

GCSSD JIF

Gloucester, Cumberland, Salem School Districts Joint Insurance Fund



**Please note that
the meeting start
time is 1:00 pm.**

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 16, 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, November 16, 2017** beginning at **1:00 pm** 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, November 16, 2017 – 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. **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. September 21, 2017..... Pages 6-13

VI. Professional Reports

A. Treasurer – MOTION REQUESTED

- 1. October Approval Memos and Bill List..... Pages 14-15
- 2. November Bill List..... Page 16
- 3. Treasurer’s Reports- (September/October 2017)..... Pages 17-26

B. Solicitor

- 1. NJ Courts Continue Expansion of Bullying Liability for SchoolsPages 27-28

- C. Claim Administrator
 - 1. Adjuster Pending Report (as of 10/31/17)..... Pages 29-32
 - 2. Notice of Subrogation Abandonment Report Page 33
 - 3. Open Subrogation Report Pages 34-35
 - 4. Lessons Learned from Losses-Investing in Safety Page 36

- D. Managed Care Provider
 - 1. Managed Care Summary as of 10/31/17 Page 37
 - 2. Average Days to Report as of 10/31/17..... Page 38
 - 3. Transitional Duty Summary Report as of 10/31/17 Page 39

- E. Student Accident Program
 - 1. Status ReportNo report

- F. Executive Director/Underwriting & Finance Director ReportPages 40-42
 - 1. EXECUTIVE DIRECTOR
 - a. 2018-19 Membership Renewals..... Summary
 - b. Certificates of Insurance-Additional Insured Recommendation Summary
 - c. SPELL JIF Information Technology Advisory Committee Summary
 - d. Cyber Audit-Thank You from WTBOE Page 43
 - e. SPELL HR Helpline Pages 44-45
 - f. State of the Fund Dinner..... Page 46
 - g. Mold-Environmental Management Workshop Summary
 - h. Boiler Operator Training Summary
 - i. SPELL JIF Joint Retreat Attendee Evaluations Summary
 - j. NJSBA/NJASBO/NJASA Fall Conference Update Summary
 - k. NJSIA Worker’s Compensation Conference..... Summary
 - l. Items Updated on SPELL JIF.COM..... Summary
 - m. Maintaining Safe Schools..... Summary
 - n. Key Dates Summary

 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. Final Installment 2017-18 Premium Contribution Notices..... Summary
 - b. Incurred Losses Report Page 47
 - c. SPELL JIF Meeting Minutes Pages 48-51
 - d. 2018-2019 Exposure Renewal and Budget Process Summary
 - e. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - f. Financial Award Winners Summary
 - g. Certificates of Insurance Report-9/01/17–10 /31/17 Pages 52-53

- G. Safety Coordinator/Right to Know Coordinator
 - 1. September/October Activities and November Agenda Pages 54-55
 - 2. Safety Incentive Program Status Report Pages 56-58

- H. Committee Meetings
 - 1. Strategic Planning – 9/21/2017..... Pages 59-60
 - 2. Claims Management – 11/2/2017 Verbal

VII. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, January 18, 2018** at 9:00 am at the Washington Township BOE Administration Offices in Sewell, New Jersey.

VIII. Public Comment

IX. **MOTION REQUESTED – Resolution 2017-19** to go into Closed Session.

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

XI. **MOTION REQUESTED – Resolution 2017-20** to approve the Payment Authorization Requests/Items as presented in Closed Session.

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