

**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, Executive Director

**MEETING DATE:** January 28, 2021

**SUBJECT: AGENDA PACKET**

Enclosed please find the agenda packet for the Executive Committee Meeting to be held electronically on **Thursday, January 28, 2021** 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**

Teleconferencing meeting via Zoom

**Thursday, January 28, 2021 – 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.
- IV. Roll Call
  - A. **2020-2021 Trustees**
    - Cherie Bratty, Upper Deerfield Township School District, **Chair** (SPELL Trustee)
    - Joseph Collins, Elk Township School District, **Vice Chair** (SPELL Trustee)
    - Christopher Rodia, Westville PSD/Woodbury Heights BOE, **Secretary** (SPELL Alternate)
    - Donna Contrevo, Gateway Regional School District/National Park Boro School District
    - Greg Wilson, East Greenwich Township School District
    - Pam Zook, Oldmans Township BOE
    - John Ogunkanmi, Pennsauken Public Schools
  - B. **2020-2021 Alternate Trustees**
    - Lisa Schulz, Monroe Township Public Schools
    - Scott Campbell, Greenwich Township School District
  - C. **2020-2021 Delegates**
    - Todd Reitzel, Deptford Township Public School District
    - William Gerson, Fairfield Township School District
    - Brian Ferguson, Interim , Penns Grove-Carneys Point Regional BOE
    - Heather Mayhew, Pennsville Public School District
    - Frank Maurer, Salem County SSSD
    - Jennifer Bates, Salem County Vo-Tech School District
    - Jason Schimpf, South Harrison Township School District
    - Denise DiGiandomenico, Wenonah BOE
    - Rose Wang Chin, Woodstown-Piles Grove Regional School District (SPELL Alternate)
  - D. **2020-2021 Alternate Delegates**
    - Vacancy, Deptford Township Public School District
    - Dr. James Lynch, East Greenwich Township School District
    - Joseph Nichols, Elk Township School District
    - Dr. Michael Knox, 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
- Vacancy, 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

**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
- Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
- Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
- Louis J. Greco, Esquire – Fund Solicitor
- Chris Roselli, Claims Administrator – Qual-Lynx
- Karen Beatty, Client Services Manager – Qual-Lynx
- John W. Geitz, Safety Coordinator – Risk Assessment Services
- Bonnie Ridolfino, Student Accident Program - Hardenbergh
- James D. Weber, Assistant Safety Coordinator – Risk Assessment Services
- Annette Reap, Recording Secretary

**F. Risk Management Consultants**

- Hardenbergh Insurance Group – Greenwich Twp/Monroe Twp
- Conner Strong & Buckelew - Pennsauken Public Schools
- 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 2020-19 to approve Payment Authorization Request(s) as presented in Closed Session.**

**VII. Approval of Minutes – ADOPTION**

A. November 19, 2020 ..... Pages 5-10

**VIII. Professional Reports**

**A. Treasurer - MOTION REQUESTED**

1. December Approval Memo and Bill List..... Pages 11-12
2. January Bill List ..... Page 13
3. Treasurer’s Reports (November-December 2020) ..... Pages 14-23

B. Solicitor – Special Ed Settlements ..... Pages 24-25

- C. Claims Administrator
  - 1. Adjuster Pending Report – December 2020 .....Pages 26-27
  - 2. Open Subrogation Report – December 2020 ..... Page 28
  - 3. Lessons Learned from Losses-Winter Weather Hazards ..... Page 29
- D. Managed Care Provider
  - 1. Managed Care Summary - December 2020..... Page 30
  - 2. Average Days to Report - December 2020 ..... Page 31-32
  - 3. Transitional Duty Days – December 2020..... Page 33
- E. Student Accident Program
  - 1. Status Report ..... No Report
- F. Executive Director/Underwriting & Finance Director Report..... Pages 34-35
  - 1. EXECUTIVE DIRECTOR
    - a. 2021-22 Membership Renewals..... Summary
    - b. 2020 State of the JIF Dinner-**MOTION REQUESTED**..... Summary
    - c. 2021 PRIMA Conference..... Summary
    - d. Items Updated on SPELLJIF.COM..... Summary
    - e. Maintaining Safe Schools..... Summary
    - f. Key Dates ..... Summary
  - 2. UNDERWRITING AND FINANCE DIRECTOR
    - a. District/Fund Incurred Losses Reports ..... Pages 36-37
    - b. 2021-2022 Exposure Renewal and Budget Process ..... Summary
    - c. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
    - d. Financial and Timely Reporting Award Winners ..... Summary
    - e. Certificates of Insurance Report-11/01/20–12/31/20 ..... Page 38
- G. Safety Coordinator/Right to Know Coordinator
  - 1. November/December Activities and January Agenda ..... Pages 39-40
  - 2. Safety Incentive Program Status Report 2020-21 ..... Pages 41-44
- H. Committee Meetings
  - 1. Claims Management – 1/26/21 ..... Verbal
- IX. **MOTION REQUESTED – Resolution 2020-20** to meet remotely in Closed Session on March 25, 2021 at 1:00 pm via Zoom.
- X. Miscellaneous Business, Public Comment and RMC comments or questions.
- XI. **MOTION REQUESTED** to Adjourn Meeting.