

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 19, 2024

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, September 19, 2024** in the Media Center of the Delsea Regional Middle School, 242 Fries Mill Road, Franklinville, 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 or via email at Annette_Reap@rpadmin.com.



Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

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

Thursday, September 19, 2024 – 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. **2024-2025 Trustees**
 - ☐ Joseph Collins, Elk Township SD/Delsea Regional SD, **Chair** (SPELL Trustee)
 - ☐ Frank Maurer, Salem County SSSD/Salem County Vo-Tech SD, **Vice Chair** (SPELL Alternate)
 - ☐ Greg Wilson, East Greenwich Township School District, **Secretary**
 - ☐ John Ogunkanmi, Pennsauken Public Schools
 - ☐ Lisa Schulz, Monroe Township Public Schools
 - ☐ Scott Campbell, Greenwich Township SD/Woodbury Heights BOE (SPELL Trustee)
 - ☐ Heather Mayhew, Pennsville Public School District (SPELL Alternate)
 - B. **2024-2025 Alternate Trustees**
 - ☐ Christopher DeStratis, Penns Grove-Carneys Point Regional BOE
 - ☐ Shannon DuBois-Brody, Woodstown-Piles Grove Regional School District
 - C. **2024-2025 Delegates (New district representatives listed in bold)**
 - ☐ Kim Fleetwood, Alloway/Greenwich-Cumberland/Stow Creek
 - ☐ Ron Latham, Deptford Township Public School District
 - ☐ Dr. Sean McCarron, Fairfield Township School District
 - ☐ Janice Grassia, Gateway Regional SD
 - ☐ Lauren Granate, National Park Boro SD/Westville PSD
 - ☐ **Kayde Kisielewski, Oldmans Township BOE**
 - ☐ **Dr. Cherie Bratty, Pine Hill Public Schools**
 - ☐ **Darren Harris, Pittsgrove Township SD**
 - ☐ Christian Albadine, South Harrison Township School District
 - ☐ Michael Twardowski, Upper Deerfield Township School District
 - ☐ Kristine Height, Wenonah BOE

D. 2024-2025 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
- ☐ Vacancy, Monroe Township Public Schools
- ☐ Janice Grassia, National Park Boro SD/Westville
- ☐ Hilary Salyards, Oldmans Township BOE
- ☐ Dr. Zenaïda 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, Interim, Upper Deerfield Township School District
- ☐ Edgar S. Keepers, Wenonah 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
- ☐ Kim Hill, Account Manager, RPA, a division of Gallagher
- ☐ Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
- ☐ Patrick Madden, Esquire – Fund Solicitor
- ☐ Chris Roselli, Claims Administrator – Qual-Lynx
- ☐ Christine Gallagher, Client Services Manager – Qual-Lynx
- ☐ Danielle Colaianni, Hardenbergh Insurance - Student Accident Program
- ☐ John W. Geitz, Risk Assessment Services – Safety Coordinator
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ Joe Biluck, Gramin Services – Assistant Safety Coordinator
- ☐ Annette Reap, Recording Secretary

F. Risk Management Consultants

- ☐ Hardenbergh Insurance Group – Greenwich Twp/Monroe Twp/Pine Hill
- ☐ 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 2024-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

May 23, 2024 Pages 6-13

VIII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2024-2025	Page 14
IX. Professional Reports	
A. Treasurer - MOTION REQUESTED	
1. June to August Approval Memos and Bill Lists	Pages 15-20
2. September Bill List	Page 21
3. Treasurer’s Reports (May thru August 2023)	Handouts
B. Solicitor	Pages 22-27
C. Claims Administrator	
1. Adjuster Pending Reports – August 2024	Pages 28-29
2. Emergency PAR Stewardship Report	Page 30
3. Subrogation Reports – August 2024	Pages 31-32
4. Lessons Learned from Losses-Safe Listing	Page 33
D. Managed Care Provider	
1. Managed Care Reports 2023-24 Year End	Pages 34-37
2. Managed Care Summary – August 2024	Page 38
3. Average Days to Report - August 2024.....	Pages 39-40
4. Transitional Duty Days – August 2024.....	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. Welcome New Members/Delegates- MOTION REQUESTED	Summary
b. 2025-26 Membership Renewals	Summary
c. Safety 360 Seminar – July 10, 2024	Pages 45-50
d. Boiler Operator Webinar - August 6, 2024	Summary
e. SPELL JIF Joint Retreat – September 25-27, 2024.....	Summary
f. NJSBA/NJASBO/NJASA 2023 Fall Conference	Summary
g. State of the JIF Dinner – December 4, 2024	Summary
h. Passage of Bill Increasing Petitioner’s Attorney’s Fees	Pages 51-52
i. Items Updated on SPELLJIF.COM	Summary
j. Key Dates	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. Second Installment 2023-2024 Premium Contribution Notices.....	Summary
b. District/Fund Incurred Losses Report	Page 53
c. 2024-2025 Plan of Risk Management	Summary
d. Gallagher Bassett Appraisal Services Questionnaire	Page 54
e. NJ DOL Compliance Cross-Match.....	Summary
f. 2023-2024 & 2024-2025 Administrative Matter Defense Reimbursement.....	Summary
g. Certificates of Insurance Report-05/01/24–08/31/24	Pages 55-59

- G. Safety Coordinator/Right to Know Coordinator
 - 1. June thru August Activities and September/October Agenda..... Pages 60-61
 - 2. 2024-25 SIP Program Criteria..... Pages 62-65
 - 3. Safety Notice – Back to School..... Pages 66-67
- H. Virtual Safety Director
 - 1. September Report Pages 68-69
- I. Committee Meetings
 - 1. Committee Appointments 2024-2025 Page 70
 - 2. Strategic Planning Committee – September 10, 2024 Verbal
- X. **MOTION REQUESTED – Resolution 2024-17** to meet remotely in Closed Session on November 21, 2024 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.