

GCSSD JIF
Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

TO: Fund Trustees
Fund Delegates
Fund Professionals
Risk Management Consultants

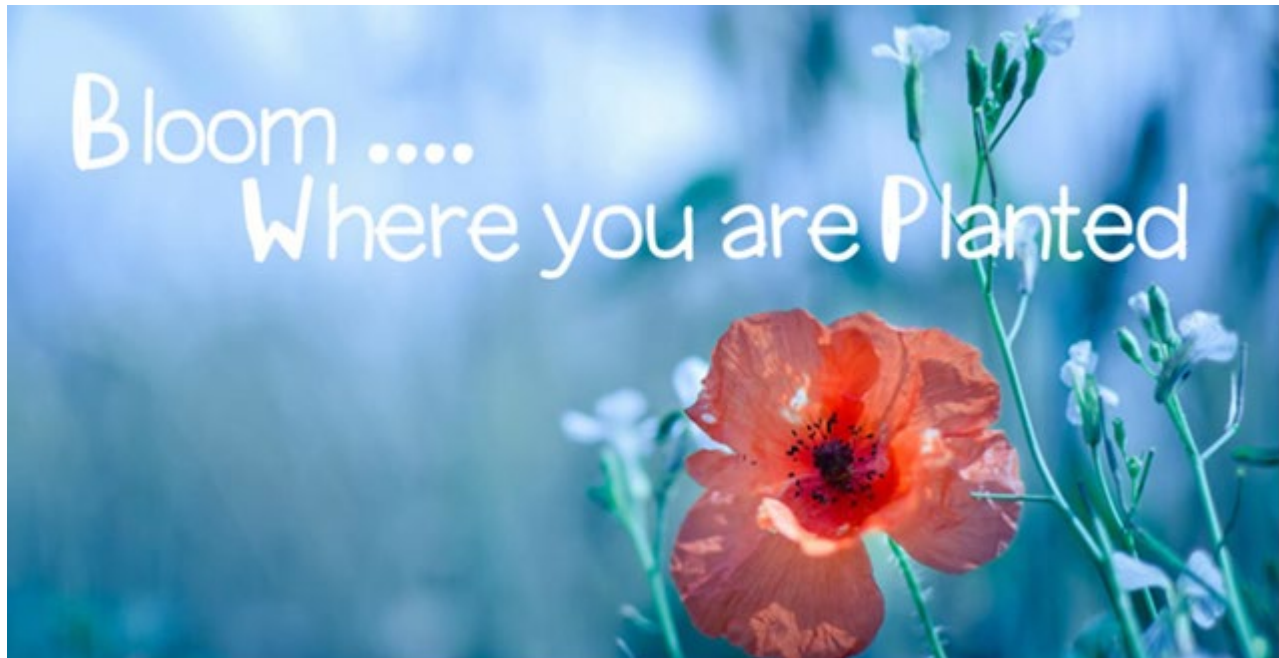
FROM: Craig H. Wilkie, Deputy Executive Director
Scott C. Tennant, Deputy Executive Director
Brad Hoffman, Executive Director

MEETING DATE: March 24, 2022

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held at the Delsea Regional Middle School Media Center, 242 Fries Mill Road, Franklinville, New Jersey on **Thursday, March 24, 2022 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, New Jersey 08322

Thursday, March 24, 2022 – 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. **2021-2022 Trustees**
 - Joseph Collins, Elk Township SD/Delsea Regional SD, **Chair** (SPELL Trustee)
 - Christopher Rodia, Westville PSD/Woodbury Heights BOE, **Vice Chair** (SPELL Alternate)
 - Greg Wilson, East Greenwich Township School District, **Secretary**
 - Donna Contrevo, Gateway Regional School District/National Park Boro School District
 - Pam Zook, Oldmans Township BOE
 - John Ogunkanmi, Pennsauken Public Schools
 - Lisa Schulz, Monroe Township Public Schools
 - B. **2021-2022 Alternate Trustees**
 - Scott Campbell, Greenwich Township School District (SPELL Alternate)
 - Heather Mayhew, Pennsville Public School District
 - C. **2021-2022 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
 - Heather Mayhew, Pennsville Public School District
 - Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District
 - Sarah Bell, South Harrison Township School District
 - Dr. Frank Badessa, Interim, Upper Deerfield Township School District,
 - Denise DiGiandomenico, Wenonah BOE
 - Shannon DuBois-Brody, Woodstown-Piles Grove Regional School District
 - D. **2021-2022 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

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
- Megan Matro, Marketing Specialist – RPA, a division of Gallagher
- Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
- Patrick J. Madden, Esquire - JIF 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 2021-23 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

January 27, 2022..... Pages 6-11

VIII. Appointment of a Nominating Committee by Fund Chair Page 12

IX. Professional Reports

A. Treasurer - **MOTION REQUESTED**

- 1. February Approval Memo and Bill List Pages 13-14
- 2. March Bill List Page 15
- 3. Treasurer’s Reports (January-February 2022) Pages 16-25

B. Solicitor

- 1. Two Recent Court Decisions Pages 26-28
- 2. Updated Tort Claims Forms Pages 29-52
- 3. Resolution 2021-24 Adoption of Tort Claim Form-**MOTION REQUESTED** Page 53

C. Claims Administrator

- 1. Adjuster Pending Report – February 2022.....Pages 54-55
- 2. Open Subrogation Report – February 2022 Page 56
- 3. Lessons Learned from Losses- Office Safety Page 57

D. Managed Care Provider

- 1. Managed Care Summary - February 2022 Page 58
- 2. Average Days to Report - February 2022..... Pages 59-61
- 3. Transitional Duty Days – February 2022 Page 62

E. Student Accident Program

- 1. Status Report Page 63

F. Executive Director/Underwriting & Finance Director Report..... Pages 64-66

- 1. EXECUTIVE DIRECTOR
 - a. 2022-23 Membership Renewals..... Summary
 - b. Results of Professional Survey..... Pages 67-71
 - c. Public School Works Page 72
 - d. NJSIA Workers’ Compensation Conference Pages 73-76
 - e. 2022 PRIMA Conference..... Summary
 - f. Proposed Meeting Dates for 2022-23 Page 77
 - g. 2022 SPELL Annual Joint Retreat Summary
 - h. Items Updated on SPELLJIF.COM..... Summary
 - i. Maintaining Safe Schools..... Summary
 - j. Key Dates Summary
- 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report..... Page 78
 - b. Financial Audit-June 30, 2021-**MOTION REQUESTED**Addendum
 - c. Resolution 2021-25 Surplus Release-**MOTION REQUESTED**..... Pages 79-80
 - d. 2022-2023 Exposure Renewal and Budget Process Summary
 - e. 2022-2023 Cyber Renewal..... Summary
 - f. RMC Resolutions & Agreements Summary
 - g. Safety Incentive Program Winners-Reimbursement Procedure Summary
 - h. Certificates of Insurance Report-01/01/22–02/28/22 Page 81

G. Safety Coordinator/Right to Know Coordinator

- 1. January/February Activities and March Agenda Pages 82-83
- 2. Safety Incentive Program Status Report Pages 84-87
- 3. Safety Notice-Catalytic Converter Thefts..... Page 88

- H. Committee Meetings
 - 1. Finance – 2/22/22 Pages 89-90
 - 2. Safety – 3/3/22 Pages 91-94

- X. Budget Hearing – **MOTION REQUESTED** – Adopt Preliminary Budget 2022-2023 Page 95

- XI. **MOTION REQUESTED** – **Resolution 2021-26** to meet in Closed Session on May 19, 2022 at 12:00 pm at the Bridgeport Holiday Inn, Swedesboro, New Jersey.

- XII. Miscellaneous Business, Public Comment and RMC comments or questions.

- XIII. **MOTION REQUESTED** to Adjourn Meeting