

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – July 29, 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:

Chairperson Amy Wagner	Present
Commissioner Laura Scutari	Present
Commissioner Claudia Martins	Present

FUND PROFESSIONALS PRESENT:

Executive Director	Acrisure Agency Partners Shannon Balken Justin Gallo
Underwriting Manager	Acrisure Agency Partner David Balken
Claims Service	Acrisure, LLC dba Bergen Risk Managers John Markel
Treasurer	Bibi Taylor
Attorney	Bruce Bergen, Esq.
NJCE Safety Manager	J.A. Montgomery Consulting Glenn Prince
UCIFC Safety Director	Pennoni Ralph Coppola

ALSO PRESENT:

Christa Foli, Acrisure, LLC – Balken Risk Management
Theresa Pacheco, Union County
Robin Racioppi Acrisure LLC
Kathleen McGuire Acrisure, LLC dba Bergen Risk Managers
Christine Johnson Acrisure, LLC dba Bergen Risk Managers
Evelio Salermo, Union County
Sarah Combs Pennoni
Matt Wielkotz Wielkotz & Company

APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF MAY 20, 2025

- 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 MAY 20, 2025

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Coppola provided an update on recent and upcoming safety initiatives. In May 2025, he delivered a county-wide Bloodborne Pathogen Update Plan, implemented a Confined Space Entry Plan, and provided feedback on the Asbestos Management Plans for the Elizabeth Town Plaza facility.

In June 2025, conducted in-person Forklift Training and Mobile Elevated Work Platform (MEWP) Training. Mr. Coppola is currently updating the Fall Protection Plan and is in the final review stage of the Personal Protective Equipment (PPE) and Task Hazard Analysis Plan. General safety audits of parks and work zones were conducted, with findings scheduled to be distributed on July 21, 2025. The Indoor Air Quality (IAQ) County-Wide Plan is also under review and being updated.

For Fall 2025, additional training sessions have been scheduled, including Forklift Operation, Fall Protection, Bucket Truck Safety, and Confined Space Entry.

EXECUTIVE DIRECTOR REPORT: The Executive Director informed the Commissioners of a scheduling conflict with the October 2025 regular meeting date. The Executive Director's Office will be attending a Public Entity Conference during the week of the originally scheduled meeting and will therefore be unavailable. As a result, the Executive Director respectfully requested that the Commissioners approve an amendment to the 2025 UCIFC regular meeting schedule. The proposed change is to delete the meeting previously scheduled for October 21, 2025, and reschedule it for October 28, 2025, at 10:00 a.m., via Zoom.

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

MOTION TO AMEND THE 2025 UCIFC MEETING SCHEDULE, RESOLUTION No. 25-25, DELETING THE PREVIOUSLY SCHEDULED MEETING DATE OF OCTOBER 21, 2025, AND RESCHEDULING TO OCTOBER 28, 2025, AT 10:00 AM VIA ZOOM

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

The Executive Director discussed whether the Commission would prefer to include an in-person option for one of the upcoming meetings—either at the next regularly scheduled meeting on **September 23, 2025**, or at the newly proposed meeting on **October 28, 2025**.

Following the discussion, it was agreed that the September 23, 2025, meeting will be held in person.

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

MOTION TO HOLD SEPTEMBER 23, 2025 MEETING IN-PERSON WITH A ZOOM OPTION.

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

2024 UNION COUNTY INSURANCE FUND COMMISSION, YEAR END AUDIT: Matt Wielkotz from Wielkotz & Company presented the UCIFC 2024 Year-End Audit, which reflects another strong and stable year for the Fund. The audit is highly favorable, with no recommendations issued—underscoring the continued diligence, accuracy, and transparency in our financial reporting and operational practices.

The Fund remains in a very healthy position overall, with a net position of \$12.7 million. While this represents a decrease of approximately \$1.1 million compared to the prior year, the change is primarily due to a 10% increase in loss reserves and the inclusion of TPA expenses paid directly from the IFC in 2024—an expense not incurred in 2023.

The Executive Director has been working with Wielkotz & Company to ensure all required UCIFC documentation is provided, allowing the audit to be finalized for this month’s meeting. A request for the Fund Commissioners to approve the Annual Audit Report for the period ending December 31, 2024, along with a motion to approve the Group Affidavit Form/Certification. This confirms that the Commissioners have reviewed the audit in accordance with N.J.S.A. 40A:5-6 and 40A:10-46 and are familiar with its required contents.

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

MOTION TO APPROVE THE 2024 ANNUAL AUDIT (RESOLUTION 27-24) AND THE GROUP AFFIDAVIT CERTIFYING THE AUDIT (RESOLUTION 28-25) FOR THE PERIOD ENDING DECEMBER 31, 2024.

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

2025 MEETING SCHEDULE: Next scheduled meeting is on September 23, 2025, at 10:00 A.M.

TREASURER REPORT: Ms. Taylor referred to the July bill list and a recommendation to approve Resolution 26-25 all items 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 26-25 APPROVE JULY 2025 BILL LIST

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

ATTORNEY: Mr. Bergen advised he had nothing new to report.

CLAIMS ADMINISTRATOR: Mr. Markel, of Acrisure, LLC dba Bergen Risk Managers, reported on fund balances, noting 2025 improved claim frequency and reduced workers' compensation claims compared to the previous year. Mr. Markel concluded his report.

NJCE SAFETY MANAGER: Mr. Prince referenced the Safety Director's Report for training opportunities from May through July 31, 2025, included in the agenda. All risk control and safety activities are listed, and training details can be accessed at NJCE.org. 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 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: 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: 10:30 AM
Minutes prepared by Christa Foli -Secretary