

## **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:** November 18, 2016

**SUBJECT: AGENDA PACKET**

Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Friday, November 18, 2016** beginning at **9:00 a.m.** at Washington Township Board of Education, Administration Building, 206 E. Holly Ave., 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 Board of Education  
Administration Building  
206 E. Holly Avenue  
Sewell, New Jersey

Friday, November 18, 2016 – 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. **2016-17 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)
    - Greg Wilson, East Greenwich Township School District
  - B. **2016-17 Alternate Trustees**
    - Richard Davidson, Pennsville Public School District
    - Nancy McCabe, Wenonah BOE
  - C. **2016-17 Delegates**
    - Michael Griggel, Deptford Township Public School District
    - Janecia Smith, Fairfield Township School District
    - Lisa Schulz, Monroe Township Public Schools
    - Valerie Carmody, Oldmans Township BOE
    - Noreen Boston, Pennsauken Public Schools
    - John Bolil, Salem County Vo-Tech School District
    - Jason Schimpf, South Harrison Township School District
    - Christopher Rodia, Westville Boro Public School District/Woodbury Heights BOE
  - D. **2016-17 Alternate Delegates**
    - Kelly Brazelton, Deptford Township Public School District
    - Dr. James Lynch, East Greenwich Township School District
    - Joseph Nichols, Elk Township School District
    - Dr. James Ruffin, 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-Carneys Point Regional BOE
- John Ogunkanmi, Pennsauken Public Schools
- Mike Brodzik, Pennsville Public School District
- VACANCY**, Salem County Vocational Technical School District
- Corrine 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.
- John W. Geitz, Safety Coordinator – Risk Assessment Services
- Louis J. Greco, Esq. – Fund Solicitor
- Chris Roselli, Claim Administrator – Qual-Lynx
- James D. Weber, Assistant Safety Coordinator – Risk Assessment Services
- Karen Beatty, Client Services Manager – Qual-Lynx
- Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
- Sharon Wilson, Recording Secretary

**F. Risk Management Consultants**

- Christopher Powell/Bonnie Ridolfino, Hardenbergh Insurance Group, Monroe Twp Public Schools
- Alfred T. Kirk, Conner Strong & Buckelew, Pennsauken Public Schools
- John J. Cobb, The Barclay Group, South Harrison Township School District

**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. September 22, 2016 ..... Pages 6-13

**VI. Professional Reports**

**A. Treasurer – MOTION REQUESTED**

- 1. October Approval Memo and Bill List..... Pages 14-15
- 2. November Bill List..... Page 16
- 3. Investment & Budget Reports (September-October 2016)..... Pages 17-26

**B. Attorney**

- 1. Expanded Discipline Jurisdiction Over Student Social Media Content..... Pages 27-28

- C. Claim Administrator
  - 1. Adjuster Pending Report ..... Pages 29-32
  - 2. Lessons from Losses (WC 101)..... Page 33
  
- D. Managed Care Provider
  - 1. Managed Care Reports..... Pages 34-36
  
- E. Student Accident Program
  - 1. Status Report ..... No Report this Month
  
- F. Executive Director/Underwriting & Finance Director Report ..... Pages 37-39
  - 1. EXECUTIVE DIRECTOR
    - a. 2017-18 Membership Renewals..... Summary
    - b. Cyber Claim Examples ..... Page 40
    - c. Cyber Assessment Competition..... Page 41
    - d. SPELL JIF Unmanned Aircraft System Model District Policy ..... Pages 42-47
    - e. Coverage Attorney ..... Summary
    - f. Boiler Operator Training ..... Summary
    - g. State of the JIF Dinner ..... Page 48
    - h. NJSBA/NJASBO/NJASA Fall Conference Update..... Summary
    - i. Mold/Environmental Management Workshop ..... Summary
    - j. SPELLJIF Joint Retreat Attendee Evaluations ..... Summary
    - k. NJSIA Workers’ Compensation Conference ..... Summary
    - l. SPELL HR Helpline ..... Pages 49-50
    - m. Fair Labor Standards Act ..... Summary
    - n. Items Updated on SPELLJIF .COM..... Summary
    - o. Maintaining Safe Schools (10/16)
      - .....E-mailed to Business Administrators
      - (The SPELL JIF purchased the rights to copy this newsletter to Owner Group members only. If you wish to reproduce any part of this newsletter to share with someone within your district, you must first complete the form at the back of the newsletter and submit it to LRP Publications for their approval).*
    - p. Key Dates .....Summary
  - 2. UNDERWRITING AND FINANCE DIRECTOR
    - a. Final Installment 2016-17 Premium Contribution Notices.....Summary
    - b. District/Fund Status ..... Page 51
    - c. SPELL JIF Meeting Minutes ..... Pages 52-55
    - d. 2017-2018 Renewal .....Summary
    - e. Safety Incentive Program Winners-Reimbursement Procedures .....Summary
    - f. Financial Award Winners .....Summary
    - g. Certificates of Insurance Report (9/1/16-10/31/16)..... Pages 56-57
  
- G. Safety Coordinator/Right to Know Coordinator
  - 1. September/October Activities & November ..... Pages 58-59
  - 2. 2016-17 Safety Incentive Program Criteria..... Pages 60-62
  - 3. Safety Incentive Program Status Report..... Pages 63-65
  - 4. Safety Bulletin – Steamer Safety..... Pages 66-67

H. Committee Meetings

1. Strategic Planning – 9/22/16 ..... Pages 68-69
2. Claims Management – 10/19/16 – **MOTION REQUESTED** ..... Pages 70-73

**MOTION REQUESTED** – The Claims Management Committee recommends that the Trustees authorize the Claims Administrator and the JIF Attorney to make “voluntary offers” when, in their opinion, it is in the best interest of the JIF and to report the outcomes at each successive Executive Meeting, similar to an Emergency PAR.

VII. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, January 26, 2016 at 9:00 a.m.** at the Washington Township Board of Education, Administration Building, Sewell, New Jersey.

VIII. Public Comment

IX. **MOTION REQUESTED – Resolution 2016-20** to go into Closed Session.

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

XI. **MOTION REQUESTED – Resolution 2016-21** to approve the Payment Authorization Requests/Items as presented in Closed Session.

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