

## **GCSSD JIF**

### **Gloucester, Cumberland, Salem School Districts Joint Insurance Fund**

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**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

**SUBJECT: AGENDA PACKET**

Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Thursday, September 19, 2019** 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, September 19, 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. **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
    - Janecia Smith, 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
- 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 GCCSSD 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. May 16, 2019..... Pages 6-14

**VI. Professional Reports**

**A. Treasurer – MOTION REQUESTED**

- 1. June thru August Approval Memos and Bill Lists..... Pages 15-20
- 2. September Bill List..... Page 21
- 3. Treasurer’s Reports-May thru August 2019..... Pages 22-41

B. Solicitor	
1. Recent Court Decisions .....	Pages 42-43
C. Claims Administrator	
1. Adjuster Pending Report – August 2019 .....	Pages 44-45
2. Emergency PAR Stewardship Reports .....	Pages 46-47
3. Open Subrogation Report – August 2019 .....	Page 48
4. Lessons Learned from Losses-Safe Lifting .....	Page 49
D. Managed Care Provider	
1. Managed Care Reports 2018-19 Year End .....	Pages 50-53
2. Managed Care Summary - 8/28/19.....	Page 54
3. Average Days to Report - 8/28/19 .....	Page 55
4. Transitional Duty Days – 8/28/19 .....	Page 56
E. Student Accident Program	
1. Status Report.....	Page 57
F. Executive Director/Underwriting & Finance Director Report.....	Pages 58-62
1. EXECUTIVE DIRECTOR	
a. Welcome New Members/Delegates .....	Summary
b. 2020-21 Membership Renewals .....	Summary
c. NJSIA WC Conference .....	Pages 63-71
d. 2019 PRIMA Conference Reports .....	Pages 72-74
e. Environmental Management Seminar Held on July 17, 2019 .....	Pages 75-79
f. 2019 Mold Seminar Follow-Up Survey for EHRIP Services .....	Summary
g. Mold Claim Reporting Update .....	Summary
h. Cyber Security Symposium – July 24, 2019 .....	Pages 80-90
i. Technology Risk Management Services Proposal by CyZen.....	Summary
j. STOP!T/WeTip Reminder .....	Summary
k. Drone Coverage Reminder .....	Summary
l. November Professional Development .....	Summary
m. Boiler Operator Refresher Training Held on August 6, 2019.....	Summary
n. SPELL JIF Joint Retreat – September 25-27, 2019 .....	Pages 91-92
o. NJSBA/NJASBO/NJASA Fall Conference .....	Summary
p. State of the Fund Dinner – December 5, 2019 .....	Summary
q. Items Updated on SPELLJIF.COM.....	Summary
r. Maintaining Safe Schools .....	Summary
s. Key Dates .....	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. District/Fund Incurred Losses Reports .....	Page 93
b. 2019-2020 Plan of Risk Management.....	Summary
c. Second Installment 2019-20 Premium Contribution Notices .....	Summary
d. 2020-2021 Exposure Renewal and Budget Process .....	Summary
e. Duff & Phelps Questionnaire .....	Summary
f. NJ DOL Compliance Enforcement Cross Match.....	Summary
g. 2018-19/2019-20 Administrative Matter Defense Reimbursement.....	Summary
h. Certificates of Insurance Report-5/01/19–8 /31/19 .....	Pages 94-100

- G. Safety Coordinator/Right to Know Coordinator
  - 1. May thru August Activities and Sept/Oct Agenda ..... Pages 101-102
  - 2. Safety Incentive Program Update 2018-19 ..... Pages 103-105
  - 3. Back to School Safety Notice ..... Pages 106-107
- H. Committee Meetings
  - 1. 2019-20 Committee Appointments .....Page 108
  - 2. Strategic Planning – 9/19/19..... Summary

**VII. Miscellaneous Business**

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, November 21, 2019 at 1:00 pm** at the Washington Township BOE Offices, 206 E. Holly Avenue, Sewell, NJ, 08080.

**VIII. Public Comment**

**IX. MOTION REQUESTED – Resolution 2019-17** to go into Closed Session.

**X. MOTION REQUESTED –** to come out of Closed Session.

**XI. MOTION REQUESTED – Resolution 2019-18** to approve the Payment Authorization Requests/ Items as presented in Closed Session.

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