

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: March 28, 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, March 28, 2019** 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) 446-9139.



Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

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

Thursday, March 28, 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. **2018-19 Trustees**
 - Joseph Collins, Elk Township School District, **Chair** (SPELL Alternate)
 - 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
 - Margaret F. Meehan, Washington Township BOE (SPELL Trustee)
 - Pam Zook, Oldmans Township BOE
 - B. **2018-19 Alternate Trustees**
 - Lisa Schulz, Monroe Township Public Schools
 - John Ogunkanmi, Pennsauken Public Schools
 - C. **2018-19 Delegates**
 - Todd Reitzel, Deptford Township Public School District
 - Janecia Smith, Fairfield Township School District
 - Scott Campbell, Greenwich Township School District
 - Henry Bermann, Pennsville Public School District
 - Ken Verrill, Penns Grove-Carneys Point Regional BOE
 - John Bolil, Salem County Vo-Tech School District/Salem County SSSD
 - Jason Schimpf, South Harrison Township School District
 - Denise DiGiandomenico, Wenonah BOE
 - Rose Wang Chin, Woodstown-Pilesgrove Regional School District
 - D. **2018-19 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
- 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 – Gallagher
- Scott C. Tennant, Area Vice President – Gallagher
- Brad Hoffman, Area Executive Vice President – Gallagher
- Jennifer Fox, Sr. Account Manager – 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 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 17, 2019 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 Memo and Bill List Pages 13-14
2. March Bill List Page 15

3.	Treasurer's Reports- January/February 2019	Pages 16-25
B.	Solicitor	
1.	Impact of NJ CUMMA on Workplace Drug Testing	Pages 26-27
C.	Claim Administrator	
1.	Adjuster Pending Report as of 2/28/2019	Pages 28-31
2.	Open Subrogation Report	Page 32
3.	Lessons Learned from Losses- Defusing Conflict	Page 33
D.	Managed Care Provider	
1.	Managed Care Summary – 2/28/2019	Page 34
2.	Average Days to Report - 2/28/2019	Page 35
3.	Transitional Duty Report – 2/28/2019	Page 36
E.	Student Accident Program	Page 37
F.	Executive Director/Underwriting & Finance Director Report	Pages 38-40
1.	EXECUTIVE DIRECTOR	
a.	2019-20 Membership Renewals	Summary
b.	NJSIA Workers' Compensation Conference	Pages 41-44
c.	Proposed Meeting Dates for 2019-20	Page 45
d.	SPELL HR Helpline Activity Report	Page 46
e.	Items Updated on SPELLJIF.COM	Summary
f.	Maintaining Safe Schools	Summary
g.	Key Dates	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	District/Fund Incurred Losses Reports	Page 47
b.	Financial Audit-June 30, 2018- MOTION REQUESTED	Pages 48-64
c.	Resolution 2018-26 Surplus Release- MOTION REQUESTED	Pages 65-66
d.	Timely Claim Reporting-New Annual Award- MOTION REQUESTED	Summary
e.	2019-2020 Exposure Renewal and Budget Process	Summary
f.	RMC Resolutions and Agreements	Summary
g.	Safety Incentive Program Winners-Reimbursement Procedure	Summary
h.	Certificates of Insurance Report-1/01/19-2/28/19	Pages 67-69
G.	Safety Coordinator/Right to Know Coordinator	
1.	February/March Activities and April Agenda	Pages 70-71
2.	2018-19 SIP Status Report	Pages 72-74
H.	Committee Meetings	
1.	Finance – 2/14/2019	Pages 75-76
VIII.	Budget Hearing – MOTION REQUESTED – Adopt Preliminary Budget	Page 77
IX.	Miscellaneous Business	

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, May 16, 2019 at noon** at the Holiday Inn, Swedesboro, 1 Pureland Drive, Swedesboro, New Jersey.

X. Public Comment

XI. MOTION REQUESTED – Resolution 2018-27 to go into Closed Session.

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

XIII. MOTION REQUESTED – Resolution 2018-28 to approve the Payment Authorization Requests/ Items as presented in Closed Session.

XIV. MOTION REQUESTED to Adjourn the Meeting.

XV. Professional Development – Social Media and Investigation Tools

There will be a short presentation by Nate Reber of Prime Source Investigations on when social media investigation is appropriate and the various tools available. Member attendance is voluntary.