
DIPLOMA JOINT INSURANCE FUND

BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES

July 17, 2025

I. Call to Order - Eric Larson, Chairperson

The meeting was called to order at 11:18 a.m. by Eric Larson, Chairperson.

II. Open Public Meetings Statement - Eric Larson, Chairperson

The Open Public Meetings Act was read by Eric Larson, Chairperson.

III. Roll Call

Board of Trustees:

Vicky Guo	Bloomfield Board of Education	Present
Robert Carfagno	Cranford Board of Education	Present
Devanshu Modi	Manville Board of Education	Present
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	Absent
Karen Bishop-Johnson	Watchung Borough Board of Education	Present
George Spina	West New York Board of Education	Present

Alternate Board of Trustees:

R. Paul Vizzuso	Clark Public Schools	Absent
Andrew Polo	Shore Regional Board of Education	Absent

Fund Commissioners:

Kristina 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

Alternate Fund Commissioners:

Daniel Valente	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 Consulting
Claudia Acosta	Qual-Lynx
John Kreuzer	
Lizzie Lewis	Medlogix
Patti Fahy	Acrisure NJ Partners Insurance Services, LLC
Bob Gemmell	Brown & Brown Metro, LLC
Lee Nestel	CBIZ Insurance Services
Robert Cottone	Rue Insurance
Pam Korner	Willis Towers Watson
Donna Ripolino	
Ivy Davis	

DIPLOMA JOINT INSURANCE FUND

IV. Introduction of Guests

There were no introductions.

V. Board of Trustee Business

A. **Approval of the May 15, 2025 Board of Trustees' Open Meeting Minutes**

Motion to approve the May 15, 2025 Board of Trustees' Open Meeting Minutes.

Moved: Robert Carfagno

Seconded: George Spina

Vote: Approved: Unanimous Nay: Abstain: D. Modi

B. **Approval of the May 15, 2025 Board of Trustees' Closed Meeting Minutes**

Motion to approve the May 15, 2025 Board of Trustees' Closed Meeting Minutes.

Moved: Vicky Guo

Seconded: Amy Doherty

Vote: Approved: Unanimous Nay: Abstain: D. Modi

C. **Reports**

1. **Chairperson - Eric Larson**

SEL Delegates

Eric Larson appointed the following as SEL representatives for the 2025/2026 fund year: Robert Carfagno, George Spina and himself.

2. **Secretary - Amy Doherty**

There was no report.

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

a. **Service Provider Resolutions 25-04, 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 - Chasan Lamparello Mallon & Cappuzzo, PC
4. Appointment of the Claims Servicing Organization - Qual-Lynx
5. 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, Treadstone Risk Management, LLC and Willis Towers Watson Northeast, Inc.
6. Appointment of Loss Control Specialist - J.A. Montgomery Consulting, LLC
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 25-04, 1-10.

Moved: Robert Carfagno

Seconded: Pamela Graziano

Vote: Approved: Unanimous Nay:

DIPLOMA JOINT INSURANCE FUND

- b. Organizational Resolutions 25-05, 1-10
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 2025/2026 Fund Year
 - (a) Appointment of the Finance Sub-Committee
Eric Larson appointed the following to serve on the finance sub-committee: Amy Doherty, Robert Carfagno and himself.
 6. Designation of Individuals Authorized as the Fund's Signatories and Official Depositories for the 2025/2026 Fund Year
 7. Setting an Interest Rate on Delinquent Assessments for the 2025/2026 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
Eric Larson appointed the following to serve on the claims sub-committee: Amy Doherty, George Spina, Brian Smyth and Devanshu Modi as alternate.
 10. Approval of the 2025/2026 Risk Management Plan
 11. Approval of Amended Defense Counsel List and Fees
- Motion** to approve Resolutions 25-05, 1-9, 25-06 and 25-07.
Moved: Robert Carfagno
Seconded: Pamela Graziano
Vote: Approved: Unanimous Nay:

4. Treasurer's Report

Barbara Murphy presented the 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 \$2,605,782.05.
Moved: Pamela Graziano
Seconded: George Spina
Vote: Approved: Unanimous Nay:

5. Administrator - Risk and Loss Managers, Inc.

Barbara Murphy referred to the memorandum in the agenda packet.

- a. 2024/2025 Safety Incentive Program
Members are reminded that all documentation should be forwarded to the administrator's office to qualify for the 2024/2025 fund year safety incentive award.

DIPLOMA JOINT INSURANCE FUND

- b. 2025/2026 Safety Incentive Program
The 2025/2026 Safety Incentive Program is included in the agenda packet and 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**
Lizzie Lewis 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 2024/2025 Fund Year Budget Revision #1**
Motion to Open the Public Hearing on the 2024/2025 Fund Year Budget Revision #1
Moved: Robert Carfagno
Seconded: Vicky Guo
Vote: Approved: Unanimous Nay:
B. **Motion to Close the Public Hearing and Adopt the 2024/2025 Fund Year Budget Revision #1**
Motion to Close the Public Hearing and Adopt the 2024/2025 Fund Year Budget Revision #1
Moved: Robert Carfagno
Seconded: Pamela Graziano
Vote: Approved: Unanimous Nay:
C. **Motion to Open the Public Hearing on the 2025/2026 Fund Year Budget**
Motion to Open the Public Hearing on the 2025/2026 Fund Year Budget
Moved: Amy Doherty
Seconded: Vicky Guo
Vote: Approved: Unanimous Nay:
D. **Motion to Close the Public Hearing and Adopt the 2025/2026 Fund Year Budget**
Motion to Close the Public Hearing and Adopt the 2025/2026 Fund Year Budget
Moved: Pamela Graziano
Seconded: Robert Carfagno
Vote: Approved: Unanimous Nay:

VIII. Claims Subcommittee Report

There was no report.

IX. Public Comment

There was no public comment.

DIPLOMA JOINT INSURANCE FUND

X. Closed Session

Motion to enter closed session.

Moved: George Spina

Seconded: Pamela Graziano

Vote: Approved: Unanimous Nay:

Open Session was adjourned at 11:38 a.m.

Motion to adjourn closed session.

Moved: Amy Doherty

Seconded: Robert Carfagno

Vote: Approved: Unanimous Nay:

Open Session resumed at 12:18 p.m.

XI. Open Session Resumes

Motion to authorize the actions established in closed session.

Moved: Pamela Graziano

Seconded: Amy Doherty

Vote: Approved: Unanimous Nay:

XII. Adjournment

Motion to adjourn the meeting.

Moved: Pamela Graziano

Seconded: Amy Doherty

Vote: Approved: Unanimous Nay:

The meeting adjourned at 12:19 p.m.

The next meeting will be held on **Thursday, November 20, 2025 at 10:00 a.m.** at the Cranford Board of Education.

Respectfully submitted,


Authorized Signature

11/20/2025
Date