

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 17, 2020

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Executive Committee Meeting to be held electronically on **Thursday, September 17, 2020** 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

Teleconferencing meeting via Zoom

Call+1 929-205-6099

Access Code: 927 7934 1048

Thursday, September 17, 2020 – 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. **2020-2021 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. **2020-2021 Alternate Trustees**
 - Lisa Schulz, Monroe Township Public Schools
 - Scott Campbell, Greenwich Township School District
 - C. **2020-2021 Delegates**
 - Todd Reitzel, Deptford Township Public School District
 - William Gerson, Fairfield Township School District
 - Brian Ferguson, Interim , 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. **2020-2021 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
- Harold J. Finkle, Washington Township BOE
- 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 2020-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

A. May 21, 2020 Handout

VIII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2020-2021.....Page 6

IX. Professional Reports

A. Treasurer - **MOTION REQUESTED**

- 1. June thru August Approval Memos and Bill Lists..... Pages 7-12
- 2. September Bill List Page 13
- 3. Treasurer’s Reports (May thru August 2020) Pages 14-33

B. Solicitor – Class Action Lawsuit Pages 34-35

C. Claims Administrator

- 1. Adjuster Pending Report – August 2020Pages 36-37
- 2. Emergency PAR Stewardship Reports..... Page 38
- 3. Open Subrogation Report –August 2020 Page 39
- 4. Lessons Learned from Losses-Contact Tracing Page 40

D. Managed Care Provider

- 1. Managed Care Reports – 2019-20 Year End Pages 41-43
- 2. Managed Care Summary - August 2020 Page 44
- 3. Average Days to Report - August 2020 Page 45
- 4. Transitional Duty Days – August 2020 Page 46

E. Student Accident Program

- 1. Status Report Pages 47-48

F. Executive Director/Underwriting & Finance Director Report..... Pages 49-51

- 1. EXECUTIVE DIRECTOR
 - a. Welcome New Delegates Summary
 - b. 2021-22 Membership Renewals..... Summary
 - c. Environmental Management Seminar – July 15, 2020 Pages 52-62
 - d. Cyber Security Symposium – July 29, 2020 Pages 63-68
 - e. STOPiT Activity Report Pages 69-76
 - f. NJSBA Virtual Fall Conference Summary
 - g. State of the JIF Dinner – December 3, 2020..... Summary
 - h. NJSIA Workers’ Compensation Conference – Rescheduled Summary
 - i. Items Updated on SPELLJIF.COM..... Summary
 - j. Maintaining Safe Schools..... Summary
 - k. Key Dates Summary
- 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. Final Installment 2020-2021 Premium Contribution Notices Summary
 - b. District/Fund Incurred Losses Report..... Page 77
 - c. 2020-2021 Plan of Risk Management Summary
 - d. 2021-2022 Exposure Renewal and Budget Process Summary
 - e. Gallagher Bassett Appraisal Services Questionnaire Summary
 - f. NJ DOL Compliance Cross-Match Summary
 - g. 2019-2020 & 2020-2021 Administrative Matter Defense ReimbursementSummary
 - h. Certificates of Insurance Report-05/01/20–08/31/20 Pages 78-80

- G. Safety Coordinator/Right to Know Coordinator
 - 1. Spring/Summer Activities and September/October Agenda..... Pages 81-82
 - 2. Safety Incentive Program Status Update 2019-20..... Pages 83-86
- H. Committee Meetings
 - 1. 2020-2021 Committee Appointments..... Page 87
- X. **MOTION REQUESTED – Resolution 2020-17** to meet remotely in Closed Session on November 19, 2020 at 1:00 pm via Zoom.
- XI. Miscellaneous Business, Public Comment and RMC comments or questions.
- XII. **MOTION REQUESTED** to Adjourn Meeting.