

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

Remote Meeting via Zoom

**OPEN SESSION MINUTES
Thursday, January 28, 2021**

I. MEETING CALLED TO ORDER

A meeting of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF) was held remotely on January 28, 2021, beginning at 1:48 pm, with Cherie Bratty, 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

(Board Members and Alternate Trustees identified in bold print.)

2020-2021 Trustees answering to roll call

Cherie Bratty, Upper Deerfield Township School District, Chair (SPELL Trustee)
Joseph Collins, Elk Township School District, Vice Chair (Spell Trustee)
Christopher Rodia, Secretary, Westville/Woodbury Heights BOE (SPELL Alternate)
Donna Contrevo, Gateway RSD/National Park Borough School District
Greg Wilson, East Greenwich Township School District
Pam Zook, Oldmans Township BOE
John Ogunkanmi, Pennsauken Public Schools

2020-2021 Trustees not answering to roll call

None

2020-2021 Alternate Trustees answering to roll call

Scott Campbell, Greenwich Township School District

2019-2020 Alternate Trustees not answering to roll call

Lisa Schulz, Monroe Township Public Schools

2020-2021 Delegates answering to roll call

Todd Reitzel, Deptford Township Public School District
William Gerson, Fairfield Township School District
Brian Ferguson, Interim, Penns Grove-Carneys Point Regional BOE
Heather Mayhew, Pennsville Public School District
Frank Maurer, Salem County SSSD/Vo-Tech
Denise DiGiandomenico, Wenonah BOE
Rose Wang Chin, Woodstown-Pilesgrove Regional School District (SPELL Alternate)

2020-2021 Delegates not answering to roll call

Jason Schimpf, South Harrison Township School District

2020-2021 Alternate Delegates in attendance

Edgar Keepers, Wenonah BOE

2019-2020 Alternate Delegates absent

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
Vacancy, Monroe Township Public Schools
Alicia Smith, Oldmans Township BOE
Dr. Zenaïda Cobian, Penns-Grove-Carneys Point Regional BOE
Vacancy, Pennsauken Public Schools
Mike Brodzik, Pennsville Public School District
Corinne Mesmer, South Harrison Township School District
Peter Koza, Ed.D., Upper Deerfield Township School District

Fund Professionals:

Craig H. Wilkie, Area Vice President-RPA, a Division of Gallagher
Scott C. Tennant, Area Vice President-RPA, a Division of Gallagher
Jennifer Fox, Senior Account Manager – RPA, a Division of Gallagher
Megan Matro, Marketing Specialist – RPA, a Division of Gallagher
Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
Lou Greco, JIF Solicitor
Chris Roselli, Claims Administrator-Qual-Lynx
Karen Beatty, Managed Care Provider - Qual-Lynx
John Geitz, Safety Coordinator – Risk Assessment Services
Annette Reap, Recording Secretary

Risk Management Consultants:

Hardenbergh Insurance Group
Conner Strong & Buckelew

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 Ms. Contrevo, second by Mr. Collins, 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 – 2020-19

Resolved, that the Board of Trustees of the GCSSD JIF approved the following Payment Authorization Requests as presented in Closed Session:

001130624	2018118277	001162786	2018111314	2020194000
2018107144	2018163064	2017097773	2019175975	2018160666
2019176048	2021219135			

Motion by Mr. Ferguson, second by Mr. Gerson, to approve the Payment Authorization Requests, as presented in closed session. It is noted that Mr. Reitzel did not approve PARs #2018163064 and #2018160666. Motion carried by unanimous vote.

VI. APPROVAL OF MINUTES – MOTION REQUESTED

Motion by Mr. Ferguson, second by Ms. Contrevo, to approve the minutes of the November 19, 2020 meeting of the JIF. All in favor. Motion carried by unanimous vote.

VII. PROFESSIONAL REPORTS

A. TREASURER'S REPORT – MOTION APPROVED

The December Approval Memo and Bill List, January Bill List, and Treasurer's Reports for periods ending 11/30/20 and 12/31/20 were found in the agenda.

November Fund Balance	\$13,648,432.77
December Bill List	\$78,137.59
November Claims Paid	\$166,973.38
December Fund Balance	\$14,760,556.70
January Bill List	\$111,563.36
December Claims Paid	\$238,930.38

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

Ms. Verrill left the meeting at 1:53 pm.

B. SOLICITOR

Mr. Greco reviewed his report regarding a recent Appellate Court decision concerning Special Education settlements, stressing the importance of keeping track of what was agreed upon as well as keeping good records.

C. CLAIM ADMINISTRATOR

Mr. Roselli reviewed the Adjuster Pendings Report – December 2020, the Open Subrogation Report – December 2020 and the Lessons Learned from Losses-Winter Weather Hazards. Mr. Roselli noted that there are no staffing changes but that Ms. Shallow is handling all the COVID 19 related cases and her normal case load is being transferred to other staff. Mr. Roselli also reviewed the Lessons Learned from Losses and reminded everyone about freezing pipes during periods of extended cold weather. He reminded everyone to make sure that radiant heat gets into areas where pipes are to prevent pipes from breaking.

D. MANAGED CARE PROVIDER

Ms. Beatty reviewed the Managed Care Summary – December 2020, the Average Days to Report – December 2020, and the Transitional Duty Days – December 2020. She noted that the COVID-19 claims would be broken out on the Average Days to Report going forward. Ms. Beatty told the members that they can use the MedExpress in Riverside now. She reported that the Inspira facility is temporarily closed so that they can re-allocate staff at COVID testing and vaccine sites.

E. STUDENT ACCIDENT PROGRAM

No report.

F. EXECUTIVE DIRECTOR/UNDERWRITING & FINANCE DIRECTOR

1. EXECUTIVE DIRECTOR

2020-21 Membership Renewals

Mr. Wilkie advised that seven (7) districts are up for membership renewal on July 1, 2021. **They are Gateway, Greenwich Township, National Park, Pennsauken, Penns Grove-Carneys Point, Woodbury Heights and Woodstown-Pilesgrove.**

Districts renew their membership in the JIF by executing a Renewal Resolution through their local Board of Education. Renewing members will be contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process.

To date, Membership Renewal Resolutions have been received from Gateway, Greenwich Township, National Park, Penns Grove-Carneys Point, Woodbury Heights and Woodstown-Pilesgrove. Also, Westville has early renewed their membership.

State of the Fund Dinner

Mr. Wilkie reminded the Trustees that, unfortunately, the dinner had to be canceled for 2020. The awards from the dinner will be distributed in February. Finally, discussion on location and approval is requested for 2021. Possible date is Thursday, December 2, 2021.

Motion by Ms. Chin, second by Ms. Contrevo, to hold the State of the JIF Dinner on December 2, 2021, if possible.

Mr. Wilkie reviewed the PowerPoint that would have been presented at the dinner and congratulated all the Trustees on their hard work during the past year.

2021 PRIMA Conference

Mr. Wilkie noted that things are currently still up in the air regarding what travel will be like, however, the next PRIMA Conference is scheduled to be held from Sunday, June 13 through Wednesday, June 16, 2021 in Milwaukee, WI. Please notify the Executive Director's office in writing or via email to Annette Reap at Annette Reap@riskprogramadministrators.com if you are interested in attending no later than January 31, 2021. Information on the Conference will be provided via email when it becomes available.

Items Updated on SPELLJIF.COM

The SPELLJIF.COM website is currently being updated to reflect the 2020-2021 Fund Year information. Policy information is being updated as it is received. 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 our office if you would like to change or add a user for the website, please contact Annette Reap at (856) 446-9139 or via email at Annette_Reap@riskprogramadministrators.com.

Maintaining Safe Schools

The December 2020 and January 2021 issues have been sent by email to the Business Administrators of all member districts.

(The SPELL JIF purchased the rights to copy this newsletter to Owner Group members only. If you wish to reproduce any part of this newsletter to share with someone within your district, you must first complete the form at the back of the newsletter and submit it to LRP Publications for their approval).

Key Dates

- Claims Committee – Tuesday, January 26, 2021
- Safety Committee – To be scheduled in early February
- SPELL Meeting – Friday, 2/5/21-10:00 am via Zoom
- Next GCSSD JIF Meeting - 3/25/21 – 1:00 pm via Zoom

2. UNDERWRITING AND FINANCE DIRECTOR

District/Fund Incurred Losses Report

Mr. Wilkie reviewed Mr. Hoffman's report on Fund Years 2019-20 and 2020-2021, as of December 31, 2020.

2021-2022 Exposure Renewal and Budget Process

An email requesting information for the exposure renewal was emailed to all members on November 20, 2020 with a December 15, 2020 due date. A follow up email with the environmental application was sent to all members on December 17, 2020 with a due date of January 15, 2021. To date there are 3 districts outstanding. We ask that requested information be forwarded to the Executive Director's office attention Jennifer Fox ASAP. Mr. Wilkie explained that Mr. Hoffman will be able to provide a worst-case-scenario number by the end of February.

Safety Incentive Program Winners – Reimbursement Procedure

A Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2019-2020 program by the end of January. Reimbursement requests are due by May 31, 2021. 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 Jennifer Fox at the JIF address, P.O. Box 449, Marlton, NJ 08053.

Financial and Timely Reporting Award Winners

Financial Awards will be paid on the January 2021 bill list for all districts that have qualified for a financial award for the 2019-2020 fund year.

Certificates of Insurance Report from 11/1/20 – 12/31/20 – enclosed in the agenda.

G. *SAFETY COORDINATOR/RIGHT TO KNOW COORDINATOR*

Mr. Geitz reviewed the November/December Activities and January Agenda and the Safety Incentive Program Status Report 2020-21. Mr. Geitz noted that while we are still in a pandemic state, please try your best to complete as much as possible, including your safety meeting, towards the 2020-2021 Safety Incentive Program. He also reported that the on-line training classes have been well received and he is adding more classes as is needed.

H. *COMMITTEE MEETINGS*

1. Claims Management – 1/26/21 – Mr. Wilkie advised that the minutes will be provided when they are completed. He reminded the members that many COVID-19 resources have been posted to the SPELL website.

VIII. MOTION REQUESTED – Resolution 2020-20

Motion by Mr. Rodia, second by Ms. Chin, to meet remotely in Closed Session on March 25, 2021 at 1:00 pm via Zoom

IX. Miscellaneous Business, Public Comment and/or RMC comments.

None.

X. MOTION REQUESTED to adjourn the meeting

Motion by Mr. Ferguson, second by Ms. Chin, to adjourn the January 28, 2021 meeting. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 2:34 p.m.



Christopher Rodia, GCSSD JIF Secretary