

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: September 16, 2021

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, September 16, 2021** in the Media Center of the Delsea Regional Middle School 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.

Welcome Back to School!



Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

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

Thursday, September 16, 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.
- VI. Roll Call
 - A. **2021-2022 Trustees**
 - Cherie Bratty, Upper Deerfield Township School District, **Chair** (SPELL Trustee)
 - Joseph Collins, Elk Township SD/Delsea Regional SD, **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 (SPELL Alternate)
 - 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
 - Jennifer Bates, Salem County Vo-Tech School District
 - Sarah Bell, South Harrison Township School District
 - Denise DiGiandomenico, Wenonah BOE
 - Steve Crispin, Woodstown-Pilesgrove Regional School District
 - 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
- Bonnie Ridolfino, 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 2021-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

May 20, 2021.....Pages 6-13

VIII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2021-2022.....Page 14

IX. Professional Reports

A. Treasurer - MOTION REQUESTED

- 1. June thru August Approval Memos and Bill Lists..... Pages 15-20
- 2. September Bill List Page 21
- 3. Treasurer’s Reports (May thru August 2021) Pages 22-41

B. Solicitor – Charter School IEP Requiring Private School Placement Pages 42-43

C. Claims Administrator

- 1. Adjuster Pending Report – September 2021Pages 44-45
- 2. Emergency PAR Stewardship Report Page 46
- 3. Open Subrogation Report –August 2021 Page 47
- 4. Lessons Learned from Losses-Safe Lifting..... Page 48
- 5. QANI Announcement Page 49

D. Managed Care Provider

- 1. Managed Care Reports – 2020-21 Year End Pages 50-53
- 2. Managed Care Summary - August 2021 Page 54
- 3. Average Days to Report - August 2021 Pages 55-57
- 4. Transitional Duty Days – August 2021 Page 58

E. Student Accident Program

- 1. Status Report No Report

F. Executive Director/Underwriting & Finance Director Report..... Pages 59-62

- 1. EXECUTIVE DIRECTOR
 - a. Welcome New Delegates/Members Summary
 - b. 2022-23 Membership Renewals..... Summary
 - c. Environmental Management Seminar – July 14, 2021 Pages 63-68
 - d. Boiler Operator Webinar – August 10, 2021 Pages 69-76
 - e. Cyber/IT Security Committee Summary
 - f. STOPiT Relearn and Relaunch Webinars Summary
 - g. Public School Works Summary
 - h. SPELL JIF HR Helpline Pages 77-79
 - i. NJSBA Virtual Fall Conference Summary
 - j. State of the JIF Dinner – December 2, 2021..... Summary
 - k. NJSIA Workers’ Compensation Conference – Rescheduled..... Summary
 - l. Executive Director’s Office Outlook Email Issues..... Summary
 - m. Items Updated on SPELLJIF.COM..... Summary
 - n. Maintaining Safe Schools..... Summary
 - o. Key Dates Summary
- 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. Second Installment 2021-2022 Premium Contribution Notices Summary
 - b. District/Fund Incurred Losses Report Page 80
 - c. 2021-2022 Plan of Risk Management Summary
 - d. 2022-2023 Exposure Renewal and Budget Process Summary
 - e. Gallagher Bassett Appraisal Services Questionnaire Summary
 - f. NJ DOL Compliance Cross-Match Summary

- g. 2020-21 & 2021-22 Administrative Matter Defense Reimbursement Summary
- h. Certificates of Insurance Report-05/01/21–08/31/21..... Pages 81-85

- G. Safety Coordinator/Right to Know Coordinator
 - 1. Spring/Summer Activities and September/October Agenda..... Pages 86-88
 - 2. Safety Incentive Program Criteria 2021-22..... Pages 89-92
 - 3. Safety Notice – Back to School..... Pages 93-94
 - 4. Safety Notice – COVID-19 Emergency Temporary Standard Pages 95-96

- H. Committee Meetings
 - 1. 2021-2022 Committee Appointments Page 97

- X. **MOTION REQUESTED – Resolution 2021-17** to meet remotely in Closed Session on November 18, 2021 at 1:00 pm in the Media Center of the Delsea Regional Middle School, 242 Fries Mill Road, Franklinville, New Jersey.

- XI. Miscellaneous Business, Public Comment and RMC comments or questions.

- XII. **MOTION REQUESTED** to Adjourn Meeting.