

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: January 23, 2020

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Thursday, January 23, 2020** 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, January 23, 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. November 21, 2019 Pages 6-12

VI. Professional Reports

A. Treasurer – MOTION REQUESTED

1. December Approval Memo and Bill List..... Pages 13-14
2. January Bill List Page 15
3. Treasurer’s Reports-November/December 2019 Pages 16-25

- B. Solicitor
 - 1. Favorable Appellate Court Bullying Decision.....Pages 26-27
 - C. Claims Administrator
 - 1. Adjuster Pending Report – December, 2019Pages 28-29
 - 2. Open Subrogation Report – December, 2019..... Page 30
 - 3. Lessons Learned from Losses-Winter Weather Claims..... Page 31
 - D. Managed Care Provider
 - 1. Managed Care Summary - 12/31/19..... Page 32
 - 2. Average Days to Report - 12/31/19 Page 33
 - 3. Transitional Duty Days – 12/31/19 Page 34
 - E. Student Accident Program
 - 1. Status Report..... Verbal
 - F. Executive Director/Underwriting & Finance Director Report..... Pages 35-36
 - 1. EXECUTIVE DIRECTOR
 - a. 2020-21 Membership Renewals..... Summary
 - b. State of the JIF Dinners-Survey Responses..... Pages 37-47
 - c. 2020 PRIMA Conference..... Summary
 - d. Items Updated on SPELLJIF.COM..... Summary
 - e. Maintaining Safe Schools..... Summary
 - f. Key Dates Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report Page 48
 - b. 2020-2021 Exposure Renewal and Budget Process Summary
 - c. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - d. Financial and Timely Reporting Award Winners..... Summary
 - e. Certificates of Insurance Report-11/01/19–12/31/19 Page 49
 - G. Safety Coordinator/Right to Know Coordinator
 - 1. November/December Activities and January/February Agenda Pages 50-51
 - 2. Safety Incentive Program Update 2019-20 Pages 52-54
 - 3. Safety Notice–CDL Drug & Alcohol Clearinghouse FAQs.....Posted to SPELL Website
 - H. Committee Meetings - None
- VII. Miscellaneous Business**
- The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, March 26, 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 2019-21** to go into Closed Session.
- X. MOTION REQUESTED –** to come out of Closed Session.

- XI. MOTION REQUESTED – Resolution 2019-22** to approve the Payment Authorization Requests/Items as presented in Closed Session.

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