

## **GCSSD JIF**

### **Gloucester, Cumberland, Salem School Districts Joint Insurance Fund**

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**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:** March 23, 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, March 23, 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, March 23, 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. January 26, 2017..... Pages 6-12

**VI. Appointment of Nominating Committee ..... by Fund President**

A. GCSSD and SPELL Term Expirations.....Page 13

**VII. Professional Reports**

**A. Treasurer – MOTION REQUESTED**

1. February Approval Memo and Bill List.....Pages 14-15

2. March Bill List ..... Page 16

3. Treasurer’s Reports- (Jan-Feb 2017).....Pages 17-26

B. Solicitor	
1. Rice Notice/Labor Law Ruling.....	Pages 27-29
C. Claim Administrator	
1. Adjuster Pending Report.....	Pages 30-33
2. Subrogation Report .....	Pages 34-35
3. Lessons from Losses (Ladder Safety).....	Page 36
D. Managed Care Provider	
1. Managed Care Reports.....	Pages 37-39
E. Student Accident Program	
1. Status Report .....	Page 40
F. Executive Director/Underwriting & Finance Director Report .....	Pages 41-43
1. EXECUTIVE DIRECTOR	
a. Introduction of New Staff Member .....	Summary
b. 2017-18 Membership Renewals- <b>MOTION REQUESTED</b> .....	Page 44
c. Cyber Assessment Competition.....	Summary
d. NJSIA Workers' Compensation Conference.....	Page 45
e. 2017 PRIMA Conference.....	Summary
f. State of the JIF Dinner.....	Summary
g. Proposed Meeting Dates for 2017-18 .....	Page 46
h. Items Updated on SPELLJIF.COM.....	Summary
i. Maintaining Safe Schools (2/17, 3/17) .....	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 a form and contact LRP Publications for their approval).</i>
j. Key Dates .....	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. District/Fund Status-Incurred Losses.....	Page 47
b. Financial Audit-June 30, 2016- <b>MOTION REQUESTED</b> .....	Summary
c. Resolution 2016-24 Surplus Release- <b>MOTION REQUESTED</b> .....	Pages 48-49
d. Resolution 2016-25 Approving Transfers- <b>MOTION REQUESTED</b> .....	Page 50
e. 2017-18 Renewal .....	Summary
f. Safety Incentive Program Winners-Reimbursement Procedures .....	Summary
g. RMC Resolutions and Agreements .....	Summary
h. Certificates of Insurance Report (1/1/17-2/28/17).....	Page 51
G. Safety Coordinator/Right to Know Coordinator	
1. January/February Activities and March/April Agenda.....	Pages 52-53
2. Safety Incentive Status Report.....	Pages 54-56
H. Committee Meetings	
1. Finance Committee – 2/21/17 .....	Pages 57-59
2. Joint Safety-Claims – 2/28/17 .....	Pages 60-65

- IX. Budget Hearing – **MOTION REQUESTED** – Adopt preliminary budget ..... Page 66
- X. Miscellaneous Business  
The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, May 18, 2017** at **9:00 a.m.** at the Bridgeport Holiday Inn, 1 Pureland Drive, Swedesboro, New Jersey.
- XI. Public Comment
- XII. **MOTION REQUESTED – Resolution 2016-26** to go into Closed Session.
- XIII. **MOTION REQUESTED** – to come out of Closed Session.
- XIV. **MOTION REQUESTED – Resolution 2016-27** to approve the Payment Authorization Requests/Items as presented in Closed Session.
- XV. **MOTION REQUESTED** to Adjourn the Meeting.