
DIPLOMA JOINT INSURANCE FUND

FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES
July 28, 2022

I. Call to Order - Robert Carfagno, Chairperson

The meeting called to order at 10:03 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	Present
Vicky Guo	Bloomfield Board of Education	Present
Dennis Zakroff	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	Present
Fatih Kayalar	Middlesex County STEM Charter School	Absent
Amy Doherty	Middletown Township Board of Education	Present
Pam 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	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	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	
Jamil Maroun	Manville Board of Education
Jaclyn Morgese	Cornell, Merlino, McKeever & Osborne
Claudia Acosta	Qual-Lynx
Missy Pudimott	Medlogix
Adam Giaquinto	
Patti Fahy	Acrisure
Bob Gemmell	Brown & Brown
Lee Nestel	CBIZ Insurance Services
Robert Cottone	Rue Insurance
John Redmond	Willis Towers Watson
Pamela Korner	

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IV. Introduction of Guests
There were no introductions.

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 22-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

Moved: Corey Lowell

Seconded: Vicky Guo

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 22-02 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:

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Peter Genovese
Allison Bogart

Long Branch Board of Education
Manville Board of Education

There were no additional nominations.

Motion to approve Resolution 22-03 Authorizing the Election of the Alternate Trustees.

Moved: Vicky Guo

Seconded: George Spina

Vote: Approved: Unanimous Nay:

B. Special Fund Commissioner Appointment

The administrator stated the Fund has an even number of members making it necessary to elect a special fund commissioner, pursuant to the Fund's bylaws. The Fund's bylaws provide for one (1) additional fund commissioner to be appointed annually by a member on a rotating basis determined alphabetically and by date of membership to break a tie vote related to general fund business. Based on the order established, Clark Public Schools can elect a special fund commissioner.

VII. Adjournment

Motion to adjourn.

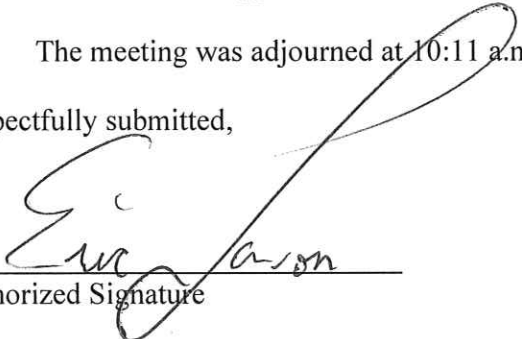
Moved: Eric Larson

Seconded: George Spina

Vote: Approved: Unanimous Nay:

The meeting was adjourned at 10:11 a.m.

Respectfully submitted,



Authorized Signature

12/1/22

Date

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**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES
July 28, 2022**

I. Call to Order - Robert Carfagno, Chairperson

The meeting was called to order at 10:11 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 Graziano	North Plainfield Board of Education	Present
Corey Lowell	Shore Regional Board of Education	Present
Derek Jess	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	Present

Alternate Board of Trustees:

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

Fund Commissioners:

Kristina Edgar	Achievers ECP Charter School	Present
Dennis Zakroff	Bridgeton Public Charter School	Absent
Fatih Kayalar	Middlesex County STEM Charter School	Absent
Amy Doherty	Middletown Township Board of Education	Present
David Block	Ocean Academy Charter School	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	
Jamil Maroun	Manville Board of Education
Jaclyn Morgese	Cornell, Merlino, McKeever & Osborne
Claudia Acosta	Qual-Lynx
Missy Pudimott	Medlogix
Adam Giaquinto	
Patti Fahy	Acrisure
Bob Gemmell	Brown & Brown
Lee Nestel	CBIZ Insurance Services

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Greg DerAsadourian *(joined at 10:15 a.m.)
Robert Cottone Rue Insurance
John Redmond Willis Towers Watson
Pamela Korner

IV. Introduction of Guests

There were no introductions.

V. Board of Trustee Business

A. Approval of the May 12, 2022 Board of Trustees' Open & Closed Meeting Minutes

Motion to approve the May 12, 2022 Board of Trustees' Open & Closed Meeting Minutes.

Moved: Pamela Graziano

Seconded: Eric Larson

Vote: Approved: Unanimous Nay:

B. Reports

1. Chairperson - Robert Carfagno

SEL Delegates

Robert Carfagno appointed the following as SEL representatives for the 2022/2023 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 22-04, 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, 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 22-04, 1-10.

Moved: Pamela Graziano

Seconded: Corey Lowell

Vote: Approved: Unanimous Nay:

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- b. Organizational Resolutions 22-05, 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 2022/2023 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 2022/2023 Fund Year
 7. Setting an Interest Rate on Delinquent Assessments for the 2022/2023 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 22-05, 1-9

Moved: Eric Larson

Seconded: Vicky Guo

Vote: Approved: Unanimous Nay:

- c. Resolution 22-06 Adoption of 2022/2023 Risk Management Plan

Motion to approve Resolutions 22-06

Moved: Eric Larson

Seconded: Vicky Guo

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 \$2,697,109.44.

Moved: Pamela Graziano

Seconded: Corey Lowell

Vote: Approved: Unanimous Nay:

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

The administrator referred to the memorandum in the agenda packet.

 - a. 2021/2022 Safety Incentive Program
Members are reminded that all documentation should be forwarded to the administrator's office to qualify for the 2021/2022 fund year safety incentive award.
 - b. 2022/2023 Safety Incentive Program
The 2022/2023 Safety Incentive Program is included in the agenda package.
6. **Managed Care Organization - Medlogix**

Missy Pudimott presented the Case Management Activity Report and Bill Review Services report.
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. Members were reminded to only do MVR checks on their employees and all members should have a policy that recognizes that MVR checks may be done.
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 Revision #1**

Motion to Open the Public Hearing on the 2021/2022 Fund Year Budget Revision #1
Moved: Corey Lowell
Seconded: Eric Larson
Vote: Approved: Unanimous Nay:
- B. **Motion to Close the Public Hearing and Adopt the 2021/2022 Fund Year Budget Revision #1**

Motion to Close the Public Hearing and Adopt the 2021/2022 Fund Year Budget Revision #1
Moved: Brian Smyth
Seconded: Eric Larson
Vote: Approved: Unanimous Nay:
- C. **Motion to Open the Public Hearing on the 2022/2023 Fund Year Budget**

Motion to Open the Public Hearing on the 2022/2023 Fund Year Budget
Moved: Pamela Graziano
Seconded: Eric Larson
Vote: Approved: Unanimous Nay:
- D. **Motion to Close the Public Hearing and Adopt the 2022/2023 Fund Year Budget**

Motion to Close the Public Hearing and Adopt the 2022/2023 Fund Year Budget
Moved: Brian Smyth
Seconded: Eric Larson
Vote: Approved: Unanimous Nay:

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VIII. Claims Subcommittee Report

A. Ratification of the Claims Committee's June 17, 2022 Meeting Minutes.

Motion to ratify the Claims Committee's June 17, 2022 Meeting Minutes.

Moved: Brian Smyth

Seconded: Vicky Guo

Vote: Approved: Unanimous Nay:

IX. Public Comment

There was no public comment.

X. Closed Session

Motion to enter closed session.

Moved: Brian Smyth

Seconded: Eric Larson

Vote: Approved: Unanimous Nay:

Open Session was adjourned at 10:27 a.m.

Motion to adjourn closed session.

Moved: Vicky Guo

Seconded: Corey Lowell

Vote: Approved: Unanimous Nay:

Open Session resumed at 10:52 a.m.

XI. Open Session Resumes

Motion to authorize the Fund Administrator to prepare a contract for Loss Control Services for the 2022/2023 fund year with JA Montgomery Loss Control Services.

Moved: Pamela Graziano

Seconded: Corey Lowell

Vote: Approved: Unanimous Nay:

XII. Adjournment

Motion to adjourn the meeting.

Moved: Brian Smyth

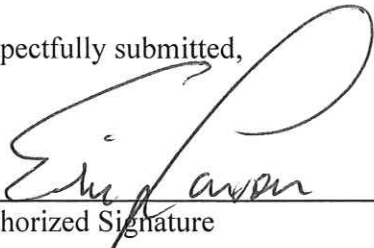
Seconded: Pamela Graziano

Vote: Approved: Unanimous Nay:

The meeting adjourned at 10:53 a.m.

The next meeting will be held on **Wednesday, November 23, 2022 at 10:00 a.m. via Zoom.**

Respectfully submitted,



Authorized Signature

12/1/22

Date