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**DIPLOMA JOINT INSURANCE FUND**

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**BOARD OF TRUSTEES' MEETING MINUTES  
May 15, 2025**

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

The meeting was called to order at 10:10 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 BOE                               | Absent  |
| R. Paul Vizzuso | Clark Board of Education                     | Absent  |
| Robert Carfagno | Cranford Board of Education                  | Present |
| Devanshu Modi   | Manville Board of Education                  | Absent  |
| Amy Doherty     | Middletown Township Board of Education       | Present |
| Pamela Graziano | North Plainfield Board of Education          | Absent  |
| Eric Larson     | Union County Educational Services Commission | Present |
| Brian Smyth     | Wall Board of Education                      | Present |
| George Spina    | West New York Board of Education             | Present |

Alternate Board of Trustees

|                      |                                     |        |
|----------------------|-------------------------------------|--------|
| Karen Bishop-Johnson | Watchung Borough Board of Education | Absent |
| Beth Steinen         | Ventnor City Board of Education     | Absent |

Fund Commissioners:

|                       |                                      |        |
|-----------------------|--------------------------------------|--------|
| Kristina Haugen Edgar | Achievers ECP Charter School         | Absent |
| Dennis Zakroff        | Bridgeton Public Charter School      | Absent |
| Fiona Daubon          | Middlesex County STEM Charter School | Absent |
| David Block           | Ocean Academy Charter School         | Absent |
| Andrew Polo           | Shore Regional High School District  | Absent |

Alternate Fund Commissioners:

|                |                                     |         |
|----------------|-------------------------------------|---------|
| Tiffani Reneau | North Plainfield Board of Education | Present |
|----------------|-------------------------------------|---------|

Others Present

|                |                                   |
|----------------|-----------------------------------|
| Barbara Murphy | Risk and Loss Managers, Inc.      |
| Craig Klein    |                                   |
| Jaclyn Morgese | Chasan Lamparello Mallo & Capuzzo |
| Claudia Acosta | Qual-Lynx                         |
| Brian Maitland | J.A. Montgomery                   |
| Patti Fahy     | Acrisure                          |
| Ivy Davis      | Willis Towers Watson              |

**IV. Introduction of Guests**

There were introductions.

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**V. Approval of Meeting Minutes**

**A. Approval of the December 5, 2024 Board of Trustees' Open Meeting Minutes**

**Motion** to approve the December 5, 2024 Board of Trustees' Open Meeting Minutes.

**Moved:** Amy Doherty

**Seconded:** George Spina

**Vote:** Approved: Unanimous      Nay:      Abstain:

**B. Reports**

**1. Chairperson's Report - Robert Carfagno**

Appointment of Nominating Committee- Robert Carfagno appointed the following to the nominating committee: Robert Carfagno, Eric Larson and George Spina.

**2. Secretary's Report - Eric Larson**

There was no report.

**3. Attorney's Report – Jaclyn Morgese**

There was no report.

**4. Treasurer's Report – Barbara Murphy**

a. Approval of the Bill List and Treasurer's Report for all Fund Years  
Barbara Murphy presented the bill list and treasurer's report.

**Motion** to approve the Treasurer's Report and the Bill List totaling \$3,134,234.24.

**Moved:**

**Seconded:**

**Vote:** Approved: Unanimous      Nay:

**5. Administrator's Report - Risk and Loss Managers, Inc.**

Barbara reviewed the memorandum in the agenda packet.

**Motion** to approve Neptune Board of Education contingent upon accepting their assessment and meeting the Diploma underwriting/loss control criteria.

**Moved:** Brian Smyth

**Seconded:** Amy Doherty

**Vote:** Approved: Unanimous      Nay:

**6. Loss Control Services - J.A. Montgomery Consulting, LLC**

Brian Maitland reviewed the loss control report that was included in the agenda packet.

**7. Managed Care Organization - Medlogix, LLC**

The report included in the agenda packet.

**8. Risk Management Consultants**

There was no report.

**9. Claims Servicing Organization - Qual-Lynx**

There was no report.

**VI. Old Business**

There was no old business.

**VII. New Business**

**A. *Motion* to Introduce the 2024/2025 Fund Year Budget Revision #1.**

**Moved:** Eric Larson

**Seconded:** Brian Smyth

**Vote:** Approved: Unanimous      Nay:

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**B.     *Motion*** to Introduce the 2025/2026 Fund Year Budget and Certify the Assessments.

**Moved:**       Brian Smyth

**Seconded:**   Eric Larson

**Vote:**         Approved: Unanimous       Nay:

**C.     *Motion*** to approve Resolution 24-09 School Excess Liability Fund Membership Renewal.

**Moved:**       Eric Larson

**Seconded:**   Brian Smyth

**Vote:**         Approved: Unanimous       Nay:

**VIII.   Claims Subcommittee Report**

**A.     Ratification of the Claims Committee's January 14, 2025, February 11, 2025 and April 3, 2025 Meeting Minutes.**

***Motion*** to ratify the Claims Committee's January 14, 2025, February 11, 2025 and April 3, 2025 Meeting Minutes.

**Moved:**       Brian Smyth

**Seconded:**   Amy Doherty

**Vote:**         Approved: Unanimous       Nay:

**IX.    Public Comment**

There was no public comment

**X.     Closed Session**

***Motion*** to enter closed session.

**Moved:**       George Spina

**Seconded:**   Brian Smyth

**Vote:**         Approved: Unanimous       Nay:

Open Session was adjourned at 10:51 a.m.

***Motion*** to adjourn closed session.

**Moved:**       Brian Smyth

**Seconded:**   George Spina

**Vote:**         Approved: Unanimous       Nay:

Open Session resumed at 11:30 a.m.

**XI.    Open Session Resumes**

***Motion*** to authorize the actions established in closed session.

**Moved:**       Brian Smyth

**Seconded:**   Amy Doherty

**Vote:**         Approved: Unanimous       Nay:

***Motion*** to authorize the administrator to issue RFP for Auditor services as well as issue RFP for Professional Legal Services as Defense Counsel.

**Moved:**       Brian Smyth

**Seconded:**   Amy Doherty

**Vote:**         Approved: Unanimous       Nay:

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**XII. Adjournment**

***Motion*** to adjourn.

**Moved:** Amy Doherty

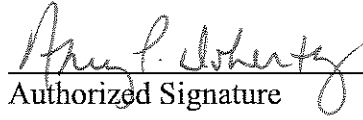
**Seconded:** Brian Smyth

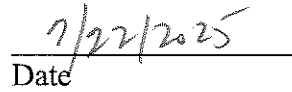
**Vote:** Approved: Unanimous                      Nay:

The meeting adjourned at 11:34 a.m.

The next meeting will be held on **Thursday, July 17, 2025 at 11:00 a.m. via Zoom.**

Respectfully submitted,

  
Authorized Signature

  
Date