

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

**Holiday Inn Swedesboro  
Pureland Drive  
Swedesboro, New Jersey 08085**

**OPEN SESSION MINUTES**

**Thursday, May 17, 2018**

**I. MEETING CALLED TO ORDER**

A meeting of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSDJIF) was held at the Holiday Inn Swedesboro, Pureland Drive, Swedesboro, New Jersey on Thursday, May 17, 2018, beginning at 12:25 pm, with Chair Margaret Meehan, 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.)

***2017-2018 Trustees answering to roll call***

**Margaret F. Meehan, Washington Township BOE, Chair (SPELL Trustee)**

**Joseph Collins, Elk Township School District, Vice Chair (Spell Alternate #1)**

**Cherie Bratty, Upper Deerfield Township School District, Secretary (SPELL Trustee)**

**Donna Contrevo, Gateway RSD/National Park Borough School District**

**Brian E. Ferguson, Penns Grove-Carneys Point Regional BOE (SPELL Alternate #2)**

**Christopher Rodia, Westville Boro Public School District/Woodbury Heights BOE**

**Vacancy**

***2017-2018 Trustees not answering to roll call***

**No One**

***2017-2018 Alternate Trustees answering to roll call***

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

***2017-2018 Alternate Trustees not answering to roll call***

**Lisa Schulz, Monroe Township Public Schools**

***2017-2018 Delegates answering to roll call***

**Noreen Boston, Pennsauken Public Schools**

**Richard Davidson, Pennsville Public School District**

**John Bolil, Salem County Vo-Tech School District**

**Kelly Brazelton, Deptford Township Public School District**

***2017-2018 Delegates not answering to roll call***

Todd Reitzel, Deptford Township Public School District  
Janecia Smith, Fairfield Township School District  
Pam Zook, Oldmans Township BOE  
Jason Schimpf, South Harrison Township School District

***2017-2018 Alternate Delegates answering to roll call***

John Ogunkanmi, Pennsauken Public Schools  
Edgar Keepers, Wenonah BOE

***2017-2018 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  
David Sullivan, Monroe Township Public Schools  
Shari Payson, Oldmans Township BOE  
Dr. Zenaida Cobian, Penns-Grove-Carneys Point Regional BOE  
Mike Brodzik, Pennsville Public School District  
Vacancy, Salem County Vocational Technical School District  
Corinne Mesmer, South Harrison Township School District  
Peter Koza, Ed.D., Upper Deerfield Township School District  
Harold Finkle, Washington Township BOE

**District Personnel in Attendance**

JoAnn Matienko, Monroe Township

***Fund Professionals:***

Craig H. Wilkie, Area Vice President, AJGRMS, Inc.  
Jennifer Fox, Senior Account Manager, AJGRMS, Inc.  
Annette Reap, Executive Coordinator, AJGRMS, Inc.  
Chris Roselli, Claims Administrator, Qual-Lynx  
Karen Beatty, Client Services Manager, QualCare Alliance Network, Inc.  
John W. Geitz, Safety Coordinator, Risk Assessment Services  
James D. Weber, Assistant Safety Coordinator, Risk Assessment Services  
Sharon Wilson, Recording Secretary

***Risk Management Consultants***

Hardenbergh Insurance Group

**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 Delegates and Trustees present and voting.

*Motion* by Mr. Ferguson, second by Ms. Bratty to open voting to all Fund Commissioners present. All in favor. Motion carried by unanimous vote.

**V. APPROVAL OF MINUTES – MOTION REQUESTED**

*Motion* by Ms. Bratty, second by Ms. Contrevo to approve the minutes of the March 22, 2018 meeting of the Fund. Upon roll call vote, all voted yea. Motion carried by unanimous vote.

**VI. BUDGET HEARING**

A. *Motion* by Mr. Ferguson, second by Ms. Bratty, to open the Budget Hearing to the public

B. *Motion* by Ms. Bratty, second by Mr. Ferguson to close the Budget Hearing to the public

*Motion* by Mr. Ferguson, second by Ms. Bratty to adopt the 2018-2019 Budget, included in the agenda.

**VII. ELECTION OF TRUSTEES, Alternates, SPELL Delegates**

A. Election of Trustees (3) and Alternates (2): Ms. Meehan submitted the recommendation of the Nominating Committee for Fund Year 2018-2019 as follows: Mr. Collins, Ms. Bratty, Mr. Rodia, and Mr. Wilson (to fill vacancy that expires 2020) to serve as Trustees. Ms. Schulz and Mr. Davidson to serve as Alternate Trustees.

B. Mr. Collins and Mr. Ferguson to serve as SPELL Alternate Delegates for 1-year terms.

Ms. Meehan opened the floor to accept other nominations.

Ms. Meehan closed nominations.

*Motion* by Ms. Contrevo, second by Ms. Brazelton to Elect Nominees listed above as recommended by the Nominating Committee for the 2018-2019 Fund Year and listed in the Nominating Committee Report on page 15. Motion carried by unanimous vote.

**VIII. ELECTION OF OFFICERS – MOTION REQUESTED – to Elect:**

**Chair** – Joseph Collins, Elk Township School District

**Vice Chair** – Cherie Bratty, Upper Deerfield Township School District

**Secretary** – Chris Rodia, Westville/Woodbury Heights

*Motion* by Mr. Ferguson, second by Mr. Davidson to approve and elect the above officers for the 2018-2019 Fund Year. Motion carried by unanimous vote.

**IX. PROFESSIONAL REPORTS**

**A. TREASURER'S REPORT**

Mr. Wilkie reviewed April, 2018 Approval Memo and Bill List and May Bill List, and Treasurer's Reports for periods ending 3/31/18, and 4/30/18.

March Fund Balance	\$11,543,512.42
April Bill List	\$ 62,760.82
March Claims Paid	\$217,991.60
April Fund Balance	\$11,184,561.69
May Bill List	\$ 61,873.01
April Claims Paid	\$331,899.83

*Motion* by Mr. Ferguson, second by Ms. Contrevo to approve the Bill Lists and Treasurer's Reports. Upon roll call vote, all voted yea. Motion carried by unanimous vote.

*B. ATTORNEY*

Mr. Wilkie reviewed Mr. Greco's report in detail regarding school exemption from Local Planning Boards in reference to land use and building plans.

*C. CLAIM ADMINISTRATOR*

Mr. Roselli reviewed personnel issues within Qual-Lynx, Adjuster Pendings and the Open Subrogation Report. Mr. Roselli then discussed Lessons Learned from Losses, regarding field day safety.

*D. MANAGED CARE PROVIDER*

Ms. Beatty reviewed QualCare's managed care summary report for the month of April, 2018.

*E. STUDENT ACCIDENT PROGRAM*

No Report

*F. EXECUTIVE DIRECTOR/UNDERWRITING & FINANCE DIRECTOR*

*1. EXECUTIVE DIRECTOR*

*a) 2018-19 Membership Renewals* – Resolutions have been received from all five of the five districts up for membership renewal on July 1, 2018. Mr. Wilkie requested a motion to accept and approve the membership renewal Resolutions received from the following districts: Gateway, National Park, Pennsauken, Penns Grove-Carneys Point, and Woodbury Heights.

*Motion* by Ms. Bratty, second by Mr. Davidson to accept and approve membership renewal Resolutions received from the districts listed above. Motion carried by unanimous vote.

*b) NJSIA Workers' Compensation Conference* – The New Jersey Self-Insurers' Association held their spring conference on May 9-11, 2018 in Atlantic City. Mr. Wilkie was pleased to be joined by 24 claim coordinators and business administrators from our SPELL JIF members as follows: 8 from ACCASBO, 11 from BCIP, and 5 from GCSSD.

*c) Mold, Environmental and IAQ Best Practices – July 18, 2018* – Mr. Wilkie reminded the members that this one day seminar will be held on Wednesday, 7/18/18, from 8:00 am until noon @ the DoubleTree Hotel/Mount Laurel. Invitations will be emailed to all districts in mid-May. The Executive Director's Office has received approval for issuance of CEU's from the New Jersey Building & Grounds Association, for first time attendees only.

*d) Boiler Operator Refresher Training – August 15, 2018* – Mr. Wilkie informed the members that Traveler's Insurance, the JIF's boiler and machinery carrier, will hold 2 refresher training sessions for Black Seal Boiler Operators. Each three-hour session is identical: 8 to 11 am and Noon – 3 pm. 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. This training will be held on Wednesday, August 15<sup>th</sup> at Collingswood High School, 424 Collins Avenue, Collingswood, NJ. Invitations will be emailed to all districts by the end of May.

*e) SPELL JIF Joint Retreat – September 26-28, 2018* – Mr. Wilkie reminded the members of the Joint Retreat being planned for Wednesday, September 26<sup>th</sup> through Friday, September 28<sup>th</sup>, 2018 at Congress Hall in Cape May, and asked them to mark their calendars. Further information will be provided in the coming months.

f) *State of the JIF Dinner* – Mr. Wilkie informed the members that the annual dinner will be held on Thursday, November 29, 2018 at Auletto's Caterers in Deptford. Invitations will be sent out in October.

Mr. Wilkie reminded the members that an email was sent out last week regarding the Security Symposium held on April 24, 2018. Attendance was good and a lot of valuable information was presented. Discussion was held regarding SRO's vs. districts employing their own security officers. He explained the differences in the two positions, and the limitations of authority for each.

g) *Proposed Meeting Dates for 2018-19* – Mr. Wilkie advised the members that Washington Township's meeting room is unavailable for the September 20, 2018 meeting. Discussion ensued as to whether to reschedule the meeting date or location. The members agreed to hold the September GCSSD JIF meeting on Tuesday, September 18, at 1:00 PM at Washington Township BOE. PARS will be presented first.

h) *Items updated on SPELLJIF.COM* – The SPELLJIF.COM website will be updated in July, after the 2018-19 Fund Year begins. You can access all the current directories, lists, meeting information and claims information. Mr. Wilkie encouraged members to visit the website often for the most up-to-date information.

If members would like to change or add a user to the website, please contact Annette Reap at the Executive Director's office, via email at [Annette.Reap@ajg.com](mailto:Annette.Reap@ajg.com).

i) *Maintaining Safe Schools* – The April and May, 2018 issues have been emailed to Business Administrators of all member districts.

j) *Key Dates* –

- SPELL JIF Reorg. Meeting – 5/24/18 – 9:30 am @ AJG Offices in Marlton
- No JIF Meetings in June, July or August
- 6<sup>th</sup> Annual Mold/Environmental Management Seminar – 7/18/18 @ the DoubleTree/Mt. Laurel
- Boiler Operator Refresher Training – 8/15/18 @ Collingswood HS
- Next GCSSD JIF Meeting: 9/18/18 – 1 PM @ Washington Township BOE
- SPELL JIF Joint Retreat – 9/26-28/18 @ Congress Hall in Cape May

## 2. UNDERWRITING AND FINANCE DIRECTOR

a) *District/Fund Status* – Mr. Wilkie provided an update on Fund Year 2017-18, with claims counted and valued as of April 30, 2018. All three funds are doing exceptionally well with loss ratio numbers.

b) *2018-2019 Renewal* – Mr. Wilkie reviewed the renewal update. He is expecting no issues with renewal.

c) *SPELL Meeting Minutes* – The minutes from the SPELL Meeting held on February 2, 2018 are provided for the members' information.

d) *2018-2019 Contribution Notices* – Ms. Fox explained that first installment premium billings for the 2018-2019 fund year will be mailed to all districts by June 1, 2018. All premium contributions are due by July 16, 2018 to the Fund Treasurer, Lorraine Verrill.

e) *Surplus Return Resolutions* – Surplus return resolutions will be sent to eligible current and former members by June 1, 2018. Please forward executed resolutions to the Executive Director's Office, attention Jodi Palmeri, no later than June 30, 2018.

The Fund Risk Management Plan states:

*Any current or former member who does not act on their resolution by the time established by the Board of Trustees shall forfeit their rights to act independently for that year and accept the following results:*

*In the event of non-action on a net return or money: The total net return amount shall be transferred to the individual member's portion of their unencumbered aggregate excess loss contingency fund.*

f) *2017-2018 Administrative Matter Defense Reimbursement* – Each district is eligible for up to \$1,500 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 2016-2017 Fund Year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Jennifer Fox at (856)446-9133. Reimbursement requests are due by September 30, 2018.

g) *RMC Resolutions and Agreements* – RMC Resolutions and agreements were emailed to all districts on March 19, 2018, with a May 15, 2018 due date. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2018-2019 fund year and forward the resolution and Agreement to the Executive Director's office to the attention of Jennifer Fox.

h) *Certificates of Insurance* – Ms. Fox reported that an email was sent to each district indicating that members can begin requesting certificates of insurance in the Certificate of Insurance Module and how to process them. This email was sent to the Fund Delegate for each district and we ask that you forward to the district representative responsible for certificates of insurance. She informed the members that this procedure will be much easier in the new module, and the turnaround time will be much quicker. When you log in to renew certificates, you will notice that all certificates of insurance processed in the old system from July until we went live in December in the new system will be there. After July 1, 2018, you will be unable to request Certificates for 2017-18. If you have any questions, please contact Jennifer Fox at (856)446-9133.

i) *Auto ID Cards* – Ms. Fox informed the members that Auto ID cards will be mailed to all districts by the end of June for the 2018-2019 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. Ms. Fox reminded the members that if a vehicle is replaced with another fleet vehicle, the Auto ID Card can be transferred to the new vehicle. Ms. Fox informed the members that photo copies of ID cards are not accepted by the NJ Motor Vehicle Commission.

j) *Safety Incentive Program Winners – Reimbursement Procedure* – Ms. Fox informed the members that a Safety Incentive Program Winner Reimbursement Procedure notice was sent to all districts that have qualified for an award in the 2016-2017 Safety Incentive Program. Reimbursement requests are due by June 1, 2018. 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.

j) *Certificates of Insurance Report* – The Certificates of Insurance Report from 3/1/18 – 4/30/18 is included in the agenda.

G. *SAFETY COORDINATOR/RIGHT TO KNOW COORDINATOR:*

Mr. Geitz referenced the April Activities and May/June Agenda, found in the agenda. He also reviewed the Safety Incentive Program-Status Report.

H. *Committee Meetings*

Mr. Wilkie reviewed minutes of the joint Safety/Claims meeting held on April 3, 2018, as well as the Finance Committee Meeting held on May 1, 2018.

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

*Motion* by Ms. Brazelton, second by Ms. Bratty, to adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

XI. **ROLL CALL**

**2018-19 Trustees**

Joseph Collins, Elk Township School District, Chair (SPELL Alternate #1)

Cherie Bratty, Upper Deerfield Township School District, Vice Chair, (SPELL Trustee)

Christopher Rodia, Westville Boro Public School District/Woodbury Heights BOE, Secretary

Donna Contrevo, Gateway RSD/National Park Borough School District

Brian E. Ferguson, Penns Grove-Carneys Point Regional BOE, (SPELL Alternate #2)

Greg Wilson, East Greenwich Township School District

Margaret F. Meehan, Washington Township BOE (SPELL Trustee)

**2018-19 Alternate Trustees**

Lisa Schulz, Monroe Township Public Schools

Richard Davidson, Pennsville Public School District

**2018-19 Delegates**

Todd Reitzel, Deptford Township Public School District

Janecia Smith, Fairfield Township School District

Pam Zook, Oldmans Township BOE

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**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 RSD/National Park Borough School District

David Sullivan, Monroe Township Public Schools

Alicia Smith, Oldmans Township BOE

Dr. Zenaída Cobian, Penns-Grove-Carneys 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  
Peter Koza, Ed.D., Upper Deerfield Township School District  
Harold Finkle, Washington Township BOE  
Edgar Keepers, Wenonah BOE  
Donna Contrevo, Westville Boro Public School District/Woodbury Heights BOE

**XII. 2018-2019 OATHS OF OFFICE**

Mr. Wilkie reported that the Oaths of Office were being presented to Chair, Vice-Chairperson, Secretary, Trustees and Alternate Trustees for signature. He asked those affected to sign the Oaths of Office and return them to Ms. Fox.

**XIII. 2018-2019 REORGANIZATION RESOLUTIONS – Adoption**

*A. Reorganization Resolutions*

*Motion* by Mr. Ferguson, second by Mr. Davidson to adopt Resolutions 2018-01 thru 2018-14. Upon roll call vote all present voted yea. Motion carried by unanimous vote.

*B. Committee Appointments:* Mr. Wilkie asked the members to please notify Mr. Collins of their committee preferences within the next few weeks, so that committees can be established.

**XIV.** *Motion* by Ms. Bratty, second by Ms. Contrevo to adjourn the Reorganization Meeting. Upon roll call vote, all present voted yea. Motion carried by unanimous vote.

**XV. MISCELLANEOUS BUSINESS**

The next meeting of the GCSSD JIF is scheduled to be held on Tuesday, September 18, 201 at 1:00 pm at the Washington Township BOE Administration Offices in Sewell, New Jersey.

**XVI. PUBLIC COMMENT**

None

**XVII. MOTION REQUESTED TO GO INTO CLOSED SESSION – Resolution 2018-15**

Motion by Mr. Ferguson, second by Ms. Bratty to go into Executive Closed Session. All in favor. Motion carried by unanimous vote.

**XVIII. MOTION REQUESTED TO COME OUT OF CLOSED SESSION**

Motion by Ms. Brazelton, second by Mr. Ferguson to come out of Closed Session. All in favor. Motion carried by unanimous vote.

**XIX. MOTION REQUESTED TO APPROVE the Payment Authorization Requests/Items – Resolution – 2018-16.**

**Resolved,** at a Closed Session meeting of the Board of Trustees of the GCSSD JIF held on May 17, 2018, the following claims were discussed and are, herewith, being approved as follows:

2018129353 01	2018127812 01	2017088478 01	2018118277 01
001162786 01	001161201 01	2018127141 01	2017087130 01
2016076069 01	001207919 01	2016082911 01	001212827 01
2018121999 01			




*Motion* by Mr. Bolil, second by Ms. Bratty to approve the above Payment Authorization Requests as presented in Closed Session, as well as potential new JIF members. Upon roll call vote all voted in favor. Motion carried by unanimous vote.

Mr. Wilkie and Mr. Collins recognized Ms. Meehan for her years of service as GCSSD JIF President and as a member of the JIF.

**XX. MOTION REQUESTED to adjourn the meeting**

*Motion* by Ms. Brazelton, second by Ms. Bratty to adjourn the May 17, 2018 meeting. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 2:03 PM.

A handwritten signature in cursive script, appearing to read "Sharon Wilson", written above a horizontal line.A handwritten signature in cursive script, appearing to read "Sharon Wilson", written above a horizontal line.

Sharon Wilson, Recording Secretary