

## **GCSSD JIF**

### **Gloucester, Cumberland, Salem School Districts Joint Insurance Fund**

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**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 18, 2021

**SUBJECT: AGENDA PACKET**

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, November 18, 2021** 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 18, 2021 – 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. **2021-2022 Trustees**
    - Vacancy, **Chair**
    - Joseph Collins, Elk Township SD/Delsea Regional SD, **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. **2021-2022 Alternate Trustees**
    - Lisa Schulz, Monroe Township Public Schools
    - Scott Campbell, Greenwich Township School District (SPELL Alternate)
  - C. **2021-2022 Delegates**
    - Todd Reitzel, Deptford Township Public School District
    - Robin Henry, Fairfield Township School District
    - Kim Fleetwood, Greenwich-Cumberland/Stow Creek
    - Christopher DeStratis, Penns Grove-Carneys Point Regional BOE
    - Heather Mayhew, Pennsville Public School District
    - Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District
    - Sarah Bell, 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. 2021-2022 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
- 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-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
- Bonnie Ridolfino, 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 2021-18 to approve Payment Authorization Request(s) as presented in Closed Session.**

**VII. Approval of Minutes – ADOPTION**

September 16, 2021 ..... Pages 6-13

**VIII. Approval of Officers/Trustees/Delegate for the Balance of the Year - MOTION REQUESTED**

**Chair** – Joe Collins, Elk Township

**Vice Chair** – Chris Rodia, Westville/Woodbury Heights

**Secretary** – Greg Wilson, East Greenwich Township

**Unexpired Trustee** – Lisa Schulz, Monroe Township

**1<sup>st</sup> Alternate** – Scott Campbell, Greenwich Township

**2<sup>nd</sup> Alternate** – Heather Mayhew, Pennsville

**SPELL Delegate** – Donna Contrevo, Gateway Regional/National Park

MOTION to approve the elections listed above for the balance of the 2021-2022 fund year.

**IX. Professional Reports**

**A. Treasurer - MOTION REQUESTED**

- 1. October Approval Memo and Bill List ..... Pages 14-15
- 2. November Bill List ..... Page 16
- 3. Treasurer’s Reports (September-October 2021) ..... Pages 17-26

**B. Solicitor – ADA Compliance Solution for Member Websites..... Pages 27-33**

**C. Claims Administrator**

- 1. Adjuster Pending Report – October 2021 .....Pages 34-35
- 2. Open Subrogation Report – October 2021 ..... Page 36
- 3. Lessons Learned from Losses- Preventing Slips Trips and Falls ..... Page 37

**D. Managed Care Provider**

- 1. Managed Care Summary - October 2021 ..... Page 38
- 2. Average Days to Report - October 2021 ..... Pages 39-41
- 3. Transitional Duty Days – October 2021 ..... Page 42

**E. Student Accident Program**

- 1. Status Report ..... No Report

**F. Executive Director/Underwriting & Finance Director Report..... Pages 43-45**

**1. EXECUTIVE DIRECTOR**

- a. 2022-23 Membership Renewals..... Summary
- b. NJSBA/NJASBO/NJASA Fall Conference Follow-up..... Summary
- c. AGRIP Fall Conference ..... Pages 46-49
- d. State of the JIF Dinner – December 2, 2021..... Page 50
- e. Third Party Certificates of Insurance Diary System Update ..... Summary
- f. Mold/Environmental Management Seminar 2022 ..... Summary
- g. SPELL JIF Joint Retreat 2021 ..... Pages 51-70
- h. Recent Workers’ Compensation Law ..... Pages 71-73
- i. Solicitor RFP Search Update-**MOTION REQUESTED**..... Page 74
- j. Items Updated on SPELLJIF.COM..... Summary
- k. Maintaining Safe Schools..... Summary
- l. Key Dates ..... Summary

2. UNDERWRITING AND FINANCE DIRECTOR

- a. Final Installment 2021-2022 Premium Contribution Notices ..... Summary
- b. District/Fund Incurred Losses Report ..... Page 75
- c. SPELL JIF Meeting Minutes ..... Pages 76-80
- d. Resolution 2021-19-SPELL Membership Renewal-**MOTION REQUESTED** ..... Page 81
- e. 2022-2023 Exposure Renewal and Budget Process ..... Summary
- f. Safety Incentive Program Winners-Reimbursement Procedure ..... Summary
- g. Financial Award Winners ..... Summary
- h. Certificates of Insurance Report-09/01/21–10/31/21 ..... Pages 82-92

G. Safety Coordinator/Right to Know Coordinator

- 1. September/October Activities and November Agenda ..... Pages 93-94
- 2. Safety Incentive Program Criteria 2021-22 ..... Pages 95-98
- 3. Safety Incentive Program Status Report ..... Pages 99-102
- 4. Safety Notice – COVID-19 Emergency Temporary Standard ..... Pages 103-104

H. Committee Meetings

- 1. Claims Management – 10/13/2021 ..... Page 105-107

X. **MOTION REQUESTED – Resolution 2021-20** to meet in Closed Session on January 27, 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

XIII. **STOPit Solutions – What’s New with STOPit**

There will be a short presentation by Matthew Toth, Senior Director, Insurance, following the meeting. Member attendance is voluntary.