

**DIPLOMA JOINT INSURANCE FUND**

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**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES  
July 29, 2021**

**I. Call to Order - Robert Carfagno, Chairperson**

The meeting called to order at 10:04 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:

Michael Falkowski	Achievers ECP Charter School	Absent
Vicky Guo	Bloomfield Board of Education	Present
Christina Murphy	Bridgeton Public Charter School	Present
R. Paul Vizzuso	Clark Public Schools	Absent
Robert Carfagno	Cranford Board of Education	Present
Peter Genovese	Long Branch Board of Education	Absent
Allison Bogart	Manville Board of Education	Absent
Fatih Kayalar	Middlesex County STEM Charter School	Absent
Amy Doherty	Middletown Township Board of Education	Present
Pam Hinman	North Plainfield Board of Education	Absent
Corey Lowell	Shore Regional High School District	Present
Louis Pepe	Summit Board of Education	Absent
Eric Larson	Union County Educational Services Commission	Present
Terri Nowotny	Ventnor City Board of Education	Absent
Brian Smyth	Wall Township Board of Education	Present
Richard Pepe	Watchung Borough Board of Education	Present
George Spina	West New York Board of Education	Absent

Alternate Fund Commissioners:

Denise DeRosa	Middletown Township Board of Education	Absent
Emilio Torres	Summit Board of Education	Present

Others Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Craig Klein	
Dennis McKeever	Sciarrillo, Cornell, Merlino, McKeever & Osborne
Claudia Acosta	Qual-Lynx
Missy Pudimott	Medlogix
Lee Nestel	CBIZ Insurance Services
John Redmond	Willis Towers Watson

**IV. Introduction of Guests**

There were no introductions.

**V. Old Business**

There was no old business.

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**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
Louis Pepe, Vice-Chairperson	Summit Board of Education
Eric Larson, Secretary	Union County Educational Services Commission

There were no additional nominations.

**Motion** to approve Resolution 21-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

**Moved:** Eric Larson

**Seconded:** Corey Lowell

**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
Pam Hinman	North Plainfield Board of Education
Corey Lowell	Shore Regional High School District
Brian Smyth	Wall Township Board of Education
George Spina	West New York Board of Education

There were no additional nominations.

**Motion** to approve Resolution 21-02 Authorizing the Election of the Board of Trustees.

**Moved:** Eric Larson

**Seconded:** Corey Lowell

**Vote:** Approved: Unanimous    Nay:

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

Peter Genovese	Long Branch Board of Education
Allison Bogart	Manville Board of Education

There were no additional nominations.

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**Motion** to approve Resolution 21-03 Authorizing the Election of the Alternate Trustees.

**Moved:** Eric Larson

**Seconded:** Corey Lowell

**Vote:** Approved: Unanimous    Nay:

**VII. Adjournment**

**Motion** to adjourn.

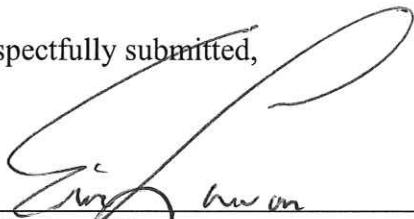
**Moved:** Corey Lowell

**Seconded:** Eric Larson

**Vote:** Approved: Unanimous    Nay:

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

Respectfully submitted,



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Authorized Signature

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Date

11/18/21

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**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES**

**July 29, 2021**

**I. Call to Order - Robert Carfagno, Chairperson**

The meeting was 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**

Board of Trustees:

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

Alternate Board of Trustees:

Peter Genovese	Long Branch Board of Education	Absent
Allison Bogart	Manville Board of Education	Absent

Fund Commissioners:

Michael Falkowski	Achievers ECP Charter School	Absent
Christina Murphy	Bridgeton Public Charter School	Present
Fatih Kayalar	Middlesex County STEM Charter School	Absent
Amy Doherty	Middletown Township Board of Education	Present
Terri Nowotny	Ventnor City Board of Education	Absent
Richard Pepe	Watchung Borough Board of Education	Present

Alternate Fund Commissioners:

Denise DeRosa	Middletown Township Board of Education	Absent
Emilio Torres	Summit Board of Education	Present

Others Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Craig Klein	
Dennis McKeever	Sciarrillo, Cornell, Merlino, McKeever & Osborne
Claudia Acosta	Qual-Lynx
Missy Pudimott	Medlogix
Lee Nestel	CBIZ Insurance Services
John Redmond	Willis Towers Watson

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**IV. Introduction of Guests**

There were no introductions.

**V. Board of Trustee Business**

**A. Approval of the June 2, 2021 Board of Trustees' Open Meeting Minutes**

**Motion** to approve the June 2, 2021 Board of Trustees' Open Meeting Minutes.

**Moved:** Eric Larson

**Seconded:** Corey Lowell

**Vote:** Approved: Unanimous      Nay:

**B. Reports**

**1. Chairperson - Robert Carfagno**

**SEL Delegates**

Robert Carfagno appointed the following as SEL representatives for the 2021/2022 fund year: Eric Larson, George Spina and himself.

**2. Secretary**

There was no report.

**3. Attorney - Sciarillo, Cornell, Merlino, McKeever & Osborne**

**a. Service Provider Resolutions 21-04, 1-10**

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 - Sciarillo, 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 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 the Investment Manager - PFM Asset Management, LLC
8. Appointment of the Treasurer - Kenneth MacMillan
9. Appointment of the Managed Care Organization - Medlogix
10. Authorization for the Execution of the Service Provider Contracts

**Motion** to approve Resolutions 21-04, 1-10.

**Moved:** Eric Larson

**Seconded:** Corey Lowell

**Vote:** Approved: Unanimous      Nay:

**b. Organizational Resolutions 21-05, 1-10**

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

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- 4. Appointment of the Public Agency Compliance Officer
- 5. Adoption of the Cash Management Plan for the 2021/2022 Fund Year

- (a) Appointment of the Finance Sub-Committee  
Robert Carfagno appointed the following to serve on the finance sub-committee: Louis Pepe and himself.

- 6. Designation of Individuals Authorized as the Fund's Signatories and Official Depositories for the 2021/2022 Fund Year
- 7. Setting an Interest Rate on Delinquent Assessments for the 2021/2022 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.

- 10. Approving Policy for Public Comment  
**Motion** to approve Resolutions 21-05, 1-10

**Moved:** Eric Larson

**Seconded:** Corey Lowell

**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 \$2,892,128.23.

**Moved:** Eric Larson

**Seconded:** Corey Lowell

**Vote:** Approved: Unanimous      Nay:

**5. Administrator - Risk and Loss Managers, Inc.**

The administrator referred to the memorandum in the agenda packet.

- a. 2020/2021 Safety Incentive Program

Members are reminded that all documentation should be forwarded to the administrator's office to qualify for the 2020/2021 fund year safety incentive award.

- b. 2021/2022 Safety Incentive Program

The 2021/2022 Safety Incentive Program was included in the agenda package.

**6. Managed Care Organization - Medlogix**

Missy Pudimott presented the Case Management Activity Report and Bill Review Services report.

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**7. 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.

**8. 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 2021/2022 Fund Year Budget**

*Motion* to Open the Public Hearing on the 2021/2022 Fund Year Budget

**Moved:** Eric Larson

**Seconded:** Corey Lowell

**Vote:** Approved: Unanimous      Nay:

**B. Motion to Close the Public Hearing and Adopt the 2021/2022 Fund Year Budget**

*Motion* to Close the Public Hearing and Adopt the 2021/2022 Fund Year Budget

**Moved:** Eric Larson

**Seconded:** Vicky Guo

**Vote:** Approved: Unanimous      Nay:

**VIII. Public Comment**

There was no public comment.

**IX. Adjournment**

*Motion* to adjourn the meeting.

**Moved:** Eric Larson

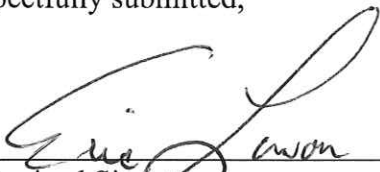
**Seconded:** Corey Lowell

**Vote:** Approved: Unanimous      Nay:

The meeting adjourned at 10:32 a.m.

The next meeting will be held on **Thursday, November 18, 2021 at 10:00 a.m. via Zoom.**

Respectfully submitted,



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Authorized Signature

11/18/21

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Date