

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: September 18, 2025

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, September 18, 2025** at Delsea Regional Middle School, Media Center, 242 Fries Mill Road, Franklinville, NJ, 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, September 18, 2025 – 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. **2025-2026 Trustees**
 - Frank Maurer, Salem County SSSD/Salem County Vo-Tech SD, **Chair** (SPELL Trustee)
 - Shannon DuBois-Brody, Alloway/Woodstown-Pilesgrove RSD, **Vice Chair**
 - Greg Wilson, East Greenwich Township School District, **Secretary**
 - John Ogunkanmi, Pennsauken Public Schools (SPELL Alternate)
 - Lisa Schulz, Monroe Township Public Schools
 - Scott Campbell, Greenwich Township SD/Woodbury Heights BOE
 - Joseph Collins, Elk Township SD/Delsea Regional SD, (SPELL Trustee)
 - B. **2025-2026 Alternate Trustees**
 - Christopher DeStratis, Pitman BOE
 - Heather Mayhew, Pennsville Public School District
 - C. **2025-2026 Delegates (New district representatives listed in bold)**
 - Ron Latham, Deptford Township Public School District (SPELL Alternate)
 - Dr. Sean McCarron, Fairfield Township School District
 - Janice Grassia, Gateway Regional SD/National Park Boro SD/Westville PSD
 - Lauren Granate, Gateway Regional SD/National Park Boro SD/Westville PSD
 - Kim Fleetwood, Greenwich Stow Creek Regional
 - Kayde Kisielewski, Oldmans Township BOE
 - Christina Hunt, Penns Grove-Carneys Point Regional BOE**
 - Donna Contrevo, Interim, Pine Hill Public Schools**
 - Darren Harris, Pittsgrove Township SD
 - Christian Albadine, South Harrison Township School District
 - Dr. Frank Badessa, Upper Deerfield Township School District
 - Kristine Height, Wenonah BOE

D. 2025-2026 Alternate Delegates

- Joseph Nichols, Elk Township School District
- Renee Ring, Fairfield Township School District
- Dr. Zenaida Cobian, Penns Grove-Carney’s Point Regional BOE
- Mike Brodzik, Pennsville Public School District
- Jennifer Bates, Salem County Vocational Technical School District/SSSD
- Corinne Mesmer, South Harrison Township School District
- Michael Twardowski, Upper Deerfield Township School District
- Edgar S. Keepers, Wenonah BOE

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
- Amelio Breglia, Associate Program Director, RPA, a division of Gallagher
- Lorraine Verrill, CPA, Verrill & Verrill, LLC - Fund Treasurer
- Patrick Madden, Esquire – Fund Solicitor
- Chris Roselli, Qual-Lynx - Claims Administrator
- Christine Gallagher, Qual-Lynx - Client Services Manager
- Danielle Colaianni, Hardenbergh Insurance - Student Accident Program
- John W. Geitz, Risk Assessment Services – Safety Coordinator
- Rick Hillman, Ironwood Consulting LLC - Virtual Safety Director
- Joe Biluck, Gramin 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 2025-17 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – ADOPTION

May 22, 2025..... Pages 6-13

VIII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2025-2026 Page 14

IX. Professional Reports

A. Treasurer - MOTION REQUESTED

1. June to August Approval Memos and Bill Lists..... Pages 15-20
2. September Bill List..... Page 21
3. Treasurer’s Reports (May through August 2025)..... 22-31/Handouts

- B. Solicitor.....Pages 32-34
- C. Claims Administrator
 - 1. Adjuster Pending Report – August 2025.....Pages 35-36
 - 2. Emergency PAR Stewardship Report..... Page 37
 - 3. Subrogation Recovery Reports – August 2025..... Pages 38-39
 - 4. Lessons Learned from Losses-Safe Lifting Page 40
- D. Managed Care Provider
 - 1. Managed Care Reports 2024-2025 Year End..... Pages 41-45
 - 2. Managed Care Summary – August 2025 Pages 46-47
 - 3. Average Days to Report - August 2025..... Pages 48-49
 - 4. Transitional Duty Days – August 2025 Page 50
 - 5. Managed Care Quick Notes Pages 51-52
- E. Student Accident Program
 - 1. Status Report No Report
- F. Executive Director/Underwriting & Finance Director Report Pages 53-57
 - 1. EXECUTIVE DIRECTOR
 - a. Welcome New Members/Fund Delegates Summary
 - b. 2026-2027 Membership Renewals Summary
 - c. PRIMA Conference Reports..... Pages 58-60
 - d. Safety 360 Seminar – July 16, 2025..... Pages 61-65
 - e. SPELL JIF Joint Retreat – September 24-26, 2025 Pages 66-69
 - f. NJSBA/NJASBO/NJASA 2025 Fall Conference..... Summary
 - g. State of the JIF Dinner – December 4, 2025..... Summary
 - h. Second Annual Claim Conclave-July 31, 2025 Summary
 - i. UA/UAS/DRONE Update..... Summary
 - j. Busing Law Changes Summary
 - k. STOPit Pages 70-72
 - l. SPELL HR Helpline Discussion Summary
 - m. SPELLJIF.COM Page 73
 - n. Key Dates Summary
 - 2. UNDERWRITING AND FINANCE DIRECTOR
 - a. Second Installment 2025-2026 Premium Contribution Notices Summary
 - b. District/Fund Incurred Losses Report..... Page 74
 - c. 2025-2026 Plan of Risk Management Summary
 - d. Gallagher Bassett Appraisal Services Questionnaire..... Page 75
 - e. NJ DOL Compliance Cross-Match Summary
 - f. 2024-2025 & 2025-2026 Administrative Matter Defense Reimbursement..... Summary
 - g. Certificates of Insurance Report-05/01/25–07/31/25 Pages 76-79
- G. Safety Coordinator/Right to Know Coordinator
 - 1. June thru August Activities and September/October Agenda Pages 80-81
 - 2. 2025-26 SIP Program Criteria Pages 82-85
 - 3. Safety Notice – Back to School Pages 86-87
- H. Virtual Safety Director
 - 1. September Report..... Pages 88-112

- I. Committee Meetings
 - 1. Committee Appointments 2025-2026 Page 113
 - 2. Strategic Planning Committee – September 8, 2025 Verbal

- X. **MOTION REQUESTED – Resolution 2025-18** to meet remotely in Closed Session on November 20, 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.