

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

AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, March 28, 2024** in the Media Center of the Delsea Regional Middle School, 242 Fries Mill Road, Franklinville, 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 or via email to Annette_Reap@rpadmin.com. Thank you.



Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

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

Thursday, March 28, 2024 – 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. **2023-2024 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 Trustee)
 - ☐ Heather Mayhew, Pennsville Public School District (SPELL Alternate)
 - B. **2023-2024 Alternate Trustees**
 - ☐ Frank Maurer, Salem County SSSD/Salem County Vo-Tech SD (SPELL Alternate)
 - ☐ Christopher DeStratis, Penns Grove-Carneys Point Regional BOE
 - C. **2023-2024 Delegates (New district representatives listed in bold)**
 - ☐ Ron Latham, Deptford Township Public School District
 - ☐ Dr. Sean McCarron, 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
 - ☐ Christian Albadine, South Harrison Township School District
 - ☐ Michael Twardowski, Upper Deerfield Township School District
 - ☐ Denise DiGiandomenico, Wenonah BOE
 - ☐ Shannon DuBois-Brody, Woodstown-Pilesgrove Regional School District
 - D. **2023-2024 Alternate Delegates**
 - ☐ Vacancy, Deptford Township Public School District
 - ☐ Vacancy, East Greenwich Township School District
 - ☐ Joseph Nichols, Elk Township School District
 - ☐ Renee Ring, 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
- ☐ Hilary Salyards, 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. Frank Badessa, Upper Deerfield Township School District
- ☐ Edgar S. Keepers, Wenonah BOE
- ☐ Vacancy, Woodstown-Pilesgrove RSD

E. Fund Professionals

- ☐ Craig H. Wilkie, RPA/Gallagher – JIF Administrator
- ☐ Scott C. Tennant, RPA/Gallagher – JIF Administrator
- ☐ Brad Hoffman, RPA/Gallagher – JIF Administrator
- ☐ Kim Hill, Account Manager - RPA/Gallagher – JIF Administrator
- ☐ Lorraine Verrill, CPA, Verrill & Verrill, LLC – JIF Treasurer
- ☐ Patrick Madden, Esquire – JIF Solicitor
- ☐ Chris Roselli, Qual-Lynx - Claims Administrator
- ☐ Karen Beatty, Qual-Lynx – Managed Care
- ☐ Danielle Colaianne, Hardenbergh Insurance - Student Accident Program
- ☐ John W. Geitz, Risk Assessment Services – Safety Coordinator
- ☐ Rick Hillman, Ironwood Consulting LLC - Virtual Safety Director
- ☐ Joe Biluck, 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 2023-22 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

A. January 25, 2024 Pages 6-12

VIII. Appointment of a Nominating Committee by Fund Chair

A. GCSSD and SPELL Term ExpirationsPage 13

IX. Professional Reports

A. Treasurer - **MOTION REQUESTED**

1. February Approval Memo and Bill ListPages 14-15
2. March Bill ListPage 116
3. Treasurer's Reports (January-February 2024)..... Pages 17-26

B. Solicitor Report/SCI Pass the Trash Law.....Pages 27-28/Handout

C. Claims Administrator

1. Adjuster Pending Reports – February 2024.....Pages 29-30
2. Emergency PAR Stewardship ReportPage 31
3. Subrogation Reports – February 2024..... Pages 32-33
4. Lessons Learned from Losses-Workplace Safety.....Page 34

D. Managed Care Provider

1. Managed Care Summary – February 2024Page 35
2. Average Days to Report - February 2024..... Pages 36-37
3. Transitional Duty Days – February 2024.....Page 38
4. ScriptAdvisor - Pharmacy Benefit Management (PBM) Memo.....Addendum A

E. Student Accident ProgramPage 39

F. Executive Director/Underwriting & Finance Director Report Pages 40-41

1. EXECUTIVE DIRECTOR

- a. 2024-25 Membership Renewals Summary
- b. Results of Fund Professional Survey Pages 42-47
- c. NJSIA Workers' Compensation Conference Pages 48-51
- d. Safety 360 Seminar – SAVE THE DATE! Summary
- e. Public School Works Reports..... Pages 52-54
- f. Proposed Meeting Dates for 2024-25.....Page 55
- g. Items Updated on SPELLJIF.COM Summary
- h. Key Dates Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Report.....Page 56
- b. Financial Audit-June 30, 2023-MOTION REQUESTEDAddendum B
- c. 2024-2025 Exposure Renewal and Budget Process Summary
- d. 2024-2025 Starr Cyber Renewal Insurance Application Summary
- e. RMC Resolutions and Agreements..... Summary
- f. Safety Incentive Program Winners – Reimbursement Procedure Summary
- g. SPELL JIF Approved Meeting Minutes Pages 57-60
- h. Certificates of Insurance Report-01/01/24–02/29/24..... Pages 61-65

G. Safety Coordinator/Right to Know Coordinator

1. January-February Activities and March Agenda Pages 66-67
2. SIP Status Report-March 2024..... Pages 68-71

H. Virtual Safety Director

1. February 29, 2024 Report.....Pages 72-73

- I. Committee Meetings
 - 1. Safety - February 26, 2024 Pages 74-77
 - 2. Finance - February 28, 2024 Pages 78-79
- X. Adoption of Preliminary Budget 2024-2025 – **MOTION REQUESTED**..... Page 80
- XI. **MOTION REQUESTED – Resolution 2023-23** to meet in Closed Session on May 23, 2024 at 12:00 pm at the Holiday Inn, Swedesboro, New Jersey.
- XII. Miscellaneous Business, Public Comment and RMC comments or questions.
- XIII. **MOTION REQUESTED** to Adjourn Meeting.