

GCSSD JIF

Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

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: November 21, 2019

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Thursday, November 21, 2019** beginning at **1:00 pm** at the Washington Township BOE Office, 206 E. Holly Avenue, Sewell, New Jersey 08080.

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

Washington Township Board of Education Offices
206 E. Holly Avenue
Sewell, New Jersey 08080

Thursday, November 21, 2019 – 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
- 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 GCCSSD 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. September 19, 2019..... Pages 6-14

VI. Professional Reports

A. Treasurer – MOTION REQUESTED

- 1. October Approval Memo and Bill List Pages 15-16
- 2. November Bill List..... Page 17
- 3. Treasurer’s Reports-September/October 2019 Pages 18-27

B. Solicitor	
1. Interactive Process Mistakes List.....	Pages 28-30
C. Claims Administrator	
1. Adjuster Pending Report – October, 2019.....	Pages 31-32
2. Open Subrogation Report – October 2019.....	Page 33
3. Lessons Learned from Losses-Claims and Contact.....	Page 34
D. Managed Care Provider	
1. Managed Care Summary - 10/31/19.....	Page 35
2. Average Days to Report - 10/31/19.....	Page 36
3. Transitional Duty Days – 10/31/19.....	Page 37
E. Student Accident Program	
1. Status Report.....	No Report
F. Executive Director/Underwriting & Finance Director Report.....	Pages 38-40
1. EXECUTIVE DIRECTOR	
a. 2020-21 Membership Renewals.....	Summary
b. AGRIP Fall Conference.....	Pages 41-42
c. NJSBA/NJASBO/NJASA Fall Conference Follow-Up.....	Summary
d. State of the JIF Dinner – December 5, 2019.....	Page 43
e. NJSIA Workers’ Compensation Conference.....	Summary
f. 2020 PRIMA Conference.....	Summary
g. Mold/Environmental Management Workshop.....	Summary
h. Cyber Security Symposium.....	Summary
i. SPELL JIF Joint Retreat 2020.....	Page 44
j. Items Updated on SPELLJIF.COM.....	Summary
k. Maintaining Safe Schools.....	Summary
l. Key Dates.....	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. Final Installment 2019-20 Premium Contribution Notices.....	Summary
b. District/Fund Incurred Losses Report.....	Page 45
c. SPELL JIF Meeting Minutes.....	Pages 46-50
d. 2020-2021 Exposure Renewal and Budget Process.....	Summary
e. Safety Incentive Program Winners-Reimbursement Procedure.....	Summary
f. Financial Award Winners.....	Summary
g. Certificates of Insurance Report-9/01/19–10/31/19.....	Pages 51-56
G. Safety Coordinator/Right to Know Coordinator	
1. September/October Activities and Nov/Dec Agenda.....	Pages 57-58
2. Safety Incentive Program Update 2019-20.....	Pages 59-61
3. Safety Notice-Unauthorized Bus Passengers.....	Page 62
4. Safety Bulletin-Toxic Chemical Fumes.....	Pages 63-64
H. Committee Meetings	
1. Strategic Planning – 9/19/19.....	Pages 65-66
2. SPELL Cyber/IT – 10/3/10.....	Pages 67-68
3. Claims Management – 10/7/19.....	Pages 69-70

VII. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, January 23, 2020 at 1:00 pm** at the Washington Township BOE Offices, 206 E. Holly Avenue, Sewell, NJ, 08080.

VIII. Public Comment

IX. MOTION REQUESTED – Resolution 2019-19 to go into Closed Session.

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

XI. MOTION REQUESTED – Resolution 2019-20 to approve the Payment Authorization Requests/ Items as presented in Closed Session.

XII. MOTION REQUESTED to Adjourn the Meeting.

XIII. Professional Development – ADDENDUM

There will be a short presentation on the impact of the change to the Statute Of Limitations related to Sexual Abuse and Molestation claims. This is a very serious issue, potentially impacting every member in explosive ways. The Executive Director has already met with the reinsurer, claims team, JIF solicitor and actuary to define the many issues surrounding this change and begin building a best practices claim management response. Member attendance is voluntary, but all members are encouraged to be present.