

**UNION COUNTY INSURANCE FUND COMMISSION  
OPEN MINUTES  
MEETING – March 26, 2024  
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:**

<b>Chairperson Wagner</b>	<b>N/A (arrived late)</b>
<b>Commissioner Martins</b>	<b>Present</b>
<b>Commissioner Scutari</b>	<b>Present</b>

**FUND PROFESSIONALS PRESENT:**

Executive Director	Acrisure Agency Partners <b>Shannon Balken</b> <b>Justin Gallo</b>
Claims Service	Claims Resolution Corporation, CRC <b>Rachel Ruiz</b>
Underwriting Manager	Acrisure Agency Partner <b>David Balken</b>
Treasurer	<b>Bibi Taylor</b>
Attorney	<b>Bruce Bergen, Esq.</b>
NJCE Safety Manager	J.A. Montgomery Consulting <b>Ken Schullz</b>
UCIFC Safety Manager	T&M Associates <b>Mark Worthington</b>

**ALSO PRESENT:**

Gia Mongioi, Acrisure, LLC – Balken Risk Management  
Jessica Roberts, Acrisure, LLC -Polaris Galaxy  
Theresa Pacheco, Union County  
Evelio Salerno, Union County  
Robin Racioppi, Acrisure, LLC – Risk Manager

## **APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF FEBRUARY 27, 2024**

Executive Director noted the closed minutes were e-mailed to the Commissioners prior to the meeting for review.

### **MOTION TO APPROVE THE OPEN MINUTES AND CLOSED MINUTES OF FEBRUARY 27, 2024**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	Unanimous

### **CORRESPONDENCE: None**

**SAFETY COMMITTEE:** Mr. Worthington reported that an Executive Safety Committee Meeting was held on February 27, 2024. They conducted a Labor Safety Meeting and an Equipment Review on March 13, 2024. Continued updates on the Building Emergency Action Plan on March 20, 2024. Create Tool Box Talks for Q2 will be released on April 1, 2024. With no questions, Mr. Worthington concluded his report.

### **EXECUTIVE DIRECTOR REPORT:**

- **2024 UCIFC Dividend** – Executive Director discussed the status of the UCIFC dividend analysis. It has been deferred until the May meeting for final approval and distribution of excess monies.
- **NJCE Update** - The NJCE did not meet during the month of March. Their next meeting is scheduled for April 25, 2024, at 9:30 a.m.
- **2024 Auditor RFP** – Executive Director advised that the RFP went out again on March 6, 2024, via all relevant newspapers as well as Bid Source. The response deadline is April 2, 2024. Any responses will be shared with the commissioners and the topic will be addressed at the May 21, 2024, meeting.
- **2024 Property & Casualty Budget** – Executive Director advised that since the dividend is still being formulated & considered, it is proposed that one more temporary budget in the amount of \$658,515.66 equal to 2/12 of the proposed 2024 Property & Casualty Budget in the amount of \$3,952,294.00. Executive Director asked if there are any questions on the resolution. Hearing none, Executive Director asked for a motion approve the resolution as a consent.

### **MOTION TO APPROVE RESOLUTION 18-24 ADOPTIONG A TEMPORATY 2024 PROPERTY & CASUALTY BUDGET IN THE AMOUNT OF \$658,515.66 EQUAL TO 2/12 OF THE 2024 PROPERTY & CASUALTY BUDGET IN THE AMOUNT OF \$3,952,294.00**

Moved:	Commissioner Martins
Second:	Commissioner Scuteri
Roll Call Vote:	Unanimous

- **Employee Dishonesty Coverage** – Executive Director advised that The Employee Dishonesty Coverage with Selective Insurance Company renews on April 18, 2024. This policy covers the positions of Executive Director, Third Party Administrator and Treasurer. The limit per loss is \$1,000,000 with a \$10,000 deductible. The annual premium is \$1,495. The premium is \$164 less than last year. The premium for the renewal will be paid out of the Miscellaneous and Expense Account and appears on this month's bill list.

**MOTION TO APPROVE EXPENDITURE FOR EMPLOYEE DISHONESTY COVERAGE IN THE AMOUNT OF \$1,495**

Moved:	Commissioner Martins
Second:	Commissioner Scuteri
Roll Call Vote:	Unanimous

- **2024 Meeting Schedule** - The next Scheduled meeting is on May 21, 2024, we are not scheduled to meet in April 2024.

Executive Director asked if there are any questions on the Executive Director Report. Hearing none, that concluded the Executive Director Report.

**TREASURER REPORT:** Ms. Taylor referred to the March Bill List, enclosed within the agenda and advised that all the bills were routine in nature.

Executive Director asked for a motion to approve the resolution.

**MOTION TO APPROVE RESOLUTION 18-24 MARCH BILL LIST**

Moved:	Commissioner Martins
Second:	Commissioner Scuteri
Roll Call Vote:	Unanimous

**ATTORNEY:** Mr. Bergen proposed resolution to appoint outside counsel for future defense measures for the fund. The amount proposed in the resolution (\$100,000) is a guess financially. After a few months it can be reevaluated.

Executive Director asked if there are any questions on the resolutions. Hearing none, Executive Director asked for a motion approve the resolutions as a consent.

**MOTION TO APPROVE RESOLUTION 19-24 APPOINTING COUNSEL FOR FUTURE LITIGATION MATTERS**

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

**CLAIMS ADMINISTRATOR:** Ms. Ruiz reported for the month of February they received 14 Workers Compensation claims, 4 remain open, no catastrophic losses. 7 Liability claims were received, 6 remain open. All other matters will be discussed in closed session.

With no questions, Ms. Ruiz concluded her report.

**NJCE SAFETY MANAGER:** Mr. Schullz referred to the Safety Directors report for February through March enclosed within the agenda, which included all risk control and safety activities. All training opportunity can be found at NJCE.org, all training rosters through the end of May are listed on the site. A Loss control Survey was conducted at the County Parks Department (fleet vehicles) on March 13, 2024. Loss control report will be distributed by Glenn Prince.

With no questions, Mr. Schullz concluded his report.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**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 2257, 0599, 0963 & 0157. As well as a litigation matter. 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 MOVE INTO CLOSED SESSION:**

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

**MOTION TO APPROVE PAR AS DISCUSSED IN IN EXECUTIVE SESSION:**

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

**MOTION TO ADJOURN:**

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

**MEETING ADJOURNED: 10:20 AM**

Minutes prepared by: Gia Mongioi, Secretary