

GCSSD JIF
Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

TO: Fund Trustees
Fund Delegates
Fund Professionals
Risk Management Consultants

**PLEASE NOTE
THE CHANGE
IN MEETING
LOCATION**

FROM: Craig H. Wilkie, Deputy Executive Director
Scott C. Tennant, Deputy Executive Director
Brad Hoffman, Deputy Executive Director

DATE: September 15, 2016

SUBJECT: AGENDA – **Thursday, September 22, 2016**

Enclosed please find the agenda packet for the Board of Trustees meeting of the GCSSD JIF to be held on **Thursday, September 22, 2016** beginning at **9:00 a.m.** at Washington Township Board of Education, Administration Building, 206 E. Holly Ave., Sewell, New Jersey 08080.

If you have any questions, please do not hesitate to contact our office at (856) 446-9100.



Gloucester, Cumberland, Salem School Districts Joint Insurance Fund
Washington Township Board of Education
Administration Building
206 E. Holly Avenue
Sewell, New Jersey

Thursday, September 22, 2016 – 9:00 AM

AGENDA

- I. Call to Order of the Open Session

- II. 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.

- III. Roll Call
 - A. **2016-17 Trustees**
 - Margaret F. Meehan, Washington Township BOE, Chair (SPELL Trustee)
 - Joseph Collins, Elk Township School District, Vice Chair (SPELL Alternate #1)
 - Cherie Bratty, Upper Deerfield Township School District, Secretary (SPELL Trustee)
 - Donna Contrevo, Gateway Regional School District/National Park Boro School District
 - Brian E. Ferguson, Penns Grove-Carneys Point Regional BOE (SPELL Alternate #2)
 - Greg Wilson, East Greenwich Township School District

 - B. **2016-17 Alternate Trustees**
 - Richard Davidson, Pennsville Public School District
 - Nancy McCabe, Wenonah BOE

 - C. **2016-17 Delegates**
 - Michael Griggel, Deptford Township Public School District
 - Janecia Smith, Fairfield Township School District
 - Lisa Schulz, Monroe Township Public Schools
 - Valerie Carmody, Oldmans Township BOE
 - Noreen Boston, Pennsauken Public Schools
 - John Bolil, Salem County Vo-Tech School District
 - Jason Schimpf, South Harrison Township School District
 - Christopher Rodia, Westville Boro Public School District/Woodbury Heights BOE

 - D. **2016-17 Alternate Delegates**
 - Kelly Brazelton, Deptford Township Public School District
 - Dr. James Lynch, East Greenwich Township School District
 - Joseph Nichols, Elk Township School District
 - Dr. James Ruffin, Fairfield Township School District
 - Christopher Rodia, Gateway Regional School District/National Park Boro School District
 - David Sullivan, Monroe Township Public Schools
 - Shari Payson, Oldmans Township BOE
 - Dr. Zenaida Cobian, Penns Grove-Carneys Point Regional BOE
 - John Ogunkanmi, Pennsauken Public Schools
 - Mike Brodzik, Pennsville Public School District
 - VACANCY**, Salem County Vocational Technical School District

- Corrine Mesmer, South Harrison Township School District
- Dr. Peter Koza, Upper Deerfield Township School District
- Harold J. Finkle, Washington Township BOE
- Edgar S. Keepers, Wenonah BOE
- Donna Contrevo, Westville Boro Public School District/Woodbury Heights BOE

E. Fund Professionals

- Craig H. Wilkie, Area Vice President – AJGRMS, Inc.
- Scott C. Tennant, Area Vice President – AJGRMS, Inc.
- Brad Hoffman, Area Vice President – AJGRMS, Inc.
- Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
- John W. Geitz, Safety Coordinator – Risk Assessment Services
- Louis J. Greco, Esq. – Fund Solicitor
- Chris Roselli, Claim Administrator – Qual-Lynx
- James D. Weber, Assistant Safety Coordinator – Risk Assessment Services
- Karen Beatty, Client Services Manager – Qual-Lynx
- Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
- Sharon Wilson, Recording Secretary

F. Risk Management Consultants

- Christopher Powell & Bonnie Ridolfino, Hardenbergh Insurance Group, Monroe Township Public Schools
- Alfred T. Kirk, Conner Strong & Buckelew, Pennsauken Public Schools
- John J. Cobb, The Barclay Group, South Harrison Township School District

IV. 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.

V. Approval of Minutes – ADOPTION

A. May 19, 2016 Pages 6-14

VI. MOTION REQUESTED – Adopt Amended Budget Page 15

VII. Professional Reports

A. Treasurer – MOTION REQUESTED

- 1. June, July, and August Approval Memos and Bill Lists Pages 16-21
- 2. September Bill List..... Page 22
- 3. Investment & Budget Report (May-August 2016) Pages 23-42

B. Attorney

- 1. Significant Outcomes for Summer of 2016 Pages 43-45

C. Claim Administrator

- 1. Subrogation Report (as of 8/31/16)..... Pages 46-47
- 2. Adjuster Pendings..... Pages 48-51
- 3. Emergency PAR Stewardship Report..... Page 52
- 4. Notice of Subrogation Abandonment Pages 53-54
- 5. Lessons from Losses Page 55

D. Managed Care Provider	
1. Managed Care Reports.....	Pages 56-61
E. Student Accident Program	
1. Status Report	Page 62
F. Executive Director/Underwriting & Finance Director Report	Pages 63-67
1. EXECUTIVE DIRECTOR	
a. Welcome	Summary
b. 2016-17 Program Enhancements	Pages 68-69
c. Resolution 2016-16 Adopting Procedures in Compliance with Open Public Meetings Act – Revised – MOTION REQUESTED	Pages 70-71
d. Resolution 2016-17 Appointing Panel Physicians – MOTION REQUESTED	Pages 72-75
e. Safety Incentive Program – Rollover of Award Monies – MOTION REQUESTED	Summary
f. 2016 PRIMA Conference Report	Page 76
g. SPELL HR Helpline.....	Pages 77-78
h. Environmental Management Seminar Held on July 20, 2016	Pages 79-85
i. Boiler Operator Refresher Training Held on August 11, 2016.....	Summary
j. SPELL JIF Joint Retreat – September 28-30, 2016	Pages 86-88
k. NJSBA/NJASBO/NJASA Fall Conference	Summary
l. State of the Fund Dinner	Summary
m. Items Updated on SPELLJIF.com	Summary
n. Unmanned Aerial Systems (UAS) – Drones Update	Summary
o. 2017-18 Membership Renewals	Summary
p. Marketing/Growth.....	Summary
q. Kids Chance of NJ Scholarships.....	Summary
r. Donation in Memory of Gary Moore	Page 89
s. Maintaining Safe Schools (6/16, 7/16, 8/16, and 9/16)	E-mailed to Business Administrators <i>(The SPELL JIF purchased the rights to copy this newsletter to Owner Group members only. If you wish to reproduce any part of this newsletter to share with someone within your district, you must first complete the form at the back of the newsletter and submit it to LRP Publications for their approval).</i>
t. Key Dates	Summary
2. UNDERWRITING AND FINANCE DIRECTOR	
a. District/Fund Status	Page 90
b. 2016-2017 Plan of Risk Management.....	Summary
c. Second Installment 2016-2017 Premium Contribution Notices	Summary
d. 2017-2018 Renewal	Summary
e. Duff & Phelps (formerly American Appraisal) Questionnaire	Summary
f. NJ DOL Compliance Enforcement Cross Match.....	Summary
g. Letter to Division of Workers Compensation with Campus Information.....	Summary
h. 2015-2016 & 2016-2017 Administrative Matter Defense Reimbursement.....	Summary
i. Certificate of Insurance Report (5/1/16-8/31/16)	Pages 91-94
G. Safety Coordinator/Right to Know Coordinator	
1. June/July/August Activities & September/October Agenda	Pages 95-96

VIII. Miscellaneous Business

The next meeting of the GCSSD JIF is scheduled to be held on **Friday, November 18, 2016** at **9:00 a.m.** at the Washington Township Board of Education, Administration Building, Sewell, NJ.

IX. Public Comment

X. **MOTION REQUESTED – Resolution 2016-18** to go into Closed Session.

XI. **MOTION REQUESTED** – to come out of Closed Session.

XII. **MOTION REQUESTED – Resolution 2016-19** to approve the Payment Authorization Requests/Items as presented in Closed Session.

XIII. **MOTION REQUESTED** to Adjourn the Meeting.