

GCSSD JIF

Gloucester, Cumberland, Salem School Districts Joint Insurance Fund



Note: New Meeting Time – 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: September 18, 2018

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Tuesday, September 18, 2018** 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

Tuesday, September 18, 2018 – 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, Secretary, Westville Public School District/Woodbury Heights BO
 - Donna Contrevo, Gateway Regional School District/National Park Boro School District
 - Brian E. Ferguson, Penns Grove-Carneys Point Regional BOE (SPELL Alternate)
 - Greg Wilson, East Greenwich Township School District
 - Margaret F. Meehan, Washington Township BOE (SPELL Trustee)
 - B. **2018-19 Alternate Trustees**
 - Lisa Schulz, Monroe Township Public Schools
 - Richard Davidson, Pennsville Public School District
 - C. **2018-19 Delegates**
 - Todd Reitzel, Deptford Township Public School District
 - Janecia Smith, Fairfield Township School District
 - Scott Campbell, Greenwich Township School District
 - Pam Zook, Oldmans Township BOE
 - Noreen Boston, Pennsauken Public Schools
 - John Bolil, Salem County Vo-Tech School District/Salem County SSSD
 - Jason Schimpf, South Harrison Township School District
 - Kelly Brazelton, 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
- 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 – Gallagher
- Scott C. Tennant, Area Vice President – Gallagher
- Brad Hoffman, Area Vice President – Gallagher
- Jennifer Fox, Sr. Account Manager – Gallagher
- Annette Reap, Executive Coordinator - 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
- Sharon Wilson, 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 2018-17 to approve the Payment Authorization Requests/Items as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

A. May 17, 2018..... Pages 6-14

VII. MOTION REQUESTED - Adoption of Amended Budget	Page 15
VIII. Professional Reports	
A. Treasurer – MOTION REQUESTED	
1. June through August Approval Memos and Bill Lists	Pages 16-21
2. September Bill List	Page 22
3. Treasurer’s Reports- May through August 2018.....	Pages 23-42
B. Solicitor	
1. Recent Labor Law Decisions.....	Pages 43-44
C. Claim Administrator	
1. Adjuster Pending Report (as of 8/31/18).....	Pages 45-48
2. Open Subrogation Report	Page 49
3. Lessons Learned from Losses- Safe Lifting	Page 50
D. Managed Care Provider	
1. Managed Care Reports 2017-18 Year End	Pages 51-52
2. Managed Care Summary as of 8/31/18	Page 53
3. Average Days to Report as of 8/31/18.....	Page 54
E. Student Accident Program	Page 55
F. Executive Director/Underwriting & Finance Director Report	Pages 56-59
1. EXECUTIVE DIRECTOR	
a. Welcome New Members/Delegates	Summary
b. 2018 Spring AGRIP Conference Reports	Pages 60-62
c. Environmental Management Seminar.....	Pages 63-66
d. Boiler Operator Refresher Training	Summary
e. SPELL JIF Joint Retreat	Summary
f. NJSBA/NJASBO/NJASA Fall Conference	Summary
g. State of the JIF Dinner.....	Summary
h. Items Updated on SPELLJIF.COM.....	Summary
i. 2019-20 Membership Renewals.....	Summary
j. Maintaining Safe Schools	Summary
k. Key Dates	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. District/Fund Incurred Losses Report	Page 67
b. Second Installment 2018-19 Premium Contribution Notices	Summary
c. 2018-2019 Plan of Risk Management.....	Summary
d. 2019-2020 Exposure Renewal and Budget Process	Summary
e. Duff & Phelps Questionnaire	Summary
f. NJ DOL Compliance Enforcement Cross Match.....	Summary
g. 2017-2018 & 2018-2019 Administrative Matter Defense Reimbursement	Summary
h. Certificates of Insurance Report-5/1/18-8/31/18.....	Pages 68-75

G. Safety Coordinator/Right to Know Coordinator

1. May/June/July/August Activities and September/October AgendaPage 76-77
2. Safety Notices Pages 78-81

H. Committee Meetings - None

IX. MOTION REQUESTED – Resolution 2018-18 to meet in Closed Session on **Thursday, November 15, 2018** at the Washington Township BOE Offices, 206 E. Holly Avenue, Sewell, New Jersey 08080.

X. Miscellaneous Business and Public Comment

XI. MOTION REQUESTED to Adjourn the Meeting.