

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 21, 2024

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, November 21, 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, November 21, 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-Pilesgrove 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
 - ☐ Vicki LaSalle, 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. 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. 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 Colaianne, 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 2024-18 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

September 19, 2024..... 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 2024).....	Pages 16-25
B. Solicitor.....	Pages 26-48
C. Claims Administrator	
1. Adjuster Pending Reports – October 2024.....	Pages 49-50
2. Subrogation Reports – October 2024.....	Pages 51-52
3. Lessons Learned from Losses-Winter Weather Hazards.....	Page 53
D. Managed Care Provider	
1. Managed Care Summary – October 2024	Page 54
2. Managed Care Summary – New Report	Page 55
3. Average Days to Report - October 2024.....	Pages 56-57
4. Transitional Duty Days – October 2024	Page 58
5. Managed Care Quick Notes – New Report	Page 59
6. Employee Responsibility Letter	Pages 60-61
E. Student Accident Program	
1. Status Report	No Report
F. Executive Director/Underwriting & Finance Director Report	Pages 62-64
1. EXECUTIVE DIRECTOR	
a. 2025-26 Membership Renewals.....	Summary
b. NJSBA/NJASBO/NJASA 2024 Fall Conference.....	Summary
c. State of the JIF Dinner – December 5, 2024.....	Page 65
d. SPELL JIF Joint Retreat	Pages 66-87
e. STOPit Handle With Care (HWC) Module.....	Pages 88-91
f. Boiler Inspections	Pages 92-94
g. The Safety 360 Team.....	Summary
h. Items Updated on SPELLJIF.COM	Summary
i. Key Dates	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. Final Installment 2024-2025 Premium Contribution Notices	Summary
b. District/Fund Incurred Losses Report.....	Page 95
c. 2025-2026 Exposure Renewal and Budget Process	Summary
d. Safety Incentive Program Winners-Reimbursement Procedure.....	Summary
e. Financial Award Winners.....	Summary
f. SPELL JIF Approved Meeting Minutes	Pages 96-99
g. Certificates of Insurance Report-09/01/24–10/31/24.....	Pages 100-109
h. SPELL JIF 2024-2025 Coverage Program	Pages 110-119
G. Safety Coordinator/Right to Know Coordinator	
1. September/October Activities and November/December Agenda	Pages 120-121
2. SIP Program Status-November 2024.....	Pages 122-125
H. Virtual Safety Director	
1. November Report	Pages 126-127
I. Committee Meetings	
1. Claims Management Committee – October 30, 2024.....	Pages 128-132

- X. **MOTION REQUESTED – Resolution 2024-19** to meet in Closed Session on January 23, 2025 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.