

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, Deputy Executive Director

MEETING DATE: March 22, 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, March 22, 2018** 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) 446-9139.



Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

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

Thursday, March 22, 2018 – 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**
 - 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
 - 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 Ridolino, 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. January 18, 2018 Pages 6-11

VI. Appointment of a Nominating Committee by Fund Chair

- A. GCSSD and SPELL Term Expirations Page 12

VII. Professional Reports

A. Treasurer – MOTION REQUESTED

- 1. February Approval Memos and Bill List Pages 13-14
- 2. March Bill List Page 15
- 3. Treasurer’s Reports- January/February 2018 Pages 16-25

B. Solicitor	
1. Measuring Seniority/Hidden Liability Exposures.....	Pages 26-27
C. Claim Administrator	
1. Adjuster Pending Report (as of 2/28/18).....	Pages 28-31
2. Open Subrogation Report	Page 32
3. Lessons Learned from Losses- Office Safety	Page 33
D. Managed Care Provider	
1. Managed Care Summary as of 2/28/18	Page 34
2. Average Days to Report as of 2/28/18.....	Page 35
3. Transitional Duty Summary Report as 2/28/18	Page 36
E. Student Accident Program	
1. Status Report	Pages 37-39
F. Executive Director/Underwriting & Finance Director Report	Pages 40-42
1. EXECUTIVE DIRECTOR	
a. 2018-19 Membership Renewals.....	Summary
b. Certificate of Insurance Module Update	Summary
c. NJSJA Workers' Compensation Conference	Pages 43-46
d. State of the JIF Dinner.....	Summary
e. Proposed Meeting Dates 2018-19.....	Page 47
f. SPELL HR Helpline-Environ Client Usage Report	Pages 48-49
g. Items Updated on SPELLJIF.COM.....	Summary
h. Maintaining Safe Schools.....	Summary
i. Key Dates	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. District/Fund Incurred Losses Report	Pages 50
b. Financial Audit-June 30, 2017- MOTION REQUESTED	Pages 51-75
c. Resolution 2017-23 Surplus Release- MOTION REQUESTED	Pages 76-77
d. 2018-2019 Exposure Renewal	Summary
e. Safety Incentive Program Winners-Reimbursement Procedure	Summary
f. RMC Resolutions and Agreements	Summary
g. Certificates of Insurance Report-1/1/18-2/28/18.....	Pages 78-79
G. Safety Coordinator/Right to Know Coordinator	
1. January/February Activities and March/April Agenda	Page 80-81
2. Safety Incentive Program-Status Report	Pages 82-84
3. Safety Spotlight-OSHA Mandated Safety Training	Pages 85-86
4. Safety Spotlight-OSHA Bloodborne Pathogens Standard.....	Pages 87-88
H. Committee Meetings	
1. Finance – 2/ 8/2018	Pages 89-91
VIII. Budget Hearing – MOTION REQUESTED – Adopt Preliminary Budget.....	Page 92

IX. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, May 17, 2018** at noon at the Bridgeport Holiday Inn, 1 Pureland Drive, Swedesboro, New Jersey.

X. Public Comment

XI. MOTION REQUESTED – Resolution 2017-24 to go into Closed Session.

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

XIII. MOTION REQUESTED – Resolution 2017-25 to approve the Payment Authorization Requests/Items as presented in Closed Session.

XIV. MOTION REQUESTED to Adjourn the Meeting.