

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

Holiday Inn Philadelphia South-Swedesboro  
1 Pureland Drive  
Swedesboro, NJ 08085

**OPEN SESSION MINUTES**

**Thursday, May 19, 2022**

**I. MEETING CALLED TO ORDER**

A meeting of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF) was held remotely on May 19, 2021, beginning at 1:06 pm, with Joseph Collins, Chair, 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 SD/Delsea Regional SD, Chair (Spell Trustee)**

**Donna Contrevo, Gateway RSD/National Park Borough School District (Spell Trustee)**

**Pam Zook, Oldmans Township BOE**

**John Ogunkanmi, Pennsauken Public Schools**

**Lisa Schulz, Monroe Township Public Schools**

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

**Christopher Rodia, Vice Chair, Westville/Woodbury Heights BOE (SPELL Alternate)**

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

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

**Scott Campbell, Greenwich Township School District (SPELL Alternate)**

**Heather Mayhew, Pennsville Public School District**

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

**None**

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

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

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

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

**Sarah Bell, South Harrison Township School District**

**Denise DiGiandomenico, Wenonah BOE**

**Shannon DuBois-Brody, Woodstown-Pilesgrove Regional School District**

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

Todd Reitzel, Deptford Township Public School District

Robin Henry, Fairfield Township School District

Dr. Frank Badessa, Interim, Upper Deerfield Township School District

***2021-2022 Alternate Delegates in attendance***

Donna Contrevo, Westville/Woodbury Heights BOE

Edgar Keepers, Wenonah BOE

***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

Vacancy, Fairfield Township School District

Vacancy, Monroe Township Public Schools

Alicia Smith, Oldmans Township BOE

Dr. Zenaida 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

Vacancy, Woodstown-Pilesgrove RSD

***Fund Professionals:***

Craig H. Wilkie, Area Vice President-RPA, a Division of Gallagher

Megan Matro, Marketing Specialist – RPA, a Division of Gallagher

Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC

Pat Madden, Esquire, JIF Solicitor

Karen Berenato, Claims Administrator-Qual-Lynx

Karen Conway, Claims Administrator-Qual-Lynx

Karen Beatty, Managed Care Provider - Qual-Lynx

Danielle Colaanni, Student Accident Program-Hardenbergh Insurance Group

John Geitz, Safety Coordinator – Risk Assessment Services

James D. Weber, Assistant Safety Coordinator-Risk Assessment Services

***Risk Management Consultants:***

None

**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 – 2021-27.**

***Resolved,*** that the Board of Trustees of the GCSSD JIF approved the following Payment Authorization Requests, as distributed to the Trustees and Fund Delegates on a confidential basis prior to board meeting:

2016078827    001239763    2017094806    202225904    2018107144

*Motion* by Ms. Zoom, second by Ms. Contrevo, to approve the Payment Authorization Requests, as distributed prior to the meeting. All in favor. Motion carried by unanimous vote.

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

*Motion* by Mr. Maurer, second by Ms. Contrevo, to approve the minutes of the March 24, 2022 meeting of the JIF. All in favor. Motion carried by unanimous vote.

**VII. Budget Hearing – MOTION REQUESTED**

- A. *Motion* by Mr. Maurer, second by Ms. Zook, to open the hearing to the public.
- B. *Motion* by Mr. Maurer, second by Ms. Contrevo, to close the hearing to the public.
- C. *Motion* by Mr. Maurer, second by Contrevo, to adopt the 2022-2023 Budget as presented.

**VIII. Election of Trustees, Alternates, SPELL Delegates**

*Motion* by Mr. Maurer, second by Mr. DeSantis, to elect the nominees as recommended by the Nominating Committee and listed in their Report contained in the agenda.

**IX. Election of Officers – *Motion* by Ms. Contrevo, second by Ms. Zook, to elect:**

**Chair** – Joe Collins, Delsea Regional/Elk Township

**Vice Chair** – Greg Wilson, East Greenwich Twp

**Secretary** – Pam Zook, Oldmans Twp

**X. PROFESSIONAL REPORTS**

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

The April Approval Memo and Bill List, May Bill List, and Treasurer's Reports for periods ending 3/31/21, and 4/30/21 were found in the agenda.

March Fund Balance	\$14,452,593.41
April Bill List	\$72,374.30
March Claims Paid	\$197,494.16
April Fund Balance	\$12,901,473.71
May Bill List	\$79,740.00
April Claims Paid	\$1,485,610.59

*Motion* by Mr. Maurer, second by Mr. DeSantis. All in favor. Motion carries.

Ms. Verrill left the meeting at 1:29 pm.

**B. SOLICITOR**

No report.

**C. CLAIM ADMINISTRATOR**

Ms. Conway reviewed the Adjuster Pendings Report, Open Subrogation Report and Emergency PAR Stewardship Reports included in the agenda. She noted that the property unit is fully staffed at this time, as well as receiving help from other offices when necessary. Lessons Learned from Losses concerning mold with the warm summer months approaching was also discussed.

*D. MANAGED CARE PROVIDER*

Ms. Beatty's Managed Care Summary report as of April, 2022, as well as the Average Days to Report and Transitional Duty Summary Report were provided. Ms. Beatty also included information in the agenda on the Provider Panel recommendations for 2022-23, as well as information on when to send injured employees to the emergency room or an urgent care center.

*E. STUDENT ACCIDENT PROGRAM*

No report.

*F. EXECUTIVE DIRECTOR/UNDERWRITING & FINANCE DIRECTOR*

*1. EXECUTIVE DIRECTOR*

**2022-23 Membership Renewals – MOTION REQUESTED**

Mr. Wilkie reported that Resolutions have been received from the nine (9) districts up for membership renewal on July 1, 2022. Motion is requested to accept and approve the membership renewal Resolutions received from the following districts: **Deptford Township, Fairfield Township, Monroe Township, Oldmans Township, Pennsville, Salem County Special Services, Salem County Vo-Tech, Upper Deerfield and Wenonah.**

*Motion* by Ms. Zook, second by Mr. Maurer, to accept and approve the membership renewal resolutions received from districts named above.

**Marketing Update**

Mr. Wilkie provided a marketing update in closed session.

**Mold, Environmental and IAQ Best Practices – July 13, 2022**

Mr. Wilkie asked the members to save the above date. This one day seminar will be held on **Wednesday, July 13, 2022 from 8:00 am until noon at the Westin Hotel in Mount Laurel.** Invitations will be emailed to all districts in mid-May. First-time attendees will receive 3 CEUs from the New Jersey Building & Grounds Association.

**Cyber Security Symposium – Cancelled**

The SPELL JIF IT/Cyber Risk Management Committee has not met. It was decided to cancel the seminar and work on short, recorded Zooms focused on specific topics in support of member efforts to navigate the virtual security landscape. Mr. Wilkie advised that a cyber carrier has been secured to provide coverage for the next fund year.

**Boiler Operator Refresher Training – August 9, 2022**

This training has been scheduled for Tuesday, August 9, 2022 from 8:00 am – 11:00 am in Egg Harbor Township School District. In the past, this annual training has been conducted by Traveler's Insurance, the JIF's boiler and machinery carrier. Mr. Geitz, the JIF Safety Director, has brought this training in-house and has worked with Joe Biluck to develop the program. The training is designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. Invitations will be sent out shortly.

**SPELL JIF Joint Retreat – September 28-30, 2022**

The annual Joint Retreat will be held on **September 28<sup>th</sup> (Wed) through September 30<sup>th</sup> (Fri), 2022 at The Grand Hotel in Cape May.** Planning has begun and further information will be provided in the coming months. Mark your calendars!

**State of the JIF Dinner – Save the Date!**

The annual dinner has been scheduled for **Thursday, December 1, 2022 at Villari's Restaurant.** Please mark your calendars.

### **AGRIP Spring Conference**

Attached are the reports from those who attended the Conference in March.

### **Public School Works**

The SPELL has recently executed a three year agreement that will expand the service offered by Public School Works. These services are provided free to all member districts. If your district is not currently utilizing the services provided by Public School Works you will need to complete a "Member Services Agreement" with Public School Works. Your district attorney should review the contract and understand that this is used for Training Purposes and not as a substitute for the provision of legal advice or guidance. A highlight of services is included in the agenda.

### **STOPit Activity Reports**

An Activity Report for GCSSD and the SPELL from 7/1/2021 through present are included in the agenda.

### **Email Addresses from the Executive Director's Office**

The email extension for staff at the Executive Director's office is changing in the near future to @RPAdmin.com. While the changeover is occurring, email sent to the older extensions of @ajg.com and @riskprogramadministrators.com will still be received.

### **SPELLJIF.COM**

**All policies, contact lists and other information found on SPELLJIF.COM will be updated in July/August, after the 2022-23 Fund Year begins.**

The Enterprise Risk Management Reports are being built out and now include print and download functions for some but not yet all reports. We will do a "How to Use these Reports" in-service directly following the September JIF meeting.

You can access all the current directories, lists, meeting information and claims information. 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@ajg.com](mailto:Annette_Reap@ajg.com).

### **Maintaining Safe Schools**

The April 2022 issue has 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**

- No JIF Meetings in June, July or August
- SPELL Meeting – Thursday, 5/26/2022-10:00 am via Zoom
- 10<sup>th</sup> Annual Mold/Environmental Management Seminar – 7/13/2022 @ the Westin Mount Laurel
- Boiler Operator Refresher Training – 8/9/2022 @ Egg Harbor Twp High School
- Next GCSSD JIF Meeting: 9/22/2022 @ Delsea Regional Middle School, Franklinville
- SPELL JIF Joint Retreat – 9/28-30/2022 @ The Grand Hotel, Cape May
- State of the JIF Dinner – 12/01/2022 @ Villari's Restaurant, Sicklerville

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

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

Mr. Wilkie provided an update on Fund Year 2021-2022 as of April 30, 2022.

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

Mr. Wilkie provided an update.

### **RMC Resolutions and Agreements**

RMC Resolutions and Agreements were emailed to all districts that currently have an RMC on March 2, 2022. If you have not already done so, please add this to your next meeting to appoint a Risk Management Consultant for the 2022-2023 fund year and forward the Resolution and Agreement to the Executive Director's office to the attention of Jodi Palmieri via email (Jodi\_Palmeri@riskprogramadministrators.com) at your earliest convenience.

### **Safety Incentive Program Winners – Reimbursement Procedure**

A Safety Incentive Program Winner Reimbursement Procedure notice was emailed to all districts that qualified for an award in the 2020-2021 program year. Reimbursement requests are due by June 30, 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 Jodi Palmeri at the JIF address, P.O. Box 449, Marlton, NJ 08053. If you would like to carry over your award to next year please email Jodi.

### **2022-2023 Contribution Notices**

First installment premium billings for the 2022-2023 fund year will be emailed to all districts by June 1, 2022. All premium contributions are due by July 15, 2022 to the Fund Treasurer, Lorraine Verrill.

### **Surplus Return Resolutions**

Surplus return resolutions will be sent to eligible current and former members by June 1, 2022. Please forward executed resolutions to the Executive Director's Office, attention Jodi Palmeri no later than June 30, 2022.

The Fund Risk Management Plan States:

*Any current or former member who does not act on their resolution by the time established by the Board of Trustees shall forfeit their rights to act independently for that year and accept the following results:*

*In the event of non-action on a net return of money:*

*The total net return amount shall be transferred to the individual member's portion of their unencumbered aggregate excess loss contingency fund.*

### **2021-2022 Administrative Matter Defense Reimbursement**

Each district is eligible for up to \$2,500 annually in expense reimbursement for administrative matter costs incurred that are not part of the SPELL coverage provisions. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement for the 2021-2022 fund year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Jodi Palmeri via email at Jodi\_Palmeri@riskprogramadministrators.com. **Reimbursement requests are due by September 30, 2022.**

### **Certificates of Insurance**

An email will be sent to all Certificate of Insurance Module Users by June 1, 2022 indicating when you can begin renewing certificates of insurance in the Certificate of Insurance Module and how to process them. If you have any questions, please contact Annette Reap at (856) 446-9139.

### **Auto ID Cards**

Auto ID Cards will be mailed to all districts by the end of June for the 2022-2023 Fund Year. Cards will be created based on the information that was provided to the Executive Director's office during the Exposure Renewal Process. Any vehicle listed as a leased vehicle will receive a vehicle specific Auto ID Card. All other vehicles will be given a generic fleet card. Please note that if you replace a vehicle with another fleet vehicle, the Auto ID Card can be transferred to the new vehicle. In addition to the Auto ID cards based on your vehicle count you will receive an additional number of fleet cards that should be kept in a safe place for additional vehicles you acquire during the year. Please note that the cards are

printed on watermarked paper and should not be photocopied as the watermark will not show on the copy and will not be accepted by the NJMVC.

**Certificates of Insurance Report** from 3/01/22-4/30/22 included in agenda.

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

Mr. Geitz reviewed his reports included in the agenda. He noted that he will be conducting some in-person training over the summer months. Included was a Safety Notice on End of School-Fun Day Safety.

**H. COMMITTEE MEETINGS**

1. Finance Committee – May 6, 2022 – Mr. Wilkie noted that the Finance Committee held a meeting in March via Zoom and the minutes of that meeting are included in the agenda. All items have previously been reviewed.

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

*Motion* by Ms. DuBois-Brody, second by Ms. Bell, to adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting. Upon roll call vote, all present voted yea. Motion carried.

**XII. ROLL CALL**

**A. 2022-2023 Trustees**

- ☐ Joseph Collins, Elk Township SD/Delsea Regional SD, **Chair** (SPELL Trustee)
- ☐ Greg Wilson, East Greenwich Township School District, **Vice Chair**
- ☐ Pam Zook, Oldmans Township BOE, **Secretary**
- ☐ Donna Contrevo, Gateway Regional School District/National Park Boro School District
- ☐ John Ogunkanmi, Pennsauken Public Schools
- ☐ Lisa Schulz, Monroe Township Public Schools
- ☐ Scott Campbell, Greenwich Township School District (SPELL Alternate)

**B. 2022-2023 Alternate Trustees**

- ☐ Heather Mayhew, Pennsville Public School District, (SPELL Alternate)
- ☐ Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District

**C. 2022-2023 Delegates**

- ☐ Todd Reitzel, Deptford Township Public School District
- ☐ Robin Henry, Fairfield Township School District
- ☐ Kim Fleetwood, Greenwich-Cumberland/Stow Creek
- ☐ Christopher DeStratis, Penns Grove-Carneys Point Regional BOE
- ☐ Sarah Bell, South Harrison Township School District
- ☐ Dr. Frank Badessa, Interim, Upper Deerfield Township School District,
- ☐ Denise DiGiandomenico, Wenonah BOE
- ☐ Christopher Rodia, Westville PSD/Woodbury Heights BOE
- ☐ Shannon DuBois-Brody, Woodstown-Pilesgrove Regional School District

**D. 2022-2023 Alternate Delegates**

- ☐ Vacancy, Deptford Township Public School District
- ☐ Vacancy, East Greenwich Township School District
- ☐ Joseph Nichols, Elk Township School District
- ☐ Vacancy, 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. Zenaida 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

**XIII. 2022-23 Oaths of Office**

- A. Chair ..... Handout  
Vice Chair ..... Handout  
Secretary ..... Handout  
Trustees (4) ..... Handout  
Alternate Trustees (2)..... Handout

**XIV. 2022-2023 REORGANIZATION RESOLUTIONS – Adoption**

- A. *Reorganization Resolutions*  
*Motion* by Ms. Schulz, second by Ms. Contrevo, to adopt Resolutions 2022-01 thru 2022-14. Upon roll call vote all present voted yea. Motion carried by unanimous vote.
- B. *Committee Appointments:* Mr. Wilkie asked the members to please notify Mr. Collins of their committee preferences within the next few weeks, so that committees can be established.

**XV. MOTION REQUESTED – Resolution 2022-15**

Motion by Mr. Maurer, second by Ms. Contrevo, to approve Resolution 2022-15 to meet in Closed Session on September 22, 2022 at 1:00 pm at the Delsea Regional Middle School, 242 Fries Mill Road, Franklinville, New Jersey.

**XVI. Miscellaneous Business, Public Comment and RMC comments or questions - None**

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

*Motion* by Mr. Ogunkanmi, second by Mr. Campbell, to adjourn the May 19, 2022 meeting. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 2:08 p.m.

Pamela A. Zook  
Secretary or Vice Chair