

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

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Join Zoom Meeting  
<https://zoom.us/j/95304421663?pwd=WEhpSWRUUVVvZFRxNktsbmZMUWRrQT09>

Dial +1 929 205 6099 US  
Meeting ID: 953 0442 1663  
Passcode: 705910

**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, May 20, 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.



# Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

Teleconferencing meeting via Zoom

Thursday, May 20, 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. **2021-2022 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. **2021-2022 Alternate Trustees**
    - Lisa Schulz, Monroe Township Public Schools
    - Scott Campbell, Greenwich Township School District
  - C. **2021-2022 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-Pilesgrove Regional School District (SPELL Alternate)
  - D. **2021-2022 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 2020-24 to approve Payment Authorization Request(s) as presented in Closed Session.**

**VII. Approval of Minutes – ADOPTION**

- A. March 25, 2021 ..... Pages 8-14

**VIII. Budget Hearing – MOTION REQUESTED**

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2021-2022 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** – Cherie Bratty, Upper Deerfield Township
  - Vice Chair** – Joe Collins, Elk Township
  - Secretary** – Chris Rodia, Westville/Woodbury Heights
- 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 2021) ..... Pages 20-29
  - B. Solicitor – Special Education Advocates ..... Pages 30-31
  - C. Claims Administrator
    - 1. Adjuster Pending Report – April 2021 .....Pages 32-33
    - 2. Open Subrogation Report – April 2021..... Page 34
    - 3. Lessons Learned from Losses-September’s Return to School ..... Page 35
  - D. Managed Care Provider
    - 1. Managed Care Summary - April 2021 ..... Page 36
    - 2. Average Days to Report - April 2021..... Pages 37-39
    - 3. Transitional Duty Days – April 2021 ..... Page 40
  - E. Student Accident Program
    - 1. Status Report ..... No Report
  - F. Executive Director/Underwriting & Finance Director Report..... Pages 41-43
    - 1. EXECUTIVE DIRECTOR
      - a. 2021-22 Membership Renewals-MOTION REQUESTED ..... Summary
      - b. Mold, Environmental and IAQ Best Practices – July 14, 2021..... Page 44
      - c. Boiler Operator Refresher Training – August 10, 2021 ..... Summary
      - d. SPELL JIF Joint Retreat – September 22-24, 2021 ..... Summary
      - e. State of the JIF Dinner – Save the Date! ..... Summary
      - f. Cyber Security Symposium – TBD..... Summary
      - g. Third Party Certificate Tracking – In BETA Testing ..... Summary
      - h. Enquiron – SPELL HR Helpline..... Pages 45-49
      - i. STOPit Activity Report ..... Pages 50-60
      - j. Items Updated on SPELLJIF.COM..... Summary
      - k. Maintaining Safe Schools..... Summary
      - l. Key Dates ..... Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. District/Fund Incurred Losses Report ..... Page 61
- b. 2021-2022 Exposure Renewal and Budget Process ..... Summary
- c. RMC Resolutions and Agreements ..... Summary
- d. 2021-2022 Contribution Notices ..... Summary
- e. Surplus Return Resolutions..... Summary
- f. 2020-2021 Administrative Matter Defense Reimbursement ..... Summary
- g. Certificates of Insurance ..... Summary
- h. Auto ID Cards ..... Summary
- i. Safety Incentive Program Winners- Reimbursement Procedure ..... Summary
- j. Certificates of Insurance Report from 3/01/21-4/30/21 ..... Pages 62-64

G. Safety Coordinator/Right to Know Coordinator

- 1. March/April Activities and May/June Agenda ..... Pages 65-66
- 2. Safety Incentive Program Status Report 2020-21 ..... Pages 67-70

H. Committee Meetings

- 1. Finance – 3/8/21 ..... Pages 71-72

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

**XIII. ROLL CALL**

**A. 2021-2022 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)
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- Frank Maurer, Salem County SSSD
- Jennifer Bates, Salem County Vo-Tech School District
- Jason Schimpf, South Harrison Township School District
- Denise DiGiandomenico, Wenonah BOE
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- Vacancy, Pennsauken Public Schools
- Mike Brodzik, Pennsville Public School District
- Vacancy, Salem County Vocational Technical School District/SS&S&D
- 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&S&D R&S&D

**XIV. 2021-22 Oaths of Office**

- A. Chair ..... Will Be Sent Via Email
- Vice Chair ..... Will Be Sent Via Email
- Secretary ..... Will Be Sent Via Email
- Trustees (4)..... Will Be Sent Via Email
- Alternate Trustees (2) ..... Will Be Sent Via Email

**XV. 2021-22 Reorganization Resolutions – ADOPTION**

- A. Reorganization Resolutions
  - 1. 2021-01 Appointing Professional Staff ..... Pages 73-75
  - 2. 2021-02 Adopting Procedures in Compliance with the Open Public Meetings Act.....  
..... Pages 76-77
  - 3. 2021-03 Adopting Fiscal Policies and Procedures ..... Pages 78-80
  - 4. 2021-04 Designation of Signatories-Operating Account ..... Page 81
  - 5. 2021-05 Designation of Signatories-Claim Imprest Account ..... Page 82
  - 6. 2021-06 Designating the Public Agency Compliance Officer ..... Page 83
  - 7. 2021-07 Appointing Defense Attorneys ..... Pages 84-85
  - 8. 2021-08 Appointing Panel Physicians..... Pages 86-88
  - 9. 2021-09 Appointing Certifying and Approving Officer ..... Pages 89-90
  - 10. 2021-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months .....  
..... Page 91
  - 11. 2021-11 Designation of Signatories-Disbursement Vouchers ..... Page 92
  - 12. 2021-12 Approving the Risk Management Program ..... Page 93
  - 13. 2021-13 Affirming Fund Policies..... Pages 94-96
  - 14. 2021-14 Designating Public Records Custodian ..... Page 97
- B. Committee Appointments (Discretion of the Fund President)..... Discussion

**XVI MOTION REQUESTED – Resolution 2021-15** to meet in Closed Session on September 23, 2021 at 1:00 pm at a location to be determined.

- XVII.** Miscellaneous Business, Public Comment and RMC comments or questions.
- XVIII.** **MOTION** to Call to Order 2<sup>nd</sup> Closed Session
- XIX.** **MOTION** to Adjourn 2<sup>nd</sup> Closed Session
- XX.** **MOTION REQUESTED** to Adjourn Meeting.