

**UNION COUNTY INSURANCE FUND COMMISSION
AGENDA AND REPORTS
December 17, 2024**

10:00 AM

MEETING BEING HELD TELEPHONICALLY

**To attend the meeting via teleconference
Dial 1-646-558-8656 and enter Meeting ID: 851 890 4609
Passcode: 332573**

OR

Join Zoom Meeting via Computer Link:

<https://zoom.us/j/8518904609?pwd=OHJ4clNoUWk1bHpZazQ2TIJJamQ5dz09&omn=94631761443>

OPEN PUBLIC MEETINGS ACT - STATEMENT OF COMPLIANCE

The Union County Insurance Fund Commission will conduct its December 17, 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: December 17, 2024
10:00 AM

☐ **MEETING CALLED TO ORDER - OPEN PUBLIC MEETING NOTICE READ**

☐ **ROLL CALL OF COMMISSIONERS**

☐ **APPROVAL OF MINUTES:** **October 22, 2024** **Open Minutes** **Appendix I**
 October 22, 2024 **Closed Minutes sent via e-mail**

☐ **CORRESPONDENCE:** None

☐ **COMMITTEE REPORTS:** **Page 2**
 Safety Committee Reports
 UCIFC Safety Director – Pennoni

☐ **EXECUTIVE DIRECTOR/ADMINISTRATOR – ACRISURE, LLC.** **Page 3 -10**
 Resolution 30-24 Utilizing County Council - *Motion*
 Resolution 31-24 Executive Director Extension – *Motion*
 Resolution 34-24 Claims TPA Contract - *Motion*

☐ **TREASURER – Bibi Taylor**
 Resolution 29-24 Bill List – *Motion* **Page 11**

☐ **ATTORNEY – Bruce H. Bergen, Esq.** **Page 12**
 Resolution 33-24 Appoint Counsel - *Motion*

☐ **CLAIMS ADMINISTRATOR – Claims Resolution Corporation** **Verbal**

☐ **MEDLOGIX** **Page 13**

☐ **NJCE SAFETY DIRECTOR – J.A. Montgomery Consulting**
 Monthly Report **Pages 14-20**

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 21

Motion to go into Executive Session

☐ **MOTION TO APPROVE CLAIMS AND RESOLUTION 32-34 AS DISCUSSED IN EXECUTIVE SESSION**

☐ **MEETING ADJOURNMENT**

☐ **NEXT SCHEDULED MEETING: January 21, 2025 10:00 AM**



December 12, 2024

CUNIX24006

Union County Insurance Fund Commission

Pennoni Activities

- Conducted Union County Labor Safety Meetings 06/06/24, 07/10/24, 09/11/24, and 10/09/24.
- Conducted Union County Executive Meeting 07/23/24 and 09/24/24, and 10/22/2024.
- Provided Heat Safety for Managers and Heat Safety for Workers guidance documents 06/18/24.
- Conducted PEOSH audits of 25 county buildings throughout July and August 2024.
- Conducted Lock Out/Tag Out audits within county buildings throughout July 2024.
- Provided a Water Intrusion and Mold Remediation guidance document to the county 07/23/24.
- Conducted 20 in person Emergency Evacuation and Fire Drill Training between August and September.
- Delivered 2024 Control of Hazardous Energy Lock Out/Tag Out Plan on 12/3/2024.
- Delivered 2024 Building Emergency Action Plans (BEAP) and Fire Prevention reports 12/3/2024
- Reviewing and updating the County Wide Respiratory Protection Plan.
- Reviewing and updating the County Wide Blood Borne Pathogen Plan.

UNION COUNTY INSURANCE FUND COMMISSION

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

Date: December 17, 2024

Memo to: Commissioners of the Union County Insurance Fund Commission

From: Acrisure, LLC

Subject: Executive Director's Report

- **Mandatory Year-End Claim Reporting**

As you are aware, certain policies issued to the Union County Insurance Fund Commission and/or its members apply on a claims-made or discovered AND reported basis (e.g., Public Officials / Employment Practices, Employed Lawyers, Cyber, Medical Malpractice, Crime, Pollution.) With these types of policies, any claim made against you or loss discovered during the policy period MUST be reported before the end of the policy year. Therefore, it is imperative that any claim, potential claim, or facts and circumstances that may give rise to a claim be reported to the insurance company prior to policy expiration on 12/31/24. Please conduct a review “sweep” of any Public Officials & Employment Practices Liability, Employed Lawyers Professional Liability, Cyber, Healthcare Professional & General Liability, Crime or Pollution claims, suits and/or incidents of which you (or anyone else in your organization) may be aware that have not yet been reported. Such claims must be reported to the insurance carrier prior to 12/31/24. Please keep in mind that these types of policies are “claims made and reported” or “discovery” policies, and failure to timely report a discovered loss or claim (or potential claim of which you are aware) may result in a denial of coverage from the insurance carrier. Please report these claims in the same manner as you have throughout the year. Given the upcoming holidays, we respectfully request that you complete this process as soon as possible so that there are no delays in getting claims reported to the carrier(s). Please let us know if you have any questions or concerns.

- **2025 Property & Casualty Budget**

The Executive Director’s office is in the process of scheduling a meeting with the Commission Chair and Treasurer to review the proposed 2025 budget. The proposed budget will be presented at the January 2025 Insurance Commission meeting.

- **2024 UCIFC Dividend**

The Executive Director’s office will be reviewing available dividend options with the Commission Actuary, Chair and Treasurer. As done in the past, a recommendation will be made at the January meeting.

- **Union County Approved Counsel**

Union County Approved Counsel (Pages 5-7) – Included in the agenda on pages 5-7 is a copy of Resolution 30-24, Utilizing Union County Approved Counsel for the County Insurance Commission. The County of Union on behalf of itself and the UCIFC issued a “Request for Qualifications” (RFQ) on October 17, 2024 and the responses were reviewed on November 14, 2024. Commission Attorney supplied a list of the approved firms to provide legal services.

- **Motion to approve Resolution 30-24, Utilizing Union County Approved Counsel for the County Insurance Commission**

- **Union County Insurance Fund Commission Exercising a One Year-Optional Renewal for Executive Director**

The UNION COUNTY INSURANCE FUND COMMISSION authorized a contract between the UCIFC and Acrisure, LLC, d/b/a Scirocco Group Insurance, Hasbrouck Heights, New Jersey, pursuant to a fair and open process, as Executive Director of the UCIFC, for a one-year term commencing January 1, 2025 and ending December 31, 2025, with a one-year optional renewal by the UCIFC, under the terms and conditions as set forth in the Request for Proposal and as required by the UCIFC, in an amount not to exceed \$148,500.00 for fund year 2025.

- **Motion to approve Resolution 31-24 extending the Executive Director’s Contract for an additional one-year term through December 31, 2025**

- **2025 Proposed Meeting Schedule**

Below are the proposed meeting dates for 2025. The start time of the meetings will be at 10:00 AM. The 2025 UCIFC Reorganization meeting is scheduled for January 21, 2025. If the dates are acceptable, a resolution will be prepared for approval with the Reorganization Resolutions in January. Additional meetings can be scheduled if needed.

January 21st, March 25th, May 20th, July 29th, September 23rd, October 21st, & December 16th

- **Union County Insurance Fund Commission Appointing Third Party Administrator and for Medical Cost Containment**

Union County IFC TPA 2025 Contract – Included in the agenda on pages 9-10 is a copy of Resolution 34-24, Appointing Third Party Administrator and for Medical Cost Containment Services. The UCIFC issued a “Request for Proposals” (RFP) on November 6, 2024 and the responses were reviewed on November 26, 2024. The IFC considered the recommendation of the Proposal Review Committee, this Commission has determined that ACRISURE, LLC dba Bergen Risk Managers should be awarded a contract to provide said services for period January 1, 2025 to December 31, 2025.

- **Motion to approve Resolution 34-24 Union County Insurance Fund Commission Appointing Third Party Administrator and for Medical Cost Containment**

RESOLUTION NO. 30-24

UNION COUNTY INSURANCE FUND COMMISSION

**UTILIZING UNION COUNTY APPROVED COUNSEL FOR THE COUNTY
INSURANCE COMMISSION**

WHEREAS, the Union County Insurance Fund Commission is responsible for providing a defense to certain claims brought against its members in accordance with the Commission's coverage documents; and

WHEREAS, the County of Union on behalf of itself and the UCIFC implemented a fair and open process for the procurement of litigation and/or defense counsel; and

WHEREAS, on October 17, 2024, "Request for Qualifications" (RFQ) were issued and responses were received on November 14, 2024; and

WHEREAS, having considered the recommendation of the Proposal Review Committee, the Board determined that the attached list of Law Firms should be deemed pre-qualified to provide the legal services outlined above; and

WHEREAS, this Commission wishes to accept the recommendations of the Proposal Review Committee and determined that the attached list of Law Firms should be deemed pre-qualified to provide the legal services as outlined:

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Union County Insurance Fund Commission that the assignment of specific claims for defense shall be made by the Commission, on advice from the County Counsel's office.

ADOPTED by THE UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held on December 17, 2024.

ADOPTED:

BY: _____
CHAIRPERSON

DATE

ATTEST:

VICE CHAIRPERSON

DATE

**RFQ FOR LITIGATION AND DEFENSE COUNSEL AND GENERAL COUNSEL
SERVICES - POSTED ON OCTOBER 17, 2024 AND OPENED ON
NOVEMBER 14, 2024 (RFQ 2025-6)(RES:)**

- Aloia Law Firm, LLC, 2 Broad Street, Suite 510, Bloomfield, NJ 07003; 973-337-6626
- Antonelli Kantor Rivera, 354 Eisenhower Parkway, Suite 1000, Livingston, NJ 07039; 908-623-3676
- Biancamano & Di Stefano, P.C., 10 Parsonage Road, Suite 300, Edison, NJ 08837; 732-549-0220
- Chasan, Lamparello, Mallon & Cappuzzo, 300 Lighting Way, Suite 200, Secaucus, NJ 07094; 201-348-6000
- Cleary Giacobbe Alfieri Jacobs, LLC, 169 Ramapo Valley Road, UL 105, Oakland, NJ 07436; 973-845-6700
- Cooper, LLC – Counselors at Law 108 North Union Avenue, Suite 4 Cranford, NJ 07016; 908-514-8830
- Decotiis, Fitzpatrick, Cole & Giblin, LLP, 61 South Paramus Road, Paramus, NJ 07652; 201-928-1100
- DiFrancesco, Bateman, Kunzman, Davis, Lehrer & Falum, P.C. 15 Mountain Blvd Warren, NJ 07059; 908-757-7800
- Dilworth Paxson, LLP, 4 Paragon Way, Suite 400, Freehold, NJ 07728; 732-530-8822
- Eric M. Bernstein & Associates, LLC, 34 Mountain Blvd. Building A, P.O. Box 4922, Warren, NJ 07059; 732-805-3360
- Florio Kenny Raval, LLP, 125 Chubb Avenue, Suite 310N, Lyndhurst, NJ 07071; 201-659-8011
- Hatfield Schwartz, LLC, 240 Cedar Knolls Road, Suite 303, Cedar Knolls, NJ 07927; 973-737-8315
- Kologi Simitz, 500 North Wood Avenue, Linden, NJ 07036; 908-486-8877
- LaCorte, Bundy, Varady & Kinsella, 989 Bonnel Court, Union, NJ 07083; 908-810-0500
- Malamut & Associates, LLC, 457 Haddonfield Road, Suite 500, Cherry Hill, NJ 08002; 856-424-1808
- Rainone Coughlin Minchello, 555 U.S. Highway One South, Suite 440, Iselin, NJ 08830; 732-709-4182
- Renaud Colicchio, LLC, 190 North Avenue E. Cranford, NJ 07016; 908-418-4088
- Ruderman & Roth, LLC, 150 Morris Avenue, Suite 303, Springfield, NJ 07081; 973-258-1288
- Shain Schaffer, P.C., 150 Morristown Road, Suite 105, Bernardsville, NJ 07924; 908-953-9300

- Taylor Law Group, LLC, 430 Mountain Avenue, Suite 103, New Providence, NJ 07974; 908-219-7771
- The Antoine Law Firm, 52 Underwood Street, #1L, Newark, NJ 07106; 973-370-5347 – **MAILING ADDRESS: 6 Eton Road, Livingston, NJ 07039**
- The Law Office of Marco Di Stefano, Esq., LLC 2050 Emerson Avenue Union, NJ 07083; 347-672-2650
- Weber Dowd Law, 365 Rifle Camp Road, West Paterson, NJ 07424; 973-200-0805
- Weiner Law Group, LLP, 629 Parsippany Road, Parsippany, NJ 07054; 973-403-1100

RESOLUTION NO. 31-24

**UNION COUNTY INSURANCE FUND COMMISSION
EXERCISING ONE-YEAR OPTIONAL RENEWAL
FOR EXECUTIVE DIRECTOR**

WHEREAS, by Resolution 28-2023, the UNION COUNTY INSURANCE FUND COMMISSION (hereinafter "UCIFC") authorized a contract between the UCIFC and Acrisure, LLC, d/b/a Scirocco Group Insurance, Hasbrouck Heights, New Jersey, pursuant to a fair and open process, as Executive Director of the UCIFC, for a one-year term commencing January 1, 2024 and ending December 31, 2024, with a one-year optional renewal by the UCIFC, under the terms and conditions as set forth in the Request for Proposal and as required by the UCIFC, in an amount not to exceed \$148,500.00 for fund year 2024; and

WHEREAS, the UCIFC now wishes to exercise the one-year renewal option to extend the contract as Executive Director of the UCIFC, for the term commencing January 1, 2025 and ending December 31, 2025, in an amount not to exceed \$148,500.00 for fund year 2025;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the UCIFC that the UCIFC Chairman is hereby authorized to execute a contract between the UCIFC and Acrisure, LLC, d/b/a Scirocco Group Insurance, Hasbrouck Heights, New Jersey, pursuant to a fair and open process, for a one-year optional renewal by the UCIFC, for the term commencing January 1, 2025 and ending December 31, 2025, under the terms and conditions as set forth in the Request for Proposal and as required by the UCIFC, in an amount not to exceed \$148,500.00 for fund year 2025 ; and

BE IT FURTHER RESOLVED by the Commissioners of said UCIFC, Acrisure, LLC d/b/a Scirocco Group Insurance, acting as a "servicing organization" as defined in the UCIFC's rules and regulations shall execute said contract prepared by the UCIFC and supply any surety bond along with errors and omissions coverage if required by law or deemed necessary in the sole discretion of UCIFC; and

BE IT FURTHER RESOLVED that the not to exceed amounts shall be charged to the Administrative Account of the Union County Insurance Fund Commission.

ADOPTED by the UNION COUNTY INSURANCE FUND COMMISSION at a properly meeting held on December 17, 2024.

ADOPTED:

BY: _____
CHAIR
ATTEST:

DATE

VICE CHAIR

DATE

RESOLUTION 34-24

UNION COUNTY INSURANCE FUND COMMISSOIN RESOLUTION APPOINTING THIRD PARTY ADMINISTRATOR AND FOR MEDICAL COST CONTAINMENT SERVICES

WHEREAS, the Union County Insurance Fund Commission has the need for Third Party Administration and Medical Cost-Containment services for the period of January 1, 2025 to December 31, 2025; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20 et. seq., the County of Union determined to implement a “fair and open process” for the procurement of such services; and

WHEREAS, on November 6, 2024 a “Request for Proposals” (RFP) was issued and responses were received on November 26, 2024; and

WHEREAS, having considered the recommendation of the Proposal Review Committee, this Commission has determined that ACRISURE, LLC Dba Bergen Risk Managers should be awarded a contract to provide said services:

WHEREAS, ACRISURE, LLC Dba Bergen Risk Managers has agreed to provide the services specified above in the amount not to exceed \$424,800.00 for the initial contract period of January 1, 2025 to December 31, 2025; and

WHEREAS, N.J.S.A. 40A:11-5(1) authorizes the award of a contract without competitive public bidding if the subject matter consists of an exception to such requirements as set forth therein; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(1)(m) the Local Public Contracts Law authorizes the award of such contracts without public bidding but in accordance with the requirements for Extraordinary, Unspecifiable Services, as detailed in the attached Certification:

NOW, THEREFORE, BE IT RESOLVED by the Union County Insurance Fund Commission that the Chairperson is hereby authorized to enter into a contract with ACRISURE, LLC DBA Bergen Risk Managers to provide Third Party Administration and Medical Cost-Containment services to the County of Union and the Union County Insurance Fund Commission as specified above for the period of January 1, 2025 to December 31, 2025, in a total amount not to exceed \$424,800.00 which shall be charged to Union County Insurance Fund Commission

BE IT FURTHER RESOLVED that the Chairperson is hereby authorized to execute said contract, upon approval by Counsel to the Commission, for the aforesaid services; and

BE IT FURTHER RESOLVED that notice of this Resolution shall be published according to law.

ADOPTED:

BY: _____
CHAIRPERSON **DATE** _____

ATTEST: _____
VICE CHAIRPERSON **DATE** _____

RESOLUTION NO. 29-24
UNION COUNTY INSURANCE FUND COMMISSION
BILLS LIST DECEMBER 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>
001252	Acrisure LLC Scirocco Group	Executive Director Fee for Nov	\$12,375.00
001252	Acrisure LLC Scirocco Group	Executive Director Fee for Dec	\$12,375.00
			\$24,750.00
001253	Claims Resolution Corporation	Monthly Claims Administration Fee Nov	\$35,562.50
001253	Claims Resolution Corporation	Monthly Claims Administration Fee Dec	\$35,562.50
			\$71,125.00
001254	The Actuarial Advantage	Actuary Monthly Fees Nov	\$553.66
001254	The Actuarial Advantage	Actuary Monthly Fees Dec	\$553.74
			\$1,107.40
001254	Wielkotsz & Company, LLC	Audit for Y/E 2023	\$12,400.00
			\$12,400.00
TOTAL PAYMENTS FY 2024			\$109,382.40

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

RESOLUTION 33-24

**UNION COUNTY INSURANCE FUND COMMISSION
RESOLUTION APPOINTING COUNSEL**

WHEREAS, the Union County Insurance Fund Commission has a need to provide legal representation to the County of Union in the matter of Daphne Cedres v. County of Union, et al., in the Superior Court of New Jersey, County of Union; and

WHEREAS, the firm of Rainone, Coughlin, Minchello was previously appointed to provide such representation in this matter, but is now unable to do so; and

WHEREAS, pursuant to a fair and open process by way of a Request for Qualifications for Litigation Defense Counsel services by the County of Union, the law firm of Kologi Simitz, was authorized to provide legal representation to the Insurance Fund Commission for the year 2024; and

WHEREAS, Kologi Simitz, 500 North Wood Avenue, Linden, NJ has agreed to provide the necessary services as outlined above, effective November 7, 2024, in the sum not to exceed \$15,000.00; and

WHEREAS, the Local Public Contracts Law requires that a resolution authorizing the awarding of a contract for professional services "without competitive bidding" must be passed by the governing body and shall be advertised and be available for inspection by members of the public; and

WHEREAS, this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a)(i) of the Local Public Contracts Law because the services to be provided are in the field of law requiring considerable training and specialized study;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Union County Insurance Fund Commission that it hereby authorizes the Chairperson to execute a contract with Kologi Simitz, pursuant to a fair and open process, to provide the necessary legal services as outlined above, effective November 10, 2024, in the amount not to exceed \$15,000.00; and

BE IT FURTHER RESOLVED that notice of this Resolution be published according to law.

ADOPTED by the UNION COUNTY INSURANCE FUND COMMISSION at a properly noticed meeting held December 17, 2024.

ADOPTED:

ATTEST:

Chair
Dated:

Vice-chair
Dated:



Union County Insurance Fund Commission
Managed Care PPO/Bill Review Savings Report

FROI/Managed Care:	January	February	March	April	May	June	July	August	September	October	November	December	2024 YTD
Total First Report of Injury	14	13	9	20	28	19	27	26	14	15	8		193
Report Only Claims	4	4	1	5	11	5	9	3	3	3	1		49
Case Management Claims	10	9	8	15	17	14	18	23	11	12	7		144

Bill Review/PPO Savings:	January	February	March	April	May	June	July	August	September	October	November	December	2024 YTD
# of Bills Processed	1	73	62	81	159	125	200	114	164	211	170		1360
Original Billed Amount	\$260.00	\$97,315.80	\$286,523.81	\$84,731.07	\$142,349.04	\$65,954.51	\$884,552.50	\$546,350.80	\$160,565.19	\$492,628.19	\$588,066.63		\$3,349,297.54
Allowed Amount	\$87.00	\$31,457.03	\$127,516.81	\$49,303.67	\$63,317.29	\$25,718.89	\$408,667.17	\$341,536.89	\$52,625.79	\$252,139.44	\$190,852.50		\$1,543,222.48
Bill Review Reductions	\$0.00	\$32,320.38	\$21,976.03	\$4,897.06	\$7,738.39	\$6,574.80	\$184,194.90	\$2,508.97	\$20,601.62	\$47,391.23	\$239,378.70		\$567,582.08
PPO Reductions	\$173.00	\$23,187.64	\$135,813.97	\$26,476.79	\$67,358.61	\$30,140.82	\$290,395.73	\$200,316.94	\$87,337.78	\$175,909.58	\$154,483.93		\$1,191,594.79
Negotiated Reductions	\$0.00	\$10,350.75	\$1,217.00	\$4,053.55	\$3,934.75	\$3,520.00	\$1,294.70	\$1,988.00	\$0.00	\$17,187.94	\$3,351.50		\$46,898.19
Total Reductions	\$173.00	\$65,858.77	\$159,007.00	\$35,427.40	\$79,031.75	\$40,235.62	\$475,885.33	\$204,813.91	\$107,939.40	\$240,488.75	\$397,214.13		\$1,806,075.06
% of Savings	66.54%	67.68%	55.50%	41.81%	55.52%	61.01%	53.80%	37.49%	67.22%	48.82%	67.55%		53.92%

PPO Stats:	January	February	March	April	May	June	July	August	September	October	November	December	2024 YTD
Total # of Bills:	1	73	62	81	159	125	200	114	164	211	170		1360
PPO Bills:	1	55	52	63	129	109	178	105	157	191	150		1190
PPO Bill penetration:	100.00%	75.34%	83.87%	86.08%	81.13%	87.20%	89.00%	92.11%	95.73%	90.52%	88.24%		87.50%
In-network Charges:	\$260.00	\$62,606.76	\$254,875.81	\$62,030.07	\$118,547.78	\$52,924.27	\$697,639.50	\$482,048.80	\$154,170.19	\$422,890.38	\$299,108.63		\$2,607,102.19
PPO Charge penetration:	100.00%	64.33%	88.95%	76.19%	83.28%	80.24%	78.87%	88.23%	96.02%	85.84%	50.86%		77.84%

Loss Year	# of Bills	Charges	Allowance	Reductions	% Reduction	% Bills In-Network	% Charges In-Network
1999	12	\$14,075.00	\$9,070.24	\$5,004.76	36%	0%	0%
2002	21	\$18,909.00	\$12,683.36	\$6,225.64	33%	81%	33%
2005	10	\$8,200.00	\$3,220.47	\$4,979.53	61%	0%	0%
2008	1	\$302.00	\$226.50	\$75.50	25%	0%	0%
2010	11	\$54,559.50	\$52,141.66	\$2,417.84	4%	9%	0%
2011	20	\$106,648.31	\$77,108.49	\$29,539.82	28%	85%	93%
2014	4	\$21,707.90	\$11,264.17	\$10,443.73	48%	75%	51%
2017	6	\$26,917.26	\$10,380.26	\$16,537.00	61%	17%	84%
2018	13	\$25,864.04	\$2,360.60	\$23,503.44	91%	8%	0%
2021	8	\$3,098.31	\$2,155.29	\$943.02	30%	38%	31%
2022	130	\$973,691.92	\$461,553.38	\$512,138.54	53%	92%	87%
2023	314	\$798,006.16	\$322,381.09	\$475,625.07	60%	91%	65%
2024	845	\$2,005,549.33	\$799,356.77	\$1,206,192.56	60%	92%	88%
Grand Total	1395	\$4,057,528.73	\$1,763,902.28	\$2,293,626.45	57%	88%	81%

SAFETY DIRECTOR REPORT

UNION COUNTY INSURANCE FUND COMMISSION (UCIFC)

TO: Fund Commissioners
FROM: J.A. Montgomery Consulting, Safety Director
DATE: December 9, 2024
DATE OF MEETING: December 17, 2024

UCIFC SERVICE TEAM

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

October- December 2024

RISK CONTROL ACTIVITIES

MEETINGS ATTENDED / TRAINING / LOSS CONTROL VISITS CONDUCTED

- **October 22:** Attended the UCIFC meeting.
- **October 22:** Attended the UCIFC Executive Safety Committee meeting.
- **October 29:** Conducted a 21 Irrefutable Laws training session for the Sheriff's Office.
- **November 12:** Conducted a 21 Irrefutable Laws training session for the Sheriff's Office.

UPCOMING MEETINGS / TRAINING / LOSS CONTROL VISITS PLANNED

- **December 17:** Plan to attend the UCIFC meeting.
- **December 17:** 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 Bulletin: Tree Risk Awareness - Best Practices – October 18.
- NJCE JIF - JAM SD Bulletin: Winter Weather Building Preparation - Best Practices – November 6.
- NJCE JIF - JAM SD Bulletin - Deer: Avoiding Vehicle Collisions - Best Practices – November 11.
- NJCE JIF - JAM SD Bulletin: Pesticides & Herbicides - Best Practices – November 13.
- NJCE SD Message: REMINDER - NJCE Leadership Academy Open Enrollment until December 22 – December 3.
- NJCE JIF - JAM SD Bulletin: Cold Stress - Best Practices – December 5.

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 in 2025 (*Announcement with the dates and locations will be released in early 2025*).

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 February 2025 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:

- [December 1 - 22, 2024 \(Start Date: January 1, 2025\)](#)

The Registration link will be available for completion 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 Leadership Academy Self- Assessment Form will be distributed to registrants electronically at the beginning of the year. The Safety Leadership Plaques will be distributed shortly thereafter. For more information and details on the Program please visit the NJCE Leadership Academy webpage: [NJCE Leadership Academy](#).



New NJCE Learning Management System (LMS)

The New NJCE LMS (BIS) launched on May 1st. J.A. Montgomery has uploaded LMS FAQ's, video tutorials to <https://njce.org/safety/>. If you have any questions or need further assistance, please contact Natalie Dougherty ndougherty@jamontgomery.com.



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 ([NJCE LIVE Monthly Training Schedules](https://njce.org/LIVE%20Monthly%20Training%20Schedules)).

*** In-Person Training:** Being held via the MSI-NJCE Expo. Expos are scheduled throughout the state and are for training programs that are not available virtually.

**** PLEASE NOTE (Zoom Meeting Format): NO Group Attendance for these training classes. Each Student MUST have access to a computer or device with a working Camera and Microphone.**

For more information on training and other safety resources please visit the Safety portion of the NJCE.org website: <https://njce.org/safety>.

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 February 2025 Safety Training Schedule
Click on the "Training Topic" to Register and for the Course Description

DATE	TRAINING TOPIC	TIME
1/3/25	Fire Safety	8:30 - 9:30 am
1/3/25	Fire Extinguisher Safety	10:00 - 11:00 am
1/3/25	Ladder Safety/Walking & Working Surfaces	1:00 - 3:00 pm
1/6/25	Fall Protection Awareness	8:30 - 10:30 am
1/6/25	Hearing Conservation	11:00 - 12:00 pm
1/6/25	Snow Plow/Snow Removal Safety	1:00 - 3:00 pm
1/7/25	Back Safety/Material Handling	9:00 - 10:00 am
1/7/25	Implicit Bias in the Workplace	1:00 - 2:30 pm
1/3/25	Fire Safety	8:30 - 9:30 am
1/3/25	Fire Extinguisher Safety	10:00 - 11:00 am
1/3/25	Ladder Safety/Walking & Working Surfaces	1:00 - 3:00 pm
1/6/25	Fall Protection Awareness	8:30 - 10:30 am
1/6/25	Hearing Conservation	11:00 - 12:00 pm
1/6/25	Snow Plow/Snow Removal Safety	1:00 - 3:00 pm
1/7/25	Back Safety/Material Handling	9:00 - 10:00 am
1/7/25	Implicit Bias in the Workplace	1:00 - 2:30 pm
1/7/25	Lock Out/Tag Out (Control of Hazardous Energy)	1:00 - 3:00 pm
1/8/25	CDL: Drivers' Safety Regulations	8:30 - 10:30 am
1/8/25	Chipper Safety	11:00 - 12:00 pm
1/8/25	Hazard Communication/Globally Harmonized System (GHS)	1:00 - 2:30 pm
1/9/25	Flagger Skills and Safety	8:30 - 9:30 am
1/9/25	Jetter/Vacuum Safety Awareness	10:00 - 12:00 pm
1/9/25	Chainsaw Safety	1:00 - 2:00 pm
1/10/25	Bloodborne Pathogens	8:30 - 9:30 am
1/10/25	Work Zone: Temporary Traffic Controls	10:00 - 12:00 pm
1/10/25	Driving Safety Awareness	1:00 - 2:30 pm
1/13/25	Confined Space Entry	8:30 - 11:30 am
1/13/25	Employee Conduct and Violence Prevention in the Workplace	1:00 - 2:30 pm
1/14/25	Work Zone Training for Police Officers - Initial Course	9:00 - 1:00 pm

1/14/25	Preparing for First Amendment Audits	9:00 - 11:00 am
1/14/25	Injury Illness Reporting and Recording Training	11:30 - 12:30 pm
1/15/25	Snow Plow/Snow Removal Safety	8:30 - 10:30 am
1/15/25	First Responders: Traffic Incident Management	9:00 - 1:00 pm
1/15/25	Hazard Communication/Globally Harmonized System (GHS)	1:00 - 2:30 pm
1/16/25	Public Works & Utility: Safety & Regulatory Awareness Training	8:00 - 12:00 pm
1/16/25	Personal Protective Equipment	1:00 - 3:00 pm
1/22/25	Bloodborne Pathogens	8:30 - 9:30 am
1/22/25	Hearing Conservation	10:00 - 11:00 am
1/22/25	Fire Extinguisher Safety	1:00 - 2:00 pm
1/23/25	Lock Out/Tag Out (Control of Hazardous Energy)	8:30 - 10:30 am
1/23/25	Introduction to Management Skills	10:00 - 12:00 pm
1/24/25	Shop and Tool Safety	7:30 - 8:30 am
1/24/25	Confined Space Entry	9:00 - 12:00 pm
1/24/25	Flagger Skills and Safety	1:00 - 2:00 pm
1/27/25	CDL: Supervisors' Reasonable Suspicion**	8:30 - 10:30 am
1/27/25	Change: Embracing New Opportunities	1:00 - 2:30 pm
1/28/25	Personal Protective Equipment	8:30 - 10:30 am
1/28/25	Career Survival for Managers, Business Administrators, and Assistants	9:00 - 11:00 am
1/28/25	Fire Safety	11:00 - 12:00 pm
1/28/25	Ladder Safety/Walking & Working Surfaces	2:30 - 4:30 pm
1/29/25	Employee Conduct and Violence Prevention in the Workplace	9:00 - 10:30 am
1/29/25	Bloodborne Pathogens	2:00 - 3:00 pm
1/29/25	Hazard Communication/Globally Harmonized System (GHS)	3:30 - 5:00 pm
1/30/25	HazMat Awareness with Hazard Communication/Globally Harmonized System (GHS)	8:30 - 11:30 am
1/30/25	Dealing with Difficult People and De-Escalation	1:00 - 2:30 pm
1/31/25	CDL: Drivers' Safety Regulations	1:00 - 3:00 pm
2/3/25	Shop and Tool Safety	8:30 - 9:30 am
2/3/25	Hearing Conservation	10:00 - 11:00 am
2/3/25	Employee Conduct and Violence Prevention in the Workplace	1:00 - 2:30 pm
2/4/25	Designated Employer Representative Training (DER)**	9:00 - 4:00 pm w/1 hour lunch brk
2/4/25	Ethics for NJ Local Government Employees	9:00 - 11:00 am
2/4/25	Protecting Children from Abuse In New Jersey Local Government Programs	12:00 - 2:00 pm
2/4/25	Work Zone Training for Police Officers - Initial Course	1:00 - 5:00 pm
2/5/25	Bloodborne Pathogens	7:30 - 8:30 am
2/5/25	Snow Plow/Snow Removal Safety	9:00 - 11:00 am
2/5/25	Disaster Management	1:00 - 2:30 pm
2/5/25	Driving Safety Awareness	1:00 - 2:30 pm
2/6/25	Lock Out/Tag Out (Control of Hazardous Energy)	8:30 - 10:30 am
2/6/25	Fire Safety	11:00 - 12:00 pm
2/6/25	Fire Extinguisher Safety	1:00 - 2:00 pm
2/7/25	Hazard Communication/Globally Harmonized System (GHS)	8:30 - 10:00 am
2/7/25	Flagger Skills and Safety	10:30 - 11:30 am
2/7/25	Productive Meetings Best Practices**	1:00 - 2:30 pm
2/10/25	CDL: Drivers' Safety Regulations	8:30 - 10:30 am
2/10/25	Work Zone: Temporary Traffic Controls	1:00 - 3:00 pm
2/10/25	High Performing Teams**	1:00 - 3:00 pm
2/11/25	Heavy Equipment Safety: General Safety	8:00 - 10:00 am

2/11/25	Ethical Decision Making	9:00 - 11:30 am
2/11/25	Implicit Bias in the Workplace	1:00 - 2:30 pm
2/12/25	Fall Protection Awareness	8:30 - 10:30 am
2/12/25	Chipper Safety	11:00 - 12:00 pm
2/12/25	Law Enforcement: Understanding Cannabis: A Must For Every Agencies Officer Safety and Wellness Program	1:00 - 2:30 pm
2/12/25	Hearing Conservation	1:00 - 2:30 pm
2/13/25	Personal Protective Equipment	8:30 - 10:30 am
2/13/25	Bloodborne Pathogens	11:00 - 12:00 pm
2/13/25	Jetter/Vacuum Safety Awareness	1:00 - 3:00 pm
2/18/25	Preparing for the Unspeakable	9:00 - 10:30 am
2/18/25	Ladder Safety/Walking & Working Surfaces	12:30 - 2:30 pm
2/19/25	Confined Space Entry	7:30 - 10:30 am
2/19/25	Fire Extinguisher Safety	11:00 - 12:00 pm
2/19/25	Law Enforcement: Violence Prevention and Risk Considerations for Law Enforcement Officers when Interacting with Mental Health Consumers	1:00 - 2:30 pm
2/19/25	Asbestos Awareness	1:00 - 3:00 pm
2/20/25	Fire Safety	8:30 - 9:30 am
2/20/25	Introduction to Communication Skills**	10:00 - 12:00 pm
2/20/25	Lock Out/Tag Out (Control of Hazardous Energy)	10:00 - 12:00 pm
2/20/25	Hazard Communication/Globally Harmonized System (GHS)	1:00 - 2:30 pm
2/21/25	HazMat Awareness with Hazard Communication/Globally Harmonized System (GHS)	8:30 - 11:30 am
2/21/25	Bloodborne Pathogens	1:00 - 2:00 pm
2/24/25	Playground Safety Inspections	8:30 - 10:30 am
2/24/25	Public Employers: What You Need to Know**	9:00 - 10:30 am
2/24/25	Chainsaw Safety	1:00 - 2:00 pm
2/25/25	Snow Plow/Snow Removal Safety	8:30 - 10:30 am
2/25/25	Flagger Skills and Safety	11:00 - 12:00 pm
2/25/25	Personal Protective Equipment	2:30 - 4:30 pm
2/26/25	Public Works & Utility: Safety & Regulatory Awareness Training	8:00 - 12:00 pm
2/26/25	Employee Conduct and Violence Prevention in the Workplace	9:00 - 10:30 am
2/26/25	CDL: Drivers' Safety Regulations	1:00 - 3:00 pm
2/27/25	Confined Space Entry	8:30 - 11:30 am
2/27/25	Hazard Communication/Globally Harmonized System (GHS)	1:00 - 2:30 pm
2/28/25	Microlearning Theory and Practice**	8:30 - 10:30 am
2/28/25	Indoor Air Quality Designated Person Training**	11:00 - 12:00 pm
2/28/25	Ladder Safety/Walking & Working Surfaces	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 cancelations 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.
- 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.

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 2466, 3204, 3214, 2869, 0861, 1697, 2362, 2254, 0649, 1558, 3148, 1985, 3272, and one additional settlement authority 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.

APPENDIX I

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – OCTOBER 22, 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:

Chairperson Wagner	Present
Commissioner Martins	Present
Commissioner Scutari	Present

FUND PROFESSIONALS PRESENT:

Executive Director	Acrisure Agency Partners Shannon Balken Justin Gallo
Underwriting Manager	Acrisure Agency Partner David Balken
Claims Service	Claims Resolution Corporation, CRC Kim DeLaurentis
Treasurer	Bibi Taylor
Attorney	Bruce Bergen, Esq.
NJCE Safety Manager	J.A. Montgomery Consulting Kenneth Schutz
UCIFC Safety Director	Pennoni Ralph Coppola

ALSO PRESENT:

Gia Mongioi, Acrisure, LLC – Balken Risk Management
Christa Foli, Acrisure, LLC – Balken Risk Management
Theresa Pacheco, Union County
Evelio Salermo, Union County
Jennifer Goldstein Medlogix
Robin Racioppi Acrisure
John Markel, Acrisure, LLC
Matt Wielkotz Wielkotz & Company
Sarah Combs Pennoni

APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF SEPTEMBER 24, 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 SEPTEMBER 24, 2024

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	Unanimous

CORRESPONDENCE: None

SAFETY COMMITTEE: The UCIFC Safety Director, Mr. Ralph Coppola, reported that he is still in the process of working on updating the County Wide Respiratory Protection Plan. He is also still working on (BEAP) facility wide.

EXECUTIVE DIRECTOR REPORT:

2023 Audit Report

Report is now complete. Matt Wielkotsz from Wielkotsz & Company has reported some issues that were found during the transition related to the timely completion of monthly bank reconciliations and some outstanding checks. They are currently working on resolving these issues.

- Executive Director asked for a motion to approve the resolution.

MOTION TO APPROVE RESOLUTION 28-24 CERTIFICATION OF THE ANNUAL AUDIT REPORT FOR THE PERIOD ENDING DECEMBER 31, 2023.

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

2024 Auditor RFP

The Executive Director has discussed amending the current procedure to exclude the requirement for public bidding on contracts valued under \$17,500. This amendment has been approved by the Commissioners.

2024 UCIFC Dividend

John Markel has advised that as soon as the actuarial report is completed, he will update the 9/30/2024 fund balances. The total open reserve currently stands at \$271,000. Looking ahead to 2025, there should be a significant decrease in the IBNR number, which is presently at \$1,740,000, thereby bringing the fund more in line with the historical average.

TREASURER REPORT: Ms. Taylor recommendation to approve the bills for 27-24 resolution in the amount of \$75,048.16. All bills are routine in nature.

- Executive Director asked for a motion to approve the resolution.

MOTION TO APPROVE RESOLUTION 27-24 OCTOBER BILL LIST

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

ATTORNEY: Mr. Bergen has advised that a pending lawsuit has been filed on the County of Union on October 11, 2024. Mr. Bergen states his office was served on October 17, 2024. The 2023 case involves a tree that fell on a vehicle, causing the vehicle to crash into the woods resulting in the death of the driver.

CLAIMS ADMINISTRATOR: Ms. DeLaurentis reported for the month of September there were 10 Workers Compensation claims, 2 remain open, 7 Liability claims were received, 7 remain open. All other matters will be discussed in closed session. With no questions, Ms. DeLaurentis concluded her report.

MEDLOGIX: Ms. Goldstein presented a Managed Care PPO/Bill Review Savings Report that went over the claims submitted during the month of September in detail. Showing total reductions of \$107,939.40 or 67.22%. With no other questions, Ms. Goldstein concluded her report.

NJCE SAFETY MANAGER: Mr. Schutz referred to the Safety Directors report for September through October enclosed within the agenda, which included all risk control and safety activities. All training opportunities & training rosters can be found at NJCE.org. With no questions, Mr. Schutz 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 1533, 2977, 2907, 0735, 1439, 0462, 1541. 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:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	Unanimous

MOTION TO APPROVE PAR AS DISCUSSED IN IN EXECUTIVE SESSION:

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	Unanimous

MOTION TO ADJOURN:

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	Unanimous

MEETING ADJOURNED: 10:46 AM

Minutes prepared by Christa Foli -Secretary