
DIPLOMA JOINT INSURANCE FUND

**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
July 27, 2023**

I. Call to Order - Robert Carfagno, Chairperson

The meeting called to order at 10:13 a.m. by Robert Carfagno, Chairperson.

II. Open Public Meetings Statement - Robert Carfagno, Chairperson

The Open Public Meetings Act was read by Robert Carfagno, Chairperson.

III. Roll Call

Fund Commissioners:

Kristina Edgar	Achievers ECP Charter School	Absent
Vicky Guo	Bloomfield Board of Education	Absent
Dennis Zakroff	Bridgeton Public Charter School	Absent
R. Paul Vizzuso	Clark Public Schools	Absent
Robert Carfagno	Cranford Board of Education	Present
Paul Roth	Manville Board of Education	Absent
Nikki Adams	Middlesex County STEM Charter School	Absent
Amy Doherty	Middletown Township Board of Education	Present
Pamela Graziano	North Plainfield Board of Education	Present
David Block	Ocean Academy Charter School	Present
Corey Lowell	Shore Regional High School District	Present
Derek Jess	Summit Board of Education	Present
Eric Larson	Union County Educational Services Commission	Present
Terri Nowotny	Ventnor City Board of Education	Absent
Brian Smyth	Wall Township Board of Education	Present
Patricia Rodgers	Watchung Borough Board of Education	Present
George Spina	West New York Board of Education	Present

Alternate Fund Commissioners:

Daniel Valente	Middletown Township Board of Education	Absent
Emilio Torres	Summit Board of Education	Absent

Others Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Craig Klein	
Jaclyn Morgese	Cornell, Merlino, McKeever & Osborne
Claudia Acosta	Qual-Lynx
Adam Giaquinto	Medlogix
David Balken	Balken Risk Management
Gia Mongioi	
Lee Nestel	CBIZ
Greg DerAsadourian	
Robert Cottone	Rue Insurance
Elizabeth Cross	

IV. Introduction of Guests

There were no introductions.

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V. Old Business

There was no old business.

VI. New Business

A. Nominating Committee Report

1. Election of Officers to Serve Full Fund and Board of Trustees

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary

The administrator stated that the nominating committee recommended the following fund commissioners to serve the Full Fund and Board of Trustees as officers and Trustees:

Robert Carfagno, Chairperson	Cranford Board of Education
Brian Smyth, Vice-Chairperson	Wall Township Board of Education
Eric Larson, Secretary	Union County Educational Services Commission

There were no additional nominations.

Motion to approve Resolution 23-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

Moved: George Spina

Seconded: Eric Larson

Vote: Approved: Unanimous Nay:

2. Election of the Board of Trustees and Alternate Trustees

The administrator stated that the nominating committee recommended the following fund commissioners to serve as Trustees:

Vicky Guo	Bloomfield Board of Education
Paul Vizzuso	Clark Public Schools
Pamela Graziano	North Plainfield Board of Education
Corey Lowell	Shore Regional High School District
Derek Jess	Summit Board of Education
George Spina	West New York Board of Education

There were no additional nominations.

Motion to approve Resolution 23-02 Authorizing the Election of the Board of Trustees.

Moved: George Spina

Seconded: Eric Larson

Vote: Approved: Unanimous Nay:

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The administrator stated that the nominating committee recommended the following fund commissioners to serve as Alternate Trustees:

Amy Doherty
Paul Roth

Middletown Township Board of Education
Manville Board of Education

There were no additional nominations.

Motion to approve Resolution 23-03 Authorizing the Election of the Alternate Trustees.

Moved: George Spina

Seconded: Eric Larson

Vote: Approved: Unanimous Nay:

VII. Adjournment

Motion to adjourn.

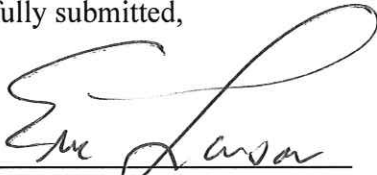
Moved: Pam Graziano

Seconded: George Spina

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:17 a.m.

Respectfully submitted,



Authorized Signature

11/30/23

Date

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**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES
July 27, 2023**

I. Call to Order - Robert Carfagno, Chairperson

The meeting was called to order at 10:17 a.m. by Robert Carfagno, Chairperson.

II. Open Public Meetings Statement - Robert Carfagno, Chairperson

The Open Public Meetings Act was read by Robert Carfagno, Chairperson.

III. Roll Call

Board of Trustees:

Vicky Guo	Bloomfield Board of Education	Absent
R. Paul Vizzuso	Clark Public Schools	Absent
Robert Carfagno	Cranford Board of Education	Present
Pamela Graziano	North Plainfield Board of Education	Present
Corey Lowell	Shore Regional Board of Education	Absent
Derek Jess	Summit Board of Education	Present
Eric Larson	Union County Educational Services Commission	Present
Brian Smyth	Wall Township Board of Education	Present
George Spina	West New York Board of Education	Present

Alternate Board of Trustees:

Amy Doherty	Middletown Township Board of Education	Present
Paul Roth	Manville Board of Education	Absent

Fund Commissioners:

Kristina Edgar	Achievers ECP Charter School	Absent
Dennis Zakroff	Bridgeton Public Charter School	Present
Nikki Adams	Middlesex County STEM Charter School	Absent
David Block	Ocean Academy Charter School	Present
Terri Nowotny	Ventnor City Board of Education	Absent
Patricia Rodgers	Watchung Borough Board of Education	Present

Alternate Fund Commissioners:

Daniel Valente	Middletown Township Board of Education	Absent
Emilio Torres	Summit Board of Education	Absent

Others Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Craig Klein	
Jaclyn Morgese	Cornell, Merlino, McKeever & Osborne
Claudia Acosta	Qual-Lynx
Adam Giaquinto	Medlogix
David Balken	Balken Risk Management
Gia Mongioi	
Lee Nestel	CBIZ
Greg DerAsadourian	
Robert Cottone	Rue Insurance
Elizabeth Cross	

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IV. Introduction of Guests

There were no introductions.

V. Board of Trustee Business

A. Approval of the May 25, 2023 Board of Trustees' Open & Closed Meeting Minutes

Motion to approve the May 25, 2023 Board of Trustees' Open & Closed Meeting Minutes.

Moved: Pamela Graziano

Seconded: Derek Jess

Vote: Approved: Unanimous Nay: Abstain: A. Doherty

B. Reports

1. Chairperson - Robert Carfagno

SEL Delegates

Robert Carfagno appointed the following as SEL representatives for the 2023/2024 fund year: Eric Larson, George Spina and himself.

2. Secretary

There was no report.

3. Attorney - Cornell, Merlino, McKeever & Osborne

a. Service Provider Resolutions 23-04, 1-11

The fund attorney presented the following resolutions.

1. Appointment of the Actuary - The Actuarial Advantage, Inc.
2. Appointment of the Administrator - Risk and Loss Managers, Inc.
3. Appointment of the Attorney - Cornell, Merlino, McKeever & Osborne
4. Appointment of the Auditor - Withum, Smith + Brown
5. Appointment of the Claims Servicing Organization - Qual-Lynx
6. Appointment of the Risk Management Consultants - Acrisure, LLC, Acrisure, LLC dba Balken Risk Management, Brown & Brown Metro, CBIZ Insurance Services dba CBIZ/Centric Insurance, Insurance Agency Management Inc. dba Public Risk Group LLC, Rue Insurance, Siracusa Kaufmann Insurance Agency LLC, Treadstone Risk Management LLC, and Willis Towers Watson Northeast, Inc.
7. Appointment of Loss Control Specialist - J.A. Montgomery Consulting, LLC
8. Appointment of the Investment Manager - PFM Asset Management, LLC
9. Appointment of the Treasurer - Kenneth MacMillan
10. Appointment of the Managed Care Organization - Medlogix
11. Authorization for the Execution of the Service Provider Contracts

Motion to approve Resolutions 23-04, 1-11.

Moved: Pamela Graziano

Seconded: George Spina

Vote: Approved: Unanimous Nay:

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- b. Organizational Resolutions 23-05, 1-9
The fund attorney presented the following resolutions.
1. Agent to Receive Service of Process on behalf of the Fund and Designation of the Official Place where the Fund's Records and Books shall be maintained
 2. Designation of the Official Newspapers for the Fund Year
 3. Designation of Meeting Schedule for the Fund Year
 4. Appointment of the Public Agency Compliance Officer
 5. Adoption of the Cash Management Plan for the 2023/2024 Fund Year
 - (a) Appointment of the Finance Sub-Committee
Robert Carfagno appointed the following to serve on the finance sub-committee: Eric Larson and himself.
 6. Designation of Individuals Authorized as the Fund's Signatories and Official Depositories for the 2023/2024 Fund Year
 7. Setting an Interest Rate on Delinquent Assessments for the 2023/2024 Fund Year
It was stated that the interest rate set in previous years has been 0% Consensus was not to assess a penalty on delinquent assessments.
 8. Approval of Qual-Lynx as a Certifying and Approving Officer
 9. Approving the Claims Sub-Committee as a Certifying and Approving Officer
 - (a) Appointment of the Claims Sub-Committee
Robert Carfagno appointed the following to serve on the claims sub-committee: Eric Larson, George Spina and Brian Smyth.

Motion to approve Resolutions 23-05, 1-9

Moved: Pamela Graziano

Seconded: George Spina

Vote: Approved: Unanimous Nay:

4. Treasurer's Report

Robert Carfagno presented the treasurer's report and bill list for all fund years.

- a. Approval of the Bill List and Treasurer's Report for all fund years

Motion to approve the Bill List and the Treasurer's Report totaling \$2,809,122.69.

Moved: Pamela Graziano

Seconded: Derek Jess

Vote: Approved: Unanimous Nay:

5. Administrator - Risk and Loss Managers, Inc.

The administrator referred to the memorandum in the agenda packet.

- a. 2022/2023 Safety Incentive Program

Members are reminded that all documentation should be forwarded to the administrator's office to qualify for the 2022/2023 fund year safety incentive award.

- b. 2023/2024 Safety Incentive Program

The 2023/2024 Safety Incentive Program is included in the agenda package.

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6. **Loss Control Report - J.A. Montgomery Consulting, LLC**
7. **Managed Care Organization - Medlogix**
Adam Giaquinto presented the Case Management Activity Report and Bill Review Services report.
8. **Risk Management Consultants**
The administrator reported the risk management consultants would be receiving a copy of the master certificate of insurance issued to the NJMVC for Diploma JIF members with respects to insurance requirements for those members with auto coverage through the Fund. Members were also reminded to schedule any boiler and machinery inspections with Hartford Steam Boiler that are required.
9. **Claims Servicing Organization - Qual-Lynx**
There was no report.

VI. Old Business

There was no old business.

VII. New Business

- A. **Motion to Open the Public Hearing on the 2023/2024 Fund Year Budget**
Motion to Open the Public Hearing on the 2023/2024 Fund Year Budget
Moved: Pamela Graziano
Seconded: Derek Jess
Vote: Approved: Unanimous Nay:
- B. **Motion to Close the Public Hearing and Adopt the 2023/2024 Fund Year Budget**
Motion to Close the Public Hearing and Adopt the 2023/2024 Fund Year Budget
Moved: Pamela Graziano
Seconded: George Spina
Vote: Approved: Unanimous Nay:

VIII. Claims Subcommittee Report

There was no report.

IX. Public Comment

Betsy Cross made several comments with respect to Wall Board of Education and Fund policies.

X. Closed Session

Motion to enter closed session.
Moved: George Spina
Seconded: Pamela Graziano
Vote: Approved: Unanimous Nay:
Open Session was adjourned at 10:38 a.m.

Motion to adjourn closed session.
Moved: George Spina
Seconded: Eric Larson
Vote: Approved: Unanimous Nay:
Open Session resumed at 11:05 a.m.

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XI. Open Session Resumes

Motion to approve payment authorization requests presented.

Moved: Pamela Graziano

Seconded: George Spina

Vote: Approved: Unanimous Nay:

XII. Adjournment

Motion to adjourn the meeting.

Moved: Pamela Graziano

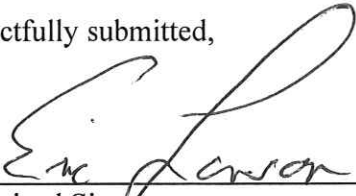
Seconded: Amy Doherty

Vote: Approved: Unanimous Nay:

The meeting adjourned at 11:10 a.m.

The next meeting will be held on **Thursday, November 30, 2023 at 10:00 a.m.** via Zoom.

Respectfully submitted,



Authorized Signature

Date 11/30/23