

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

**Delsea Regional Middle School  
Media Center  
242 Fries Mill Road  
Franklinville, NJ 08322**

**OPEN SESSION MINUTES**

**Thursday, November 18, 2021**

**I. MEETING CALLED TO ORDER**

A meeting of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF) was held on November, 2021, beginning at 1:38 pm, with Chair Joseph Collings, 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.)

***2021-2022 Trustees answering to roll call***

**Joseph Collins, Elk Township School District, Vice Chair (Spell Trustee)**

**Christopher Rodia, Secretary, Westville/Woodbury Heights BOE (SPELL Alternate) (arrived 1:11 pm)**

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

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

**Pam Zook, Oldmans Township BOE**

***2021-2022 Trustees not answering to roll call***

**John Ogunkanmi, Pennsauken Public Schools**

***2021-2022 Alternate Trustees answering to roll call***

**Lisa Schulz, Monroe Township Public Schools**

***2021-2022 Alternate Trustees not answering to roll call***

**Scott Campbell, Greenwich Township School District**

***2021-2022 Delegates answering to roll call***

**Christopher DeStratis, Penns Grove-Carneys Point Regional BOE**

**Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District**

**Denise DiGiandomenico, Wenonah BOE**

**Shannon DuBoi-Brody, Woodstown-Piles Grove Regional School District**

***2020-2021 Delegates not answering to roll call***

**Todd Reitzel, Deptford Township Public School District**

**Robin Henry, Fairfield Township School District**

**Kim Fleetwood, Greenwich-Cumberland/Stow Creek**

Heather Mayhew, Pennsville Public School District  
Sarah Bell, South Harrison Township School District  
Dr. Frank Badessa, Interim, Upper Deerfield Township School District

***2021-2022 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  
Alicia Smith, Oldmans Township BOE  
Dr. Zenaída 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. Peter Koza, Upper Deerfield Township School District  
Edgar S. Keepers, Wenonah BOE  
Donna Contrevo, Westville Public School District/Woodbury Heights BOE  
Vacancy, Woodstown-Pilesgrove RSD

**District Personnel present**

Ron DiPietro, Facilities Manager, Fairfield Township School District

***Fund Professionals:***

Craig H. Wilkie, 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 (left at 1:45 pm)  
Chris Roselli, Claims Administrator-Qual-Lynx  
Karen Beatty, Managed Care Provider - Qual-Lynx  
John Geitz, Safety Coordinator – Risk Assessment Services  
Jim Weber, Assistant Safety Coordinator – Risk Assessment Services  
Danielle Colaiani, Student Accident Program – Hardenbergh Insurance Group

***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 Ms. Zook, 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 – 2021-18**

**Resolved**, that the Board of Trustees of the GCSSD JIF approved the following Payment Authorization Requests, on November 18, 2021:

2019169933	2020179147	2020199635	2021212547	2020196614
2022252842	2022248746	2022246861		

*Motion* by Ms. Contrevo, second by Mr. Wilson, to approve the Payment Authorization Requests, as distributed prior to the meeting. Upon roll call, all present voted in favor. Motion carried by unanimous vote.

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

*Motion* by Mr. Wilson, second by Ms. Contrevo, to approve the minutes of the September 16, 2021 meeting of the JIF. All in favor. Motion carried by unanimous vote.

**VII. Approval of Officers/Trustees/Delegate for the Balance of the Year - MOTION REQUESTED**

**Chair** – Joe Collins, Elk Township

**Vice Chair** – Chris Rodia, Westville/Woodbury Heights

**Secretary** – Greg Wilson, East Greenwich Township

**Unexpired Trustee** – Lisa Schulz, Monroe Township

**1<sup>st</sup> Alternate** – Scott Campbell, Greenwich Township

**2<sup>nd</sup> Alternate** – Heather Mayhew, Pennsville

**SPELL Delegate** – Donna Contrevo, Gateway Regional/National Park

MOTION by Mr. Maurer, second by Mr. DeStratis, to approve the elections listed above for the balance of the 2021-2022 fund year.

**VIII. PROFESSIONAL REPORTS**

**A. TREASURER'S REPORT – MOTION APPROVED**

The October Approval Memo and Bill List, November Bill List, and Treasurer's Reports for periods ending 9/30/21 and 10/31/21 included in the agenda.

September Fund Balance	\$14,164,913.68
October Bill List	\$532,709.32
September Claims Paid	\$302,950.68
October Fund Balance	\$13,560,002.56
November Bill List	\$79,097.80
October Claims Paid	\$363,083.98

*Motion* by Mr. Wilson, second by Ms. Contrevo to approve the bill lists and Treasurer's reports. All in favor. Motion carries.

Ms. Verrill left the meeting at 1:45 pm.

**B. SOLICITOR**

Mr. Wilkie discussed Mr. Greco's report regarding ADA compliance and accessibility for school websites. Ms. Matro discussed the changes made to the SPELL website to make it compliant and resource materials included in the agenda.

**C. CLAIM ADMINISTRATOR**

Mr. Roselli's Adjuster Pending Report and Open Subrogation Report were included in the agenda. He noted that Lillian Hulse is no longer with the company and claims in the Liability Unit are being split with other members of the unit. Mr. Roselli also discussed the high number of property claims being handled by 3 adjusters in the Property Unit, mostly due to claims from Hurricane Ida. Adding a 4<sup>th</sup> adjuster has been approved. Mr. Roselli reviewed Lessons Learned from Losses concerning preventing slips, trips and falls providing tips on how to prevent them, along with a few claim examples and how expensive they can be.

**D. MANAGED CARE PROVIDER**

Ms. Beatty reviewed the Managed Care Summary Report as of October, 2021, as well as the Average Days to Report and Transitional Duty Summary Report included in the agenda.

**E. STUDENT ACCIDENT PROGRAM**

No report.

**F. EXECUTIVE DIRECTOR/UNDERWRITING & FINANCE DIRECTOR**

**1. EXECUTIVE DIRECTOR**

**2022-23 Membership Renewals**

Nine (9) districts are up for membership renewal on July 1, 2022. **They are Deptford Township, Fairfield Township, Monroe Township, Oldmans Township, Pennsville, Salem County Special Services, Salem County Vo-Tech, Upper Deerfield and Wenonah.**

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 by the end of September and provided with supporting documentation to facilitate the renewal process.

**NJSBA/NJASBO/NJASA Fall Conference Follow-up**

Mr. Wilkie noted that the SPELL participated in the virtual conference on October 26-28, 2021. He has received a report from NJSBA with contacts that were made at the Booth.

**AGRIP Fall Conference**

Mr. Wilkie noted that Included in the agenda packet are reports from Tom Grossi (ACCASBO), Michael Colling (BCIP) and Chris Veneziani (ACCASBO), who attended the fall conference in Minneapolis.

**2021 State of the JIF Dinner**

Mr. Wilkie reminded everyone that annual dinner is scheduled for **Thursday, December 2, 2021 at Villari's Lakeside**. Invitations were sent out electronically on October 29, 2021 with a due date of November 18, 2021.

We will recognize all districts for their efforts, but make special recognition of those districts that have won safety awards and managed claims well.

**Third Party Certificates of Insurance Diary System Update**

The Third Party Certificates of Insurance Diary System is now up and running. If anyone has any questions, please contact Megan Matro at the Executive Director's office at [Megan\\_Matro@riskprogramadministrators.com](mailto:Megan_Matro@riskprogramadministrators.com).

**Mold/Environmental Management Workshop 2022**

The SPELL has approved funding for this very important workshop again in 2022-23. We will begin to plan for this educational seminar for next July 2022. Tentative date is Wednesday, July 13, 2022. Please remember to report every mold claim to the Environmental Carrier using the reporting form and instructions on [SPELLJIF.COM](http://SPELLJIF.COM), found under the Claims tab.

### **SPELL JIF Joint Retreat 2021**

An in-person retreat was held at The Grand Hotel in Cape May on September 22-24, 2021. The results of the survey for all 3 days is attached. Discussion on the location and timing of the event as well as the new venue this year was conducted.

### **Recent Workers' Compensation Law**

Mr. Wilkie referred to an attached article entitled, "**Governor Signs Job Preference Law For Employees Who Have Reached Maximal Medical Improvement**" written by John Geaney on September 30, 2021. Mr. Geaney's article discusses a disturbing new law that introduces workers' compensation plaintiff bar and judges into workplace decisions following a return to work based upon maximum medical improvement but with permanent restrictions. The article introduces the questions surrounding this law. We encourage you to share this with your HR officers and Superintendents. He suggested that if anyone had any questions, they should contact Mr. Geaney directly.

### **Solicitor RFP Search Update – MOTION REQUESTED**

Mr. Wilkie provided an update on the School JIFs Solicitor search and interview process in closed session. Motion by Ms. Contrevo, second by Ms. Zook to approve the recommendation of Pat Madden as the JIF Solicitor effective February 1, 2022.

### **Items Updated on SPELLJIF.COM**

The SPELLJIF.COM website is currently being updated to reflect the 2021-2022 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](mailto:Annette_Reap@riskprogramadministrators.com).

### **Maintaining Safe Schools**

The October and November 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**

- State of the JIF Dinner – Thursday, 12/2/2021 @ Villari's Lakeside Restaurant
- Next GCSSD JIF Meeting - 1/27/22 – 1:00 pm @ Delsea Regional Middle School

## **2. UNDERWRITING AND FINANCE DIRECTOR**

### **Final Installment 2021-2022 Premium Contribution Notices**

Second installment 2021-2022 premium contribution notices were emailed to members on November 1, 2021. Payments are due by January 15, 2022 to the Fund Treasurer, Mrs. Verrill.

### **District/Fund Incurred Losses Report**

Mr. Wilkie reviewed Mr. Hoffman's report included in the agenda showing incurred losses for the SPELL members for Fund Year 2020-2021 as of October 31, 2021.

### **SPELL JIF Meeting Minutes**

Mr. Wilkie referred to the approved meeting minutes from the May 27, 2021 SPELL JIF Meeting included in the agenda for review.

### **Resolution 2021-19 – SPELL Membership Renewal – MOTION REQUESTED**

Mr. Wilkie referred to Resolution 2021-19 included on today's agenda for approval to renew GCSSD's membership in the SPELL effective July 1, 2022 through June 30, 2025.

Motion by Mr. Maurer, second by Mr. Wilson, to approve GCSSD's membership in the SPELL effective July 1, 2022 through June 30, 2025.

**2022-2023 Exposure Renewal and Budget Process**

Ms. Fox reported that the Executive Director's office has transitioned all exposure data to a new program called Risk Partner. This year instead of receiving packets you will instead receive information on how to log into the system and update all information online. You will receive an email by the first week of December with instructions on how to log in and update information as well as completing an online questionnaire similar to what you have done on paper in the past. We still ask that you forward a copy of your June 30, 2021 audit as well as a copy of your 2022-2023 ASSA Report via email to [jennifer\\_fox@riskprogramadministrators.com](mailto:jennifer_fox@riskprogramadministrators.com). Also, you will still have to complete separate applications for Cyber and Environmental coverage as the carriers request their own applications. We ask that you complete all requested information by December 20, 2021. We are aware that the deadline for audits has been pushed back till February so we ask that once they are received you either forward a copy to Jennifer or email her that it has been uploaded to the state website. If you have any questions please contact Jennifer Fox.

**Safety Incentive Program Winners – Reimbursement Procedure**

Ms. Fox instructed that a Safety Incentive Program Winner Reimbursement Procedure notice will be sent to all districts that have qualified for an award in the 2020-2021 program. Reimbursement requests are due by May 31, 2022. 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 Award Winners**

Ms. Fox advised that the Financial Awards will be paid on the January 2022 bill list for all districts that have qualified for a financial award for the 2020-2021 fund year.

**Certificates of Insurance Report** from 9/1/21 – 10/31/21 is included in the agenda.

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

Mr. Geitz reviewed September/October Activities and November Agenda items on his report and gave an update regarding the Safety Incentive Program Criteria for 2021-22. He also referred to the Safety Incentive Status Report included in this agenda. Mr. Geitz also reviewed his recent Safety Notice regarding Exempt Status for COVID-19 Emergency Temporary Standard (ETS). He explained that this follow-up notice is a guidance document on how to maintain exempt status to protect school nurses. Mr. Geitz also advised that there is a hold on an OSHA mandate that he recently sent on November 5<sup>th</sup> because of lawsuits filed by various states. Discussion followed.

**H. COMMITTEE MEETINGS**

1. Mr. Wilkie discussed the meeting minutes from the Claims Management Committee meeting held on October 13, 2021 and included in the agenda. He highlighted discussion on the process from last year of sending a survey to all members to review fund professional services.

**IX. MOTION REQUESTED – Resolution 2021-20**

Motion by Mr. Rodia, second by Mr. Maurer, to meet in Closed Session on January 27, 2022 at 1:00 pm in the Media Center of the Delsea Regional Middle School, 242 Fries Mill Road, Franklinville, New Jersey.

**X. Miscellaneous Business, Public Comment and/or RMC comments.**

Presentation of award to Donna Contrevo for NJASBO's Distinguished Member

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

*Motion* by Mr. Wilson, second by Mr. Maurer, to adjourn the November 18, 2021 meeting. All in favor.  
Motion carried by unanimous vote.

The meeting adjourned at 2:23 p.m.

A handwritten signature in cursive script, reading "Gregory Wilson", is written over a horizontal line.

Secretary