

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

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**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, May 23, 2024** at the Holiday Inn Swedesboro, 1 Pureland Drive, Swedesboro, NJ, 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 or via email to [Annette\\_Reap@rpadmin.com](mailto:Annette_Reap@rpadmin.com). Thank you.



# Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

Holiday Inn Swedesboro  
1 Pureland Drive  
Swedesboro, New Jersey

Thursday, May 23, 2024 – 12:00 pm

## AGENDA

- I. Call to Order the Closed Session the Board of Trustees by the Fund Chairperson
- II. Motion Requested to 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 Colaanni, 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 2023-24 to approve Payment Authorization Request(s) as presented in Closed Session.**

**VII. Approval of Minutes – ADOPTION**

A. March 28, 2024 .....Pages 8-14

**VIII. Budget Hearing – MOTION REQUESTED**

- A. Motion to open to the public
- B. Motion to close to the public
- C. 2024-2025 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 included in the agenda.
- X. Election of Officers - **MOTION REQUESTED** to Elect:**
  - Chair** – Joe Collins, Elk-Delsea
  - Vice Chair** – Frank Maurer, Salem County SSSD/VT
  - 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 2024)..... Pages 20-29
    - 4. Letter from Fulton Bank..... Page 30
  - B. Solicitor Report ..... No Report
  - C. Claims Administrator
    - 1. Adjuster Pending Reports – April 2024..... Pages 31-32
    - 2. Subrogation Reports – April 2024..... Pages 33-34
    - 3. Lessons Learned from Losses-Preventing Mold ..... Page 35
  - D. Managed Care Provider
    - 1. Managed Care Summary – April 2024 ..... Page 36
    - 2. Average Days to Report - April 2024 ..... Pages 37-38
    - 3. Transitional Duty Days – April 2024..... Page 39
    - 4. ScriptAdvisor - Pharmacy Benefit Management (PBM) Memo ..... Pages 40-41
  - E. Student Accident Program ..... Page 42
  - F. Executive Director/Underwriting & Finance Director Report ..... Pages 43-45
    - 1. EXECUTIVE DIRECTOR
      - a. 2024-25 Membership Renewals-MOTION REQUESTED..... Summary
      - b. Marketing Update-MOTION REQUESTED ..... Summary
      - c. NJSIA Workers’ Compensation Conference Survey ..... Pages 46-56
      - d. Safety 360 Seminar – SAVE THE DATE! ..... Summary
      - e. Boiler Operator Refresher Training..... Summary
      - f. SPELL JIF Joint Retreat-MARK YOUR CALENDARS! ..... Summary
      - g. State of the JIF Dinner ..... Summary
      - h. AGRIP Spring Conference Reports..... Pages 57-63
      - i. Items Updated on SPELLJIF.COM ..... Summary
      - j. Key Dates ..... Summary

2. UNDERWRITING AND FINANCE DIRECTOR
  - a. District/Fund Incurred Losses Report..... Page 64
  - b. RMC Resolutions and Agreements..... Summary
  - c. Safety Incentive Program Winners – Reimbursement Procedure..... Summary
  - d. 2024-2025 Contribution Notices..... Summary
  - e. 2023-2024 Administrative Matter Defense Reimbursement ..... Summary
  - f. Certificates of Insurance-2024-2025 Renewals ..... Summary
  - g. Auto ID Cards 2024-2025 ..... Summary
  - h. Certificates of Insurance Report-03/01/24–04/30/24..... Pages 65-67
  
- G. Safety Coordinator/Right to Know Coordinator
  1. April Activities and May/June Agenda ..... Page 68
  2. SIP Status Report-May 2024 ..... Pages 69-72
  
- H. Virtual Safety Director
  1. April 30, 2024 Report ..... Pages 73-75
  
- I. Committee Meetings
  1. Claims – April 29, 2024..... Pages 76-81
  2. Finance – May 9, 2024-**MOTION REQUESTED**..... Pages 82-83
  
- XII. MOTION REQUESTED** – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.
  
- XIII. Roll Call**
  - A. 2024-2025 Trustees**
    - ☐ Joseph Collins, Elk Township SD/Delsea Regional SD, **Chair** (SPELL Trustee)
    - ☐ Frank Maurer, Salem County SSSD/Vo-Tech SD, **Vice Chair** (SPELL Alternate)
    - ☐ Greg Wilson, East Greenwich Township School District, **Secretary**
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- ☐ Dr. Frank Badessa, Upper Deerfield Township School District
- ☐ Edgar S. Keepers, Wenonah BOE
- ☐ Vacancy, Woodstown-Pilesgrove RSD

**XIV. 2024-2025 Oaths of Office**

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

**XV. 2024-2025 Reorganization Resolutions – ADOPTION**

- A. Reorganization Resolutions
1. 2024-01 Appointing Professional Staff ..... Pages 84-86
  2. 2024-02 Adopting Procedures in Compliance with the Open Public Meetings Act Pages 87-88
  3. 2024-03 Adopting Fiscal Policies and Procedures ..... Pages 89-91
  4. 2024-04 Designation of Signatories-Operating Account..... Page 92
  5. 2024-05 Designation of Signatories-Claim Imprest Account ..... Page 93
  6. 2024-06 Designating the Public Agency Compliance Officer ..... Page 94
  7. 2024-07 Appointing Defense Attorneys ..... Pages 95-96
  8. 2024-08 Appointing Panel Physicians..... Pages 97-98
  9. 2024-09 Appointing Certifying and Approving Officer ..... Pages 99-100
  10. 2024-10 Authorization to Pay Professional Contract Fees in Non-Meeting Months ..Page 101
  11. 2024-11 Designation of Signatories-Disbursement Vouchers ..... Page 102
  12. 2024-12 Approving the Risk Management Program ..... Page 103
  13. 2024-13 Affirming Fund Policies..... Pages 104-106
  14. 2024-14 Designating Public Records Custodian ..... Page 107
- B. Committee Appointments (Discretion of the Fund Chair) ..... Discussion

**XVI.** Motion to Adjourn the Reorganization Meeting

**XVII. MOTION REQUESTED - Resolution 2024-15** to meet in Closed Session on September 19, 2024 at 1:00 pm at the Delsea Regional Middle School, 242 Fries Mill Road, Franklinville, New Jersey.

**XVIII.** Miscellaneous Business, Public Comment and RMC comments or questions.

**XIX. MOTION REQUESTED** to Adjourn Meeting.