

**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:**

<b>Chairperson Wagner</b>	<b>Present</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>
Underwriting Manager	Acrisure Agency Partner <b>David Balken</b>
Claims Service	Claims Resolution Corporation, CRC <b>Kim DeLaurentis</b>
Treasurer	<b>Bibi Taylor</b>
Attorney	<b>Bruce Bergen, Esq.</b>
NJCE Safety Manager	J.A. Montgomery Consulting <b>Kenneth Schutz</b>
UCIFC Safety Director	Pennoni <b>Ralph Coppola</b>

**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 Wielkots from Wielkots & 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