

**GLOUCESTER, CUMBERLAND, SALEM SCHOOL DISTRICTS
JOINT INSURANCE FUND**

**Holiday Inn Philadelphia South-Swedesboro
1 Pureland Drive
Swedesboro, NJ 08085**

OPEN SESSION MINUTES

Thursday, May 23, 2024

I. MEETING CALLED TO ORDER

A meeting of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF) was held remotely on May 23, 2024, beginning at 12:45 pm, with Joseph Collins, Chair, presiding.

II. STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

Notice of this meeting was given by sending sufficient notice herewith to the *Gloucester County Times*, *Bridgeton Evening News*, and *Today's Sunbeam*; by filing advance written notice of this meeting with each member district, and by 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

2023-2024 Trustees answering to roll call:

Joseph Collins, Elk Township SD/Delsea Regional SD, **Chair** (SPELL Trustee)

Greg Wilson, East Greenwich Township School District, **Vice Chair**

Pam Zook, Oldmans Township BOE, **Secretary**

John Ogunkanmi, Pennsauken Public Schools

Lisa Schulz, Monroe Township Public Schools

Scott Campbell, Greenwich Township School District (SPELL Trustee)

Heather Mayhew, Pennsville Public School District (SPELL Alternate)

2023-2024 Trustees answering to roll call:

None

2023-2024 Alternate Trustees present:

Frank Maurer, Salem County SSSD/Salem County Vo-Tech SD (SPELL Alternate)

2023-2024 Alternate Trustees not present:

Christopher DeStratis, Penns Grove-Carneys Point Regional BOE

2023-2024 Delegates present:

Ron Latham, Deptford Township Public School District

Kim Fleetwood, Greenwich-Cumberland/Stow Creek

Michael Twardowski, Upper Deerfield Township School District

Shannon DuBois-Brody, Woodstown-Pilesgrove Regional School District

2023-2024 Delegates not present:

Dr. Sean McCarron, Fairfield Township School District

Janice Grassia, Gateway Regional SD/Woodbury Heights BOE

Lauren Granate, National Park Boro SD/Westville PSD
Christian Albadine, South Harrison Township School District
Denise DiGiandomenico, Wenonah BOE

2023-2024 Alternate Delegates present:

Dr. Frank Badessa, Upper Deerfield Township School District
Edgar S. Keepers, Wenonah BOE

District Personnel present:

Jorgelina Sime, Pennsauken Public Schools
Josette Carter, Fairfield Township School District
Kristine Height, Wenonah BOE

Fund Professionals

Craig H. Wilkie, RPA/Gallagher – JIF Administrator
Brad Hoffman, RPA/Gallagher – JIF Administrator
Kim Hill, Account Manager - RPA/Gallagher – JIF Administrator
Lorraine Verrill, CPA, Verrill & Verrill, LLC – JIF Treasurer
Patrick Madden, Esquire – JIF Solicitor
Chris Roselli, Qual-Lynx - Claims Administrator
Karen Beatty, Qual-Lynx – Managed Care
Christine Gallagher, Qual-Lynx – Managed Care
Danielle Colaianni, Hardenbergh Insurance - Student Accident Program
John W. Geitz, Risk Assessment Services – Safety Coordinator
Rick Hillman, Ironwood Consulting LLC - Virtual Safety Director
Joe Biluck, Risk Assessment Services – Assistant Safety Coordinator

Risk Management Consultants

Hardenbergh Insurance Group – Greenwich Twp/Monroe Twp

IV. CONDUCT OF MONTHLY MEETING – MOTION REQUESTED

A request is made by the Trustees of the GCSSD JIF that the business of the Fund at this meeting be conducted directly by the Fund Delegates present with all matters to be decided upon by a combined majority vote of all Commissioners and Trustees present and voting.

Motion by Mr. Wilson, second by Mr. Maurer, to open voting to all Fund Delegates present. All in favor.
Motion carried by unanimous vote.

V. MOTION REQUESTED TO APPROVE Payment Authorization Requests/Items – Resolution – 2023-24

Resolved, that the Board of Trustees of the GCSSD JIF approved the following Payment Authorization Requests, as distributed to the Trustees and Fund Delegates on a confidential basis prior to board meeting:

001130624	2024314860	2024319100	2024318622
2023961168	2024333174		

Motion by Mr. Wilson, second by Mr. Maurer, to approve the Payment Authorization Requests, as distributed prior to the meeting. All in favor. Motion carried by unanimous vote.

VI. APPROVAL OF MINUTES – MOTION REQUESTED

Motion by Mr. Maurer, second by Mr. Wilson, to approve the minutes of the March 28, 2024 meeting of the JIF. All in favor. Motion carried by unanimous vote.

VII. Budget Hearing – MOTION REQUESTED

- A. *Motion* by Ms. Mayhew, second by Mr. Wilson, to open the hearing to the public.
- B. *Motion* by Ms. Mayhew, second by Mr. Wilson, to close the hearing to the public.
- C. *Motion* by Mr. Campbell, second by Mr. Maurer, to adopt the 2024-2025 Budget as presented.

VIII. Election of Trustees, Alternates, SPELL Delegates

Motion by Ms. Mayhew, second by Mr. Campbell, to elect the nominees as recommended by the Nominating Committee and listed in their Report contained in the agenda.

IX. Election of Officers – *Motion* by Ms. Mayhew, second by Mr. Maurer, to elect:

Chair – Joe Collins, Delsea Regional/Elk Township

Vice Chair – Frank Maurer, Salem County SSSD/VT

Secretary – Greg Wilson, East Greenwich Twp

X. PROFESSIONAL REPORTS

A. TREASURER'S REPORT – MOTION APPROVED

The April Approval Memo and Bill List, May Bill List, and Treasurer's Reports for periods ending 3/31/23 and 4/30/23 were found in the agenda.

March Fund Balance	\$15,755,573.67
April Bill List	\$90,766.16
March Claims Paid	\$143,714.47
April Fund Balance	\$15,328,422.69
May Bill List	\$ \$78,655.27
April Claims Paid	\$428,964.40

Motion by Mr. Keepers, second by Mr. Maurer to approve the bill lists and Treasurer's Reports. All in favor. Motion carries.

Ms. Verrill left the meeting at 12:59 pm.

B. SOLICITOR

No report.

C. CLAIM ADMINISTRATOR

Mr. Roselli's Adjuster Pending Reports and Open Subrogation Reports were included in the agenda. He also presented Emergency PAR Stewardship Report and Subrogation recoveries as of 4/30/2024. Mr. Roselli reviewed Lessons Learned from Losses concerning mold with the warm summer months approaching.

D. MANAGED CARE PROVIDER

Ms. Beatty's Managed Care Summary report as of April, 2024, as well as the Average Days to Report and Transitional Duty Summary Report were provided. She introduced Christine Gallagher, who will be taking over her position when she retires. Information was also included in the agenda on Mitchell ScriptAdvisor, which will be used to fill prescriptions for worker's compensation claims.

E. STUDENT ACCIDENT PROGRAM

Ms. Colaianni reviewed the report included in the agenda. She advised that 2024-25 renewal documents will be emailed to the Business Administrators the week of June 24th. Each member's individual loss data valued at 6/30/24 will be emailed the week of July 22th.

F. *EXECUTIVE DIRECTOR/UNDERWRITING & FINANCE DIRECTOR*

1. *EXECUTIVE DIRECTOR* – Mr. Wilkie provided a report on the following:

2024-25 Membership Renewals – MOTION REQUESTED

Resolutions have been received from the seven (7) districts are up for membership renewal on July 1, 2024. Motion is requested to accept and approve the membership renewal Resolutions received from the following districts: **Delsea Regional, Greenwich Township-Cumberland, Greenwich Township-Gloucester, Pennsauken, Penns Grove-Carneys Point, Stow Creek and Woodstown-Pilesgrove.**

Motion by Mr. Campbell, second by Mr. Maurer to accept and approve the membership renewal resolutions received from districts named above.

Marketing Update – MOTION REQUESTED

Motion is requested to accept the membership application of Pine Hill Public Schools.

Motion by Mr. Maurer, second by Mr. Keepers, to accept the membership application submitted by the Pine Hill Public Schools. All in favor. Motion carried.

Self-Insurer's Workshop – April 23-25 at Harrah's

The New Jersey Self-Insurers' Association held their spring workers' comp conference on April 23-25, 2024 at Harrah's Hotel in Atlantic City. There were 25 district representatives across the three local JIFs who attended. Attached are the results of the survey sent to the attendees.

Safety 360 Seminar – July 10, 2024 - SAVE THE DATE!

It was recently decided to combine the annual environmental and cyber security seminars to include additional topics within the Safety 360 concept. The Safety 360 Seminar has been scheduled for July 10, 2024. More information will be provided. Please mark your calendars.

Boiler Operator Refresher Training – Tentative Date: August 6, 2024

This training has been tentatively scheduled for Tuesday, August 6, 2024 from 8:30 – 11:30 am. The location has not yet been determined, but will most likely be in the Gloucester, Cumberland, Salem Counties area. The training is designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. Three CEU credits will be given to first-time attendees by the NJSBGA for in-person attendance. Invitations will be sent out in June.

SPELL JIF Joint Retreat – September 25-27, 2024 – MARK YOUR CALENDARS!

The annual Joint Retreat will be held on **September 25th (Wed) through September 27th (Fri), 2024 at The Grand Hotel in Cape May.** Planning has begun and further information will be provided in the coming months.

State of the JIF Dinner – December 5, 2024

The annual dinner has been scheduled for **Thursday, December 5, 2024 at Maria's Banquet Hall by DiPaolo's in Penns Grove.** Please mark your calendars!

AGRIP Spring Conference Reports

Attached are the reports from those members who attended the Conference in March.

SPELLJIF.COM

All policies, contact lists and other information found on SPELLJIF.COM will be updated in July/August, after the 2024-2025 Fund Year begins.

The SPELLJIF.COM website is an important member resource. You can access all the current directories, lists, meeting information and claims management information. Please visit the website often for the most up-to-date information.

Please notify the Executive Director's office if you would like to change or add a user for the website, by contacting Megan Matro@rpadmin.com.

Key Dates

- No JIF Meetings in June, July or August
- SPELL Meeting – Thursday, 5/30/2024-10:00 am @ RPA Offices
- Safety 360 Seminar – 7/10/2024 @ The Westin, Mount Laurel
- Boiler Operator Refresher Training – 08/06/2024 @ a location TBD
- Next GCSSD JIF Meeting - 9/19/2024 (3rd Thursday)-1:00 pm @ Delsea Regional MS
- SPELL JIF Joint Retreat – 9/25-27/2024 @ The Grand Hotel, Cape May
- State of the JIF Dinner – 12/05/2024 @ Maria's Banquet Hall, Penns Grove

2. UNDERWRITING AND FINANCE DIRECTOR

District/Fund Incurred Losses Report

An update will be provided on Fund Year 2023-2024 as of April 30, 2024.

RMC Resolutions and Agreements

RMC Resolutions and Agreements were emailed to all districts that currently have an RMC on April 1, 2024 with a return due date of May 5, 2024. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2024-2025 fund year and forward the Resolution **and** Agreement to the Executive Director's office to the attention of Kim Hill at Kim_Hill@RPAdmin.com

Safety Incentive Program Winners – Reimbursement Procedure

A Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that qualified for an award in the 2022-2023 program year. Reimbursement requests are due by May 31, 2024. Once you have identified eligible purchases from this year's budget which total your monetary reward, forward a signed voucher, and a list of the item(s) purchased with evidence of the purchase (i.e. purchase order, vouchers, invoices, etc.) to Kim Hill via email at Kim_Hill@RPAdmin.com or at the JIF address, P.O. Box 449, Marlton, NJ 08053.

2024-2025 Contribution Notices

First installment premium billings for the 2024-2025 fund year will be emailed to all districts by June 1, 2024. All premium contributions are due by July 15, 2024 to the JIF Treasurer, Lorraine Verrill.

2023-2024 Administrative Matter Defense Reimbursement

Each district is eligible for up to \$2,500 annually in expense reimbursement for administrative matter costs incurred that are not part of the SPELL coverage provisions. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement for the 2023-2024 fund year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Kim Hill via email at Kim_Hill@rpadmin.com. **Reimbursement requests are due by September 30, 2024.**

Certificates of Insurance – 2024-2025 Renewals

An email will be sent to all Certificate of Insurance Module Users by June 1, 2024 indicating when you can begin renewing certificates of insurance for the 2024-2025 Fund Year in the Certificate of Insurance Module and how to process them. If you have any questions, please contact Kim Hill at the Executive Director's office.

Auto ID Cards 2024-2025

Auto ID Cards will be mailed to all districts by the end of June for the 2024-2025 Fund Year. Cards will be created based on the information that was provided to the Executive Director's office

during the Exposure Renewal Process. Any vehicle listed as a leased vehicle will receive a vehicle specific Auto ID Card. All other vehicles will be given a generic fleet card. Please note that if you replace a vehicle with another fleet vehicle, the Auto ID Card can be transferred to the new vehicle. In addition to the Auto ID cards based on your vehicle count, you will receive an additional number of fleet cards that should be kept in a safe place for additional vehicles you acquire during the year. Please note that the cards are printed on watermarked paper and should not be photocopied as the watermark will not show on the copy and will not be accepted by the NJMVC.

Certificates of Insurance Report from 3/1/2024 – 4/30/2024

The attached report includes the Certificates of Insurance issued on behalf of your JIF by the Underwriting Manager. Please note that the only valid and legally enforceable Certificates of Insurance for your JIF are those issued by the Underwriting Manager. The sole exception to this is a certificate for Student Accident Insurance, which is strictly issued by the Hardenbergh Insurance Group, in its capacity as the Student Accident Program Manager.

G. SAFETY COORDINATOR/RIGHT TO KNOW COORDINATOR

Mr. Geitz covered the January/February Activities and March/April Agenda outlined in his report. Additionally, he provided an update on the safety incentive status report for all members as of mid-March.

H. Virtual Safety Director

Mr. Hillman reviewed his report included in the agenda and discussed the 10 surveys that he has sent out to the members. Mr. Tennant emphasized the significance of the information gathered thus far, as it provides valuable insights into where services can be most effectively provided, helps mitigate exposure, and aids in managing AI.

Finally, Mr. Hillman noted the service offerings he can provide. For further details, please refer to the link provided in Mr. Hillman's report. Discussion on the tier system for the cyber coverage.

I. COMMITTEE MEETINGS

1. The Claims Management Committed met on April 29, 2024 and the meeting minutes are included in the agenda.
2. The Finance Committee met on May 9, 2024. The meeting minutes were included in the agenda. The committee discussed and makes a recommendation to increase the Elite II Safety Award from \$2500 to \$3000. A motion was requested to approve this change.

MOTION by Mr. Maurer second by Mr. Wilson, to approve the increase of the Elite II Safety Award from \$2500 to \$3000. All in favor. Motion carried by unanimous vote.

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

Motion by Mr. Keepers, second by Ms. Zook, to adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting. Upon roll call vote, all present voted yea. Motion carried.

XII. ROLL CALL

A. 2024-2025 Trustees

- ☐ Joseph Collins, Elk Township SD/Delsea Regional SD, **Chair** (SPELL Trustee)
- ☐ Frank Maurer, Salem County SSSD/Vo-Tech SD, **Vice Chair** (SPELL Alternate)
- ☐ Greg Wilson, East Greenwich Township School District, **Secretary**
- ☐ John Ogunkanmi, Pennsauken Public Schools

- ☐ Lisa Schulz, Monroe Township Public Schools
- ☐ Scott Campbell, Greenwich Township School District (SPELL Trustee)
- ☐ Heather Mayhew, Pennsville Public School District (SPELL Alternate)

B. 2024-2025 Alternate Trustees

- ☐ Christopher DeStratis, Penns Grove-Carneys Point Regional BOE
- ☐ Shannon DuBois-Brody, Woodstown-Piles Grove Regional School District

C. 2024-2025 Delegates

- ☐ Ron Latham, Deptford Township Public School District
- ☐ Dr. Sean McCarron, Fairfield Township School District
- ☐ Janice Grassia, Gateway Regional SD/Woodbury Heights BOE
- ☐ Kim Fleetwood, Greenwich-Cumberland/Stow Creek
- ☐ Lauren Granate, National Park Boro SD/Westville PSD
- ☐ Pam Zook, Oldmans Township BOE
- ☐ Christian Albadine, South Harrison Township School District
- ☐ Michael Twardowski, Upper Deerfield Township School District
- ☐ Denise DiGiandomenico, Wenonah BOE

D. 2024-2025 Alternate Delegates

- ☐ Vacancy, Deptford Township Public School District
- ☐ Vacancy, East Greenwich Township School District
- ☐ Joseph Nichols, Elk Township School District
- ☐ Renee Ring, Fairfield Township School District
- ☐ Lauren Granate, Gateway Regional SD/Woodbury Heights BOE
- ☐ Vacancy, Monroe Township Public Schools
- ☐ Janice Grassia, National Park Boro SD/Westville PSD
- ☐ Hilary Salyards, Oldmans Township BOE
- ☐ Dr. Zenaida Cobian, Penns Grove-Carney's Point Regional BOE
- ☐ Vacancy, Pennsauken Public Schools
- ☐ Mike Brodzik, Pennsville Public School District
- ☐ Jennifer Bates, Salem County Vocational Technical School District/SSSD
- ☐ Corinne Mesmer, South Harrison Township School District
- ☐ Dr. Frank Badessa, Upper Deerfield Township School District
- ☐ Edgar S. Keepers, Wenonah BOE
- ☐ Vacancy, Woodstown-Piles Grove RSD

XIII. 2024-2025 Oaths of Office

- | | |
|------------------------------|---------|
| A. Chair | Handout |
| Vice Chair | Handout |
| Secretary | Handout |
| Trustees (4) | Handout |
| Alternate Trustees (2) | Handout |

XIV. 2024-2025 REORGANIZATION RESOLUTIONS – Adoption

A. *Reorganization Resolutions*

Motion by Mr. Campbell, second by Mr. Wilson, to adopt Resolutions 2024-01 thru 2024-14. Upon roll call vote all present voted yea. Motion carried by unanimous vote.

- B. *Committee Appointments:* Mr. Wilkie advised that the committees will be finalized over the summer.

Motion by Mr. Maurer, second by Mr. Wilson to adjourn the Reorganization Meeting. All in favor.
Motion carried.

XV. MOTION REQUESTED – Resolution 2024-15

Motion by Mr. Keepers, second by Mr. Maurer, to approve Resolution 2024-15 to meet in Closed Session on September 19, 2024 at 1:00 pm at the Delsea Regional Middle School, 242 Fries Mill Road, Franklinville, New Jersey.

XVI. Miscellaneous Business, Public Comment and RMC comments or questions

A bouquet of flowers was given to Ms. Beatty in honor of her retirement. Mr. Collins thanked her for her years of service to the JIF.

XVII. MOTION REQUESTED to adjourn the meeting

Motion by Ms. Zook, second by Mr. Campbell, to adjourn the May 23, 2024 meeting. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 1:13 p.m.



Secretary or Vice Chair