
DIPLOMA JOINT INSURANCE FUND

**FUND COMMISSIONERS' REORGANIZATION MEETING AGENDA
July 16, 2020**

- I. Call to Order**
 - II. Open Public Meetings Statement**
 - III. Roll Call**
 - IV. Introduction of Guests**
 - V. Old Business**
 - VI. New Business**
 - A. Election of Officers to Serve Full Fund and Board of Trustees**
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
 - B. Election of Board of Trustees**
 - C. Special Fund Commissioner Appointment**
 - VII. Adjournment**
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DIPLOMA JOINT INSURANCE FUND

**BOARD OF TRUSTEES’
REORGANIZATION MEETING AGENDA
July 16, 2020**

- I. Call to Order - Chairperson**
- II. Open Public Meetings Statement - Chairperson**
- III. Roll Call**
- IV. Introduction of Guests**
- V. Board of Trustee Business**
 - A. Board of Trustees’ May 21, 2020 Open Meeting Minutes**
 - B. Reports**
 - 1. Chairperson**
 - a. SEL Delegates
 - 2. Secretary**
 - 3. Attorney - Sciarillo, Cornell, Merlino, McKeever & Osborne**
 - a. Service Provider Resolutions 20-1a through 1k
 - 1. Appointment of the Actuary - 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 - Balken Risk Management, Brown & Brown Metro, CBIZ Insurance Services dba Centric Insurance, Public Risk Group, LLC, Rue Insurance, Siracusa Kaufmann Insurance Agency, LLC Treadstone Risk Management, LLC and Willis Towers Watson.
 - 7. Appointment of the Loss Control Specialist - Willis Towers Watson Loss Control
 - 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 Execution of Service Providers Contracts
 - b. Organizational Resolutions 20-2a through 2i
 - 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 Official Newspapers for the Fund Year
 - 3. Designation of Meeting Schedule for the Fund Year
 - 4. Appointment of Public Agency Compliance Officer
 - 5. Adoption of Cash Management Plan for the 2020/2021 Fund Year
 - (a) Appointment of the Finance Sub-Committee
 - 6. Designation of Individuals Authorized as the Fund’s Signatories and Official Depositories for the 2020/2021 Fund Year

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7. Setting an Interest Rate on Delinquent Assessments for the 2020/2021 Fund Year
8. Approving Qual-Lynx as a Certifying and Approving Officer
9. Approving the Claims Sub-Committee as a Certifying and Approving Officer for emergent claims only.
 - (a) Appointment of the Claims Sub-Committee

4. Treasurer - Kenneth MacMillan

- a. Approval of the Bill List for all Fund Years
- b. Treasurer's Report
- c. Investment Status

5. Administrator - Risk and Loss Managers, Inc.

6. Risk Management Consultants

7. Safety/Loss Control Consultant - Willis of New Jersey Inc. Loss Control

8. Managed Care Organization - Medlogix

9. Claims Servicing Organization - Qual-Lynx

VI. Old Business

VII. New Business

- A. **Motion to Open the Public Hearing on the 2019/2020 Fund Year Budget Revision #1**
- B. **Motion to Close the Public Hearing and Adopt the 2019/2020 Fund Year Budget Revision #1**
- C. **Motion to Open the Public Hearing on the 2020/2021 Fund Year Budget**
- D. **Motion to Close the Public Hearing and Adopt the 2020/2021 Fund Year Budget**

VIII. Public Comment

IX. Closed Session (if needed)

- A. **Claims and Contractual Matters, as required**

X. Open Session

- A. **Payment Authorizations and Other Actions Established in Closed Session**

XI. Claims Sub-Committee Report

- A. **Ratification of the June 2, 2020 Claims Sub-Committee Meeting Minutes**
(to follow under separate cover)

XII. Adjournment