

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

**Washington Township BOE Offices  
206 E. Holly Avenue  
Sewell, New Jersey 08080**

**OPEN SESSION MINUTES**

**Thursday, November 15, 2018**

**I. MEETING CALLED TO ORDER**

A meeting of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSDJIF) was held at the Washington Township Board of Education Offices, 206 E. Holly Avenue, Sewell, New Jersey on Thursday, November 15, 2018, beginning at 1:39 pm, with Chair Joseph Collins, 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.)

***2018-2019 Trustees answering to roll call***

**Joseph Collins, Elk Township School District, Chair (Spell Alternate)**  
**Christopher Rodia, Secretary, Westville Boro Public School District/Woodbury Heights BOE**  
**Donna Contrevo, Gateway RSD/National Park Borough School District**  
**Brian E. Ferguson, Penns Grove-Carneys Point Regional BOE (SPELL Alternate)**  
**Margaret F. Meehan, Washington Township BOE, (SPELL Trustee)**

***2018-2019 Trustees not answering to roll call***

**Cherie Bratty, Upper Deerfield Township School District, Vice Chair (SPELL Trustee)**  
**Greg Wilson, East Greenwich Township School District**

***2018-2019 Alternate Trustees answering to roll call***

No One

***2018-2019 Alternate Trustees not answering to roll call***

**Lisa Schulz, Monroe Township Public Schools**  
**Richard Davidson, Pennsville Public School District**

***2018-2019 Delegates answering to roll call***

**Pam Zook, Oldmans Township BOE**

***2018-2019 Delegates not answering to roll call***

Todd Reitzel, Deptford Township Public School District  
Janecia Smith, Fairfield Township School District  
Scott Campbell, Greenwich Township School District  
Noreen Boston, Pennsauken Public Schools  
John Bolil, Salem County Vo-Tech School District  
Jason Schimpf, South Harrison Township School District  
Denise DiGiandomenico, Wenonah BOE  
Rose Wang Chin, Woodstown-Pilesgrove Regional School District

***2018-2019 Alternate Delegates answering to roll call***

Edgar Keepers, Wenonah BOE

***2018-2019 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  
Christopher Rodia, Gateway Regional School District/National Park Boro School District  
Vacancy, Monroe Township Public Schools  
Shari Payson, Oldmans Township BOE  
Dr. Zenaida 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  
Donna Contrevo, Westville Boro Public School District/Woodbury Heights BOE

***Fund Professionals:***

Craig H. Wilkie, Area Vice President, AJGRMS, Inc.  
Scott C. Tennant, Area Vice President, AJGRMS, Inc.  
Annette Reap, Executive Coordinator, AJGRMS, Inc.  
Lorraine Verrill, Fund Treasurer (left at 1:46 pm)  
Chris Roselli, Claims Administrator, Qual-Lynx  
Karen Conway, 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

***Risk Management Consultants***

Connor Strong & Buckelew

**IV. CONDUCT OF MONTHLY MEETING – MOTION REQUESTED**

A request is made by the Trustees of the GCSSDJIF 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. Ferguson, second by Ms. Contrevo 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. Meehan, second by Mr. Ferguson to approve the minutes of the September 18, 2018 meeting of the Fund. Upon roll call vote, all voted yea. Motion carried by unanimous vote.

**VI. PROFESSIONAL REPORTS**

*A. TREASURER'S REPORT*

Ms. Verrill reviewed October Approval Memo and Bill List, November Bill List, and Treasurer's Reports for periods ending 9/30/18, and 10/31/18.

September Fund Balance	\$11,925,341.06
October Bill List	\$541,903.76
September Claims Paid	\$214,984.45
October Fund Balance	\$12,103,520.97
November Bill List	\$67,628.23
November Claims Paid	\$180,338.83

Ms. Verrill reported that all accounts are currently receiving 2.25% interest, and Parke Bank account is receiving 3%.

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

*B. ATTORNEY*

Mr. Tennant reviewed Mr. Greco's report in detail regarding Certificate of Insurance Management. He informed the members that the Executive Director's Office will be providing recommendations regarding this issue.

*C. CLAIM ADMINISTRATOR*

Mr. Roselli reviewed personnel changes within Qual-Lynx. He then reviewed Emergency PAR Reports, Adjuster Pendings, the Notice of Subrogation Abandonment Report, and Open Subrogation Report. He also reviewed Lessons Learned from Losses regarding Winter Weather Hazards.

*D. MANAGED CARE PROVIDER*

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

*E. STUDENT ACCIDENT PROGRAM*

No Report

*F. EXECUTIVE DIRECTOR/UNDERWRITING & FINANCE DIRECTOR*

## 1. EXECUTIVE DIRECTOR

Mr. Wilkie recognized Mr. Ferguson, and wished him well in his upcoming retirement.

a) *2019-20 Membership Renewals* – Mr. Wilkie reported that eight (8) districts are up for renewal on July 1, 2019. They include Deptford, Fairfield, Monroe, Oldmans, Pennsville, Salem County Vo-Tech, Upper Deerfield and Wenonah. Districts renew their membership in the Fund by executing a Renewal Resolution through their local Board of Education. In August, 2018, renewing members were contacted by the Fund Administrator and provided with supporting documentation to facilitate the renewal process. Membership Renewal Resolutions have been received from Upper Deerfield and Wenonah.

b) *NJSBA/NJASBO/NJASA Fall Conference Follow-up* – Mr. Wilkie reported that the SPELL JIF Exhibit Booth was well received at the Conference. The location was very good and many of your district Board Members, as well as delegates, stopped by, and it was appreciated.

c) *State of the Fund Dinner* – Mr. Wilkie reported that the annual dinner has been scheduled for Thursday, November 29, 2018 at Auletto's Caterers in Deptford. Invitations were electronically sent out on October 22, 2018, with a return date of November 14, 2018. Please respond to the JIF Administrator's office immediately if you have not already done so. He stated that all districts will be recognized for their efforts, with special recognition for those districts that have won safety awards and managed claims well.

d) *Mold/Environmental Management Workshop* – The SPELL JIF has approved funding for this very important workshop again in 2019-20. Mr. Wilkie reported that planning will begin for this educational seminar for next July, 2019. Tentative date is July 17, 2019 at the DoubleTree in Mount Laurel. He reminded members to report every mold claim to the Environmental Carrier using the reporting form and instructions on SPELLJIF.COM, found under the Claims tab.

e) *SPELL JIF Joint Retreat Attendee Evaluations* – Mr. Wilkie advised the members that the surveys from the Joint Retreat were reviewed by the SPELL Board of Trustees. The SPELL has approved funding the joint retreat again in September, 2019. We will move forward with the planning of this event. Tentative dates are September 25-27, 2019.

f) *NJSIA Workers' Compensation Conference* – The SPELL JIF has approved covering the expense for attendance at the 2019 Conference. More information will be provided to the members when it becomes available. The dates are May 8-10, 2019 at Harrah's.

g) *Resolution 2018-19 Destruction of Medlogix Claims Files* – MOTION REQUESTED – A motion is requested to accept Resolution 2018-19 to authorize the destruction of duplicate claims files for the period of 2006-2009 held by Medlogix, formerly CSG, Inc. Copies of all files are held by the JIF's Claims Administrator, Qual-Lynx.

*Motion* by Mr. Ferguson, second by Ms. Contrevo, to authorize the destruction of duplicate claims files for the period of 2006-2009. Upon roll call vote, all present voted in favor. Motion carried by unanimous vote.

h) *SPELL JIF Information Technology Advisory Committee* – Mr. Tennant reported that the Committee formed last year and has met four times to discuss various initiatives to help schools achieve their technology goals, while at the same time minimizing risk in the effort. The Committee will meet again in January to develop a ½ day Symposium for members, being planned for early Spring, 2019.

i) *Spelljif.com – Forums* – Mr. Tennant informed the members that the Forums developed on the member side of the SPELL JIF website allow users to interact with each other in a secure platform. The Boundary Respect Education Committee (BREC), StopIt Users Group, and the Technology Advisory Committee are three groups with designated Forums. We are

currently posting content and encouraging users to engage in discussions, add questions, post relevant news articles, etc.

*j) Items updated on SPELLJIF.com* – Mr. Wilkie reported that the SPELLJIF.COM website has been updated to reflect the 2018-19 Fund Year information. 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 (856)446-9139, or via email at [Annette\\_Reap@ajg.com](mailto:Annette_Reap@ajg.com).

*k) Maintaining Safe Schools* – The October and November, 2018 issues have been emailed to Business Administrators of all member districts.

*k) Key Dates* –

- GCSSD State of the JIF Dinner – Thursday, 11/29/18 – 6:00 p.m. at Auletto's Caterers
- Next GCSSD JIF Meeting: 1/17/19 – Washington Township BOE Administration Offices, 1:00 PM

## 2. UNDERWRITING AND FINANCE DIRECTOR

*a) Final Installment 2018-2019 Premium Contribution Notices* – Mr. Tennant informed the members that final installment 2018-2019 premium contribution notices will be mailed on December 1, 2018, with a due date of January 15, 2019 to the Fund Treasurer, Mrs. Verrill.

*b) District/Fund Incurred Losses Report* – Mr. Tenant provided an update on Fund Year 2017-2018 as of October 31, 2018.

*c) SPELL JIF Meeting Minutes* – Mr. Tennant reviewed the approved meeting minutes from the May 24, 2018 SPELL JIF Meeting, which are included in the agenda.

*d) Resolution 2018-20 – SPELL Membership Renewal – MOTION REQUESTED* – Mr. Tennant asked for a motion to approve Resolution 2018-20 to renew GCSSD's membership in the SPELL effective July 1, 2019 through June 30, 2022.

*Motion* by Ms. Meehan, second by Mr. Rodia, to approve Resolution 2018-20 to renew GCSSD's membership in the SPELL, effective July 1, 2019, through June 30, 2022. Upon roll call vote, all present voted in favor. Motion carried by unanimous vote.

*e) 2018-2019 Exposure Renewal and Budget Process* – Mr. Tennant reported that renewal packets were emailed to all members on October 19, 2018. He asked members to forward all requested information (including the completed packet, a complete copy of your audit for year ending June 30, 2018, and the current ASSA) to the Executive Director's office, attention Jennifer Fox. It is critical that every member district complete and forward needed information. The process is simple and usually involves little time. If you have any questions, please contact Jennifer Fox at (856)446-9133.

Mr. Wilkie reminded all members to please provide this information as quickly as possible, in order for the Executive Director's Office to formulate the JIF Budget and provide budget numbers to members.

*f) Safety Incentive Program Winners – Reimbursement Procedure* – Mr. Tennant reported that a Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2017-2018 program after the State of the JIF Dinner. Reimbursement requests are due by May 31, 2019. 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.

g) *Financial Award Winners* – Mr. Tennant reported that Financial Awards will be paid on the January, 2019 bill list for all districts that have qualified for a financial award for the 2017-2018 fund year.

i) *Certificates of Insurance Report* – The Certificates of Insurance Report from 9/1/18 – 10/31/18 is included in the agenda.

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

Mr. Geitz referenced the September/October Activities and November Agenda, found in the agenda. He also reviewed a Safety Incentive Program Criteria and Monthly Status Report. He added to Mr. Roselli's Cold Weather report, advising members to be careful in reducing heat temperatures in facilities, to avoid freezing pipes.

H. **Committee Meetings**

Mr. Wilkie reviewed the minutes of the Strategic Planning Committee held on 9/19/18

**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**

None

**IX. MOTION REQUESTED TO GO INTO CLOSED SESSION – Resolution 2018-21**

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

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

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

**XI. MOTION REQUESTED TO APPROVE the Payment Authorization Requests/Items – Resolution – 2018-22.**

**Resolved**, at a Closed Session meeting of the Board of Trustees of the GCSSDJIF held on November 15, 2018, the following claims were discussed and are, herewith, being approved as follows:

001198486 01	2018125714 01	2018123658 01	2017099503 01
2018129073 01	2016082198 01	2018118691 01	2017100394 01
001187333 01	2018112932 01	001233921 01	2018143745 01
001235322 01	2019156560 01	2019150575 01	

*Motion* by Mr. Ferguson, second by Mr. Rodia to approve the above Payment Authorization Requests as presented in Closed Session. Upon roll call vote all voted in favor. Motion carried by unanimous vote.

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

*Motion* by Ms. Meehan, second by Ms. Contrevo to adjourn the November 15, 2018 meeting. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 3:06 p.m.



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Christopher Rodia, Fund Secretary