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**DIPLOMA JOINT INSURANCE FUND**

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**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES**

July 25, 2024

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

The meeting called to order at 10:07 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	Absent
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
Andrew Italiano	Manville Board of Education	Absent
Fiona Daubon	Middlesex County STEM Charter School	Absent
Amy Doherty	Middletown Township Board of Education	Present
Pamela Graziano	North Plainfield Board of Education	Present
David Block	Ocean Academy Charter School	Present
Andrew Polo	Shore Regional High School District	Present
Eric Larson	Union County Educational Services Commission	Present
Robert Delengowski	Ventnor City Board of Education	Absent
Brian Smyth	Wall Township Board of Education	Present
Karen Bishop-Johnson	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
Tiffani Reneau	North Plainfield Board of Education	Absent

Others Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Craig Klein	
Dennis McKeever	Chasan Lamparello Mallon & Cappuzzo, PC
Brian Maitland	J.A. Montgomery
Ellie Moss	
Claudia Acosta	Qual-Lynx
John Kreuzer	
Adam Giaquinto	Medlogix
Patti Fahy	Acrisure
Sameer Sarfraz	Alamo Insurance
Jasmin Brascom	
David Balken	Balken Risk Management
Bob Gemmell	Brown & Brown
Lee Nestel	CBIZ
Robert Cottone	Rue Insurance

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Giovanni Mancini	Treadstone Risk Management
John Moore	Willis Towers Watson
Ivy Davis	
Pam Korner	

**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 24-01 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

**Moved:** Pamela Graziano

**Seconded:** Eric Larson

**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
Amy Doherty	Middletown Township Board of Education
Andrew Italiano	Manville Board of Education
George Spina	West New York Board of Education

There were no additional nominations.

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**Motion** to approve Resolution 24-02 Authorizing the Election of the Board of Trustees.

**Moved:** Pamela Graziano

**Seconded:** Vicky Guo

**Vote:** Approved: Unanimous    Nay:

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

Karen Bishop-Johnson

Watchung Borough Board of Education

Robert Delengowski

Ventnor City Board of Education

There were no additional nominations.

**Motion** to approve Resolution 24-03 Authorizing the Election of the Alternate Trustees.

**Moved:** Pamela Graziano

**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, Shore Regional High School District can elect a special fund commissioner.

**VII. Adjournment**

**Motion** to adjourn.

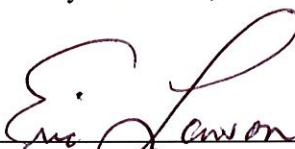
**Moved:** Eric Larson

**Seconded:** George Spina

**Vote:** Approved: Unanimous    Nay:

The meeting was adjourned at 10:12 a.m.

Respectfully submitted,

  
\_\_\_\_\_  
Authorized Signature

12-05-2024  
\_\_\_\_\_  
Date

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**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES**

**July 25, 2024**

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

The meeting was called to order at 10:14 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 Public Schools	Absent
Robert Carfagno	Cranford Board of Education	Present
Andrew Italiano	Manville Board of Education	Absent
Amy Doherty	Middletown Township Board of Education	Present
Pamela Graziano	North Plainfield 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:

Robert Delengowski	Ventnor City Board of Education	Absent
Karen Bishop-Johnson	Watchung Borough Board of Education	Present

Fund Commissioners:

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

Alternate Fund Commissioners:

Denise DeRosa	Middletown Township Board of Education	Absent
Tiffani Reneau	North Plainfield Board of Education	Absent

Others Present:

Barbara Murphy	Risk and Loss Managers, Inc.
Craig Klein	
Dennis McKeever	Chasan Lamparello Mallon & Cappuzzo, PC
Brian Maitland	J.A. Montgomery
Ellie Moss	
Claudia Acosta	Qual-Lynx
John Kreuzer	
Adam Giaquinto	Medlogix
Patti Fahy	Acrisure
Sameer Sarfraz	Alamo Insurance
Jasmin Brascom	
David Balken	Balken Risk Management
Bob Gemmell	Brown & Brown

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Lee Nestel	CBIZ
Robert Cottone	Rue Insurance
Giovanni Mancini	Treadstone Risk Management
John Moore	Willis Towers Watson
Ivy Davis	
Pam Korner	

**IV. Introduction of Guests**

There were no introductions.

**V. Board of Trustee Business**

**A. Approval of the May 23, 2024 Board of Trustees' Open Meeting Minutes**

**Motion** to approve the May 23, 2024 Board of Trustees' Open Meeting Minutes.

**Moved:** Brian Smyth

**Seconded:** Amy Doherty

**Vote:** Approved: Unanimous      Nay:

**B. Approval of the May 23, 2024 Board of Trustees' Closed Meeting Minutes**

**Motion** to approve the May 23, 2024 Board of Trustees' Closed Meeting Minutes.

**Moved:** Brian Smyth

**Seconded:** George Spina

**Vote:** Approved: Unanimous      Nay:

**C. Reports**

**1. Chairperson - Robert Carfagno**

**SEL Delegates**

Robert Carfagno appointed the following as SEL representatives for the 2024/2025 fund year: Eric Larson, George Spina and himself.

**2. Secretary**

There was no report.

**3. Attorney - Chasan Lamparello Mallon & Cappuzzo, PC**

**a. Service Provider Resolutions 24-04, 1-11**

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 - Chasan Lamparello Mallon & Capuzzo, PC
4. Appointment of the Auditor - Withum, Smith + Brown
5. Appointment of the Claims Servicing Organization - Qual-Lynx
6. Appointment of the Risk Management Consultants - Alamo Insurance Group, Inc., Acrisure NJ Partners Insurance Services, LLC, Arthur J. Gallagher Risk Management Services, Inc., Acrisure NJ Partners Insurance Services, LLC dba Balken Risk Management, Brown & Brown Metro, CBIZ Insurance Services dba CBIZ/Centric Insurance, Rue Insurance, Siracusa Kaufmann Insurance Agency, LLC, Treadstone Risk Management, LLC and Willis Towers Watson Northeast, Inc.
7. Appointment of Loss Control Specialist - J.A. Montgomery Consulting, LLC

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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

**Motion** to approve Resolutions 24-04, 1-11.

**Moved:** Pamela Graziano

**Seconded:** Vicky Guo

**Vote:** Approved: Unanimous      Nay:

b. Organizational Resolutions 24-05, 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 2024/2025 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 2024/2025 Fund Year
7. Setting an Interest Rate on Delinquent Assessments for the 2024/2025 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 24-05, 1-9

**Moved:** Eric Larson

**Seconded:** Brian Smyth

**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 \$2,214,093.09.

**Moved:** Pamela Graziano

**Seconded:** Eric Larson

**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. 2023/2024 Safety Incentive Program  
Members are reminded that all documentation should be forwarded to the administrator's office to qualify for the 2023/2024 fund year safety incentive award.
  - b. 2024/2025 Safety Incentive Program  
The 2024/2025 Safety Incentive Program will be available on the website.
6. **Loss Control Report - J.A. Montgomery Consulting, LLC**  
Brian Maitland presented and reviewed the activity report to date.
7. **Managed Care Organization - Medlogix**  
Adam Giaquinto presented the Case Management Activity Report and Bill Review Services report.
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 Open the Public Hearing on the 2023/2024 Fund Year Budget Revision #1**  
**Motion** to Open the Public Hearing on the 2023/2024 Fund Year Budget Revision #1  
**Moved:** George Spina  
**Seconded:** Amy Doherty  
**Vote:** Approved: Unanimous      Nay:
- B. **Motion to Close the Public Hearing and Adopt the 2023/2024 Fund Year Budget Revision #1**  
**Motion** to Close the Public Hearing and Adopt the 2023/2024 Fund Year Budget Revision #1  
**Moved:** Eric Larson  
**Seconded:** Vicky Guo  
**Vote:** Approved: Unanimous      Nay:
- C. **Motion to Open the Public Hearing on the 2024/2025 Fund Year Budget**  
**Motion** to Open the Public Hearing on the 2024/2025 Fund Year Budget  
**Moved:** Brian Smyth  
**Seconded:** Amy Doherty  
**Vote:** Approved: Unanimous      Nay:
- D. **Motion to Close the Public Hearing and Adopt the 2024/2025 Fund Year Budget**  
**Motion** to Close the Public Hearing and Adopt the 2024/2025 Fund Year Budget  
**Moved:** George Spina  
**Seconded:** Amy Doherty  
**Vote:** Approved: Unanimous      Nay:

**VIII. Claims Subcommittee Report**

There was no report.

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**IX. Public Comment**

There was no public comment.

**X. Closed Session**

**Motion** to enter closed session.

**Moved:** Pamela Graziano

**Seconded:** Amy Doherty

**Vote:** Approved: Unanimous                      Nay:

Open Session was adjourned at 10:28 a.m.

**Motion** to adjourn closed session.

**Moved:** George Spina

**Seconded:** Brian Smyth

**Vote:** Approved: Unanimous                      Nay:

Open Session resumed at 10:38 a.m.

**XI. Open Session Resumes**

**Motion** to approve payment authorization requests presented.

**Moved:** Pamela Graziano

**Seconded:** Vicky Guo

**Vote:** Approved: Unanimous                      Nay:

**XII. Adjournment**

**Motion** to adjourn the meeting.

**Moved:** Pamela Graziano

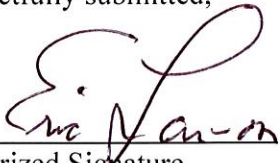
**Seconded:** Brian Smyth

**Vote:** Approved: Unanimous                      Nay:

The meeting adjourned at 10:39 a.m.

The next meeting will be held on **Thursday, December 5, 2024 at 11:30 a.m.** at the Cranford Board of Education.

Respectfully submitted,



\_\_\_\_\_  
Authorized Signature

12-05-2024

\_\_\_\_\_  
Date