

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: May 18, 2023

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, May 18, 2023** at The Holiday Inn Philadelphia South-Swedesboro, One Pureland Drive, Swedesboro with Closed Session beginning at **12:00 p.m.** **Lunch will be served.**

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

Holiday Inn Philadelphia South-Swedesboro
1 Pureland Drive
Swedesboro, NJ 08085

Thursday, May 18, 2023 – 12:00 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. **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 Trustee)
 - ☐ Heather Mayhew, Pennsville Public School District (SPELL Alternate)
 - B. **2022-2023 Alternate Trustees**
 - ☐ Frank Maurer, Salem County SSSD/Salem County Vo-Tech SD (SPELL Alternate)
 - ☐ Christopher DeStratis, Penns Grove-Carneys Point Regional BOE
 - C. **2022-2023 Delegates – New District Representatives are noted in bold**
 - ☐ **Robert Delengowski, Interim, 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
 - ☐ 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
- ☐ Hilary Salyards, Oldmans Township BOE
- ☐ Dr. Zenaída 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 Colaïanni, 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 2022-24 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

March 23, 2023Pages 8-13

VIII. Budget Hearing – MOTION REQUESTED

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2023-2024 Budget – **ADOPTION**Page 14

IX.	Election of Trustees, Alternates, SPELL Delegates	
A.	Nominating Committee Recommendations.....	Page 15
	MOTION REQUESTED – to Accept Other Nominations	
	MOTION REQUESTED – to Close Nominations	
	MOTION REQUESTED – to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on Page	
X.	Election of Officers - MOTION REQUESTED – to Elect:	
	Chair – Joe Collins, Elk/Delsea	
	Vice Chair – Greg Wilson, East Greenwich Township	
	Secretary – Pam Zook, Oldmans Township	
XI.	Professional Reports	
A.	Treasurer - MOTION REQUESTED	
	1. April Approval Memo and Bill List	Pages 16-17
	2. May Bill List	Page 18
	3. Treasurer’s Reports (March-April 2023)	Pages 19-28
B.	Solicitor	No Report
C.	Claims Administrator	
	1. Adjuster Pending Report – April 2023	Pages 29-30
	2. Open Subrogation Report – April 2023	Page 31
	3. Lessons Learned from Losses-The War on Mold	Page 32
D.	Managed Care Provider	
	1. Managed Care Summary – April 2023	Page 33
	2. Average Days to Report - April 2023	Pages 34-35
	3. Transitional Duty Days – April 2023	Page 36
	4. Provider Panel Recommendations 2023-2024	Page 37
	5. Updated Participating Urgent Care Providers.....	Pages 38-39
E.	Student Accident Program	
	1. Status Report	Page 40
F.	Executive Director/Underwriting & Finance Director Report.....	Pages 41-43
	1. EXECUTIVE DIRECTOR	
	a. 2023-24 Membership Renewals- MOTION REQUESTED	Summary
	b. Marketing Update.....	Summary
	c. NJSIA Workers’ Compensation Conference	Summary
	d. Mold Environmental and IAQ Best Practices-7/12/2023	Page 44
	e. Managing Virtual Safety Symposium-7/19/2023	Page 45
	f. Boiler Operator Refresher Training-8/9/2023.....	Summary
	g. 2023 SPELL Annual Joint Retreat-9/27-29/2023	Summary
	h. State of the JIF Dinner-11/28/2023.....	Summary
	i. Doggy’s in District	Pages 46-48
	j. AGRIP Spring Conference Reports	Pages 49-53
	k. STOPit Activity Report	Pages 54-63

I.	SPELLJIF.COM.....	Summary
m.	Maintaining Safe Schools.....	Summary
n.	Key Dates	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	District/Fund Incurred Losses Report	Page 64
b.	2023-2024 Exposure Renewal and Budget Process	Summary
c.	RMC Resolutions & Agreements	Summary
d.	Safety Incentive Program Winners-Reimbursement Procedure	Summary
e.	2023-2024 Contribution Notices	Summary
f.	2022-2023 Administrative Matter Defense Reimbursement	Summary
g.	Certificates of Insurance – 2023-24 Renewals	Summary
h.	Auto ID Cards	Summary
i.	Certificates of Insurance Report-03/01/23–04/30/23.....	Pages 65-68
G.	Safety Coordinator/Right to Know Coordinator	
1.	March/April Activities and May/June Agenda	Pages 69-70
2.	Safety Incentive Program Status 2022-23.....	Pages 71-74
3.	Safety Notices	
a.	Proper Disposal of Chemical Waste	Pages 75-76
b.	Bounce House Safety	Pages 77-78
H.	Committees	
1.	Finance – 5/16/2023.....	Verbal
XII.	MOTION REQUESTED – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.	
XIII.	Roll Call	
A.	2023-2024 Trustees	
	<input type="checkbox"/> Joseph Collins, Elk Township SD/Delsea Regional SD, Chair (SPELL Trustee)	
	<input type="checkbox"/> Greg Wilson, East Greenwich Township School District, Vice Chair	
	<input type="checkbox"/> Pam Zook, Oldmans Township BOE, Secretary	
	<input type="checkbox"/> John Ogunkanmi, Pennsauken Public Schools	
	<input type="checkbox"/> Lisa Schulz, Monroe Township Public Schools	
	<input type="checkbox"/> Scott Campbell, Greenwich Township School District (SPELL Trustee)	
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	<input type="checkbox"/> Christopher DeStratis , Penns Grove-Carneys Point Regional BOE	
C.	2023-2024 Delegates	
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	<input type="checkbox"/> Dr. Sean McCarron, Fairfield Township School District	
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- ☐ 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-Piles Grove RSD

XIV. 2023-2024 Oaths of Office

- A. Chair Handout
- Vice Chair Handout
- Secretary Handout
- Trustees (4)..... Handout
- Alternate Trustees (2) Handout

XV. 2023-2024 Reorganization Resolutions – ADOPTION

- A. Reorganization Resolutions
1. 2023-01 Appointing Professional Staff Handout
 2. 2023-02 Adopting Procedures in Compliance with the Open Public Meetings Act
..... Pages 79-80
 3. 2023-03 Adopting Fiscal Policies and Procedures Pages 81-83
 4. 2023-04 Designation of Signatories-Operating Account Page 84
 5. 2023-05 Designation of Signatories-Claim Imprest Account..... Page 85
 6. 2023-06 Designating the Public Agency Compliance Officer..... Page 86
 7. 2023-07 Appointing Defense Attorneys Pages 87-88
 8. 2023-08 Appointing Panel Physicians Pages 89-90
 9. 2023-09 Appointing Certifying and Approving Officer Pages 91-92
 10. 2023-10 Authorization to Pay Professional Contract Fees in Non-Meeting
Months Page 93
 11. 2023-11 Designation of Signatories-Disbursement Vouchers..... Page 94
 12. 2023-12 Approving the Risk Management Program Page 95
 13. 2023-13 Affirming Fund Policies Pages 96-98
 14. 2023-14 Designating Public Records Custodian Page 99
- B. Committee Appointments (Discretion of the Fund Chair) Discussion

XVI. Motion to Adjourn the Reorganization Meeting

XVII. MOTION REQUESTED - Resolution 2023-15 to meet in Closed Session on September 21, 2023 at 1:00 pm at the Delsea Regional Middle School, 242 Fries Mill Road, Franklinville, New Jersey.

XVIII. Miscellaneous Business and Public Comment

XIX. MOTION REQUESTED – To Adjourn