

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

Join Zoom Meeting

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Meeting ID: 981 4500 0324

Passcode: 483138

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 25, 2021

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Executive Committee Meeting to be held electronically on **Thursday, March 25, 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.



The Lily Pad Cottage

**Gloucester, Cumberland, Salem School Districts
Joint Insurance Fund**

Teleconferencing meeting via Zoom

Thursday, March 25, 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
 - Shay Richardson, Fairfield Township School District
 - Christopher DeStratis, 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 2020-21 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

A. January 28, 2021 Pages 6-10

VIII. Appointment of a Nominating Committee by Fund Chair Page 11

IX. Professional Reports

A. Treasurer - **MOTION REQUESTED**

1. February Approval Memo and Bill List Pages 12-13
2. March Bill List Page 14
3. Treasurer’s Reports (January-February 2021) Pages 15-24

- B. Solicitor – Calculating Back Pay Awards Pages 25-26
- C. Claims Administrator
 - 1. Adjuster Pending Report – February 2021.....Pages 27-28
 - 2. Open Subrogation Report – February 2021..... Page 29
 - 3. Lessons Learned from Losses-COVID 19 Safety Protocols..... Page 30
- D. Managed Care Provider
 - 1. Managed Care Summary - February 2021 Page 31
 - 2. Average Days to Report - February 2021..... Page 32-34
 - 3. Transitional Duty Days – February 2021 Page 35
- E. Student Accident Program
 - 1. Status Report Page 36
- F. Executive Director/Underwriting & Finance Director Report..... Pages 37-38
 - 1. EXECUTIVE DIRECTOR
 - a. 2021-22 Membership Renewals..... Summary
 - b. Results of Fund Professional Survey..... Pages 39-43
 - c. Loss Information Reports Page 44
 - d. STOPiT Activity Report..... Pages 45-53
 - e. Enquiron SPELL HR Helpline Activity Report Pages 54-56
 - f. 2021 PRIMA Conference..... Summary
 - g. NJSIA Workers’ Compensation Conference Summary
 - h. Proposed Meeting Dates for 2021-22 Page 57
 - i. Items Updated on SPELLJIF.COM..... Summary
 - j. Maintaining Safe Schools..... Summary
 - k. Key Dates Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. District/Fund Incurred Losses Report Page 58
 - b. Financial Audit-June 30, 2020-**MOTION REQUESTED** Summary
 - c. Resolution 2020-22 Surplus Release-**MOTION REQUESTED**..... Pages 59-60
 - d. 2021-2022 Exposure Renewal and Budget Process Summary
 - e. RMC Resolutions and Agreements Summary
 - f. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
 - g. Certificates of Insurance Report-01/01/21–02/28/21..... Page 61
- G. Safety Coordinator/Right to Know Coordinator
 - 1. January/February Activities and March/April Agenda..... Pages 62-63
 - 2. Safety Incentive Program Status Report 2020-21 Pages 64-67
- H. Committee Meetings
 - 1. Claims Management – 1/26/21 Pages 68-70
 - 2. Safety – 2/10/21 Pages 71-73
 - 3. Finance – 3/9/21 Verbal
- X. Budget Hearing – **MOTION REQUESTED** – Adopt Preliminary Budget 2021-2022.....Page 74

- XI. MOTION REQUESTED – Resolution 2020-23** to meet remotely in Closed Session on May 20, 2021 at 1:00 pm via Zoom.
- XII.** Miscellaneous Business, Public Comment and RMC comments or questions.
- XIII. MOTION REQUESTED** to Adjourn Meeting.