



Commitment. Expertise. Stability.

SACRAMENTO DIOCESE **INTERIM SERVICE PLAN**

Please be advised that **Irina Ganchenko, the Claims Risk Manager for the Sacramento Diocese** and all their members, **is on extended leave beginning August 5, 2026**. *No safety inspections will take place during this time.* Please contact the appropriate party for your inquiry outlined below.

CMG Home office: 1 (800) 228-6108

➤ **CLAIMS**

Kyle Reit ext. 2436

M: (402) 306-7978

E: kreit@catholicmutual.org

Reporting New Claims:

- Complete the [Incident Report](#)
- Email it to reportclaim@catholicmutual.org
- Include related documents (i.e. photos, video, police report, repair estimate, etc.)

➤ **MEMBER SERVICES**

- Linette Johnston, Support Specialist (ext. 2359)
 - Email: ljohnston@catholicmutual.org
- Steffen Boden, Member Services Manager (ext. 2335)
 - Email: sboden@catholicmutual.org

➤ **CERTIFICATE REQUESTS / CONTRACTS**

- Contract Reviews tied to Certificate of Coverage Requests & Endorsements:
 - Complete [Certificate of Coverage Request](#) form for new COC
 - Email it to sacramentocerts@catholicmutual.org
 - Must include copy of current contract/agreement/insurance requirements

➤ **SPECIAL & SPONSORED EVENTS**

- A new online process for submitting special event applications is coming soon. Watch for an email with details. Until then, continue using the current procedure for special/sponsored event applications.
 - Complete the [813 Sacramento Special Events Insurance Application](#)
 - A [Facility Usage Indemnity Agreement](#) with party using Diocesan facilities is required.
 - Email both completed forms to sacramentoevents@catholicmutual.org

➤ **RISK MANAGEMENT**

- Contract Reviews not tied to COC requests or endorsements and general questions.
 - Julia Konwinski (ext. 2389)
 - Email: jkonwinski@catholicmutual.org
 - DeAnn Bianchette (ext. 2317)
 - Email: dbianchette@catholicmutual.org