

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, Deputy Executive Director

MEETING DATE: November 15, 2018

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Thursday, November 15, 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

Thursday, November 15, 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
 - 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
- 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. Approval of Minutes – ADOPTION

- A. September 18, 2018..... Pages 6-12

VI. Professional Reports

A. Treasurer – MOTION REQUESTED

- 1. October Approval Memo and Bill List Pages 13-14
- 2. November Bill List..... Page 15
- 3. Treasurer’s Reports- September through October 2018..... Pages 16-25

B. Solicitor	
1. Certificate of Insurance Management	Pages 26-28
C. Claim Administrator	
1. Emergency PAR Stewardship Reports	Pages 29-31
2. Adjuster Pending Report as of 10/31/18	Pages 32-35
3. Open Subrogation Report	Page 36
4. Lessons Learned from Losses- Winter Weather Hazards.....	Page 37
D. Managed Care Provider	
1. Managed Care Summary - 10/31/18.....	Page 38
2. Average Days to Report - 10/31/18	Page 39
3. Transitional Duty Report – 10/31/18	Page 40
E. Student Accident Program	No Report
F. Executive Director/Underwriting & Finance Director Report	Pages 41-43
1. EXECUTIVE DIRECTOR	
a. 2019-20 Membership Renewals.....	Summary
b. NJSBA/NJASBO/NJASA Fall Conference Follow-up.....	Summary
c. State of the JIF Dinner.....	Page 44
d. Mold/Environmental Management Workshop	Summary
e. SPELL JIF Joint Retreat Attendee Evaluations.....	Summary
f. NJSIA Workers’ Compensation Conference.....	Summary
g. Resolution 2018-19 Destruction of Medlogix Claim Files-MOTION REQUESTED	Page 45
h. SPELL JIF Information Technology Advisory Committee	Summary
i. SPELLJIF.COM – Forums.....	Summary
j. Items Updated on SPELLJIF.COM.....	Summary
k. Maintaining Safe Schools	Summary
l. Key Dates	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. Final Installment 2018-19 Premium Contribution Notices.....	Summary
b. District/Fund Incurred Losses Report	Page 46
c. SPELL JIF Meeting Minutes	Pages 47-51
d. Resolution 2018-20 SPELL Membership Renewal-MOTION REQUESTED	Page 52
e. 2019-2020 Exposure Renewal and Budget Process	Summary
f. Safety Incentive Program Winners-Reimbursement Procedures	Summary
g. Financial Award Winners	Summary
h. Certificates of Insurance Report-9/1/18-10/31/18.....	Pages 53-55
G. Safety Coordinator/Right to Know Coordinator	
1. September/October Activities and November Agenda.....	Page 56-57
2. SIP 2018-19 Criteria	Pages 58-60
3. SIP Status Report.....	Pages 61-63
H. Committee Meetings	
1. Strategic Planning – 9/18/18.....	Pages 64-65

VII. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, January 17, 2019** at the Washington Township BOE Offices, 206 E. Holly Avenue, Sewell, New Jersey 08080.

VIII. Public Comment

IX. MOTION REQUESTED – Resolution 2018-21 to go into Closed Session.

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

XI. MOTION REQUESTED – Resolution 2018-22 to approve the Payment Authorization Requests/ Items as presented in Closed Session.

XII. MOTION REQUESTED to Adjourn the Meeting.