

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 21, 2023

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, September 21, 2023** 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 21, 2023 – 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. **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**
 - ☐ Dr. Frank Badessa, Interim, 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
 - ☐ Dr. Sean McCarron, 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. Zenaída 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. Peter Koza, 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
- ☐ Megan Matro, Marketing Specialist, RPA, a division of Gallagher
- ☐ Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
- ☐ Patrick Madden, Esquire – Fund Solicitor
- ☐ Chris Roselli, Claims Administrator – Qual-Lynx
- ☐ Karen Beatty, 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
- ☐ 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 2023-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

May 18, 2023 Pages 6-13

VIII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2023-2024..... Page 14

IX. Professional Reports

A. Treasurer - MOTION REQUESTED

1. June to August Approval Memos and Bill ListsPages 15-20
2. September Bill ListPage 21
3. Treasurer's Reports (June thru August 2023)Pages 22-36

B. SolicitorPages 37-39/Handout

C. Claims Administrator

1. Adjuster Pending Report – August 2023Pages 40-41
2. Emergency PAR Stewardship ReportPage 42
3. Subrogation Reports – August 2023Pages 43-44
4. Lessons Learned from Losses-Safe ListingPage 45

D. Managed Care Provider

1. Managed Care Reports 2022-23 Year EndPages 46-49
2. Managed Care Summary – August 2023Page 50
3. Average Days to Report - August 2023.....Pages 51-52
4. Transitional Duty Days – August 2023.....Page 53

E. Student Accident Program

1. Status ReportNo Report

F. Executive Director/Underwriting & Finance Director ReportPages 54-57

1. EXECUTIVE DIRECTOR

- a. Welcome New Members/Delegates.....Summary
- b. 2024-25 Membership RenewalsSummary
- c. New Jersey Self-Insurer's WC ConferencePages 58-66
- d. Environmental Management Seminar - July 12, 2023.....Pages 67-71
- e. Managing Virtual Safety Symposium - July 19, 2023Pages 72-77
- f. Boiler Operator Webinar - August 8, 2023Summary
- g. SPELL JIF Joint Retreat – September 27-29, 2023.....Summary
- h. Sample Drone PolicyPage 78
- i. Critical Claim Reporting AdvicesPages 79-81
- j. NJSBA/NJASBO/NJASA 2023 Fall ConferenceSummary
- k. State of the JIF Dinner – November 28, 2023.....Summary
- l. Items Updated on SPELLJIF.COMSummary
- m. Maintaining Safe Schools-DISCONTINUEDSummary
- n. Key Dates.....Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. Second Installment 2023-2024 Premium Contribution Notices.....Summary
- b. District/Fund Incurred Losses ReportPage 82
- c. 2023-2024 Plan of Risk ManagementSummary
- d. 2024-2025 Exposure Renewal and Budget Process.....Summary
- e. Gallagher Bassett Appraisal Services QuestionnairePage 83
- f. NJ DOL Compliance Cross-Match.....Summary
- g. 2022-2023 & 2023-2024 Administrative Matter Defense Reimbursement.....Summary
- h. Certificates of Insurance Report-05/01/23–08/31/23Pages 84-89

- G. Safety Coordinator/Right to Know Coordinator
 - 1. June thru August Activities and September/October Agenda..... Pages 90-91
 - 2. Safety Notice – Back to School..... Pages 92-93
- H. Virtual Safety Director
 - 1. July/August Activities..... Pages 94-95
 - 2. Lessons from Losses-Direct Deposit Fraud..... Pages 96-97
- I. Committee Meetings
 - 1. Committee Appointments 2023-24 Page 98
 - 2. Strategic Planning Committee – September 7, 2023 Verbal
- X. **MOTION REQUESTED – Resolution 2023-17** to meet remotely in Closed Session on November 16, 2023 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.