

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: May 18, 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, May 18, 2017** beginning at **Noon** at the Holiday Inn Swedesboro, 1 Pureland Drive, Swedesboro, New Jersey, 08085.

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

Holiday Inn Swedesboro
1 Pureland Drive
Swedesboro, New Jersey 08085

Thursday, May 18, 2017 – Noon

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 PS
- 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. March 23, 2017 Pages 8-14

VI. Budget Hearing – MOTION REQUESTED

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2017-2018 Budget – **ADOPTION** Page 15

VII. Election of Trustees, Alternates, SPELL Delegates

A. Nominating Committee Recommendations Page 16

MOTION REQUESTED - to Accept Other Nominations

MOTION REQUESTED - to Close Nominations

MOTION REQUESTED - to Elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on page 16.

VIII. Election of Officers - **MOTION REQUESTED** - to Elect:

Chair – Margaret Meehan, Washington Township BOE

Vice Chair – Joe Collins, Elk Township SD

Secretary – Cherie Bratty, Upper Deerfield Township SD

IX. Professional Reports

A. Treasurer – **MOTION REQUESTED**

- 1. April Approval Memo and Bill List.....Pages 17-18
- 2. May Bill List Page 19
- 3. Treasurer’s Reports- (March-April 2017).....Pages 20-29

B. Solicitor

- 1. Always Use Seniority..... Pages 30-31

C. Claim Administrator

- 1. Adjuster Pending Report..... Pages 32-35
- 2. Subrogation Report Pages 36-37
- 3. Lessons from Losses (Surveillance)Page 38

D. Managed Care Provider

- 1. Managed Care Reports..... Pages 39-41

E. Student Accident Program

- 1. Status Report Page 42

F. Executive Director/Underwriting & Finance Director Report Pages 43-46

1. EXECUTIVE DIRECTOR

- a. 2017-18 Membership Renewals-**MOTION REQUESTED** Summary
- b. NJSIA Workers’ Compensation Conference Summary
- c. Mold/Environmental/IAQ Best Practices Seminar Page 47
- d. Boiler Operator Refresher Training Summary
- e. SPELL JIF Joint Retreat Summary
- f. State of the JIF Dinner Summary
- g. SPELL JIF HR Hotline..... Pages 48-50
- h. STOPiT Update Summary
- i. Service Animals on Campus (Dogs)Addendum A
- j. Lead Matters..... Summary
- k. Items Updated on SPELLJIF.COM Summary
- l. Maintaining Safe Schools (5/17)..... E-mailed to Business Administrators
(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).
- m. Key Dates Summary
- n. Adverse Contract Language in an Event.....Discussion

- 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Status Page 51
 - b. 2017-18 Renewal Summary
 - c. SPELL Meeting Minutes (2/17) Pages 52-55
 - d. RMC Resolutions and Agreements Summary
 - e. 2017-2018 Contribution Notices Summary
 - f. Surplus Return Resolutions Summary
 - g. 2016-2017 Administrative Matter Defense Reimbursement Summary
 - h. Certificates of Insurance Summary
 - i. Auto ID Cards Summary
 - j. Safety Incentive Program Winners-Reimbursement Procedures Summary
 - k. Certificates of Insurance Report (3/01/17-4/3017) Pages 56-57

- G. Safety Coordinator/Right to Know Coordinator
 - 1. March/April Activities and May/June Agenda Pages 58-59
 - 2. Safety Incentive Status Report Pages 60-62
 - 3. Safety Recall Alert-Epi-Pen Pages 63-65

- H. Committee Meetings
 - 1. Finance Committee – 5/2/17 Pages 66-67

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

- XI. Roll Call
 - A. **2017-18 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)
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- Donna Contrevo, Westville Boro Public School District/Woodbury Heights BOE

XII. 2017-18 Oaths of Office

- A. President.....Handout
- Vice President.....Handout
- Secretary.....Handout
- Trustees (7).....Handout
- Alternate Trustees (3)Handout

XIII. 2017-18 Reorganization Resolutions – **ADOPTION**

- A. Reorganization Resolutions
 - 1. 2017-01 Appointing Professional Staff Pages 68-70
 - 2. 2017-02 Adopting Procedures in Compliance with the Open Public Meetings Act
 Pages 71-72
 - 3. 2017-03 Adopting Fiscal Policies and Procedures Pages 73-75
 - 4. 2017-04 Designation of Signatories-Operating Account Page 76
 - 5. 2017-05 Designation of Signatories-Claim Imprest Account..... Page 77
 - 6. 2017-06 Designating the Public Agency Compliance Officer Page 78
 - 7. 2017-07 Appointing Defense Attorneys Pages 79-80
 - 8. 2017-08 Appointing Panel Physicians..... Pages 81-83
 - 9. 2017-09 Appointing Certifying and Approving Officer Pages 84-85
 - 10. 2017-10 Authorization to Pay Professional Contract Fees in Non-Meeting
 Months Page 86
 - 11. 2017-11 Designation of Signatories-Disbursement Vouchers..... Page 87
 - 12. 2017-12 Approving the Risk Management Program Page 88
 - 13. 2017-13 Affirming Fund Policies..... Pages 89-91
 - 14. 2017-14 Designating Public Records Custodian Page 92
- B. Committee Appointments (Discretion of the Fund President).....Discussion

XIV. Motion to Adjourn the Reorganization Meeting

XV. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **Thursday, September 21, 2017** at **9:00 a.m.** at the Washington Township BOE Administration Offices in Sewell, New Jersey.

XVI. Public Comment

XVII. **MOTION REQUESTED – Resolution 2017-15** to go into Closed Session.

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

XIX. **MOTION REQUESTED – Resolution 2017-16** to approve the Payment Authorization Requests/Items as presented in Closed Session.

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