

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: May 16, 2019



Reminder: different location and time this meeting!

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Thursday, May 16, 2019** beginning at **12:00 noon** at the Holiday Inn Philadelphia South-Swedesboro, 1 Pureland Drive, Swedesboro, New Jersey 08085.

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

Holiday Inn Philadelphia South-Swedesboro
1 Pureland Drive
Swedesboro, New Jersey 08085

Thursday, May 16, 2019 – 12:00 noon

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
 - Heather Mayhew, 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. March 28, 2019 Pages 8-14

VI. Budget Hearing – MOTION REQUESTED

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2019-2020 Budget – **ADOPTION**..... Page 15

VII. Election of Trustees, Alternates, SPELL Delegates

- A. Nominating Committee Recommendations..... Page 16

MOTION REQUESTED – to Accept Other Nominations

MOTION REQUESTED – to Close Nominations

MOTION REQUESTED – to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on Page 16.

Election of Officers - **MOTION REQUESTED** – to Elect:

Chair – Joe Collins, Elk Township

Vice Chair – Cherie Bratty, Upper Deerfield Township

Secretary – Christopher Rodia, Westville/Woodbury Heights

VIII. Professional Reports

A. Treasurer – **MOTION REQUESTED**

1. April Approval Memo and Bill List..... Pages 17-18
2. May Bill List..... Page 19
3. Treasurer’s Reports- March/April 2019 Pages 20-24/Handout

B. Solicitor

1. Part-Time Seniority Rights.....Pages 25-27

C. Claims Administrator

1. Adjuster Pending Report – April 2019.....Pages 28-31
2. Open Subrogation Report –April 2019..... Page 32
3. Lessons Learned from Losses-Mold Prevention Page 33

D. Managed Care Provider

1. Managed Care Summary - 4/30/19..... Page 34
2. Average Days to Report - 4/30/19 Page 35
3. Transitional Duty Days – 4/30/19 Page 36

E. Student Accident Program

1. Status Report..... No Report

F. Executive Director/Underwriting & Finance Director Report..... Pages 37-39

1. EXECUTIVE DIRECTOR

- a. 2019-20 Membership Renewals-**MOTION REQUESTED** Summary
- b. NJSIA Workers’ Compensation Conference..... Summary
- c. Mold, Environmental and IAQ Best Practices-July 17, 2019 Summary
- d. Cyber Security Symposium-July 24, 2019-Save the Date Page 40
- e. Boiler Operator Refresher Training-August 6, 2019 Summary
- f. SPELL JIF Joint Retreat-September 25-27, 2019 Summary
- g. State of the JIF Dinner-Save the Date Summary
- h. Items Updated on SPELLJIF.COM..... Summary
- i. Maintaining Safe Schools..... Summary
- j. Key Dates Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Reports Page 41
- b. 2019-2020 Renewal Summary
- c. SPELL JIF Meeting Minutes Pages 42-46
- d. RMC Resolutions and Agreements Summary
- e. 2019-2020 Contribution Notices Summary
- f. Surplus Return Resolutions..... Summary
- g. 2018-2019 Administrative Matter Defense Reimbursement..... Summary
- h. Certificates of Insurance Summary
- i. Auto ID Cards Summary
- j. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
- k. Certificates of Insurance Report-03/01/19–04/30/19 Pages 47-48

G. Safety Coordinator/Right to Know Coordinator

- 1. April Activities and May/June Agenda Pages 49-50
- 2. Safety Incentive Program Status Reports Pages 51-53
- 3. NJMVC Safety Notice Page 54

H. Committee Meetings

- 1. Joint Safety/Claims – 04/03/19 Pages 55-58
- 2. Finance – 05/01/19 Pages 59-60

IX. MOTION REQUESTED – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.

X. 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
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- John Ogunkanmi, Pennsauken Public Schools

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- Heather Mayhew, Pennsville Public School District
- Ken Verrill, Penns Grove-Carneys Point Regional BOE
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- Jason Schimpf, South Harrison Township School District
- Margaret F. Meehan, Washington Township BOE
- Denise DiGiandomenico, Wenonah BOE
- Rose Wang Chin, Woodstown-Pilesgrave Regional School District (SPELL Alternate)

D. 2019-2020 Alternate Delegates

- Vacancy, Deptford Township Public School District
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- 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

XI. 2019-20 Oaths of Office

- A. ChairHandout
- Vice ChairHandout
- SecretaryHandout
- Trustees (4)Handout
- Alternate Trustees (3).....Handout

XII. 2019-20 Reorganization Resolutions – ADOPTION

- A. Reorganization Resolutions
 - 1. 2019-01 Appointing Professional Staff Pages 61-63
 - 2. 2019-02 Adopting Procedures in Compliance with the Open Public Meetings Act
 Pages 64-65
 - 3. 2019-03 Adopting Fiscal Policies and Procedures Pages 66-68
 - 4. 2019-04 Designation of Signatories-Operating Account Page 69
 - 5. 2019-05 Designation of Signatories-Claim Imprest Account Page 70
 - 6. 2019-06 Designating the Public Agency Compliance Officer Page 71
 - 7. 2019-07 Appointing Defense Attorneys Pages 72-73
 - 8. 2019-08 Appointing Panel Physicians Pages 74-76
 - 9. 2019-09 Appointing Certifying and Approving Officer Pages 77-78
 - 10. 2019-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months
 Page 79
 - 11. 2019-11 Designation of Signatories-Disbursement Vouchers Page 80
 - 12. 2019-12 Approving the Risk Management Program Page 81
 - 13. 2019-13 Affirming Fund Policies Pages 82-84
 - 14. 2019-14 Designating Public Records Custodian Page 85
- B. Committee Appointments (Discretion of the Fund President) Discussion

XIII. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, September 19, 2019 at 1:00 pm** at the Washington Township BOE Offices, 206 E. Holly Avenue, Sewell, NJ, 08080.

XIV. Public Comment

XV. MOTION REQUESTED – Resolution 2019-15 to go into Closed Session.

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

XVII. MOTION REQUESTED – Resolution 2019-16 to approve the Payment Authorization Requests/ Items as presented in Closed Session.

XVIII. MOTION REQUESTED to Adjourn the Meeting.

XIX. Professional Development – Mercury and Gym Floors

There will be a short presentation by Josh Cupriks, a Certified Industrial Hygienist of WCD Group on how to best identify and manage rubber gym floors that may or may not have been set using mercury adhesive. Member attendance is voluntary.