

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 22, 2022

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, September 22, 2022** 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.



Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

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

Thursday, September 22, 2022 – 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. **2022-2023 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**
 - Donna Contrevo, Gateway Regional SD/National Park Boro SD (SPELL Trustee)
 - John Ogunkanmi, Pennsauken Public Schools
 - Lisa Schulz, Monroe Township Public Schools
 - Scott Campbell, Greenwich Township School District (SPELL Alternate)
 - B. **2022-2023 Alternate Trustees**
 - Heather Mayhew, Pennsville Public School District
 - Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District
 - C. **2022-2023 Delegates**
 - Todd Reitzel, Deptford Township Public School District
 - Renee Ring, Fairfield Township School District
 - Kim Fleetwood, Greenwich-Cumberland/Stow Creek
 - Christopher DeStratis, Penns Grove-Carneys Point Regional BOE
 - Dawn Leary, South Harrison Township School District
 - Dr. Frank Badessa, Interim, Upper Deerfield Township School District,
 - Denise DiGiandomenico, Wenonah BOE
 - Christopher Rodia, Westville PSD/Woodbury Heights BOE, **Vice Chair** (SPELL Alternate)
 - Shannon DuBois-Brody, Woodstown-Pilesgrove Regional School District
 - D. **2022-2023 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

- Christopher Rodia, Gateway Regional School District/National Park 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
- 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
- Donna Contrevo, Westville Public School District/Woodbury Heights BOE
- Vacancy, Woodstown-Piles Grove 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
- 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 2022-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

May 19, 2022 Pages 6-13

VIII. Professional Reports

A. Treasurer - MOTION REQUESTED

1. June thru August Approval Memos and Bill Lists..... Pages 14-19
2. September Bill List Page 20
3. Treasurer’s Reports (May thru August 2022) Pages 21-40

B.	Solicitor	No Report
C.	Claims Administrator	
	1. Adjuster Pending Report – August 2022	Pages 41-42
	2. Emergency PAR Stewardship Report	Page 43
	3. Open Subrogation Report – August 2022	Page 44
	4. Memo-Email/Phone Number Changes	Page 45
	5. Qual-Lynx Account Service Team Contact List.....	Page 46
	6. Lessons Learned from Losses-Safe Listing	Page 47
D.	Managed Care Provider	
	1. Managed Care Reports 2021-22 Year End	Pages 48-51
	2. Managed Care Summary – Year End & August 2022.....	Page 52
	3. Average Days to Report - August 2022	Pages 53-55
	4. Transitional Duty Days – August 2022	Page 56
E.	Student Accident Program	
	1. Status Report	No Report
F.	Executive Director/Underwriting & Finance Director Report.....	Pages 57-59
	1. EXECUTIVE DIRECTOR	
	a. Welcome New Delegates/Members	Summary
	b. 2023-24 Membership Renewals.....	Summary
	c. New Jersey Self-Insurer’s WC Conference	Pages 60-67
	d. Environmental Management Seminar – July 13, 2022	Summary
	e. Boiler Operator Webinar – August 9, 2022	Summary
	f. STOPiT Relearn and Relaunch Webinars	Pages 68-69
	g. SPELL JIF HR Helpline	Summary
	h. IoT Program through Travelers.....	Pages 70-72
	i. NJSBA Fall Conference	Summary
	j. State of the JIF Dinner – December 1, 2022.....	Summary
	k. Items Updated on SPELLJIF.COM.....	Summary
	l. Maintaining Safe Schools.....	Summary
	m. Key Dates	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. Second Installment 2022-2023 Premium Contribution Notices	Summary
	b. District/Fund Incurred Losses Report	Page 73
	c. 2022-2023 Plan of Risk Management	Summary
	d. 2023-2024 Exposure Renewal and Budget Process	Summary
	e. Gallagher Bassett Appraisal Services Questionnaire	Page 74
	f. NJ DOL Compliance Cross-Match	Summary
	g. 2021-2022 & 2022-2023 Administrative Matter Defense Reimbursement ..	Summary
	h. Certificates of Insurance Report-05/01/22–08/31/22	Pages 75-80
G.	Safety Coordinator/Right to Know Coordinator	
	1. June thru August Activities and September Agenda.....	Pages 81-82
	2. Safety Notice – Back to School.....	Pages 83-84

- H. Committee Meetings
 - 1. Committee Appointments 2022-23 Page 85
 - 2. Strategic Planning Committee – September 19, 2022 Verbal

- X. **MOTION REQUESTED – Resolution 2022-17** to meet remotely in Closed Session on November 17, 2022 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.