

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 19, 2022

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held at the Holiday Inn Philadelphia South-Swedesboro, 1 Pureland Drive, Swedesboro, New Jersey on **Thursday, May 19, 2022 at 12:00 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

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

Thursday, May 19, 2022 – 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. **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-Pilesgrove 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-Piles Grove 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
- 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 2021-27 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

March 24, 2022 Pages 8-14

VIII. Budget Hearing – MOTION REQUESTED

- A. Motion to open to the public

B.	Motion to close to the public	
C.	2022-2023 Budget – ADOPTION	Page 15
IX.	Election of Trustees, Alternates, SPELL Delegates	
A.	Nominating Committee Recommendations.....	Page 16
	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 16.	
X.	Election of Officers - MOTION REQUESTED – to Elect:	
	Chair – Joe Collins, Elk/Delsea	
	Vice Chair – Chris Rodia, Westville/Woodbury	
	Secretary – Greg Wilson, East Greenwich Township	
XI.	Professional Reports	
A.	Treasurer - MOTION REQUESTED	
1.	April Approval Memo and Bill List	Pages 17-18
2.	May Bill List	Page 19
3.	Treasurer’s Reports (March-April 2022)	Pages 20-29
B.	Solicitor	No Report
C.	Claims Administrator	
1.	Adjuster Pending Report – April 2022	Pages 30-31
2.	Open Subrogation Report – April 2022.....	Page 32
3.	Lessons Learned from Losses-The War on Mold	Page 33
D.	Managed Care Provider	
1.	Managed Care Summary – April 2022	Page 34
2.	Average Days to Report - April 2022.....	Pages 35-37
3.	Transitional Duty Days – April 2022	Page 38
4.	Provider Panel Recommendations 2022-2023	Pages 39-40
5.	Where To Go for Treatment?.....	Page 41
E.	Student Accident Program	
1.	Status Report	No report
F.	Executive Director/Underwriting & Finance Director Report.....	Pages 42-44
1.	EXECUTIVE DIRECTOR	
a.	2022-23 Membership Renewals-MOTION REQUESTED	Summary
b.	Marketing Update.....	Summary
c.	Mold Environmental and IAQ Best Practices.....	Page 45
d.	Cyber Security Symposium	Summary
e.	Boiler Operator Refresher Training-August 9, 2022.....	Summary
f.	2022 SPELL Annual Joint Retreat	Summary
g.	State of the JIF Dinner-December 1, 2022	Summary
h.	AGRIP Conference Reports.....	Pages 46-52

- i. Public School Works Page 53
- j. STOPit Activity Report Pages 54-67
- k. Email Addresses from Executive Director’s Office Summary
- l. SPELLJIF.COM..... Summary
- m. Maintaining Safe Schools..... Summary
- n. Key Dates Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Report..... Page 68
- b. 2022-2023 Exposure Renewal and Budget Process Summary
- c. RMC Resolutions & Agreements Summary
- d. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
- e. 2022-2023 Contribution Notices Summary
- f. Surplus Return Resolutions..... Summary
- g. 2021-2022 Administrative Matter Defense Reimbursement Summary
- h. Certificates of Insurance 2022-23 Summary
- i. Auto ID Cards Summary
- j. Certificates of Insurance Report-03/01/22–04/30/22..... Pages 69-70

G. Safety Coordinator/Right to Know Coordinator

- 1. March/April Activities and May Agenda Pages 71-72
- 2. Safety Incentive Program Status Report..... Pages 73-76
- 3. Safety Notice-End of School-Fun Day Safety Pages 77-79

H. Committees

- 1. Finance – 5/06/22..... Pages 80-81

XII. MOTION REQUESTED – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.

XIII. Roll Call

A. 2022-2023 Trustees

- Joseph Collins, Elk Township SD/Delsea Regional SD, **Chair** (SPELL Trustee)
- Christopher Rodia, Westville PSD/Woodbury Heights BOE, **Vice Chair** (SPELL Alternate)
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- Vacancy, Woodstown-Pilesgrove RSD

XIV. 2022-23 Oaths of Office

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

XV. 2022-23 Reorganization Resolutions – ADOPTION

- A. Reorganization Resolutions
 - 1. 2022-01 Appointing Professional Staff Pages 82-84
 - 2. 2022-02 Adopting Procedures in Compliance with the Open Public Meetings Act
..... Pages 85-86
 - 3. 2022-03 Adopting Fiscal Policies and Procedures Pages 87-89
 - 4. 2022-04 Designation of Signatories-Operating Account Page 90
 - 5. 2022-05 Designation of Signatories-Claim Imprest Account..... Page 91
 - 6. 2022-06 Designating the Public Agency Compliance Officer..... Page 92
 - 7. 2022-07 Appointing Defense Attorneys Pages 93-94
 - 8. 2022-08 Appointing Panel Physicians Pages 95-96
 - 9. 2022-09 Appointing Certifying and Approving Officer Pages 97-98
 - 10. 2022-10 Authorization to Pay Professional Contract Fees in Non-Meeting
Months Page 99
 - 11. 2022-11 Designation of Signatories-Disbursement Vouchers..... Page 100
 - 12. 2022-12 Approving the Risk Management Program Page 101
 - 13. 2022-13 Affirming Fund Policies Pages 102-104
 - 14. 2022-14 Designating Public Records Custodian Page 105

B. Committee Appointments (Discretion of the Fund Chair) Discussion

XVI. Motion to Adjourn the Reorganization Meeting

XVII. MOTION REQUESTED - Resolution 2022-15 to meet in Closed Session on September 22, 2022 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