

**UNION COUNTY INSURANCE FUND COMMISSION  
AGENDA AND REPORTS  
JANUARY 24, 2024**

**10:00 AM**

**MEETING BEING HELD TELEPHONICALLY**

**To attend the meeting via teleconference  
Dial 1-646-558-8656 and enter Meeting ID: 987 5367 3544  
Passcode: 299983**

**OR**

**Join Zoom Meeting via Computer Link:**  
<https://zoom.us/j/98753673544?pwd=bEM3bjZlTTVYWndVYWxYdzZldi9GQT09>

**OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE**

The Union County Insurance Fund Commission will conduct its January 24, 2024 meeting electronically, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. Notice of this meeting was given by

(1) Sending sufficient notice herewith to the Star Ledger and Westfield Leader, as well as posting meeting notice on UCIFC website

(2) Filing advance written notice of this meeting with the Commissioners of the Union County Insurance Fund Commission,

(3) Posting this notice on the public bulletin board of all members.

During a remote meeting, participants, including members of the public, may be muted by the host, however there will be an opportunity for them to participate and speak during the public portion of the meeting where participants will be unmuted at their request.

**UNION COUNTY INSURANCE FUND COMMISSION  
AGENDA  
OPEN PUBLIC MEETING: JANUARY 24, 2024  
10:00 AM**

- ☐ **MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**
- ☐ **ROLL CALL OF COMMISSIONERS**
- ☐ **APPROVAL OF MINUTES:**      **December 20, 2023 Open Minutes**      **Appendix I**  
   **December 20, 2023 Closed Minutes**      **sent via e-mail**
- ☐ **CORRESPONDENCE:** None
- ☐ **COMMITTEE REPORTS:**  
   Safety Committee Reports  
   UCIFC Safety Director - T and M Safety Report      **Page 2**
- ☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR – ACRISURE, LLC.**      **Pages 3-17**
- ☐ **ANNUAL ACTUARY REPORT – THE ACTUARIAL ADVANTAGE (TAA)**      **Verbal**
- ☐ **TREASURER – Bibi Taylor**  
   Resolution 11-24 January Bill List – *Motion*      **Page 20**
- ☐ **ATTORNEY – Bruce H. Bergen, Esq.**      **Verbal**
- ☐ **CLAIMS ADMINISTRATOR – Claims Resolution Corporation**      **Verbal**
- ☐ **NJCE SAFETY DIRECTOR – J.A. Montgomery Consulting**  
   Monthly Report      **Pages 21-27**
- ☐ **OLD BUSINESS**
- ☐ **NEW BUSINESS**
- ☐ **PUBLIC COMMENT**
- ☐ **EXECUTIVE SESSION** – in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-12(B) N.J.S.A 10:4-12 **Statement**      **Page 28**

**Motion to go into Executive Session**

**MOTION TO APPROVE CLAIMS AS DISCUSSED IN EXECUTIVE SESSION**

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- ☐ **MEETING ADJOURNMENT**
  - ☐ **NEXT SCHEDULED MEETING:** February 27, 2024, 10:00 AM



## **Union County Insurance Fund Commission**

### **T&M Activities:**

- Conducted Executive Safety Committee Meeting on 12/20/23
- Developed and distributed Toolbox Talks 1/3/24 on:
  - 911 Calls
  - Equipment mounting & dismounting
  - Overhead garage doors
- Developed and distributed Ice & snow safety alert 1/5/24
- Conducted Labor Safety Meeting on 1/10/24
- Scheduled Hazard Communication & Powered Industrial Truck (forklift) training 1/12/24

**UNION COUNTY INSURANCE FUND COMMISSION**

777 Terrace Ave, Suite 309  
Hasbrouck Heights, NJ 07604  
Telephone (201) 727-1720 Fax (201) 727-0080

Date: January 24, 2024  
Memo to: Commissioners of the Union County Insurance Fund Commission  
From: Acrisure, LLC  
Subject: Executive Director's Report

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Thank you for approving our firm for the position of IFC Executive Director for the 2024 term. Introductory meetings took place this month between our team and each of the Fund Commissioners as well as with the current Fund Professionals. Please bear with us as we transition over all your financial data from Perma. Joe Hrubash and his team have been very helpful throughout this process.

- **Reorganization Resolutions (Pages 6-15)-** The UCIFC is required to reorganize at its January Board of Commissioners meeting per the Commission's Rules & Regulations. Listed below are the necessary Reorganization Resolutions which are included in the agenda. All resolutions were reviewed by the Commission Attorney.

Resolution 1-24- Certifying the Appointment Chairperson and Vice Chairperson	Page 5
Resolution 2-24- Designating Authorized Signatures for Commission Bank Accounts	Page 6
Resolution 3-24- Appointing Agent for Services of Process and Custodian of Records	Page 7
Resolution 4-24- Designating Official Newspapers	Page 8
Resolution 5-24- Designating Authorized Depositories for Commission Assets and Cash Management Plan	Pages 9-12
Resolution 6-24- Designating Commission Treasurer	Page 13
Resolution 7-24- Designating Commission Attorney	Page 14
Resolution 8-24- Authorizing Commission Treasurer to Process Contracted Payment	Page 15

- **Motion to approve Reorganization Resolutions 1-24 through 8-24**

- **2024 Meeting Schedule-** for your consideration is a copy of the UCIFC Executive Meeting Schedule. There will be no meetings in April, June, August and November. However, additional meetings can be scheduled with proper notice or cancelled if there are no action items. If the schedule is acceptable to the Commissioners, we have prepared Resolution NO. 9-24 for your approval which is included in the agenda on page 17.

- **Motion to approve Resolution 9-24, 2024 Meeting Schedule**

- **2024 Property & Casualty Budget- (Page 18) –** The Executive Director's office has met with the Fund Actuary and Treasurer to discuss this year's budget. As of 1/24/24, the proposed 2024 Property & Casualty Budget in the amount of **\$3,952,294** attached on page **18** for your review and discussion. This proposed introductory budget represents an overall increase of \$611,440 or 18.30%. This budget is subject to change depending on pre-budget meeting discussion.

In prior years the Treasurer has recommended approving a temporary budget to allow more time to decide on a final budget. The 2024 proposed introductory budget is \$329,257.83 which represents 1/12 of the 2024 annual budget of \$3,952,294.00

The CRC Fee of \$426,750.00 is included in the 2024 budget which will be paid in monthly installments.

Assuming there are no changes to the proposed introductory budget, attached on page 19 is Resolution 10-24, Adoption of a Temporary 2024 Property & Casualty Budget equal to 1/12 of the 2024 Property & Casualty Budget. If there are changes the Executive Director will provide a revised budget and resolution and distribute prior to the meeting.

**☐ Motion to approve Resolution 10-24 adopting a temporary 2024 Property and Casualty Budget in the amount of \$329,257.83 equal to 1/12 of the 2024 Property & Casualty Budget in the amount of \$3,952,294.00**

☐ **2024 UCIFC Dividend** – The Executive Director's office met with the Fund Actuary and will be reviewing available dividend options with the Commission Chair and Treasurer. A recommendation will be made at the February meeting.

☐ **RFP for Professional Services - Auditor** – The awarding of the position of Fund Auditor was tabled during the December IFC meeting. Having received only one response the Commission has decided to rebid for these services. We will focus advertising efforts to connect with a broader audience to allow for more responses and competitive pricing. Bids will be due to UCIFC on March 1, 2024.

☐ **New Jersey Counties Excess Joint Insurance Fund (NJCE)**- The NJCE met on January 11, 2024 at 11:00 AM. NJCE approved a motion to increase their Budget by 12.87%. Coverage enhancements were discussed with an Increase in Cyber Liability Limits for the NJCE to \$5M per member. A 2024 Goal was set to appraise all member buildings between \$500,000 - \$1,000,000 with a CAPPED \$20,000 reimbursement limit per member. Union County IFC is ahead of the game, having already completed our building appraisals this past year. The NJCE has indicated, to our Executive Directors office, that appraisal reimbursement was sent to the IFC. We will be confirming same with Treasurer's office.

The NJCE specified they had a successful marketing of this years' reinsurance. Property was their most difficult issue. They successfully reduced their funds retention from \$3M to \$1M.

NJCE Reorganization meeting will be held on February 22, 2024 at 9:30 AM.

☐ **UCIFC Financial Fast Track** – Currently being updated for discussion during February meeting.

☐ **2024 Meeting Platform** –Beginning January 2024 our office will resume the coordination of all Fund meetings utilizing the preferred Zoom platform. Electronic invites will be sent out to all attendees prior to the meeting date.

☐ **Fund Actuary**- We have requested a brief presentation from TAA to review this year's Budget Analysis and Quarterly Reserves Analysis. An analysis will also be discussed regarding a 2023 UCIFC Dividend.

**RESOLUTION NO. 1-24**  
**UNION COUNTY INSURANCE FUND COMMISSION**  
**CERTIFY THE APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

**WHEREAS**, the UNION COUNTY INSURANCE FUND COMMISSION (hereinafter "UCIFC") is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

**BE IT RESOLVED** by the Union County Insurance Fund Commission that the following persons have been appointed as Chairperson and Vice-Chairperson:

<b>Amy Wagner</b>	<b>Chairperson</b>
<b>Claudia Martins</b>	<b>Vice Chairperson</b>
<b>Laura Scutari</b>	<b>Commissioner</b>

**BE IT FURTHER RESOLVED** that the Chairperson and Vice Chairperson shall serve for a one-year term to expire through the reorganization of the Commission and until their successors shall be elected and qualified.

**ADOPTED** by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on January 24, 2024.

**ADOPTED:**

<b>BY:</b> _____	_____
<b>CHAIRPERSON</b>	<b>DATE</b>

<b>ATTEST:</b> _____	_____
<b>VICE CHAIRPERSON</b>	<b>DATE</b>

**RESOLUTION NO. 2-24**  
**UNION COUNTY INSURANCE FUND COMMISSION**  
**DESIGNATING AUTHORIZED SIGNATURES FOR COMMISSION BANK**  
**ACCOUNTS**

**BE IT RESOLVED** by the Union County Insurance Fund Commission (hereinafter the Commission) that all funds of the Commission shall be withdrawn from the official named depositories by check, which shall bear the signatures of at least two (2) of the following persons who are duly authorized pursuant to this resolution, except for those checks in the amount of \$100,000 or more and in that instance at least three signatures shall be required;

**I.** All funds for Administrative Expenses, Reinsurance, Dividends and Miscellaneous Expenses, shall be withdrawn from the official named Depository which shall bear the signatures of the Treasurer and one (1) signature of the either the Chairperson or Vice Chairperson, duly authorized pursuant to this resolution.

Amy Wagner	CHAIRPERSON
Claudia Martins	VICE CHAIRPERSON
Bibi Taylor	TREASURER

**II.** All funds for Claims payments shall be withdrawn from the Official named Depository by check, which shall bear the signatures of the Treasurer and of one (1) of the CRC representatives listed below, duly authorized pursuant to this Resolution.

David Harris	Claims Resolution Corporation, Inc.
Rachel Ruiz	Claims Resolution Corporation, Inc.

Transfers approved by the Commission shall be by wire as authorized by the Treasurer between the administrative account and the claims account.

**WHEREAS**, pursuant to Resolution No. 6-24, Bibi Taylor is the appointed Commission Treasurer of the UNION COUNTY INSURANCE FUND COMMISSION.

**ADOPTED** by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on January 24, 2024.

**ADOPTED:**

**BY:** \_\_\_\_\_  
**CHAIRPERSON** **DATE**

**ATTEST:** \_\_\_\_\_  
**VICE CHAIRPERSON** **DATE**

**RESOLUTION NO. 3-24**  
**UNION COUNTY INSURANCE FUND COMMISSION**  
**APPOINTING AGENT FOR SERVICE OF PROCESS AND CUSTODIAN OF RECORDS**  
**FOR THE COMMISSION**  
**FOR THE YEAR 2024**

**WHEREAS**, the UNION COUNTY INSURANCE FUND COMMISSION (hereinafter "UCIFC") is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:1 0-6 et seq.; and

**WHEREAS**, the UCIFC has the authority and deems it necessary and appropriate to formally reorganize for the 2024 commission year; and

**NOW THEREFORE BE IT RESOLVED** by the Union County Insurance Commission that Acrisure LLC d/b/a Scirocco Group is hereby appointed as agent for service of process upon the UCIFC, at its office located at 777 Terrace Ave, Suite 309, Hasbrouck Heights, NJ 07604 for the year 2024 or until its successor has been appointed and qualified. Said appointment shall be at no cost to the UCIFC; and

**BE IT FURTHER RESOLVED** that Acrisure LLC d/b/a Scirocco group shall also be the Custodian of Records at no cost to the UCIFC.

**ADOPTED** by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on January 24, 2024

**ADOPTED:**

**BY:** \_\_\_\_\_  
**CHAIRPERSON** **DATE**

**ATTEST:** \_\_\_\_\_  
**VICE CHAIRPERSON** **DATE**



**RESOLUTION NO. 4-24**  
**UNION COUNTY INSURANCE FUND COMMISSION**  
**DESIGNATING OFFICIAL NEWSPAPERS FOR THE COMMISSION**

**WHEREAS**, the UNION COUNTY INSURANCE FUND COMMISSION (hereinafter "UCIFC") is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

**WHEREAS**, the UCIFC has the authority and deems it necessary and appropriate to formally reorganize for the 2024 commission year; and

**BE IT RESOLVED** by the Union County Insurance Fund Commission, (hereinafter the UCIFC) the Star Ledger (Advanced Media) and Westfield Leader are hereby designated as the official newspapers for the Commission and all official notices required to be published shall be published in all newspapers; and

**BE IT FURTHER RESOLVED** that the designation of official newspapers shall be effective upon adoption of the within resolution for the term of one year through the 2025 re-organization of the UCIFC; and

**BE IT FURTHER RESOLVED** that in the case of special meetings or emergency meetings, the Executive Director of the UCJFC shall give notice of said meetings to the Star Ledger (Advanced Media) and Westfield Leader.

**ADOPTED** by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on January 24, 2024

**ADOPTED:**

<b>BY:</b> _____	_____
<b>CHAIRPERSON</b>	<b>DATE</b>

<b>ATTEST:</b> _____	_____
<b>VICE CHAIRPERSON</b>	<b>DATE</b>

**RESOLUTION NO. 5-24**  
**UNION COUNTY INSURANCE FUND COMMISSION**  
**DESIGNATING AUTHORIZED DEPOSITORIES FOR COMMISSION ASSETS**  
**AND ESTABLISHING CASH MANAGEMENT PLAN**

**WHEREAS**, the UNION COUNTY INSURANCE FUND COMMISSION (hereinafter "UCJFC") is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A: 10-6 et seq.; and

**WHEREAS**, the UCIFC has the authority and deems it necessary and appropriate to formally reorganize for the 2024 commission year; and

**BE IT RESOLVED**, Citizens Bank (formerly Investors Bank) and Northfield Bank are hereby both designated as the depository for assets of the Commission; and

**BE IT FURTHER RESOLVED** that the attached Cash and Investment Management Plan, which includes the designation of authorized depositories, be and is hereby adopted.

**ADOPTED** by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on January 24, 2024

**ADOPTED:**

**BY:** \_\_\_\_\_

**CHAIRPERSON**

\_\_\_\_\_  
**DATE**

**ATTEST:** \_\_\_\_\_

**VICE CHAIRPERSON**

\_\_\_\_\_  
**DATE**

## **UNION COUNTY INSURANCE FUND COMMISSION**

### **2024 CASH MANAGEMENT AND INVESTMENT POLICY**

#### **1.) Cash Management and Investment Objectives**

The UNION COUNTY INSURANCE FUND COMMISSION (hereinafter referred to as the FUND or COMMISSION) objectives in this area are:

- a.) Preservation of capital.
- b.) Adequate safekeeping of assets.
- c.) Maintenance of liquidity to meet operating needs, claims settlements and dividends.
- d.) Diversification of the FUND's portfolio to minimize risks associated with individual investments.
- e.) Maximization of total return, consistent with risk levels specified herein.
- f.) Investment of assets in accordance with State and Federal Laws and Regulations.
- g.) Accurate and timely reporting of interest earnings gains and losses by line of coverage in each Fund year.
- h.) Where legally permissible, cooperation with other local municipal joint insurance funds, and the New Jersey Division of Investment in the planning and execution of investments in order to achieve economies of scale.
- i.) Stability in the value of the FUND's economic surplus.

#### **2.) Permissible Investments**

Investments shall be limited to the investments authorized under the New Jersey Statutes 40A:5015.1.

#### **3.) Authorized Depositories**

In addition to the above, the FUND is authorized to deposit funds in certificates of deposit and other time deposits in banks covered by the Governmental Unit Depository Protection Act, NJSA 17:9-14 et seq. (GUDPA).

The FUND is also authorized to invest its assets in the New Jersey Cash Management Fund.

#### **4.) Authority for Investment Management**

The Treasurer is authorized and directed to make investments, with a maturity of three months or longer, through asset managers that may be selected by the FUND. Such asset managers shall be discretionary trustees of the FUND.

Their actions and decisions shall be consistent with this plan and all appropriate regulatory constraints.

In executing investments, asset managers shall minimize transaction costs by querying prices from at least three (3) dealers and purchasing securities on a competitive basis. When possible, federal securities shall be purchased directly from the US Treasury. Transactions shall not be processed through brokerages, which are organizationally affiliated with the asset manager. Transactions may also be processed through the New Jersey Division of Investment by the Fund's asset managers.

**5.) Preservation of Capital**

Securities shall be purchased with the ability to hold until maturity.

**6.) Safekeeping**

Securities purchased on behalf of the FUND shall be delivered electronically or physically to the FUND's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the FUND.

**7.) Selection of Asset Managers, Custodial Banks and Operating Banks**

Asset managers, custodial banks and operating banks shall be retained for contract periods of one (I) year. Additionally, the FUND shall maintain the ability to change asset managers and/or custodial banks more frequently based upon performance appraisals and upon reasonable notice, and based upon changes in policy or procedures.

**8.) Reporting**

Asset managers will submit written statements to the treasurer and executive director describing the proposed investment strategy for achieving the objectives identified herein. Asset managers shall also submit revisions to strategy when justified as a result of changing market conditions or other factors. Such statements shall be provided to the Treasurer and Executive Director. The statements shall also include confirmation that all investments are made in accordance with this plan. Additionally, the Investment Manager shall include a statement that verifies the Investment Manager has reconciled and determined the appropriate fair value of the Funds portfolio based on valuation guidelines that shall be kept on file in the Executive Director's office.

The Treasurer shall report to the Fund Commissioners at all regular meetings on all investments. This report shall include information on the balances in all bank and investment accounts, and purchases, sales, and redemptions occurring in the prior month.

**9.) Audit**

This plan, and all matters pertaining to the implementation of it, shall be subject to the FUND's annual audit.

**10.) Cash Flow Projections**

Asset maturity decisions shall be guided by cash flow factors payout factors supplied by the Fund Actuary and reviewed by the Executive Director and the Treasurer.

**11.) Cash Management**

All moneys turned over to the Treasurer shall be deposited within forty-eight ( 48) hours in accordance with N.J.S.A. 40A:5-15.

In the event a check is made payable to the Treasurer rather than the Fund, the following procedure is to be followed:

- a.) The Treasurer endorses the check to the Fund and deposits it into the Fund account.
- b.) The Treasurer notifies the payer and requests that in the future any check be made payable to the Fund.

The Treasurer shall minimize the possibility of idle cash accumulating in accounts by assuring that all amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

The method of calculating banking fees and compensating balances shall be documented to the Fund Commissioners by the Treasurer at least annually.

Cash may be withdrawn from investment pools under the discretion of asset managers only to fund operations, claims imprest accounts, or approved dividend payments.

The Treasurer shall escheat to the State of New Jersey checks, which remain outstanding for twelve or more months after the date of issuance. However, prior to implementing such procedures, the Treasurer, with the assistance of the claims agent, as needed, shall confirm that the outstanding check continues to represent a valid claim against the FUND.

**RESOLUTION NO. 6-24**  
**UNION COUNTY INSURANCE FUND COMMISSION**  
**DESIGNATING COMMISSION TREASURER**

**WHEREAS**, the UNION COUNTY INSURANCE FUND COMMISSION (hereinafter "UCIFC") is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

**WHEREAS**, the UCIFC requires the services of a Treasurer, and

**WHEREAS**, Bibi Taylor has demonstrated the skill and possesses the qualifications to perform the duties of Treasurer for the Union County Insurance Fund Commission and as required by the Rules & Regulations:

**NOW THEREFORE BE IT RESOLVED** that the Commission hereby appoints Bibi Taylor as UCIFC Treasurer for the term commencing January 1, 2024 through 2025 UCIFC Reorganization; and

**NOW THEREFORE BE IT RESOLVED** that compensation for the Treasurer shall be in the amount of \$4,000.00 per annum to be paid through a stipend by the County with full reimbursement by the UCIFC; and

**BE IT FURTHER RESOLVED** that the amount of \$4,000.00 shall I be charged to the Administrative Account of the Union County Insurance Fund Commission as full reimbursement to the County of Union.

**ADOPTED** by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on January 24, 2024

**ADOPTED:**

**BY:** \_\_\_\_\_  
**CHAIRPERSON** **DATE**

**ATTEST:** \_\_\_\_\_  
**VICE CHAIRPERSON** **DATE**

**RESOLUTION NO. 7-24**  
**UNION COUNTY INSURANCE FUND COMMISSION**  
**DESIGNATING COMMISSION ATTORNEY**

**WHEREAS**, the UNION COUNTY INSURANCE FUND COMMISSION (hereinafter "UCIFC") is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A: 10-6 et seq.; and

**WHEREAS**, the UCIFC requires the services of an Attorney, and

**WHEREAS**, Bruce H. Bergen, Esq. has demonstrated the skill and possesses the qualifications to perform the duties of Commission Attorney for the County Insurance Commission;

**NOW THEREFORE BE IT RESOLVED** that the Commission hereby appoints Bruce H. Bergen, Esq. as UCIFC Attorney for the term commencing January 1, 2024 through 2025 UCIFC Reorganization; and

**NOW THEREFORE BE IT RESOLVED** that compensation for the Attorney shall be in the amount of \$4,000.00 per annum to be paid through a stipend by the County with full reimbursement by the UCIFC.

**BE IT FURTHER RESOLVED** that the amount of \$4,000.00 shall be charged to the Administrative Account of the Union County Insurance Fund Commission as full reimbursement to the County of Union.

**ADOPTED** by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on January 24, 2024

**ADOPTED:**

**BY:** \_\_\_\_\_  
**CHAIRPERSON** **DATE**

**ATTEST:** \_\_\_\_\_  
**VICE CHAIRPERSON** **DATE**

**RESOLUTION NO. 8-24**  
**UNION COUNTY INSURANCE FUND COMMISSION**  
**AUTHORIZING COMMISSION TREASURER TO PROCESS**  
**CONTRACTED PAYMENTS AND EXPENSES**

**WHEREAS**, the Union County Insurance Fund Commission (hereinafter "the Commission") is duly constituted as an insurance commission and is subject to all applicable laws and regulations of the State of New Jersey; and

**WHEREAS**, the Board of Commissioners has deemed it necessary and appropriate to provide authorization to the Commission Treasurer to pay certain Commission contracted payments and expenses during the month(s) when the Commission does not meet; and

**WHEREAS**, payment by the Commission Treasurer of contracted payments and expenses for the month(s) in which the Commission does not meet shall be ratified by the Commission at its next regularly scheduled meeting; now, therefore,

**BE IT RESOLVED** by the Board of Commissioners of the UNION COUNTY INSURANCE FUND COMMISSION that the Commission Treasurer is hereby authorized to process the contracted payments and Commission expenses for all months in which the Commission does not meet during the year 2024.

**BE IT FURTHER RESOLVED** that the Board of Commissioners of the UNION COUNTY INSURANCE FUND COMMISSION shall ratify the contracted payments and Commission expenses so paid by the Commission Treasurer pursuant to the within Resolution at its next regularly scheduled monthly meeting.

**ADOPTED** by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on January 24, 2024

**ADOPTED:**

**BY:** \_\_\_\_\_  
**CHAIRPERSON** **DATE**

**ATTEST:** \_\_\_\_\_  
**VICE CHAIRPERSON** **DATE**



**UNION COUNTY INSURANCE FUND COMMISSION  
777 TERRACE AVE, SUITE 309  
HASBROUCK HEIGHTS, NJ 07604**

TO: Members of the Commission

**2024 ANNUAL MEETING NOTICE**

Pursuant to Chapter 231, Laws of 1975, known as the Open Public Meeting Acts, the following have been designated as meeting dates of the Union County Insurance Fund Commission at which the business of said Commission may be formally discussed, decided, or acted upon.

<b>TIME</b>	<b>DATE</b>	<b>LOCATION</b>	<b>PURPOSE</b>
10:00 AM	January 24, 2024	Zoom Virtual Meeting	Re-Organization Meeting
10:00 AM	February 27, 2024	<i>(Until further notice)</i>	Regular Meeting
10:00 AM	March 26, 2024	“ “	Regular Meeting
10:00 AM	May 21, 2024	“ “	Regular Meeting
10:00 AM	July 23, 2024	“ “	Regular Meeting
10:00 AM	September 24, 2024	“ “	Regular Meeting
10:00 AM	October 22, 2024	“ “	Regular Meeting
10:00 AM	December 17, 2024	“ “	Regular Meeting

In addition, such other meetings as may be required shall be scheduled and held, but pursuant to and with such additional notice as may be required by statute.

**By: Acrisure LLC d/b/a Scirocco Group  
Administrator  
UNION COUNTY INSURANCE FUND COMMISSION**

**RESOLUTION NO. 9-24**  
**UNION COUNTY INSURANCE FUND COMMISSION**  
**2024 REGULAR MEETING SCHEDULE**

**WHEREAS**, the UNION COUNTY INSURANCE FUND COMMISSION (hereinafter "UCIFC") is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

**WHEREAS**, the Open Public Meetings Act of the State of New Jersey, N.J.S.A.10:4-6 et seq. requires public bodies to adopt an annual schedule of regular meetings and to furnish the public with notice of said schedule in a manner more specifically said forth in said Act; and

**NOW THEREFORE BE IT RESOLVED** by the Commissioners of said Union County Insurance Fund Commission as follows:

1. The schedule of regular meetings of the UCIFC for the year 2024 annexed hereto and made a part hereof be and is hereby adopted;
2. Copies of said annual schedule of regular meetings shall be posted and shall continue to be posted throughout the year on the bulletin board in the vestibule of the Administration Building, Elizabeth, New Jersey;
3. Copies of said annual schedule of regular meetings shall be provided to the Star Ledger and the Westfield Leader newspapers for publication;
4. A copy of said annual schedule of regular meetings shall be filed with the Union County Clerk.

**ADOPTED** by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on January 24, 2024

**ADOPTED:**

**BY:** \_\_\_\_\_  
**CHAIRPERSON** **DATE**

**ATTEST:** \_\_\_\_\_  
**VICE CHAIRPERSON** **DATE**

100% of the Actuarial Loss Fund PR at HIGH Probability Level, GL, AL at Low, WC AT MID less (\$275,000)

UNION COUNTY INSURANCE COMMISSION  
2024 PROPOSED BUDGET

APPROPRIATIONS	Proposed Budget SIR	ANNUALIZED BUDGET FY2023	PROPOSED BUDGET FY2024	Total Increase/Decrease	
				\$	%
I. Claims and Excess Insurance					
Claims					
1 Property	\$250,000	\$348,000	\$465,000	\$117,000	33.62%
2 Liability	\$250,000	\$387,000	\$404,000	\$17,000	4.39%
3 Auto	\$250,000	\$203,000	\$210,000	\$7,000	3.45%
4 Workers Comp	\$300,000	\$2,180,000	\$2,244,000	\$64,000	2.94%
5 Cyber Liability	\$250,000	\$21,152	\$20,000	(\$1,152)	-5.45%
6 Subtotal - Claims*		\$3,139,152	\$3,343,000	\$203,848	6.49%
7					
8					
9					
10 II. Expenses, Fees & Contingency					
11					
12 Claims Adjustment (CRC)	\$	- \$	426,750 \$	426,750	
13 Safety Director	\$	- \$	- \$	-	0.00%
14 General Expense					
15 Executive Director		\$169,682	\$148,500 \$	(21,182)	-12.48%
16 Actuary		\$6,514	\$6,644 \$	130	2.00%
17 Auditor		\$11,300	\$12,400 \$	1,100	9.73%
18 Attorney		\$4,000	\$4,000 \$	-	0.00%
19 Treasurer		\$4,000	\$4,000 \$	-	0.00%
20					
21					
22 Misc. Expenses & Contingency		\$6,206	\$7,000 \$	794	12.79%
23					
24 Total Fund Expenses & Contingency		\$201,702	\$609,294 \$	407,592	202.08%
25 Risk Managers	\$	- \$	- \$	-	
26 Dividend Credit					
27 Total FUND Disbursements		\$3,340,854	\$3,952,294 \$	611,440	18.30%

**RESOLUTION NO. 10-24**

**UNION COUNTY INSURANCE FUND COMMISSION**

**ADOPTION OF A TEMPORARY 2024 PROPERTY & CASUALTY BUDGET  
EQUAL TO 1/12 OF THE PROPOSED 2024 PROPERTY & CASUALTY BUDGET**

**WHEREAS**, the UNION COUNTY INSURANCE FUND COMMISSION (hereinafter "UCIFC") is duly constituted as an Insurance Commission pursuant to N.J.S.A. 40A:10-6 et seq.; and

**BE IT RESOLVED** by the Union County Insurance Fund Commission that it hereby approves and adopts a Temporary Budget in the amount of \$329,257.83 equal to 1/12 of the proposed 2024 Property & Casualty Budget in the amount of \$3,952,294.00 attached hereto as the Calendar Year 2024 Budget. This is the first approval of 1/12 of the proposed 2024 Property & Casualty Budget.

**ADOPTED** by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on January 24, 2024

**ADOPTED:**

**BY:** \_\_\_\_\_  
**CHAIRPERSON** **DATE**

**ATTEST:** \_\_\_\_\_  
**VICE CHAIRPERSON** **DATE**

**RESOLUTION NO. 11-24**  
**UNION COUNTY INSURANCE FUND COMMISSION**  
**BILLS LIST JANUARY 2024**

**WHEREAS**, the Treasurer has certified that funding is available to pay the following bills:

**BE IT RESOLVED** that the Union County Insurance Fund Commission, hereby authorizes the Fund treasurer to issue warrants in payment of the following claims; and

**FURTHER**, that this authorization shall be made a permanent part of the records of the Commission.

<u>Check No.</u>	<u>Vendor Name</u>	<u>Desc.</u>	<u>Check Amount</u>
001223	Acrisure LLC dba Scirocco Group	Executive Director Fee for 1/24	\$12,375.00
001224	The Westfield Leader	Ad & Affidavit for 1/24/24 Mtg	\$35.30
001225	NJ Advance Media	Ad for 1/24/24 Mtg	\$15.48
001226	Claims Resolution Corporation	Monthly Claims Administration Fee	\$35,562.50
<b>TOTAL PAYMENTS FY 2024</b>			<b>\$47,988.28</b>

**BY:** \_\_\_\_\_

**CHAIRPERSON** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_

\_\_\_\_\_

**DATE**

I hereby certify the availability of sufficient unencumbered funds in the proper accounts to fully pay the above claims:

\_\_\_\_\_

**TREASURER**



## UNION COUNTY INSURANCE FUND COMMISSION (UCIFC)

**TO:** Fund Commissioners  
**FROM:** J.A. Montgomery Consulting, Safety Director  
**DATE:** January 17, 2024  
**DATE OF MEETING:** January 24, 2024

### UCIFC SERVICE TEAM

Paul Shives, Vice President, Safety Services <a href="mailto:pshives@jamontgomery.com">pshives@jamontgomery.com</a> Office: 732-736-5213	Glenn Prince, Assistant Public Sector Director <a href="mailto:gprince@jamontgomery.com">gprince@jamontgomery.com</a> Office: 856-552-4744 Cell: 609-238-3949	Natalie Dougherty, Senior Risk Operations Analyst <a href="mailto:ndougherty@jamontgomery.com">ndougherty@jamontgomery.com</a> Office: 856-552-4738
Mailing Address: TRIAD 1828 CENTRE Cooper Street, 18 <sup>th</sup> Floor Camden, NJ 08102  P.O. Box 99106 Camden, NJ 08101		

December – January 2024

### RISK CONTROL ACTIVITIES

#### *MEETINGS ATTENDED / TRAINING / LOSS CONTROL VISITS CONDUCTED*

- December 20: Attended the UCIFC meeting.
- December 20: Attended the UCIFC Executive Safety Committee meeting.

#### *UPCOMING MEETINGS / TRAINING / LOSS CONTROL VISITS PLANNED*

- January 24: Plan to attend the UCIFC meeting.
- January 24: Plan to attend the UCIFC Executive Safety Committee meeting.

#### *SAFETY DIRECTOR BULLETINS*

Safety Director Bulletins and Messages are distributed by e-mail to Executive Directors, Fund Commissioners, Risk Managers and Training Administrators. They can be viewed at <https://njce.org/safety/safety-bulletins/>.

- NJCE JIF - JAM SD Message: Reminder – Black Bear Best Practices – December 12.
- NJCE JIF - JAM SD Bulletin: Crane Truck Regulations – December 20.
- NJCE JIF - JAM SD Bulletin: PEOSH Recording and Reporting Occupational Injuries and Illnesses – January 11.

## ***NJCE LIVE SAFETY TRAINING***

We are offering the majority of the NJCE JIF training catalog on a Virtual platform through Zoom. In-Person training will be held via the MSI-NJCE Expos and are scheduled throughout New Jersey - [2024 MSI-NJCE Expo Flyer.pdf](#).

- Excavation, Trenching, and Shoring (4 hours)
- Forklift Train the Trainer (5-6 hours)
- Flagger Workzone Safety (4 hours)

Virtual classes feature real-time, instructor-led in-person, and virtual classes. Experienced instructors provide an interactive experience for the attendee on a broad spectrum of safety and risk control topics. Most NJCE LIVE virtual offerings have been awarded continuing education credits for municipal designations and certifications.

The live virtual monthly training schedules and registration links are available on the NJCE.org website under the "Safety" tab: [NJCE Live Monthly Training Schedules](#). Please register early, under-attended classes will be canceled. (January thru March 2024 Live Training schedules and registration links are attached).

To maintain the integrity of the NJCE classes and our ability to offer CEUs, we must abide by the rules of the State agency that issued the designation. Most important among those rules is the attendee of the class must attend the whole session. **Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion.**

## ***NJCE LEADERSHIP ACADEMY***

J.A. Montgomery Consulting and the NJCE JIF have created the NJCE Leadership Academy for Managers, Administrators, Department Heads, and Supervisors interested in sharpening and expanding communication, conflict resolution, stress management, and team-building skills. The goal is to enhance leadership skills by offering participants varied and in-depth training.

**Open Enrollment Dates:** Open Enrollment for the NJCE Leadership Academy will be available during the following time frames:

- June 1 - 22, 2024 (Start Date: July 1, 2024)

The Registration Form will be available to download and complete during these time frames and can be found on the dedicated NJCE Leadership Academy webpage: [NJCE Leadership Academy](#).

***Please Note:*** If a class link is not present on the Monthly Training Schedules or a class date/location is not showing on the NJCE LMS the class may not be offered/available yet so please check back.

*(The Safety Leadership Plaques will be distributed once a year starting in 2023. More details to follow, thank you.)* For more information and details on the Program please visit the NJCE Leadership Academy webpage: [NJCE Leadership Academy](#).



The New NJCE LMS (BIS) launched on May 1<sup>st</sup>. J.A. Montgomery has uploaded LMS FAQ's, video tutorials and a webinar recording of the new LMS Administrator Overview Training to <https://njce.org/safety/>. If you have any questions or need further assistance, please contact Natalie Dougherty [ndougherty@jamontgomery.com](mailto:ndougherty@jamontgomery.com).

# J.A. Montgomery

## CONSULTING

As a reminder the New Jersey Counties Excess (NJCE) JIF is offering the majority of the training catalog on a Live Virtual platform through Zoom. Monthly Training Schedules are on the NJCE.org website (under the Safety tab).

\*In-Person training is being held via the MSI-NJCE Expo. These Expos are scheduled throughout the state and are for training programs that are not available virtually. **Please Note:** Registration for in-person\* classes will be completed through Eventbrite, by clicking on the Training Topic registration link(s) below.

For more information on training and other safety resources please visit the Safety portion of the NJCE.org website: <https://njce.org/safety> and for a direct link to the Monthly Training Schedules go to: [NJCE LIVE Monthly Training Schedules](#)

**NOTE:** If a class registration link is not taking you to a registration page for completion it means that the class was either cancelled or the class is full, Thank you.

### January thru March 2024 Safety Training Schedule

Click on the "Training Topic" to Register and for the Course Description

DATE	TRAINING TOPIC	TIME
1/3/24	<a href="#">Fire Safety</a>	8:30 - 9:30 am
1/3/24	<a href="#">Implicit Bias in the Workplace</a>	9:00 - 10:30 am
1/3/24	<a href="#">Fire Extinguisher Safety</a>	10:00 - 11:00 am
1/3/24	<a href="#">Ladder Safety/Walking &amp; Working Surfaces</a>	1:00 - 3:00 pm
1/4/24	<a href="#">Fall Protection Awareness</a>	8:30 - 10:30 am
1/4/24	<a href="#">Hearing Conservation</a>	11:00 - 12:00 pm
1/4/24	<a href="#">Snow Plow/Snow Removal Safety</a>	1:00 - 3:00 pm
1/5/24	<a href="#">Lock Out/Tag Out (Control of Hazardous Energy)</a>	8:30 - 10:30 am
1/5/24	<a href="#">Flagger Skills and Safety</a>	11:00 - 12:00 pm
1/5/24	<a href="#">Hazard Communication/Globally Harmonized System (GHS)</a>	1:00 - 2:30 pm
1/8/24	<a href="#">Employee Conduct and Violence Prevention in the Workplace</a>	9:00 - 10:30 am
1/8/24	<a href="#">Chipper Safety</a>	11:00 - 12:00 pm
1/9/24	<a href="#">Back Safety/Material Handling</a>	9:00 - 10:00 am
1/9/24	<a href="#">Preparing for First Amendment Audits</a>	9:00 - 11:00 am
1/9/24	<a href="#">Jetter/Vacuum Safety Awareness</a>	10:30 - 12:30 pm
1/9/24	<a href="#">Chainsaw Safety</a>	1:00 - 2:00 pm
1/10/24	<a href="#">Bloodborne Pathogens</a>	8:30 - 9:30 am
1/10/24	<a href="#">Work Zone: Temporary Traffic Controls</a>	10:00 - 12:00 pm
1/10/24	<a href="#">Driving Safety Awareness</a>	1:00 - 2:30 pm
1/11/24	<a href="#">Confined Space Entry</a>	8:30 - 11:30 am
1/11/24	<a href="#">CDL: Drivers' Safety Regulations</a>	10:00 - 12:00 pm
1/11/24	<a href="#">Personal Protective Equipment</a>	1:00 - 3:00 pm
1/16/24	<a href="#">Public Works &amp; Utility: Safety &amp; Regulatory Awareness Training</a>	8:00 - 12:00 pm
1/16/24	<a href="#">Ethics for NJ Local Government Employees</a>	9:00 - 11:00 am
1/16/24	<a href="#">Protecting Children from Abuse In New Jersey Local Government Programs</a>	1:00 - 3:00 pm
1/17/24	<a href="#">Designated Employer Representative Training (DER)</a>	9:00 - 4:00 pm w/1 hour lunch brk
1/17/24	<a href="#">Snow Plow/Snow Removal Safety</a>	8:30 - 10:30 am
1/17/24	<a href="#">Hazard Communication/Globally Harmonized System (GHS)</a>	1:00 - 2:30 pm
1/18/24	<a href="#">Lock Out/Tag Out (Control of Hazardous Energy)</a>	7:30 - 9:30 am
1/18/24	<a href="#">Fire Safety</a>	10:00 - 11:00 am
1/18/24	<a href="#">Fire Extinguisher Safety</a>	1:00 - 2:00 pm



1/19/24	<a href="#">Bloodborne Pathogens</a>	8:30 - 9:30 am
1/19/24	<a href="#">Introduction to Management Skills</a>	9:00 - 11:00 am
1/23/24	<a href="#">Shop and Tool Safety</a>	8:30 - 9:30 am
1/23/24	<a href="#">The Power of Collaboration (JIF 101) (Middlesex)*</a>	9:00 – 1:00 pm
1/23/24	<a href="#">Shop and Tool Safety</a>	8:30 - 9:30 am
1/23/24	<a href="#">Flagger Skills and Safety</a>	10:00 - 11:00 am
1/24/24	<a href="#">CDL: Supervisors' Reasonable Suspicion</a>	8:30 - 10:30 am
1/24/24	<a href="#">Hearing Conservation</a>	11:00 - 12:00 pm
1/24/24	<a href="#">Bloodborne Pathogens</a>	1:00 - 2:00 pm
1/25/24	<a href="#">Harassment in the Workplace for Elected Officials, Managers, &amp; Supervisors (Ocean)*</a>	9:00 – 11:00 am
1/25/24	<a href="#">Hazard Communication/Globally Harmonized System (GHS)</a>	8:00 - 9:30 am
1/25/24	<a href="#">Personal Protective Equipment</a>	10:00 - 12:00 pm
1/25/24	<a href="#">Safety Committee Best Practices</a>	1:00 - 2:30 pm
1/26/24	<a href="#">Ladder Safety/Walking &amp; Working Surfaces</a>	1:00 - 3:00 pm
1/29/24	<a href="#">HazMat Awareness with Hazard Communication/Globally Harmonized System (GHS)</a>	8:30 - 11:30 am
1/29/24	<a href="#">Dealing with Difficult People</a>	1:00 - 2:30 pm
1/30/24	<a href="#">Confined Space Entry</a>	9:00 - 12:00 pm
1/30/24	<a href="#">CDL: Drivers' Safety Regulations</a>	1:00 - 3:00 pm
1/31/24	<a href="#">Bloodborne Pathogens Administrator Training</a>	8:30 - 10:30 am
1/31/24	<a href="#">Employee Conduct and Violence Prevention in the Workplace</a>	1:00 - 3:00 pm
2/1/24	<a href="#">Bloodborne Pathogens</a>	7:30 - 8:30 am
2/1/24	<a href="#">Personal Protective Equipment</a>	9:00 - 11:00 am
2/1/24	<a href="#">Hearing Conservation</a>	1:00 - 2:00 pm
2/2/24	<a href="#">Asbestos Awareness</a>	8:30 - 10:30 am
2/2/24	<a href="#">Fire Safety</a>	11:00 - 12:00 pm
2/2/24	<a href="#">CDL: Drivers' Safety Regulations</a>	1:00 - 3:00 pm
2/5/24	<a href="#">Disaster Management</a>	9:00 - 10:30 am
2/5/24	<a href="#">Shop and Tool Safety</a>	11:00 - 12:00 pm
2/5/24	<a href="#">Snow Plow/Snow Removal Safety</a>	1:00 - 3:00 pm
2/6/24	<a href="#">Lock Out/Tag Out (Control of Hazardous Energy)</a>	8:00 - 10:00 am
2/6/24	<a href="#">Driving Safety Awareness</a>	10:00 - 11:30 am
2/6/24	<a href="#">Implicit Bias in the Workplace</a>	1:00 - 2:30 pm
2/7/24	<a href="#">Hazard Communication/Globally Harmonized System (GHS)</a>	8:30 - 10:00 am
2/7/24	<a href="#">Protecting Children from Abuse In New Jersey Local Government Programs</a>	9:00 - 11:00 am
2/7/24	<a href="#">Flagger Skills and Safety</a>	10:30 - 11:30 am
2/7/24	<a href="#">Productive Meetings Best Practices</a>	1:00 - 2:30 pm
2/8/24	<a href="#">Fire Extinguisher Safety</a>	8:30 - 9:30 am
2/8/24	<a href="#">Work Zone: Temporary Traffic Controls</a>	10:00 - 12:00 pm
2/9/24	<a href="#">Heavy Equipment Safety: General Safety</a>	8:00 - 10:00 am
2/9/24	<a href="#">Bloodborne Pathogens</a>	10:30 - 11:30 am
2/12/24	<a href="#">Chipper Safety</a>	8:30 - 9:30 am
2/12/24	<a href="#">Hearing Conservation</a>	10:00 - 11:00 am
2/12/24	<a href="#">Indoor Air Quality Designated Person Training</a>	1:00 - 2:00 pm
2/13/24	<a href="#">Jetter/Vacuum Safety Awareness</a>	8:30 - 10:30 am
2/13/24	<a href="#">Ethical Decision Making</a>	9:00 - 11:30 am
2/13/24	<a href="#">Employee Conduct and Violence Prevention in the Workplace</a>	1:00 - 2:30 pm
2/14/24	<a href="#">Safety Committee Best Practices</a>	8:30 - 10:00 am
2/14/24	<a href="#">Ladder Safety/Walking &amp; Working Surfaces</a>	1:00 - 3:00 pm
2/15/24	<a href="#">Confined Space Entry</a>	7:30 - 10:30 am
2/15/24	<a href="#">Fire Extinguisher Safety</a>	11:00 - 12:00 pm

2/15/24	<a href="#">Chainsaw Safety</a>	1:00 - 2:00 pm
2/20/24	<a href="#">Fire Safety</a>	8:30 - 9:30 am
2/20/24	<a href="#">Introduction to Communication Skills</a>	9:00 - 11:00 am
2/20/24	<a href="#">Lock Out/Tag Out (Control of Hazardous Energy)</a>	10:00 - 12:00 pm
2/20/24	<a href="#">Hazard Communication/Globally Harmonized System (GHS)</a>	1:00 - 2:30 pm
2/21/24	<a href="#">HazMat Awareness with Hazard Communication/Globally Harmonized System (GHS)</a>	8:30 - 11:30 am
2/21/24	<a href="#">Employee Conduct and Violence Prevention in the Workplace</a>	9:00 - 10:30 am
2/21/24	<a href="#">Preparing for the Unspeakable</a>	9:00 - 10:30 am
2/21/24	<a href="#">Bloodborne Pathogens</a>	1:00 - 2:00 pm
2/22/24	<a href="#">Housing Authority Sensibility</a>	8:30 - 12:00 pm
2/22/24	<a href="#">Playground Safety Inspections</a>	1:00 - 3:00 pm
2/22/24	<a href="#">Law Enforcement: Violence Prevention and Risk Considerations for Law Enforcement Officers when Interacting with Mental Health Consumers</a>	1:00 - 2:30 pm
2/23/24	<a href="#">Snow Plow/Snow Removal Safety</a>	8:30 - 10:30 am
2/23/24	<a href="#">Flagger Skills and Safety</a>	11:00 - 12:00 pm
2/23/24	<a href="#">Personal Protective Equipment</a>	1:00 - 3:00 pm
2/26/24	<a href="#">Public Works &amp; Utility: Safety &amp; Regulatory Awareness Training</a>	8:00 - 12:00 pm
2/26/24	<a href="#">CDL: Drivers' Safety Regulations</a>	1:00 - 3:00 pm
2/27/24	<a href="#">Confined Space Entry</a>	8:30 - 11:30 am
2/27/24	<a href="#">Hazard Communication/Globally Harmonized System (GHS)</a>	1:00 - 2:30 pm
2/28/24	<a href="#">Microlearning Theory and Practice</a>	8:30 - 10:30 am
2/28/24	<a href="#">Ladder Safety/Walking &amp; Working Surfaces</a>	1:00 - 3:00 pm
2/29/24	<a href="#">Public Employers: What You Need to Know</a>	8:30 - 10:00 am
2/29/24	<a href="#">Fall Protection Awareness</a>	1:00 - 3:00 pm
3/1/24	<a href="#">Personal Protective Equipment</a>	8:30 - 10:30 am
3/1/24	<a href="#">Bloodborne Pathogens</a>	11:00 - 12:00 pm
3/1/24	<a href="#">Fire Safety</a>	1:00 - 2:00 pm
3/4/24	<a href="#">Hoists, Cranes, and Rigging</a>	8:30 - 10:30 am
3/4/24	<a href="#">Hazard Communication/Globally Harmonized System (GHS)</a>	1:00 - 2:30 pm
3/5/24	<a href="#">Safety Committee Best Practices</a>	8:30 - 10:30 am
3/5/24	<a href="#">Hearing Conservation</a>	11:00 - 12:00 pm
3/5/24	<a href="#">CDL: Drivers' Safety Regulations</a>	1:00 - 3:00 pm
3/6/24	<a href="#">CDL Entry Level Driver Training (ELDT) Train-the-Trainer Program</a>	9:00 - 10:30 am
3/6/24	<a href="#">Mower Safety</a>	11:00 - 12:00 pm
3/6/24	<a href="#">Chainsaw Safety</a>	1:00 - 2:00 pm
3/7/24	<a href="#">Ladder Safety/Walking &amp; Working Surfaces</a>	8:30 - 10:30 am
3/7/24	<a href="#">Playground Safety Inspections</a>	1:00 - 3:00 pm
3/8/24	<a href="#">Lock Out/Tag Out (Control of Hazardous Energy)</a>	8:00 - 10:00 am
3/8/24	<a href="#">Implicit Bias in the Workplace</a>	9:00 - 10:30 am
3/11/24	<a href="#">Fire Safety</a>	8:00 - 9:00 am
3/11/24	<a href="#">Fire Extinguisher Safety</a>	9:30 - 10:30 am
3/11/24	<a href="#">Flagger Skills and Safety</a>	1:00 - 2:00 pm
3/12/24	<a href="#">Confined Space Entry</a>	8:30 - 11:30 am
3/12/24	<a href="#">Preparing for First Amendment Audits</a>	9:00 - 11:00 am
3/12/24	<a href="#">Employee Conduct and Violence Prevention in the Workplace</a>	1:00 - 2:30 pm
3/13/24	<a href="#">MSI-NJCE EXPO 2024: Excavation, Trenching, and Shoring (Atlantic)*</a>	8:30 - 12:30 pm
3/13/24	<a href="#">MSI-NJCE EXPO 2024: Fast Track to Safety (HazCom, BBP, Fire Safety, Driving Safety) (Atlantic)*</a>	8:30 - 12:30 pm

3/13/24	<a href="#">MSI-NJCE EXPO 2024: Flagger Work Zone Safety (Atlantic)*</a>	8:30 - 12:30 pm
3/13/24	<a href="#">MSI-NJCE EXPO 2024: Practical Leadership - 21 Irrefutable Laws (Atlantic)*</a>	8:30 - 11:30 am
3/14/24	<a href="#">Jetter/Vacuum Safety Awareness</a>	1:00 - 3:00 pm
3/15/24	<a href="#">Public Works &amp; Utility: Safety &amp; Regulatory Awareness Training</a>	8:00 - 12:00 pm
3/15/24	<a href="#">Work Zone: Temporary Traffic Controls</a>	1:00 - 3:00 pm
3/18/24	<a href="#">Hearing Conservation</a>	8:30 - 9:30 am
3/18/24	<a href="#">Bloodborne Pathogens</a>	10:00 - 11:00 am
3/18/24	<a href="#">Introduction to Understanding Conflict</a>	1:00 - 3:00 pm
3/19/24	<a href="#">CDL: Drivers' Safety Regulations</a>	8:30 - 10:30 am
3/19/24	<a href="#">Flagger Skills and Safety</a>	11:00 - 12:00 pm
3/19/24	<a href="#">Hazard Communication/Globally Harmonized System (GHS)</a>	1:00 - 2:30 pm
3/20/24	<a href="#">Shop and Tool Safety</a>	7:30 - 8:30 am
3/20/24	<a href="#">Employee Conduct and Violence Prevention in the Workplace</a>	9:00 - 10:30 am
3/20/24	<a href="#">Personal Protective Equipment</a>	1:00 - 3:00 pm
3/21/24	<a href="#">Accident Investigation</a>	9:00 - 11:00 am
3/21/24	<a href="#">Lock Out/Tag Out (Control of Hazardous Energy)</a>	1:00 - 3:00 pm
3/22/24	<a href="#">Driving Safety Awareness</a>	1:00 - 2:30 pm
3/25/24	<a href="#">HazMat Awareness with Hazard Communication/Globally Harmonized System (GHS)</a>	8:30 - 11:30 am
3/25/24	<a href="#">Fall Protection Awareness</a>	1:00 - 3:00 pm
3/26/24	<a href="#">Harassment in the Workplace for Elected Officials, Managers, &amp; Supervisors (Middlesex)*</a>	9:00 - 11:00 am
3/26 – 3/27/24	<a href="#">NJCE: Leadership Skills for Supervisors Workshop – 2 DAY (Ocean County) *</a>	9:00 - 3:30 pm
3/26/24	<a href="#">Confined Space Entry</a>	8:30 - 11:30 am
3/26/24	<a href="#">Fire Extinguisher Safety</a>	1:00 - 2:00 pm
3/27/24	<a href="#">Mower Safety</a>	8:30 - 9:30 am
3/27/24	<a href="#">Chipper Safety</a>	10:00 - 11:00 am
3/27/24	<a href="#">Bloodborne Pathogens</a>	1:00 - 2:00 pm
3/28/24	<a href="#">Hazard Communication/Globally Harmonized System (GHS)</a>	7:30 - 9:00 am
3/28/24	<a href="#">Ladder Safety/Walking &amp; Working Surfaces</a>	9:30 - 11:30 am
3/28/24	<a href="#">Special Event Management</a>	1:00 - 3:00 pm

#### Zoom Safety Training Guidelines:

*Attendees who enter the class more than 5 minutes late or leave early will not be awarded CEUs for the class or receive a certificate of completion.* To maintain the integrity of the classes and our ability to offer CEUs, we must abide by the rules of the State agency who issued the designation. Chief among those rules is the attendee of the class must attend the whole session. This guideline also applies to any participant taking the class as part of the NJCE Leadership Academy Program. The Leadership participant must be in attendance for the entire class runtime (no exceptions) in order to receive credit for the class.

The Zoom platform is utilized to track the time each attendee logs in and logs out of webinars. Also, we can track participation, to demonstrate to the State agency that the student also participated in polls, quizzes, and question & answer activities during the live, instructor-led webinar. We maintain these records to document our compliance with the State agency.

#### Zoom Training Registration:

- When registering, please indicate the number of students that will be attending with you if in a group setting for an accurate count to avoid cancellations due to low attendance. Once registered you will receive an email with the webinar link. Be sure to save the link on your calendar to access on the day of training.
- Please register Early (at least 48 hours before, as Under-attended classes may be cancelled).

- A Zoom account is not needed to attend a class. Attendees can login and view the presentations from a laptop, smartphone, or tablet.
- Zoom periodically updates their software. After registering for a webinar, the confirmation email contains a link at the bottom to Test your system. We strongly recommend testing your system, and updating it if needed, at that time.
- Please [click here](#) for informative Zoom operation details.
- It is suggested you log in to the webinar about 15 minutes early, so if there is an issue, there is time to address it. We cannot offer credit or CEUs/TCHs (or Leadership Academy Participants) to attendees who log in 5 minutes late or leave early. The same
- Group Training procedures:
  - Please have one person register for the safety training webinar and also ensure that person will have access to the webinar link to launch on the day of the class.
  - Group sign in sheet: Please assign someone to submit the completed sign-in sheet(s) within 24 hours of the webinar. [NJCE Live Virtual Training Group Sign in Sheet](#)

N.J.S.A. 10:4-12(B)

Pursuant to provisions of the Open Public Meetings Act a public body may enter into Executive Session for the purpose of discussing certain enumerated subjects. This Commission now wishes to enter Executive Session for the purpose of discussing claims: **1802 and 2061**. The minutes of the Executive Session shall be separated from the minutes of the Open Public Session. The minutes of the Executive Session, redacted as appropriate and necessary, shall be available in approximately 30 days. The Commission Secretary shall retain the original minutes until such time as the confidential limitations have been removed, at which time they shall be available.

Upon the affirmative vote of a majority of the members present, the Commission may retire to Executive Session.

Upon the Commission's return it may or may not take formal action on the matters discussed.

## **APPENDIX I**

### ***OPEN MINUTES***

**UNION COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – DECEMBER 20, 2023  
ZOOM VIRTUAL MEETING  
10:00 AM**

Meeting was called to order by Executive Director. Executive Director read the Open Public Meetings notice into record.

**ROLL CALL OF COMMISSIONERS:**

Amy Wagner	Present
Claudia Martins	Present
Laura Scutari	Present

**FUND PROFESSIONALS PRESENT:**

Executive Director	PERMA Risk Management Services <b>Joseph Hrubash</b>
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Claims Service	D&H Alternative Risk Solutions, Inc. <b>Kathleen Guze</b> <b>Mary Ann Maitilasso</b>
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PERMA Risk Management Services  
**Jennifer Conicella**  
**Zareena Majeed**  
**Shai McLeod**  
**Robyn Walcott, Esq.**

Managed Care Services	First MCO <b>Kelly Royce</b>
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NJCE Underwriting Manager	Conner Strong & Buckelew <b>Ed Cooney</b> <b>Jonathon Tavares</b>
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Risk Management Consultant	Acrisure, LLC <b>Robin Racioppi</b>
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Treasurer	<b>Bibi Taylor</b>
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Attorney	<b>Bruce Bergen, Esq.</b>
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Safety	J.A. Montgomery Consulting <b>Glenn Prince</b>
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T&M Associates  
**Mark Worthington**

**ALSO PRESENT:**

Jason Thorpe, PERMA Risk Management Services  
Cathy Dodd, PERMA Risk Management Services  
Pauline Kontomanolis, PERMA Risk Management Services  
Theresa Pacheco, Union County  
Evelio Salerno, Union County

**APPROVAL OF MINUTES: OPEN & CLOSED MINUTES OF OCTOBER 25, 2023**

*Executive Director noted that the closed minutes were emailed to the Commissioners previously.*

**MOTION TO APPROVE THE OPEN & CLOSED MINUTES OF  
OCTOBER 25, 2023**

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

**CORRESPONDENCE: None**

**SAFETY COMMITTEE:** Mr. Worthington reported that a Labor Safety Committee meeting was held on December 13<sup>th</sup>. Mr. Worthington reported that during the meeting discussions took place regarding position changes for committee members. Mr. Worthington reported that during the meeting discussions also took place regarding 2024 plans for training and updates on the emergency action plans. With no questions, Mr. Worthington concluded his report.

**CLAIMS COMMITTEE:** Ms. Conicella referred to the mandatory year-end claims memo enclosed within the agenda. Ms. Conicella asked that any claims for the ancillary coverages be reported by December 31<sup>st</sup>. Ms. Conicella advised that failure to report the claims by the deadline can result in denial of coverage by the insurance carrier. Lastly, Ms. Conicella reported that PARs will be presented during closed session. With no questions, Ms. Conicella concluded her report.

**EXECUTIVE DIRECTOR REPORT:** Executive Director advised his report was included in the agenda and there were several action items.

**2024 PROPERTY & CASUALTY BUDGET** – Executive Director reported that his office was scheduled to meet with the Chair and the Treasurer to review the proposed 2024 budget. He noted that the meeting did not take place. Executive Director reported that the new Executive Director will likely schedule a meeting with the Commission Chair and Treasurer to review the proposed 2024 budget and potential dividend options.

**UNION COUNTY APPROVED COUNSEL** – Executive Director referred to Resolution 26-23, enclosed within the agenda, utilizing Union County approved counsel for the County Insurance Commission. Executive Director reported that the County of Union, on behalf of itself and the UCIFC, issued a “Request for Qualifications” (RFQ) on October 5, 2023 and the responses were reviewed on November 2, 2023. Executive Director reported that the Union County, on behalf of itself and the UCIFC, issued a second RFQ on November 13, 2023 and the responses were reviewed on November 28, 2023. Executive Director noted that Commission Attorney supplied a list of the approved firms to provide legal services. Executive Director



asked if there were any questions on the resolution. Hearing none, he asked for a motion to adopt Resolution 26-23.

**MOTION TO APPROVE RESOLUTION 26-23 UTILIZING UNION COUNTY APPROVED COUNSEL FOR THE COUNTY INSURANCE COMMISSION**

Moved:	Chair Wagner
Second:	Commissioner Martins
Roll Call Vote:	Unanimous

**RFP FOR PROFESSIONAL SERVICES - ACTUARY** – Executive Director reported that the Fund Office issued an RFP for the 2024 Actuary position. Executive Director advised that the responses were due on November 8<sup>th</sup> and one response was received. Executive Director said the response was received from the incumbent, The Actuarial Advantage, Inc., with a pricing fee of \$6,644. Executive Director noted that the 2024 pricing fee represents an increase of 2% over the 2023 fee of \$6,514 and asked if there were any questions. Hearing none, Executive Director asked for a motion to approve The Actuarial Advantage as the Commission Actuary for 2024.

**MOTION TO APPROVE THE ACTUARIAL ADVANTAGE INC. AS THE 2024 ACTUARY WITH A FEE OF \$6,644.**

Moved:	Chair Wagner
Second:	Commissioner Martins
Roll Call Vote:	Unanimous

**RFP FOR PROFESSIONAL SERVICES - AUDITOR** – Executive Director reported that the Fund Office also issued an RFP for the 2024 Auditor position. Executive Director advised that the responses were due on November 8<sup>th</sup> and one response was received. Executive Director said the response was received from the incumbent, Suplee, Clooney & Company, with a pricing fee of \$12,400. Executive Director noted that the 2024 pricing fee represents an increase of 9.73% over the 2023 fee of \$11,300 and asked if there were any questions. Commission Treasurer asked that the award for the position of Commission Auditor for 2024 be held until the next Insurance Commission meeting, if possible. Chair Wagner granted the request of the Commission Treasurer, and no action was taken.

**EXECUTIVE DIRECTOR POSITION** – Executive Director reported that the County issued an RFP for the Executive Director position for 2024 and responses were due on November 28<sup>th</sup>. Executive Director referred to Resolution #28-23 prepared by the Commission Attorney. Executive Director then asked the Commission Attorney to present the resolution. Commission Attorney reported that there were 2 submissions in response to the Executive Director RFP. Commission Attorney reported that the recommendation of the Review Committee is to award the Executive Director position to Acrisure for a fee of \$148,500. Commission Attorney noted that the period of contract is January 1, 2024 through December 31, 2024, with a potential option to extend the contract for one subsequent 12-month contract period at the same fee amount. Executive Director asked if there were any questions on the resolution. Hearing none, he asked for a motion to adopt Resolution 28-23.

**MOTION TO APPROVE RESOLUTION 28-23 APPOINTING ACRISURE, LLC, D/B/A SCIROCCO GROUP INSURANCE TO BE THE EXECUTIVE DIRECTOR OF THE INSURANCE COMMISSION AT A FEE OF \$148,500 FOR FUND YEAR 2024.**

Moved:	Chair Wagner
Second:	Commissioner Martins
Roll Call Vote:	Unanimous

**CERTIFICATE OF INSURANCE ISSUANCE REPORT** – Executive Director referred to a copy of the certificate of insurance issuance reports from the NJCE listing certificates issued during the months of October & November. Executive Director advised that there were (2) two certificates of insurance issued during the month of October and (7) seven in November. With no questions, Executive Director asked for a motion to approve the report.

**MOTION TO APPROVE THE CERTIFICATE OF INSURANCE REPORTS.**

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

**NEW JERSEY COUNTIES EXCESS JOINT INSURANCE FUND (NJCE)** – Executive Director reported that the NJCE met on October 26, 2023 and referred to a summary report of the meeting enclosed within the agenda. Executive Director reported that the NJCE also met on November 17<sup>th</sup> and referred to the summary report of that meeting enclosed within the agenda. Executive Director reported that the NJCE introduced a proposed budget in the amount of \$41,363,126. Executive Director referred to a copy of the budget and the Ancillary Budget enclosed within the agenda and advised that the public hearing is scheduled for January 11, 2024.

**UCIFC FINANCIAL FAST TRACK** - Executive Director advised the September Financial Fast Track was included in the agenda. Executive Director reported the Commission had a surplus of \$4,990,617 as of September 30, 2023. Executive Director noted that the total cash amount was \$13,017,169.

**CLAIMS TRACKING REPORTS** - Executive Director advised the Claim Tracking reports as of October 31, 2023, were included in the agenda. Executive Director referred to a copy of the Claims Management Report Expected Loss Ratio Analysis Report. Executive Director advised this report measured how the losses were running compared to the actuary's projections. Executive Director reviewed the Fund Years with the Commission.

With no questions, Executive Director concluded his report.

Executive Director's Report Made Part of Minutes.

**TREASURER REPORT:** Ms. Taylor referred to Resolution 27-23, the December Bill List, enclosed within the agenda. Ms. Taylor advised that upon review of the bills, there is a recommendation to approve. Executive Director asked if there were any questions on the bill list. Hearing none, Executive Director asked for a motion to approve the resolution.

## MOTION TO APPROVE RESOLUTION 27-23 DECEMBER BILL LIST

Moved: Chair Wagner  
Second: Commissioner Martins  
Roll Call Vote: Unanimous

Executive Director advised the monthly Treasurer reports were included in the agenda.

**ATTORNEY:** Mr. Bergen advised he did not have anything to report.

**CLAIMS ADMINISTRATOR:** Ms. Guze reported for the period of November 1<sup>st</sup> through December 1<sup>st</sup> there were 39 worker compensation claims reported; 7 were report only, 2 were denied, 24 were closed, and 6 remain treating. Ms. Guze said there were no egregious safety issues regarding the injuries themselves. With no questions, Ms. Guze concluded her report.

**MANAGED CARE:** Ms. Royce referred to First MCO's reports, which were included in the agenda. Ms. Lamb reviewed the Case Management Monthly Activity Report for the month of November as noted below.

Month	Total Claims Reported	Medical Only	Loss Time	Total Case Managed	Present Open Claims
November	12	6	0	6	4

Ms. Royce reviewed the Medical Savings Report for the month of October as noted below.

Month	Provider Bill Amount	Repriced Amount	Savings	Percentage of Savings	Number of Bills	In Network Bills	PPO %
October	\$ 114,523	\$ 35,758	\$ 78,765	69%	95	94	99%

With no questions, Ms. Royce concluded her report.

**NJCE SAFETY DIRECTOR:** Mr. Prince referred to the Safety Director's report for October through December enclosed within the agenda, which included all risk control and safety activities. Mr. Prince then referred to the listing of all training opportunities that are scheduled through the end of February. Mr. Prince advised that any questions regarding trainings should be directed to his office. Mr. Prince wished everyone a safe and healthy holiday season. With no questions, Mr. Prince concluded his report.

### Correspondence Made Part of Minutes

**OLD BUSINESS: None**

**NEW BUSINESS:** Executive Director said that on behalf of PERMA, he would like to thank Chair Wagner and the Commission, for their confidence over the past few years and wished them luck in the future. Executive Director said that PERMA will continue to work with some of the individuals at the county as the Commission is still a member of the NJCE and there is activity from a property claims standpoint. Chair Wagner thanked the Executive Director and the PERMA team for all their assistance through the years and wished everyone a wonderful holiday season.

**PUBLIC COMMENT:** Mr. Bergen indicated there was no public comment.

**CLOSED SESSION:** Executive Director advised there was a need for a closed session.

Commission Attorney stated that pursuant to the provisions of the Open Public Meetings Act, a public body may enter into Executive Session for the purpose of discussing certain enumerated subjects. Commission Attorney then read the below statement which was included in the agenda.

N.J.S.A. 10:4-12(B)

Pursuant to provisions of the Open Public Meetings Act a public body may enter into Executive Session for the purpose of discussing certain enumerated subjects. This Commission now wishes to enter Executive Session for the purpose of discussing claim numbers 3567, 7703, 6810, 3200, 4522, 5294, 5427, and 5748. The minutes of the Executive Session shall be separated from the minutes of the Open Public Session. The minutes of the Executive Session, redacted as appropriate and necessary, shall be available in approximately 30 days. The Commission Secretary shall retain the original minutes until such time as the confidential limitations have been removed, at which time they shall be available.

Upon the affirmative vote of a majority of the members present, the Commission may retire to Executive Session.

Upon the Commission's return it may or may not take formal action on the matters discussed.

**MOTION TO GO INTO TO CLOSED SESSION**

Moved:	Chair Wagner
Second:	Commissioner Scutari
Vote:	Unanimous

**MOTION TO APPROVE THE PARS/SARS AS DISCUSSED IN EXECUTIVE SESSION**

Moved:	Chair Wagner
Second:	Commissioner Martins
Roll Call Vote:	Unanimous

**MOTION TO ADJOURN:**

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

**MEETING ADJOURNED: 10:34AM**

Minutes prepared by: Jason Thorpe, Assisting Secretary