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**DIPLOMA JOINT INSURANCE FUND**

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

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

The meeting called to order at 10:20 a.m. by Chairperson Carfagno.

**II. Open Public Meetings Statement - Robert Carfagno**

The Open Public Meetings Act was read by Chairperson Carfagno.

**III. Roll Call**

Fund Commissioners:

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

Alternate Fund Commissioners:

Denise DeRosa	Middletown Township Board of Education	Present
Kathy Masbang	Summit Board of Education	Absent

Others Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Craig Klein	
Dennis McKeever	Sciarrillo, Cornell, Merlino, McKeever & Osborne
Patty Davidson	Qual-Lynx
Missy Pudimott	Medlogix
Jim Foster	Willis Towers Watson
Dominic Cinelli	Brown & Brown Metro, LLC
Bob Gemmell	
Donna Ripolino	Willis Towers Watson

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

There were no additional nominations.

***Motion*** to authorize the Election of Officers to Serve Full Fund and Board of Trustees

**Moved:** Lou Pepe

**Seconded:** Jennifer Germana

**Vote:** Approved: Unanimous                                  Nay:

**B. 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
R. Paul Vizuso	Clark Public Schools
Jennifer Germana	Margate 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.

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

Peter Genovese	Long Branch Board of Education
Pam Hinman	North Plainfield Board of Education

There were no additional nominations.



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**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES  
July 16, 2020**

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

The meeting was called to order at 10:30 a.m. by Chairperson Carfagno.

**II. Open Public Meetings Statement - Robert Carfagno, Chairperson**

The Open Public Meetings Act was read by Chairperson Carfagno.

**III. Roll Call**

Board of Trustees:

Vicky Guo	Bloomfield Board of Education	Absent
R. Paul Vizzuso	Clark Board of Education	Present
Robert Carfagno	Cranford Board of Education	Present
Jennifer Germana	Margate Board of Education	Present
Corey Lowell	Shore Regional Board of Education	Absent
Lou Pepe	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:

Peter Genovese	Long Branch Board of Education	Present
Pam Hinman	North Plainfield Board of Education	Absent

Fund Commissioners:

Michael Falkowski	Achievers ECP Charter School	Absent
Dr. Shay Richardson	Bridgeton Public Charter School	Absent
Allison Bogart	Manville Board of Education	Absent
Fatih Kayalar	Middlesex County STEM Charter School	Absent
Terri Nowotny	Ventnor City Board of Education	Present
Richard Pepe	Watchung Borough Board of Education	Absent

Alternate Fund Commissioners:

Denise DeRosa	Middletown Township Board of Education	Present
Kathy Masbang	Summit Board of Education	Absent

Others Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Craig Klein	
Dennis McKeever	Sciarrillo, Cornell, Merlino, McKeever & Osborne
Patty Davidson	Qual-Lynx
Missy Pudimott	Medlogix
Jim Foster	Willis Towers Watson
Dominic Cinelli	Brown & Brown Metro, LLC
Bob Gemmell	
Donna Ripolino	Willis Towers Watson

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**IV. Introduction of Guests**

There were no introductions.

**V. Board of Trustee Business**

**A. Approval of the May 21, 2020 Board of Trustees' Open Meeting Minutes**

**Motion** to approve the May 21, 2020 Board of Trustees' open meeting minutes.

**Moved:** Lou Pepe

**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 2020/2021 fund year: Robert Carfagno, Eric Larson and George Spina.

**2. Secretary**

There was no report.

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

a. Service Provider Resolutions 20-1a through 1k

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 - Balken Risk Management, Brown & Brown Metro, CBIZ Insurance Services dba Centric, 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 the Execution of the Service Provider Contracts

b. Organizational Resolutions 20-2a through 2i

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

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5. Adoption of the Cash Management Plan for the 2020/2021 Fund Year
  - (a) Appointment of the Finance Sub-Committee  
Chairman Carfagno appointed the following to serve on the finance sub-committee: Lou Pepe and Robert Carfagno.
6. Designation of Individuals Authorized as the Fund's Signatories and Official Depositories for the 2020/2021 Fund Year
7. Setting an Interest Rate on Delinquent Assessments for the 2020/2021 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 for claims.
  - (a) Appointment of the Claims Sub-Committee  
Chairman Carfagno appointed the following to serve on the claims sub-committee: Eric Larson, George Spina and Jennifer Germana.

**Motion** to approve Resolutions 20-1a through 2i.

**Moved:** Lou Pepe

**Seconded:** George Spina

**Vote:** Approved: Unanimous      Nay:

**4. Treasurer's Report**

Bob 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 \$311,086.06.

**Moved:** Lou Pepe

**Seconded:** Jennifer Germana

**Vote:** Approved: Unanimous      Nay:

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

The administrator referred to the memorandum in the agenda packet.

- a. **2020/2021 Fund Year Amended Risk Management Plan**

The 2020/2021 Fund Year Risk Management Plan will include the following change: limit of liability for third-party indoor environmental will be \$250,000 per incident/\$250,000 aggregate for associated legal defense expenses. Member deductible is \$100,000.

**Motion** to approve Resolution 20-3 Adopting the Amended Risk Management Plan for the 2020/2021 Fund Year.

**Moved:** Eric Larson

**Seconded:** Lou Pepe

**Vote:** Approved: Unanimous      Nay:

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**c. 2020/2021 Fund Year New Business**

The administrator's office received an application from the Middletown Township Board of Education after the May 2020 Board of Trustees meeting. We ask that the Board of Trustees approve the application for membership.

**Motion** to approve Middletown Township Board of Education as a member of the Diploma Joint Insurance Fund

**Moved:** Jennifer Germana

**Seconded:** Lou Pepe

**Vote:** Approved: Unanimous Nay:

**d. 2019/2020 Safety Incentive Program**

Members are reminded that all documentation should be forwarded to the administrator's office to qualify for the 2019/2020 fund year safety incentive award.

**e. 2020/2021 Safety Incentive Program**

The 2020/2021 Safety Incentive Program was included in the agenda package.

**6. Risk Management Consultants**

There was no report.

**7. Safety/Loss Control Consultant**

There was no report.

**8. Managed Care Organization - Medlogix**

Missy Pudimott presented the Case Management Activity Report and Bill Review Services 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 Open the Public Hearing on the 2019/2020 Fund Year Budget Revision #1**

**Motion** to Open the Public Hearing on the 2019/2020 Fund Year Budget Revision #1

**Moved:** Jennifer Germana

**Seconded:** Lou Pepe

**Vote:** Approved: Unanimous Nay:

**B. Motion to Close the Public Hearing and Adopt the 2019/2020 Fund Year Budget Revision #1**

**Motion** to Close the Public Hearing and Adopt the 2019/2020 Fund Year Budget Revision #1

**Moved:** Jennifer Germana

**Seconded:** Lou Pepe

**Vote:** Approved: Unanimous Nay:

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- C. Motion to Open the Public Hearing on the 2020/2021 Fund Year Budget**  
**Motion** to Open the Public Hearing on the 2020/2021 Fund Year Budget  
**Moved:** Lou Pepe  
**Seconded:** Eric Larson  
**Vote:** Approved: Unanimous      Nay:
- D. Motion to Close the Public Hearing and Adopt the 2020/2021 Fund Year Budget**  
**Motion** to Close the Public Hearing and Adopt the 2020/2021 Fund Year Budget  
**Moved:** Eric Larson  
**Seconded:** Jennifer Germana  
**Vote:** Approved: Unanimous      Nay:

**VIII. Public Comment**  
There was no public comment.

**IX. Claims Sub-Committee Report**


- A. Ratification of the Claims Sub-Committee's June 2, 2020 Meeting Minutes.**  
**Motion** to ratify the Claims Sub-Committee's June 2, 2020 Meeting Minutes.  
**Moved:** Jennifer Germana  
**Seconded:** Eric Larson  
**Vote:** Approved: Unanimous      Nay:

**XIII. Adjournment**

**Motion** to adjourn the meeting.  
**Moved:** Jennifer Germana  
**Seconded:** Eric Larson  
**Vote:** Approved: Unanimous      Nay:  
The meeting adjourned at 11:01 a.m.

The next meeting will be held on **Thursday, November 5, 2020 at 10:00 a.m.** via Zoom conference call.

Respectfully submitted,

  
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Authorized Signature

11-13-2020  
Date