

**UNION COUNTY INSURANCE FUND COMMISSION**  
**OPEN MINUTES**  
**MEETING – January 21, 2025**  
**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</b>	<b>Wagner</b>	<b>Present</b>
<b>Commissioner</b>	<b>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	Acrisure, LLC dba Bergen Risk Managers <b>John Markel</b>
Treasurer	<b>Bibi Taylor</b>
Attorney	<b>Bruce Bergen, Esq.</b>
NJCE Safety Manager	J.A. Montgomery Consulting <b>Glenn Prince</b>
UCIFC Safety Director	Pennoni <b>Ralph Coppola</b>

**ALSO PRESENT:**

Christa Foli, Acrisure, LLC – Balken Risk Management  
Theresa Pacheco, Union County  
Evelio Salermo, Union County  
Robin Racioppi Acrisure  
Sarah Combs Pennoni

## **APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF DECEMBER 17, 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 DECEMBER 17, 2024**

Moved:	Commissioner Martins
Second:	Commissioner Scutari
Vote:	Unanimous

**CORRESPONDENCE: None**

### **SAFETY COMMITTEE:**

The UCIFC Safety Director, Mr. Coppola, provided the following updates. The BEAPS (Building Emergency Action Plans) and LOTTO (Lock Out/Tag Out) Plans have been updated. There are two additional facilities in Union County that will be scheduled for BEAP inspections in February. Fit testing will be conducted at the facilities department for parks, as well as for the DPW departments, in February. Forklift training with the Quarry DPW and Parks Department is scheduled for March.

### **EXECUTIVE DIRECTOR REPORT:**

Executive Director advised their office is currently undergoing the transition process for claims administration with the introduction of Bergen Risk as the IFC's new Third-Party Administrator. That change has necessitated the updating of checked signatures, coordination of this year's 1099s and the transfer of a significant amount of data. Additionally, the Executive Director has listed several resolutions for approval:

Resolution 1-25: Certifying the appointment of the chairperson and vice chairperson.  
Resolution 2-25: Designating authorized signatures for the Commission bank accounts.  
Resolution 3-25: Appointing an agent for the service of process and custodian of records.  
Resolution 4-25: Designating official newspapers.  
Resolution 5-25: Designating authorized depositories for assets and cash management plan.  
Resolution 6-25: Designating the treasurer.  
Resolution 7-25: Designating the Commission attorney.  
Resolution 8-25: Authorizing the Commission treasurer to process contracted payments.

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

### **MOTION TO APPROVE RESOLUTION 1-25 CERTIFYING THE APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

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

**January 21, 2025**

**Union County Insurance Fund Commission OPEN Minutes**

- Executive Director then asked for a motion to approve the following resolutions 2-25 through 7-25.

**MOTION TO APPROVE RESOLUTION 2-25 through 7-25.**

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

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

**MOTION TO APPROVE RESOLUTION 8-25 DESIGNATING AUTHORIZING COMMISIONS TREASURER TO PROCESS CONTRACTED PAYMENTS**

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

**2025 MEETING SCHEDULE:** The dates proposed are the January 21, March 25, May 20, July 29, September 23, October 21, and December 16, 2025.

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

**MOTION TO APPROVE RESOLUTION 9-25 APPROVE MEETING SCHEDULE**

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

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

**MOTION TO APPROVE RESOLUTION 15-25 EXECUTIVE DIRECTOR IN CONSULTATION WITH THE CHAIRPERSON WILL BE ALLOWED TO RELEASE PAYMENTS OF APPROVED CLAIMS**

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

**2025 PROPERTY AND CASUALTY BUDGET:** The Executive Director has met with the fund actuary and corresponded with the Treasurer and Chair to discuss this year's budget. As of January 21, 2025, the proposed 2025 property and casualty budget in the amount of \$711,212.50 equal to two twelfths of the proposed 2025 property and casualty budget, which is in the amount of \$4,267,275 an overall increase of 7.34%.

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

**MOTION TO APPROVE RESOLUTION 10-25 ADOPTION OF A  
TEMPORARY 2025 PROPERTY AND CAUALTY BUDGET**

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

**CYBER RENEWAL:** The Executive Director has advised that the UCIFC previously had Cyber Liability insurance through New Jersey County's Excess Joint Insurance Fund, which ended on December 31st, 2024. Moving forward, the UCIFC would like to obtain this insurance directly from the Coalition's solutions. A resolution is to formalize the binding of the new policy, ensuring continuous coverage for the County of Union with a policy limit of \$5,000,000 and a self-insured retention of \$250,000.

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

**MOTION TO APPROVE RESOLUTION 12-25 SECURE COVERAGE  
DIRECTLY FROM COALITION SOLUTIONS DECEMBER 31, 2024  
THROUGH DECEMBER 31, 2025.**

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

**UNION COUNTY INSURANCE FUND COMMISION:** The Executive Director advised the Union County Insurance Fund Commission that there were several workers compensation claims that required the timely payment of temporary total disability benefits, which is mandated by law. Therefore, the commissioners are requested to retroactively approve and authorize the following TTD payments claim number 001256 in the amount of \$2709.28. Claim number 001257 in the amount of \$3247.20, claim number 001258 in the amount of \$3297.00, and claim number 001259 in the amount of \$1330.08.

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

**MOTION TO APPROVE RESOLUTION 13-25 AUTHORIZING THE  
RETROACTIVE PAYMENT OF TEMPORARY TOTAL DISABILITY TO  
CERTAIN CLAIMANTS**

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

**UNION COUNTY INSURANCE FUND COMMISSION DIVIDEND:** The Executive Director is in the process of collaborating with the fund actuary concerning the 2025 UCIFC dividend and is in the process of forwarding budgetary information to their offices for analysis. A report on the findings will be shared with the Commissioner, Chair and Treasurer during this next month with the hopes of a final recommendation at the March meeting.

**TREASURER REPORT:** Ms. Taylor referred to the January bill list and advised that all bills are routine in nature and there is sufficiency of funds.

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

**MOTION TO APPROVE RESOLUTION 11-25 JANUARY BILL LIST**

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

**ATTORNEY:** Mr. Bergen has asked for a formal approval of the resolution to ratify the settlement approved during the executive session a couple of months ago. The settlement amount is \$50,000.

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

**MOTION TO APPROVE RESOLUTION 14-25 AUTHORIZING THE SETTLEMENT OF THE MATTER OF HELLMAN VS RUSSO IN THE AMOUNT OF \$50,000.**

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

**CLAIMS ADMINISTRATOR:** Mr. Markel, of Bergen Risk, thanked the Commissioners for their recent appointment of his firm as the funds new claims administrator and discussed the ongoing transition process. He also provided a summary of claim fund balances with the final actuarial adjustments. Mr. Markel discussed workers compensation administrative procedures, status of PAR's, TTD direct payments, PPD payments and TTD reimbursements. With no other questions, Mr. Markel concluded his report.

**NJCE SAFETY MANAGER:** Mr. Prince referred to the Safety Directors report for December through January enclosed within the agenda, which included all risk control and safety activities. All training opportunities & training rosters can be found at NJCE.org. Mr. Prince also reports the 2025 safety grant is available and has increased to \$90,000. With no questions, Mr. Prince 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