee)
    - Cherie Bratty, Upper Deerfield Township School District, **Vice Chair** (SPELL Trustee)
    - Christopher Rodia, Westville PSD/Woodbury Heights BOE, **Secretary** (SPELL Alternate)
    - Donna Contrevo, Gateway Regional School District/National Park Boro School District
    - Greg Wilson, East Greenwich Township School District
    - Pam Zook, Oldmans Township BOE
    - John Ogunkanmi, Pennsauken Public Schools
  - B. **2019-2020 Alternate Trustees**
    - Lisa Schulz, Monroe Township Public Schools
    - Scott Campbell, Greenwich Township School District
  - C. **2019-2020 Delegates**
    - Todd Reitzel, Deptford Township Public School District
    - William Gerson, Fairfield Township School District
    - Ken Verrill, Penns Grove-Carneys Point Regional BOE
    - Heather Mayhew, Pennsville Public School District
    - Frank Maurer, Salem County SSSD
    - Jennifer Bates, Salem County Vo-Tech School District
    - Jason Schimpf, South Harrison Township School District
    - Janine Wechter, Washington Township BOE
    - Denise DiGiandomenico, Wenonah BOE
    - Rose Wang Chin, Woodstown-Pilesgrove Regional School District (SPELL Alternate)
  - D. **2019-2020 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
- Vacancy, Monroe Township Public Schools
- Alicia Smith, Oldmans Township BOE
- Dr. Zenaida Cobian, Penns Grove-Carney’s Point Regional BOE
- Vacancy, Pennsauken Public Schools
- Mike Brodzik, Pennsville Public School District
- Vacancy, Salem County Vocational Technical School District/SSSD
- 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 Public School District/Woodbury Heights BOE
- Vacancy, Woodstown-Pilesgrove RSD

**E. Fund Professionals**

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

**F. Risk Management Consultants**

- Hardenbergh Insurance Group – Greenwich Twp/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. January 23, 2020 ..... Pages 6-11

**VI. Appointment of a Nominating Committee by Fund Chair – Cherie Bratty, Donna Contrevo and Chris Rodia**

A. GCSSD and SPELL Term Expirations ..... Page 12

**VII. Professional Reports**

**A. Treasurer – MOTION REQUESTED**

- 1. February Approval Memo and Bill List ..... Pages 13-14
- 2. March Bill List ..... Page 15
- 3. Treasurer’s Reports-January/February 2020 ..... Pages 16-25

**B. Solicitor**

- 1. Plaintiff Recovers Damages in Comp and Civil Courts for Same Injury .....Pages 26-27

**C. Claims Administrator**

- 1. Adjuster Pending Report – February 2020.....Pages 28-29
- 2. Open Subrogation Report – February 2020 ..... Page 30
- 3. Lessons Learned from Losses-Office Safety ..... Page 31

**D. Managed Care Provider**

- 1. Managed Care Summary - 2/28/20..... Page 32
- 2. Average Days to Report - 2/28/20 ..... Page 33
- 3. Transitional Duty Days – 2/28/20 ..... Page 34

**E. Student Accident Program**

- 1. Status Report..... Page 35

**F. Executive Director/Underwriting & Finance Director Report..... Pages 36-37**

**1. EXECUTIVE DIRECTOR**

- a. 2020-21 Membership Renewals ..... Summary
- b. Third Party Management Guide Including COI Guidelines ..... Pages 38-39
- c. SAM Claim Management ..... Pages 40-42
- d. STOPit Activity Report..... Pages 43-47
- e. Resolution 2019-23 Appointing Defense Attorneys-**MOTION REQUESTED** . Pages 48-49
- f. NJSIA Workers’ Compensation Conference..... Pages 50-53
- g. Proposed Meeting Dates for 2020-21 ..... Page 54
- 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 55
- b. Financial Audit-June 30, 2019-**MOTION REQUESTED** .....Handout
- c. Resolution 2019-24 Surplus Release-**MOTION REQUESTED** ..... Pages 56-57
- d. 2020-2021 Exposure Renewal and Budget Process ..... Summary
- e. RMC Resolutions and Agreements ..... Summary
- f. Safety Incentive Program Winners-Reimbursement Procedure ..... Summary
- g. Certificates of Insurance Report-01/01/20–02/29/20 ..... Pages 58-59

**G. Safety Coordinator/Right to Know Coordinator**

- 1. January/February Activities and March/April Agenda ..... Pages 60-61
- 2. Safety Incentive Program Update 2019-20 ..... Pages 62-64

H. Committee Meetings

1. Finance – 02/27/20..... Pages 65-66
2. Joint Safety/Claims – 02/27/20-**MOTION REQUESTED** ..... Pages 67-70

**VII.** Budget Hearing – **MOTION REQUESTED** – Adopt Preliminary Budget 2020-2021 ..... Page 71

**VIII.** Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **May 21, 2020 (3<sup>rd</sup> Thursday) at 12:00 pm** at the Holiday Inn, Swedesboro, 1 Pureland Drive, Swedesboro, New Jersey.

**IX.** Public Comment

**X.** **MOTION REQUESTED – Resolution 2019-25** to go into Closed Session.

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

**XII.** **MOTION REQUESTED – Resolution 2019-26** to approve the Payment Authorization Requests/Items as presented in Closed Session.

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