

**GLOUCESTER, CUMBERLAND, SALEM SCHOOL DISTRICTS  
JOINT INSURANCE FUND**

**Teleconference Meeting via WebEx**

**OPEN SESSION MINUTES**

**Thursday, May 21, 2020**

**I. MEETING CALLED TO ORDER**

A meeting of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF) was held remotely on May 21, 2020, beginning at 1:02 pm, with Chair Joseph Collins, presiding.

**II. STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT**

Notice of this meeting was given by sending sufficient notice herewith to the *Gloucester County Times*, *Bridgeton Evening News*, and *Today's Sunbeam*; by filing advance written notice of this meeting with each member district, and by 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**

(Board Members and Alternate Trustees identified in bold print.)

***2019-2020 Trustees answering to roll call***

**Joseph Collins, Elk Township School District, Chair (Spell Trustee)**

**Cherie Bratty, Upper Deerfield Township School District, Vice Chair (SPELL Trustee)**

**Christopher Rodia, Secretary, Westville/Woodbury Heights BOE (SPELL Alternate) (arrived 1:20 pm)**

**Donna Contrevo, Gateway RSD/National Park Borough School District**

**Pam Zook, Oldmans Township BOE**

***2019-2020 Trustees not answering to roll call***

**Greg Wilson, East Greenwich Township School District**

**John Ogunkanmi, Pennsauken Public Schools**

***2019-2020 Alternate Trustees answering to roll call***

***None***

***2019-2020 Alternate Trustees not answering to roll call***

**Lisa Schulz, Monroe Township Public Schools**

**Scott Campbell, Greenwich Township School District**

***2019-2020 Delegates answering to roll call***

**Todd Reitzel, Deptford Township Public School District**

**William Gerson, Fairfield Township School District**

**Ken Verrill, Penns Grove-Carneys Point Regional BOE**

**Heather Mayhew, Pennsville Public School District**

**Frank Maurer, Salem County SSSD/Vo-Tech (arrived 1:14 pm)**

**Jason Schimpf, South Harrison Township School District**

**Denise DiGiandomenico, Wenonah BOE**

**Rose Wang Chin, Woodstown-Pilesgrove Regional School District (SPELL Alternate)**

**2019-2020 Delegates not answering to roll call**

Janine Wechter, Washington Township BOE

**2019-2020 Alternate Delegates in attendance**

Edgar Keepers, Wenonah BOE

**2019-2020 Alternate Delegates absent**

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-Carneys Point Regional BOE

Vacancy, Pennsauken Public Schools

Mike Brodzik, Pennsville Public School District

Vacancy, Salem County Vocational Technical School District

Corinne Mesmer, South Harrison Township School District

Peter Koza, Ed.D., Upper Deerfield Township School District

Harold Finkle, Washington Township BOE

Donna Contrevo, Westville Boro Public School District/Woodbury Heights BOE

**District Personnel in attendance**

JoAnn Matienko, Monroe Township Public Schools

**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 (left 1:25 pm)

Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC

Lou Greco, JIF Solicitor

Chris Roselli, Claims Administrator-Qual-Lynx

Karen Beatty, Managed Care Provider - Qual-Lynx

John Geitz, Safety Coordinator – Risk Assessment Services

Jim Weber, Assistant Safety Coordinator – Risk Assessment Services

Bonnie Ridolfino, Student Accident Program – Hardenbergh Insurance Group

Annette Reap, Recording Secretary

**IV. CONDUCT OF MONTHLY MEETING – MOTION REQUESTED**

A request is made by the Trustees of the GCSSD JIF that the business of the Fund at this meeting be conducted directly by the Fund Delegates present with all matters to be decided upon by a combined majority vote of all Commissioners and Trustees present and voting.

*Motion* by Ms. Contrevo, second by Mr. Collins, to open voting to all Fund Delegates present. All in favor.

Motion carried by unanimous vote.

**V. MOTION REQUESTED TO APPROVE Payment Authorization Requests/Items – Resolution – 2019-26.**

**Resolved**, that the Board of Trustees of the GCSSD JIF approved the following Payment Authorization Requests, as distributed to the Trustees and Fund Delegates on a confidential basis prior to board meeting:

2020186666 2018118691 2020194094 2018163064  
2018160666 2019164740 2019147756

*Motion* by Ms. Bratty, second by Mr. Gerson, to approve the Payment Authorization Requests, as distributed prior to the meeting. Mr. Tennant asked Mr. Roselli to check the dollar amounts on one of the PARs due to incorrect sum. Upon roll call, all present voted in favor, with the exception of Mr. Reitzel, who objected to PARs 4 and 5. Motion carried by unanimous vote.

**VI. APPROVAL OF MINUTES – MOTION REQUESTED**

*Motion* by Ms. Bratty, second by Ms. Contrevo, to approve the minutes of the March 26, 2020 meeting of the JIF. All in favor. Motion carried by unanimous vote.

**VII. Budget Hearing – MOTION REQUESTED**

- A. *Motion* by Mr. Verrill, second by Mr. Reitzel, to open the hearing to the public.
- B. *Motion* by Mr. Verrill, second by Mr. Reitzel, to close the hearing to the public.
- C. *Motion* by Ms. Bratty, second by Ms. Contrevo, to adopt the 2020-2021 Budget as presented.

**VIII. Election of Trustees, Alternates, SPELL Delegates**

*Motion* by Mr. Verrill, second by Mr. Gerson, to elect the nominees as recommended by the Nominating Committee and listed in their Report contained in the agenda.

**IX. Election of Officers – Motion** by Mr. Verrill, second by Ms. Contrevo, to elect:

- Chair** – Cherie Bratty, Upper Deerfield Township
- Vice Chair** – Joe Collins, Elk Township
- Secretary** – Chris Rodia, Westville/Woodbury Heights

**X. PROFESSIONAL REPORTS**

**A. TREASURER’S REPORT – MOTION APPROVED**

The April Approval Memo and Bill List, May Bill List, and Treasurer’s Reports for periods ending 3/31/20, and 4/30/20 were found in the agenda.

March Fund Balance	\$13,361,240.43
April Bill List	\$67,184.34
March Claims Paid	\$322,249.57
April Fund Balance	\$13,057,210.28
May Bill List	\$67,274.59
April Claims Paid	\$299,567.22

Ms. Verrill noted that the interest rate is dropping during this time and she is working with various banks to find the best rate.

*Motion* by Ms. Bratty, second by Mr. Maurer. All in favor. Motion carries.

Ms. Verrill left the meeting at 1:18 pm.

**B. SOLICITOR**

Mr. Greco reported on a recent New Jersey Supreme Court decision concerning tenure for a stipend position. The plaintiff in this case, who held a certification as a special education teacher, volunteered to teach an evening special education class. The district maintained that this service was over and above her full time, tenured position and considered an extra duty, which did not qualify for tenure. The NJ Supreme Court overturned both

the Commissioner of Education and the Appellate Division of Superior Court decisions, citing that the plaintiff met the criteria for tenure for her evening position and was entitled to a remedy for the violation of her tenure rights. The ruling applies to all assignments that require a teaching certificate. In short, if the duties require a certification, it qualifies as a tenured position.

*C. CLAIM ADMINISTRATOR*

Mr. Roselli's Adjuster Pending Report and Open Subrogation Report were included in the agenda. He noted that all the units are fully staffed at this time. He also advised that workers' compensation claims were down in April, only receiving 22 claims, since schools are currently shut down. Mr. Roselli reviewed Lessons Learned from Losses which is an annual reminder for Mold Prevention at this time of the year. He highlighted that building temperatures should be maintained 68 and 79 with humidity levels below 60%. He reminded everyone that the JIF is holding its annual 8<sup>th</sup> annual Mold/Environmental Management Seminar on July 15, 2020.

Mr. Gerson thanked Mr. Roselli for his recent assistance.

*D. MANAGED CARE PROVIDER*

Ms. Beatty's Managed Care Summary report as of April, 2020, as well as the Average Days to Report and Transitional Duty Summary Report were provided. Ms. Beatty also included information in the agenda on the Virtual Care Initiative that Qual-Lynx has been providing in response to the COVID-19 pandemic. It includes streamlined access to medical providers offering tele-medicine and tele-therapy services. She explained that patients can be seen by physicians safely and securely and continue their medical treatment plan from their homes or workplaces. She noted that the restrictions on elective surgeries are being eased and can now be scheduled.

*E. STUDENT ACCIDENT PROGRAM*

No report.

*F. EXECUTIVE DIRECTOR/UNDERWRITING & FINANCE DIRECTOR*

*1. EXECUTIVE DIRECTOR*

**2020-21 Membership Renewals – MOTION REQUESTED**

Mr. Wilkie advised that Resolutions have been received from four (4) districts up for membership renewal on July 1, 2020. Motion is requested to accept and approve the membership renewal Resolutions received from the following districts: **East Greenwich, Elk Township, South Harrison and Westville Borough.**

*Motion* by Mr. Maurer, second by Mr. Gerson, to accept and approve the membership renewal resolutions received from districts named above. All in favor. Motion carries.

Mr. Tennant reported that every 3 years, Washington Township BOE hires an independent consulting firm to perform an evaluation of all of district providers, including the JIF. Usually, a decision is made before the May JIF meeting and before the Administrator's office completes the JIF budget. This year, a different process was followed, along with some internal issues, and the district has recently advised that a final decision will not be made until mid to late June. Mr. Tennant informed the members that, should Washington Township choose to leave the JIF, it may have a negative impact on the budget. Under those circumstances, the GCSSD members would need to explore options on how best to handle. Discussion followed. Mr. Greco suggested that the conversation should be held in a more confidential setting on a different day. He recommended that individuals with questions should call the Administrator's office and have those discussions privately. Mr. Wilkie reiterated that Mr. Greco is concerned about potential litigation and is recommending any further conversations be private. Mr.

Greco confirmed. Mr. Wilkie stated that, on advice of counsel, conversation on the matter will cease. Mr. Wilkie asked if there were any objections. Conversation was ended.

#### **NJSIA Workers' Compensation Conference - Rescheduled**

Mr. Wilkie stated that the New Jersey Self-Insurers' Association has rescheduled their spring conference for October 14-16, 2020 at Harrah's in Atlantic City. An email with all the details will be sent to all members over the summer provided that the conference will be held and that the SPELL will decide to attend in light of the COVID-19 pandemic.

#### **Mold, Environmental and IAQ Best Practices – July 15, 2020**

Mr. Wilkie advised that this annual one day seminar was scheduled for **Wednesday, July 15, 2020 at the DoubleTree in Mount Laurel**. It is anticipated that, even if the Stay at Home restrictions are lifted, gatherings of large groups will still be prohibited. He conveyed that this training will now be provided through a series of on-line webinars instead. Further details will be provided in the coming months.

#### **Cyber Security Symposium – July 29, 2020**

Mr. Wilkie reported that the SPELL JIF IT/Cyber Risk Management Committee will hold its 2<sup>nd</sup> risk management symposium focused on managing cyber security risk in school districts as an on-line webinar. Further details will be provided.

#### **Boiler Operator Refresher Training – August 4, 2020 - Postponed**

Mr. Wilkie stated that this annual training has been conducted by Traveler's Insurance, the JIF's boiler and machinery carrier, the past few years. Mr. Geitz, the JIF Safety Director, had decided to bring this training in-house and has been working with Joe Biluck to develop the program. The format will remain the same: 2 identical three-hour refresher training sessions for Black Seal Boiler Operators. One will be held from 8-11 am and the second from Noon – 3 pm. The training is designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. **This training has been postponed at this time.**

#### **SPELL JIF Joint Retreat – September 23-25, 2020**

Mr. Wilkie reported that his office is still in the planning stages for a Joint Retreat to be held on **September 23<sup>rd</sup> (Wed) through September 25<sup>th</sup> (Fri), 2020 at The Grand Hotel in Cape May**. He noted that a final decision will be made over the summer to determine if this event can still be held in light of the COVID-19 restrictions on large gatherings.

#### **State of the JIF Dinner – Save the Date!**

Mr. Wilkie advised that the annual dinner will be held on **Thursday, December 3, 2020 at Villari's Lakeside Restaurant in Sicklerville**. Please mark your calendars. He is hopeful that this annual dinner will be held in December.

#### **COVID-19 Advice and Gallagher Resource Page**

Mr. Tennant noted that the members are likely being inundated with emails regarding the pandemic. The communication included in the agenda attempts to address the most important issues. He stressed that reporting these claims is important. These policies are claims made forms, meaning that they occur within the policy period and include a retro date. He recommended that members not hesitate to report a claim as it will protect whatever rights they have within the policy. Included in the agenda is communication from Mr. Tennant on reporting claims related to the pandemic, as well as a link to the Gallagher Pandemic Landing Page. He advised that a resource page has also been added to the public home page of the SPELL website.

#### **Items Updated on SPELLJIF.COM**

**All policies, contact lists and other information found on SPELLJIF.COM will be updated in July/August, after the 2020-21 Fund Year begins.**

You can access all the current directories, lists, meeting information and claims information. Please visit the website often for the most up-to-date information.

Please notify our office if you would like to change or add a user for the website, please contact Annette Reap at (856) 446-9139 or via email at [Annette\\_Reap@ajg.com](mailto:Annette_Reap@ajg.com).

### **Maintaining Safe Schools**

The April and May 2020 issues has been sent by email to the Business Administrators of all member districts.

*(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).*

### **Key Dates**

- No JIF Meetings in June, July or August
- 8<sup>th</sup> Annual Mold/Environmental Management Seminar – 7/15/2020 – On-Line
- Cyber Security Symposium – 7/29/2020 – On-Line
- Boiler Operator Refresher Training – Postponed
- Next GCSSD JIF Meeting: 9/17/2020 @ the Washington Township BOE Offices
- SPELL JIF Joint Retreat – 9/23-25/2020 @ The Grand Hotel, Cape May
- NJ Self-Insurers' Spring Conference – 10/14-16/2020 @ Harrah's in Atlantic City
- State of the JIF Dinner – 12/3/2020 @ Villari's Lakeside Restaurant/Sicklerville

## **2. UNDERWRITING AND FINANCE DIRECTOR**

### **District/Fund Incurred Losses Report**

Mr. Wilkie reviewed his report on Fund Year 2019-2020 as of April 30, 2020. He noted that GCSSD is having an excellent year so far.

### **2020-2021 Renewal**

Mr. Wilkie reported that the renewal process is on-going and the final information will be presented at the SPELL meeting in May. He noted that the insurance market has been especially challenging this year, but he expects the final numbers to be within the budget.

### **RMC Resolutions and Agreements**

Mr. Wilkie advised that RMC Resolutions and Agreements were emailed to all districts on March 2, 2020 with a due date of May 15, 2020. One district is still outstanding.

### **2020-2021 Contribution Notices**

Mr. Wilkie stated that first installment premium billings for the 2020-2021 fund year will be emailed to all districts by June 1, 2020. Surplus Return Resolutions will also be included with this communication. All premium contributions are due by July 15, 2020 to the Fund Treasurer, Lorraine Verrill.

### **Surplus Return Resolutions**

Surplus return resolutions will be sent to eligible current and former members by June 1, 2020. Please forward executed resolutions to the Executive Director's Office, attention Jodi Palmeri no later than June 30, 2020.

The Fund Risk Management Plan States:

*Any current or former member who does not act on their resolution by the time established by the Board of Trustees shall forfeit their rights to act independently for that year and accept the following results:*

***In the event of non-action on a net return of money:***

*The total net return amount shall be transferred to the individual member's portion of their unencumbered aggregate excess loss contingency fund.*

### **2019-2020 Administrative Matter Defense Reimbursement**

Each district is eligible for up to \$1,500 annually in expense reimbursement for administrative matter costs incurred that are not part of the SPELL coverage provisions. Districts can submit their signed vouchers along with a brief description of expense with evidence of payment to receive reimbursement for the 2019-2020 fund year. If you have any questions or need a copy of the reimbursement procedures with voucher please contact Jennifer Fox at (856) 446-9133. **Reimbursement requests are due by September 30, 2020.**

### **Certificates of Insurance**

Mr. Wilkie advised that Jennifer Fox will be sending an email to each district by June 1, 2020 including instructions on how to begin renewing certificates of insurance for the 2020-2021 Fund Year in the Certificate of Insurance Module and how to process them. This email will be sent to the Fund Delegate for each district and we ask that you forward to the district representative responsible for certificates of insurance. If you have any questions, please contact Jennifer Fox at (856) 446-9133.

### **Auto ID Cards**

Mr. Wilkie stated that Auto ID Cards will be mailed to all districts by mid-June for the 2020-2021 Fund Year. Cards will be created based on the information that was provided to the Executive Director's office during the Exposure Renewal Process last fall. He noted that the auto ID cards will be mailed to the district's Business Administrator and if there is someone other than the BA who should receive the cards, please advise Ms. Fox of their name and address.

Any vehicle listed as a leased vehicle will receive a vehicle specific Auto ID Card. All other vehicles will be given a generic fleet card. Please note that if you replace a vehicle with another fleet vehicle, the Auto ID Card can be transferred to the new vehicle. In addition to the Auto ID cards based on your vehicle count you will receive an additional number of fleet cards that should be kept in a safe place for additional vehicles you acquire during the year. Please note that the cards are printed on watermarked paper and should not be photocopied as the watermark will not show on the copy and will not be accepted by the NJMVC.

### **Safety Incentive Program Winners- Reimbursement Procedure**

Mr. Wilkie reminded the members that a Safety Incentive Program Winner Reimbursement Procedure notice was sent to all districts that have qualified for an award in the 2018-2019 program. **He noted that the reimbursement request due date has been extended to June 30, 2020.** Also, districts can carry over their award monies for one year. Once you have identified eligible purchases from this year's budget which total your monetary reward, forward a signed voucher, and a list of the item(s) purchased with evidence of the purchase (i.e. purchase order, vouchers, invoices, etc.) to Jennifer Fox at the JIF Address, P.O. Box 449, Marlton, NJ 08053.

**Certificates of Insurance Report** from 3/01/20-4/30/20 included in the agenda.

Mr. Keepers inquired about possible refunds back from insurance carriers due to lack of use and claims during the pandemic. Mr. Wilkie noted that some of the JIF's great losses were to buses sitting in parking lots. Mr. Tennant explained that the JIF is not an insurance company. The only way a JIF can return current year monies back to members is to go through a re-allocation process with the actuary and DOBI would have to agree to it. He advised that there will be claims associated with COVID19 and the JIF will have to defend those claims. The potential for serious claims can't be anticipated because they haven't been seen yet. Mr. Tennant noted that if the JIF has a successful year, the money will eventually be returned to the members as surplus, but it will take time. Lengthy discussion followed regarding increase in rates and what is driving them.

**G. SAFETY COORDINATOR/RIGHT TO KNOW COORDINATOR**

Mr. Geitz reported that as a result of the COVID-19 pandemic, he has started to offer his training classes on-line. Interest has been very successful. He will be adding more classes in the coming months. He noted a glitch in the registration process with blocked emails that was being worked through.

Mr. Geitz acknowledged that the criteria for the 2019-2020 Safety Incentive Program will be modified in light of the pandemic since districts lost one-third of the school year. He is discussing with the Executive Director's office and will follow-up.

**H. COMMITTEE MEETINGS**

1. Finance Committee – Finance Committee – May 15, 2020 – Mr. Wilkie noted that the Finance Committee held a virtual meeting last week to discuss budget and review contracts.

**XI. MOTION REQUESTED – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting.**

*Motion* by Ms. Bratty, second by Mr. Reitzel, to adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting. Upon roll call vote, all present voted ye. Motion carried.

**XII. ROLL CALL**

**A. 2020-2021 Trustees**

- Cherie Bratty, Upper Deerfield Township School District, **Chair** (SPELL Trustee)
- Joseph Collins, Elk Township School District, **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. 2020-2021 Alternate Trustees**

- Lisa Schulz, Monroe Township Public Schools
- Scott Campbell, Greenwich Township School District

**C. 2020-2021 Delegates**

- Todd Reitzel, Deptford Township Public School District
- William Gerson, Fairfield Township School District
- Ken Verrill, Penns Grove-Carneys Point Regional BOE
- Heather Mayhew, Pennsville Public School District
- Frank Maurer, Salem County SSSD
- Jennifer Bates, Salem County Vo-Tech School District
- Jason Schimpf, South Harrison Township School District
- Janine Wechter, Washington Township BOE
- Denise DiGiandomenico, Wenonah BOE
- Rose Wang Chin, Woodstown-Pilesgrove Regional School District (SPELL Alternate)

**D. 2020-2021 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



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- Vacancy, Pennsauken Public Schools
- Mike Brodzik, Pennsville Public School District
- Vacancy, Salem County Vocational Technical School District/SSSD
- Corinne 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 Public School District/Woodbury Heights BOE
- Vacancy, Woodstown-Pilesgrove RSD

**XIII. 2020-2021 Oaths of Office**

Mr. Wilkie reported that the Oaths of Office would be provided via email by Ms. Fox of his office.

**XIV. 2020-2021 REORGANIZATION RESOLUTIONS – Adoption**

**A. Reorganization Resolutions**

Mr. Wilkie discussed request from a few members to move the meeting time earlier in the day. Discussion followed. It was decided to leave Resolution 2020-02 as it is and make changes as needed.

*Motion* by Ms. DiGiandomenico, second by Mr. Maurer, to adopt Resolutions 2020-01 thru 2020-14. Upon roll call vote all present voted yea. Motion carried by unanimous vote.

*B. Committee Appointments:* Mr. Wilkie asked the members to please notify Ms. Bratty of their committee preferences within the next few weeks, so that committees can be established.

**XV. Miscellaneous Business**

The next meeting of the GCSSD JIF is scheduled to be held on **September 17, 2020 at 1:00 pm** at the Washington Township BOE Offices, 206 E. Holly Avenue, Sewell, New Jersey.

**XVI. Public Comment - None**

**XVII. MOTION REQUESTED to adjourn the meeting**

*Motion* by Ms. DiGiandomenico, second by Mr. Gerson, to adjourn the May 21, 2020 meeting. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 2:02 p.m.



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Christopher Rodia, GCSSD JIF Secretary