

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 21, 2020

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Executive Committee Meeting to be held electronically on **Thursday, May 21, 2020** with Open Session beginning at **1:00 p.m.**

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

Teleconferencing meeting via WebEx

Call+1 630 285 5999

Access Code: 988 311 470

Thursday, March 26, 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. MOTION REQUESTED-Resolution 2019-26 to approve Payment Authorization Request(s) as distributed to the Trustees and Fund Commissioners on a confidential basis prior to board meeting.

VI. Approval of Minutes – ADOPTION

A. March 26, 2020 Pages 8-13

VII. Budget Hearing – MOTION REQUESTED

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2020-2021 Budget – **ADOPTION** Page 14

VIII. Election of Trustees, Alternates, SPELL Delegates

A. Nominating Committee Recommendations Page 15

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 15.

IX. Election of Officers - MOTION REQUESTED – to Elect:

Chair – Cherie Bratty, Upper Deerfield Township

Vice Chair – Joe Collins, Elk Township

Secretary – Chris Rodia, Westville/Woodbury Heights

X. Professional Reports

A. Treasurer – **MOTION REQUESTED**

1. April Approval Memo and Bill List Pages 16-17

2. May Bill List Page 18

3. Treasurer’s Reports-March/April 2020..... Pages 19-28

B. Solicitor

1. Tenure of a Stipend Position..... Pages 29-30

C. Claims Administrator

1. Adjuster Pending Report – April 2020Pages 31-32

2. Open Subrogation Report – April 2020..... Page 33

3. Lessons Learned from Losses-Mold Prevention Page 34

D. Managed Care Provider

1. Managed Care Summary - 4/30/20 Page 35

2. Average Days to Report - 4/30/20..... Page 36

3. Transitional Duty Days – 4/20/20 Page 37

4. Qual-Lynx Virtual Care Pages 38-39

E. Student Accident Program

1. Status Report No Report

F. Executive Director/Underwriting & Finance Director Report Pages 40-42

1. EXECUTIVE DIRECTOR

a. 2020-21 Membership Renewals-**MOTION REQUESTED**Summary

b. NJSIA Workers’ Compensation Conference – Rescheduled.....Summary

c. Mold, Environmental and IAQ Best Practices – July 15, 2020Summary

d. Cyber Security Symposium – July 29, 2020.....Summary

e. Boiler Operator Refresher Training – August 4, 2020.....Summary

f. SPELL JIF Joint Retreat – September 23-25, 2020.....Summary

g. State of the JIF Dinner – December 2, 2020-Save the Date!Summary

h. COVID-19 Advice and Gallagher Resource Page Page 43

i. Items Updated on SPELLJIF.COMSummary

j. Maintaining Safe SchoolsSummary

k. Key Dates.....Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Report..... Page 44
- b. 2019-2020 RenewalSummary
- c. RMC Resolutions and Agreements.....Summary
- d. 2019-2020 Contribution Notices.....Summary
- e. Surplus Return ResolutionsSummary
- f. 2018-2019 Administrative Matter Defense ReimbursementSummary
- g. Certificates of Insurance.....Summary
- h. Auto ID CardsSummary
- i. Safety Incentive Program Winners-Reimbursement Procedure.....Summary
- j. Certificates of Insurance Report-03/01/20–04/30/20..... Page 45

G. Safety Coordinator/Right to Know Coordinator

- 1. March/April Activities and May AgendaVerbal
- 2. Safety Incentive Program UpdateVerbal

H. Committee Meetings

- 1. Finance – 05/15/20Verbal

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

XII. Roll Call

A. **2020-2021 Trustees**

- Cherie Bratty, Upper Deerfield Township School District, **Chair** (SPELL Trustee)
- Joseph Collins, Elk Township School District, **Vice Chair** (SPELL Trustee)
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- Vacancy, Woodstown-Pilesgrove RSD

XIII. 2020-21 Oaths of Office

- A. Chair Will Be Sent Via Email
- Vice Chair Will Be Sent Via Email
- Secretary Will Be Sent Via Email
- Trustees (4)..... Will Be Sent Via Email
- Alternate Trustees (2) Will Be Sent Via Email

XIV. 2020-21 Reorganization Resolutions – ADOPTION

- A. Reorganization Resolutions
 - 1. 2020-01 Appointing Professional Staff Pages 46-48
 - 2. 2020-02 Adopting Procedures in Compliance with the Open Public Meetings Act
 Pages 49-50
 - 3. 2020-03 Adopting Fiscal Policies and Procedures Pages 51-53
 - 4. 2020-04 Designation of Signatories-Operating Account Page 54
 - 5. 2020-05 Designation of Signatories-Claim Imprest Account Page 55
 - 6. 2020-06 Designating the Public Agency Compliance Officer Page 56
 - 7. 2020-07 Appointing Defense Attorneys Pages 57-58
 - 8. 2020-08 Appointing Panel Physicians..... Pages 59-61
 - 9. 2020-09 Appointing Certifying and Approving Officer Pages 62-63
 - 10. 2020-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months
 Page 64
 - 11. 2020-11 Designation of Signatories-Disbursement Vouchers Page 65
 - 12. 2020-12 Approving the Risk Management Program Page 66
 - 13. 2020-13 Affirming Fund Policies Pages 67-69
 - 14. 2020-14 Designating Public Records Custodian Page 70
- B. Committee Appointments (Discretion of the Fund President)..... Discussion

XV. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **September 17, 2020 at 1:00 pm** at the Washington Township BOE Offices, 206 E. Holly Avenue, Sewell, New Jersey.

XVI. Public Comment

XVII. MOTION REQUESTED to Adjourn the Meeting.