

**GCSSD JIF**  
**Gloucester, Cumberland, Salem School Districts Joint Insurance Fund**

---

**TO:** Fund Trustees  
Fund Delegates  
Fund Professionals  
Risk Management Consultants

**FROM:** Craig H. Wilkie, Deputy Executive Director  
Scott C. Tennant, Deputy Executive Director  
Brad Hoffman, Deputy Executive Director

**MEETING DATE:** January 26, 2017

**SUBJECT: AGENDA PACKET**

Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Thursday, January 26, 2017** beginning at **9:00 a.m.** at Washington Township Board of Education, Administration Building, 206 E. Holly Ave., Sewell, New Jersey 08080.

If you have any questions, please do not hesitate to contact our office at (856) 446-9100.



# Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

Washington Township Board of Education  
Administration Building  
206 E. Holly Avenue  
Sewell, New Jersey

Thursday, January 26, 2017 – 9:00 AM

## AGENDA

- I. Call to Order of the Open Session
- II. Statement of Compliance with the Open Public Meetings Act
  - A. Notice of this meeting was given by sending sufficient notice herewith to the *South Jersey Times*, *the Bridgeton Evening News*, and *Today's Sunbeam*;
  - B. Filing advance written notice of this meeting with each member district; and
  - C. 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
  - A. **2016-17 Trustees**
    - 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 Regional School District/National Park Boro School District
    - Brian E. Ferguson, Penns Grove-Carneys Point Regional BOE (SPELL Alternate #2)
    - Greg Wilson, East Greenwich Township School District
  - B. **2016-17 Alternate Trustees**
    - Richard Davidson, Pennsville Public School District
    - Nancy McCabe, Wenonah BOE
  - C. **2016-17 Delegates**
    - Michael Griggel, Deptford Township Public School District
    - Janecia Smith, Fairfield Township School District
    - Lisa Schulz, Monroe Township Public Schools
    - Valerie Carmody, Oldmans Township BOE
    - Noreen Boston, Pennsauken Public Schools
    - John Bolil, Salem County Vo-Tech School District
    - Jason Schimpf, South Harrison Township School District
    - Christopher Rodia, Westville Boro Public School District/Woodbury Heights BOE
  - D. **2016-17 Alternate Delegates**
    - Kelly Brazelton, Deptford Township Public School District
    - Dr. James Lynch, East Greenwich Township School District
    - Joseph Nichols, Elk Township School District
    - Dr. James Ruffin, Fairfield Township School District
    - Christopher Rodia, Gateway Regional School District/National Park Boro School District
    - David Sullivan, 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
- Corrine Mesmer, South Harrison Township School District
- Dr. Peter Koza, Upper Deerfield Township School District
- Harold J. Finkle, Washington Township BOE
- Edgar S. Keepers, Wenonah BOE
- Donna Contrevo, Westville Boro Public School District/Woodbury Heights BOE

**E. Fund Professionals**

- Craig H. Wilkie, Area Vice President – AJGRMS, Inc.
- Scott C. Tennant, Area Vice President – AJGRMS, Inc.
- Brad Hoffman, Area Vice President – AJGRMS, Inc.
- Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
- John W. Geitz, Safety Coordinator – Risk Assessment Services
- Louis J. Greco, Esq. – Fund Solicitor
- Chris Roselli, Claim Administrator – Qual-Lynx
- James D. Weber, Assistant Safety Coordinator – Risk Assessment Services
- Karen Beatty, Client Services Manager – Qual-Lynx
- Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
- Sharon Wilson, Recording Secretary

**F. Risk Management Consultants**

- Christopher Powell/Bonnie Ridolfino, Hardenbergh Insurance Group, Monroe Twp Public Schools
- Alfred T. Kirk, Conner Strong & Buckelew, Pennsauken Public Schools
- John J. Cobb, The Barclay Group, South Harrison Township School District

**IV. MOTION REQUESTED – To open the voting to all Delegates present.**

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

**V. Approval of Minutes – ADOPTION**

- A. November 18, 2016 ..... Pages 6-12

**VI. Professional Reports**

**A. Treasurer – MOTION REQUESTED**

- 1. December Approval Memo and Bill List ..... Pages 13-14
- 2. January Bill List..... Page 15
- 3. Investment & Budget Reports (November-December 2016)..... Pages 16-25

**B. Attorney**

- 1. Time for an OPMA and OPRA Tuneup..... Pages 26-27

C. Claim Administrator	
1. Adjuster Pending Report-December 2016 .....	Pages 28-31
2. Lessons from Losses (Back to Basics).....	Page 32
D. Managed Care Provider	
1. Managed Care Reports.....	Pages 33-35
E. Student Accident Program	
1. Status Report .....	Verbal Report
F. Executive Director/Underwriting & Finance Director Report .....	Pages 36-39
1. EXECUTIVE DIRECTOR	
a. 2017-18 Membership Renewals.....	Summary
b. Fair Labor Standards Act .....	Summary
c. Safety/Claims Meeting-February.....	Summary
d. State of the JIF Dinner-MOTION REQUESTED .....	Pages 40-49
e. NSIA Workers' Compensation Conference .....	Summary
f. 2017 PRIMA Conference .....	Summary
g. Items Updated on SPELLJIF .COM.....	Summary
h. Maintaining Safe Schools (12/16, 01/17)	
.....E-mailed to Business Administrators	
<i>(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).</i>	
i. Cyber Assessment Competition .....	Summary
j. Can My PTA Hold a Movie Night and Charge a Fee?.....	Summary
k. What is the JIF's Position on Having NARCAN (Naloxone) on Campus? .....	Summary
l. Featured Professional Development-Reading a Certificate of Insurance .....	Pages 50-55
m. Key Dates .....	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. District/Fund Status .....	Page 56
b. 2017-2018 Exposure Renewal .....	Summary
c. Safety Incentive Program Winners-Reimbursement Procedures .....	Summary
d. Financial Award Winners .....	Summary
e. Certificates of Insurance Report (11/1/16-12/31/16).....	Page 57
G. Safety Coordinator/Right to Know Coordinator	
1. November/December Activities & November Agenda .....	Pages 58-59
2. Safety Incentive Program Status Report.....	Pages 60-62
3. SIP Reimbursement Suggestions List .....	Page 63
4. OSHA Recordkeeping Sample Forms .....	Pages 64-67
5. Safety Bulletin – Weather-Related Slips and Falls .....	Pages 68-69
H. Committee Meetings – No Reports	

VII. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, March 23, 2017** at **9:00 a.m.** at the Washington Township Board of Education, Administration Building, Sewell, New Jersey.

VIII. Public Comment

IX. **MOTION REQUESTED – Resolution 2016-22** to go into Closed Session.

X. **MOTION REQUESTED** – to come out of Closed Session.

XI. **MOTION REQUESTED – Resolution 2016-23** to approve the Payment Authorization Requests/Items as presented in Closed Session.

XII. **MOTION REQUESTED** to Adjourn the Meeting.