



Finance

## *Diocese of Rockford*

555 Colman Center Dr.  
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### MEMORANDUM

TO: Pastors, Parochial Administrators, Superintendents, Principals, Department Heads, Parish Business Managers, and Regional Directors of Religious Education

FROM: Jodi M. Rippon, C.P.A.

DATE: June 30, 2023

RE: New Claims Reporting Procedure – Property Insurance

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As some of you may be aware, Paul Karr, our Gallagher Bassett Insurance adjuster, is retiring on June 30, 2023, after 43 years of working with the Diocese. We wish him the best as we also prepare for changes to the program. Specialized property insurance adjusters for Auto, General Liability, Property, and Worker's Compensation have now replaced multi-line adjusters whose experience allowed them to handle all lines of coverage.

**Effective July 1, 2023, please report all claims to Gallagher Bassett at:  
855-902-5706**

This number is specific to the Diocese of Rockford for reporting all types of claims and will be available 24/7. The intake staff answering these calls will gather details about the incident and forward the information to the appropriate specialized claim adjuster. A callback should occur within 24 business hours to the parish/school/agency involved.

Please contact either Lori Graber at 815-399-4300, ext. 332, or Lisa Wedig at 815-399-4300, ext. 331 at the Diocese directly for the following:

- Automobile windshield claims
- Request for Insurance Verification from the Office of the Secretary of State
- Questions whether an incident qualifies for an insurance claim or not

Misconduct allegations should be reported to law enforcement in the county in which the conduct occurred and then please call the diocese hotline voicemail at 815-293-7540. You will receive a call back usually the same day. Also, please notify Ellen Lynch of any misconduct claims reported to Gallagher by email [elynch@rockforddiocese.org](mailto:elynch@rockforddiocese.org) or phone 815-399-4300.

Certificates of Insurance should still be requested by emailing:  
[GB.Milwaukee.SupportStaffRequest@gbtpa.com](mailto:GB.Milwaukee.SupportStaffRequest@gbtpa.com)