

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, Executive Director

MEETING DATE: January 26, 2023

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, January 26, 2023** in the Media Center of the Delsea Regional Middle School with Closed Session beginning at **1:00 p.m.**

If you have any questions, please do not hesitate to contact our office at (856) 446-9139.



Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

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

Thursday, January 26, 2023 – 1:00 pm

AGENDA

- I. Motion Requested to Call to Order the Closed Session the Board of Trustees by the Fund Chairperson
- II. Call to Order the Open Session
- III. 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.
- VI. 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**
 - John Ogunkanmi, Pennsauken Public Schools
 - Lisa Schulz, Monroe Township Public Schools
 - Scott Campbell, Greenwich Township School District (SPELL Alternate)
 - VACANCY, Trustee/SPELL Trustee
 - 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
 - Renee Ring, Fairfield Township School District
 - Janice Grassia, Gateway Regional SD/Woodbury Heights BOE
 - Kim Fleetwood, Greenwich-Cumberland/Stow Creek
 - Lauren Granate, National Park Boro SD/Westville PSD
 - Christopher DeStratis, Penns Grove-Carneys Point Regional BOE
 - Dawn Leary, South Harrison Township School District
 - Dr. Frank Badessa, Interim, Upper Deerfield Township School District,
 - Denise DiGiandomenico, Wenonah 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

- Dr. Sean McCarron, Fairfield Township School District
- Lauren Granate, Gateway Regional SD/Woodbury Heights BOE
- Vacancy, Monroe Township Public Schools
- Janice Grassia, National Park Boro SD/Westville PSD
- 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
- Vacancy, Woodstown-Pilesgrove RSD

E. Fund Professionals

- Craig H. Wilkie, Area Vice President – RPA, a division of Gallagher
- Scott C. Tennant, Area Vice President – RPA, a division of Gallagher
- Brad Hoffman, Area Executive Vice President – RPA, a division of Gallagher
- Megan Matro, Marketing Specialist, RPA, a division of Gallagher
- Kim Hill, Account Manager, RPA, a division of Gallagher
- Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
- Patrick Madden, Esquire – Fund Solicitor
- Chris Roselli, Claims Administrator – Qual-Lynx
- Karen Beatty, Client Services Manager – Qual-Lynx
- Danielle Colaianni, Hardenbergh Insurance - Student Accident Program
- John W. Geitz, Risk Assessment Services – Safety Coordinator
- James D. Weber, Risk Assessment Services – Assistant Safety Coordinator
- Annette Reap, Recording Secretary

F. Risk Management Consultants

- Hardenbergh Insurance Group – Greenwich Twp/Monroe Twp
- Conner Strong & Buckelew – Delsea/Pennsauken
- The Barclay Group - South Harrison Township

V. 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.

VI. MOTION REQUESTED-Resolution 2022-20 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

November 17, 2022..... Pages 6-11

VIII. Professional Reports

- A. Treasurer - **MOTION REQUESTED**
 - 1. December Approval Memo and Bill List..... Pages 12-13
 - 2. January Bill List Page 14
 - 3. Treasurer’s Reports (November-December 2022)..... Pages 15-24

- B. Solicitor-School Therapy Dog Issues Pages 25-30

- C. Claims Administrator
 - 1. Adjuster Pending Reports – December 2022.....Pages 31-32
 - 2. Open Subrogation Report – December 2022 Page 33
 - 3. Lessons Learned from Losses-Winter Weather Hazards Page 34

- D. Managed Care Provider
 - 1. Managed Care Summary – December 2022 Page 35
 - 2. Average Days to Report - December 2022 Pages 36-37
 - 3. Transitional Duty Days – December 2022.....Page 38

- E. Student Accident Program
 - 1. Status Report No Report

- F. Executive Director/Underwriting & Finance Director Report..... Pages 39-41
 - 1. EXECUTIVE DIRECTOR
 - a. 2023-24 Membership Renewals..... Summary
 - b. 2023 PRIMA Conference..... Summary
 - c. 2023 SPELL Joint Retreat-MOTION REQUESTED Summary
 - d. 2023 State of the JIF Dinner-MOTION REQUESTED Pages 42-47
 - e. SPELL JIF HR Helpline-Transition to Zywave Summary
 - f. Items Updated on SPELLJIF.COM..... Summary
 - g. Maintaining Safe Schools..... Summary
 - h. Key Dates Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report..... Page 48
 - b. 2023-2024 Exposure Renewal and Budget Process Summary
 - c. 2023-2024 Cyber Application Process..... Summary
 - d. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
 - e. Financial Performance Award Winners Summary
 - f. Certificates of Insurance Report-11/01/22–12/31/22 Pages 49-50

- G. Safety Coordinator/Right to Know Coordinator
 - 1. November/December Activities and January/February Agenda..... Pages 51-52
 - 2. Safety Incentive Status Report..... Pages 53-56

- H. Committee Meetings
 - 1. Finance Committee – Meeting scheduled for Tuesday, 2/7/2023-10am via Zoom

- IX. MOTION REQUESTED – Resolution 2022-21** to meet remotely in Closed Session on March 23, 2023 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 RMC comments or questions.
- XI. MOTION REQUESTED** to Adjourn Meeting.
- XII. Voluntary Learning Session – Enterprise Risk Management (ERM) Review**
There will be a 15 minute presentation following the meeting. Member attendance is voluntary.