

**UNION COUNTY INSURANCE FUND COMMISSION
OPEN MINUTES
MEETING – September 23, 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	Moshood Muftau and Micheal Smitz Esq.
NJCE Safety Director	J.A. Montgomery Consulting Glenn Prince
UCIFC Safety Manager	Pennoni Ralph Coppola

ALSO PRESENT:

Christa Foli, Acrisure, LLC – Balken Risk Management
Robin Racioppi Acrisure LLC
Kathleen McGuire Acrisure, LLC dba Bergen Risk Managers
Christine Johnson Acrisure, LLC dba Bergen Risk Managers
Evelio Salerno, Union County
Sarah Combs Pennoni
Cassandra Johnson – Acrisure LLC – Bergen Risk Managers
Megan McGowan – Union County

APPROVAL OF MINUTES: OPEN MINUTES AND CLOSED MINUTES OF July 9, 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 July 9, 2025

Moved:	Chair Wagner
Second:	Commissioner Martins
Vote:	Unanimous

CORRESPONDENCE: None

SAFETY COMMITTEE: Mr. Coppola provided an update on recent activities, including Emergency Evacuation Drills conducted in July 2025. In September, he led in-person training sessions covering forklift operation, confined space entry, and bucket truck use. He also conducted a walkthrough of the Prosecutor’s Office located in Elizabeth, NJ, and submitted a proposal for the installation of emergency lighting and the development of an exit plan. Additionally, he provided a proposal for conducting an Electromagnetic Energy Survey and report at a UCNJ building in Elizabeth, NJ. He is currently drafting a Heat Illness Prevention Plan.

EXECUTIVE DIRECTOR REPORT: The Executive Director informed the Commissioners that the office is currently reviewing the most recent reserve study that was submitted and is in communication with the actuary. The team has also begun reviewing claim numbers and analyzing the projected budget for 2026.

2025 MEETING SCHEDULE: Next scheduled meeting is on October 28, 2025, at 10:00 A.M.

TREASURER REPORT: Ms. Taylor had nothing new to report and referred to the September bill list and a recommendation to approve Resolution 28-25 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 28-25 APPROVE SEPTEMBER 2025 BILL LIST

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

ATTORNEY: Mr. Moshood Muftau, 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 2024. Mr. Markel concluded his report.

UCIFC SAFETY DIRECTOR: Mr. Prince referenced the Safety Director’s Report for training opportunities from July through September 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. Moshood Muftau, 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: 11:10 AM
Minutes prepared by Christa Foli -Secretary