

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: November 17, 2022

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, November 17, 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, November 17, 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 (SPELL Alternate)
 - 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
 - Donna Contrevo, Westville PSD/Woodbury Heights BOE
 - 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

- Vacancy, 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
- 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
- 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 2022-18 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

September 22, 2022 Pages 6-12

VIII. Professional Reports

A. Treasurer - **MOTION REQUESTED**

- 1. October Approval Memo and Bill List Pages 13-14
- 2. November Bill List Page 15
- 3. Treasurer’s Reports (September-October 2022) Pages 16-25

B. Solicitor Pages 26-33

C. Claims Administrator

- 1. Adjuster Pending Reports – October 2022Pages 34-35
- 2. Open Subrogation Report – October 2022 Page 36
- 3. Lessons Learned from Losses-Floor Drains Page 37

D. Managed Care Provider

- 1. Managed Care Summary – October 2022..... Page 38
- 2. Average Days to Report - October 2022 Page 39
- 3. Transitional Duty Days – October 2022 Page 40

E. Student Accident Program

- 1. Status Report No Report

F. Executive Director/Underwriting & Finance Director Report..... Pages 41-43

- 1. EXECUTIVE DIRECTOR
 - a. 2023-24 Membership Renewals..... Summary
 - b. NJSBA Fall Conference Summary
 - c. AGRIP Fall Conference Reports Pages 44-48
 - d. State of the JIF Dinner – December 1, 2022..... Page 49
 - e. Environmental Management Seminar – July 12, 2023 Summary
 - f. SPELL JIF Joint Retreat Survey Pages 50-70
 - g. STOPit Solutions Activity Report Pages 71-80
 - h. SPELL JIF HR Helpline 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 2022-2023 Premium Contribution Notices Summary
 - b. District/Fund Incurred Losses Report..... Page 81
 - c. 2023-2024 Exposure Renewal and Budget Process Summary
 - d. Safety Incentive Program Winners-Reimbursement Procedure..... Summary
 - e. Financial Performance Award Winners Summary
 - f. SPELL JIF Meeting Minutes – May 2022 Pages 82-86
 - g. Certificates of Insurance Report-09/01/22–10/31/22 Pages 87-90

- G. Safety Coordinator/Right to Know Coordinator
 - 1. September/October Activities and November/December Agenda..... Pages 91-92
 - 2. Safety Incentive Status Report..... Pages 93-96
 - 3. Safety Notices – Catalytic Converter Thefts Pages 97-100
- H. Committee Meetings
 - 1. Claims Management – 10/6/2022Pages 101-103
- X. **MOTION REQUESTED – Resolution 2022-19** to meet remotely in Closed Session on January 26, 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.