

**Hudson Regional Health Commission
Commission Meeting
October 5, 2011
AGENDA**

Opening of the meeting: Declaration that it had been duly advertised in accordance with the Open Public Meetings Act, Chapter 231 of the laws of 1975.

Attendance:

Announcements:

Minutes of the meeting of June 15, 2011:

Expenditures Report for April 1, 2011- August 31, 2011:

Nominating Committee:

Old Business:

JIF Resolution – Designation of Commissioner
April 2011 meeting minutes revision

New Business:

Audit Report 2010

2012 Budget Proposal
JIF Resolution - Renewal of Membership
MRC Grant 2011-2012
2011 Budget Amendments

Report and Recommendation of the Finance/Personnel Committee

EBL Agreements
Bayonne Agreement
Eligibility for health insurance stipend

Mosquito Control
Revised By-Laws

**Hudson Regional Health Commission
Commission Meeting
October 5, 2011
MINUTES**

The meeting was opened at 10:10 am by President R. Censullo who declared it has been advertised in accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

Attendance:

Present:

R. Censullo
J. Sarnas
K. Comer
G. Drasheff
F. Sasso
D. DeClemente
H. J. Boor
V. Rivelli
J. Waks
D. Drumeler

Absent:

J. Ehret
E. Grosvenor
H. Melendez

C. Nawrocki, Director
J. Napolitano, Counsel
M. DeSena, Auditor
M. Leguizamon, CFO

Minutes of the meeting of June 15, 2011 were unanimously approved as written and submitted on motion by J. Sarnas, second D. DeClemente.

Audit Report 2010:

The F.Y. 2010 Audit Report was presented by M. DeSena. She gave the Commission a clean unqualified opinion. She commented on the growing costs of post retirement benefits. After discussions about the audit report, it was agreed that the Personnel Finance Committee would consider the recommendation for an actuarial review.

The report for F.Y. 2010 was unanimously approved and accepted on motion by F. Sasso, second H. J. Boor.

The Expenditure Report for the period of April 1, 2011- August 31, 2011 (Attachment I) was unanimously approved as presented on motion by D. Drumeler, second J. Sarnas.

Old Business:

JIF Resolution – Designation of Commissioner:

Resolution 11-10-03 (Attachment II) designating the Executive Director, C. Nawrocki as the Commissioner and Marisol Leguizamon as the alternate for the year 2011 for the Suburban Essex Joint Insurance Fund was unanimously approved on motion by D. Drumeler, second D. DeClemente.

April 2011 Commission meeting minutes revision:

C. Nawrocki announced a revision to the meeting minutes from the April 2011 Commission meeting needed to be made. In the minutes, there was a request for 3 amendments for the year 2010, this was a typographical error. The budget amendments were for the year 2011. This revision was unanimously approved on motion by H. Boor, second F. Sasso.

New Business:

Nominating Committee:

R. Censullo appointed V. Rivelli (chair), G. Drasheff and D. DeClemente as the Nominating Committee for the election of new officers at the next Board meeting.

Budget 2012:

C. Nawrocki introduced the 2012 Budget proposal and M. Leguizamon detailed the budget justification to the Board (Attachment III). Upon discussion, the budget was approved as submitted and presented.

Resolution 11-10-04 (in Attachment III) Resolution approving annual budget for the Hudson Regional Health Commission for the fiscal year beginning January 1, 2012 and ending December 31, 2012 was unanimously approved on motion by J. Sarnas, second, V. Rivelli.

JIF Resolution – Renewal of Membership:

Resolution 11-10-05 (Attachment IV) Resolution for Renewal of Membership in the Suburban Essex Municipal Joint Insurance Fund was unanimously approved on motion by J. Sarnas, second K. Comer.

2011-2012 MRC Grant (Attachment V) On motion by D. Drumeler, second V. Rivelli, unanimously carried, the Director was authorized to apply for, take receipt of and execute the grant in the indicated amount of \$5000 in accordance with applicable grantor requirements.

2011 Budget Amendments (Attachment VI) C. Nawrocki advised the Board that the Finance/Personnel Committee had reviewed and approved the proposed amendments to the 2011 budget. M. Leguizamon presented the list of these amendments. Upon discussion, the amendments as submitted in the attachment and presented were unanimously approved by F. Sasso, second J. Sarnas.

Report of Personnel Finance Committee (Attachment VII)

F. Sasso, Chair requested that C. Nawrocki give the report on his behalf. The committee met on August 2, 2011 and September 7, 2011.

EBL Agreements: The presentation included an update on the Elevated Blood Lead Agreements between Hudson Regional Health Commission and the individual municipalities. Changes would be made to the current agreement, which would be applied moving forward as the current contracts expire. One major change would affect the payment schedule for the towns. The original flat fee would not be included. Municipalities would only be charged fees per inspection. Other changes can be found in the attachment, including a table of responsibilities that delineates which agency is responsible for which specific requirements of the lead program. This table would be attached to the new agreement.

Bayonne Agreement: The committee also discussed the current agreement with the City of Bayonne which expires in June 2012. Further discussion was tabled with the full Board. J. Wax indicated he would like to meet with the committee in the coming weeks to discuss this agreement.

Eligibility for health insurance stipend: The committee agreed that the Executive Director and Deputy Director were eligible for the medical insurance stipend, in lieu of health benefits, from the Commission. This issue was raised by former Director Ferraiuolo after his retirement. The clarification was made and the full Board agreed that although these positions were not eligible for other stipends, this was a separate issue and therefore the Executive Director and Deputy Director were eligible for the medical insurance stipend.

Recommendations from the Committee were approved by the Board on motion by J. Sarnas, second H. Boor.

Mosquito Control: G. Williams gave the Board an update on the current mosquito control program and efforts in the County.

Revised By-Laws: A revision was made to the Commission By-Laws (Attachment VIII). Article III, Section 4 states that Commissioners and Alternates shall be notified of all Commission meetings by regular mail, or electronically directed to their respective last known addresses, and mailed at least three (3) days prior thereto. There was a typographical error that has been corrected. This correction to the By-Laws was unanimously approved as submitted in the attachment on motion by J. Sarnas, second H. Boor.

It was announced that this would be Commissioner Karen Comer's last Board meeting as she is retiring as of December. The Board congratulated her, thanked her for the many years of service, and wished her well. President R. Censullo presented a plaque.

There being no further business, the meeting was adjourned at 12:05 on motion by K. Comer, second V. Rivelli.

HUDSON REGIONAL HEALTH COMMISSION
MEADOWVIEW COMPLEX
595 COUNTY AVENUE, BUILDING 1, SECAUCUS, NEW JERSEY 07094
TEL. (201) 223-1133 FAX (201) 223-0122

Richard J. Censullo, President

Carrie Nawrocki, MPH, HO
 Executive Director
 Epidemiologist

EXPENDITURES FOR AUGUST 31, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC PAYROLL ACCT.	For Payroll of 8/31 Salaries=81,275.75 On Call=180 Fica/Med.=6164.81 Sui/Disa=94.72 Med.(790.40) H.B.(58.53)	86,866.35
10346	Fleet Services	(Con/Mosq)=279.10 (Con)=1261.85 Fuel Purc.	1,540.95
10347	AAM Motor Sales	(Con) Jeep Liberty '05 Rotors=665.13 (Con)=984.45 Dodge Stratus '05 Oil change, brake cleaner/tires (Con)=669.59 Ford Escape'10 Brake cleaner/pads	2,319.17
10348	Staples Credit Plan	(Con) Supplies	486.32
10349	ADP	(Con)=72.78 (CDCX)=41.29 (Con/Mos)=22.64 For Payroll of 8/31	136.71
10350	Poland Spring	(Con)=28.97 (Con)=129.65 Water/cups	158.62
10351	Juan Nunez	(Con) Tolls	21.00
10352	Anthony Mondaro	(Con) Consulting services	375.00
10353	Dell Marketing	(CDCIX) Partial USB Flash Drive/500GB Sata 6GB	122.76
10354	Christina Butieb	(CDCIX) Cable/Modem, Travel/tolls	107.79
10355	Sprint	(Con) Inv.#687442111-120	149.24
10358	A. Lombardo	(Con/Mos) = 1.57 (Con/Mos)=.80 Toll/copy of key	2.37
10357	Horizon BC/BS	(Con)= H.B. for retiree D.R.D.	1,701.50
10358	DeSena & Company	(Con) Professional Service for 12/31/2010 One half of fixed fee amount	11,000.00
10359	Better Security	(Con) 2 Mortise Cyl Cans	86.00
10360	NJEZPASS	(CDCX)=30 (Con)=70 Dep. for Acct.#2000115230666	100.00
10361	Flash Lube	(Con) Toyota Prius/2008	20.95
10362	State of N.J. Dept. of Labor	(Con) HUDS Year End 12/2011	325.31
10363	American Express	(Con)=692.39 Sneider/USA Mobility (CDCIX)=14.79	707.18

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EXPENDITURES FOR AUGUST 15, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On line	HRHC Payroll Acct.	Payroll for 8/15/11 Salaries=82090.24 OT=704.64 On Call=1160 Fica/Med=6356.86 Sui/Disa=108.55 Med.125 (779.36) H.B.(58.53)	89,582.40
On line	Health Benefit Program	H.B./act.emp. (Con)=11922.93 (Con/Mos)=5365.00 (CDCIX)=2990.71 Dental/act.emp.(Con)=904.91 (Con/Mos)=424.82 (CDCIX)=383.27	20,278.64 1,713.00
On line	Health Benefit Program	H.B./retiree emp. R.F.=1882.63/G.G.=2141.70 J.L.=1793.24	5,817.57
10322	ADP	For Payroll of 8/15 (Con)=69.32 (Con/Mos)=27.72 (CDCIX)=41.59	138.63
10323	Verizon	(Con) 437.77 (CDCIX)=187.61 #201-223-1133	625.38
10324	Dell Marketing	(H1N1) Samsung Series 6 46inch UN46D HDTV	1,102.44
10325	Annie McNair	(CDCIX) Meetings 4/26 Parking/mileage	26.42
10326	Artic Ice Mfg.	(Con/Mos) Dry Ice Block	100.00
10327	Comcast Commun.	(CDCIX) #06101 576279-01-4 Cable/Internet	80.36
10328	U.S.Postal Service	(Con) For Postage refill #1841-1498-86-0	500.00
10329	Void		
10330	Void		
10331	Xerox Corp.	(Con) Montly Base Charge	268.80
10332	Accelero Commun.	(CDCIX) Online Broadcast Fax Funding	55.00
10333	Johnson & Conway	(Con) Legal fees/July	2,265.81
10334	Verizon	(Con)=9.65 (CDCIX)=4.13 Acct.#000131826670 58Y	13.78
10335	Channing Bete Co	(H1N1) Pan Flu Prep/Special Needs HB	4,705.08
10336	Simply Delicious	(Con) Inv.#E16445	53.13
10337	Rashida Mincey	(CDCIX) USEEP Meetings and EPI Meetings	127.25
10338	NJMCA	(Con/Mos) NJMCA Proceedings	20.00
10339	Minuteman Press	(Con) Rubber stamps/Executive Director	38.00
10340	Monique Davis	(CDCIX) Meetings/tolls	146.70
10341	Fedex	(Con) Transportation Charges/Special Handling	246.31
10342	West Caldwell Calib.	(Con) Extech Auto Range Skm/Calibrat.	300.00
10343	Verizon Wireless	(CDCIX)=276.57 (Con/Mos)=110.64 (Con)=258.79	646.00
10344	Matthew Bender & Co.	(Con) Service Period 11-11 10-12	208.89
10345	AAM Motor Sales	(Con) Line Opcode Tech Type Hours	395.85
<u>R&C</u>			
4578	Fedway Assoc.Inc.	(R&C) Refund #0700379	500.00
4579	Robert Payne	(R&C) Refund #1001887	500.00

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Robert Ferraiuolo, Director

EXPENDITURES FOR JULY 31, 2011

CHECK #	PAYEE	DESCRIPTION	AMOUNT
On line	HRHC Payroll Acct.	For Payroll of 7/31 Salaries=80495.17 Sui/Disa=95.93 Fica/Med.=6092.17 Med.125 (779.36)H.B.(58.53)	85,845.38
10300	Verizon	(CDCIX)=192.29 (Con)=448.67 201-223-1133	640.96
10301	Nextel	(Con) Inv.#687442111-119	171.33
10302	N.J.Dept.of Treas.	(Con) Annual Regis.Renewal	118.00
10303	N.J.Dept. of Treas.	(Con) Assessments 7/1/2011-06/30/2012	205.00
10304	Fleet Services	(Con)=1390.82 (Con/Mosq)=239.76 Inv.26664778	1,630.58
10305	Stan A. Huber	(Con) Leak Testing of Radioactive Sealed	40.00
10306	John Demjanick	(Con) Tolls 3/15 to 6/15/11	51.85
10307	Poland Spring	(Con)=26.97 (Con)=124.64 Water/cups	151.61
10308	Poland Spring	(Con/Mosq) Water/cups	21.70
10309	Xerox Corp.	(Con) Monthly Base Charge	268.80
10310	N.J.State League of Mun.	(Con) Renewal Notice/N.J.Mun.Magazine	20.00
10311	Dell Marketing L.P.	(H1N1)2010/2011 VMware vSphere 4 Essentials	3,744.77
10312	Dell Marketing L.P.	(H1N1)2010/2011 SmartMount Universal ST850	110.48
10313	Pitney Bowes	(Con) Term Rental Inv.6967673-JN11	182.00
10314	Horzison BC/BS	(Con) H.B. for retiree D.R.D.	1,701.50
10315	AAM Motor Sales	(Con) Line Opcode Tech Type Hours	36.25
10318	Spanish In.A Pinch	(CDCIX) Spanish Emergency Preparedness Set	765.40
10317	ADP	(CDCIX)=41.59 (Con)=69.32 (Con/Mosq)=27.72 For Payroll of 7/31	138.63
10318	Royal Printing Services	(Con) Letterheads (500) 2,000 Bus.Cards (CN) (AD)	205.00
10319	American Express	(Con)=768.73 (CDCIX)=346.71 (Con/Mos)=92.74	1,208.18
10320	Staples Credit Plan	(Con)=2490.84 (H1N1)=1463.67 #6035 5178 1863 0674	3,954.51
10321	Manny Mayo	(CDCIX) UPS Shipping	14.34

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EXPENDITURES FOR JULY 15, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On line	HRHC Payroll Acct.	For Payroll of 7/15 Salaries=80713.44 OT=732.73 On Call=1390 Fica/Med=6271.23 Sui/Disa=143.12 (Med.125)=779.36 (H.B.)=58.53	88,412.63
On line	State Hlth.Ben.Program	H.B.act.empl.(Con)=13419.51 (CDCIX)=2990.71 (Con/Mos)=5365.00 Dental/Act.emp.(Con)=979.65 (CDCIX)=383.27 (Con/Mos)=424.82	21,775.22 1,787.74
On line	State Hlth.Ben.Program	H.B.retiree J.L.=1793.24 G.G.=2141.70 (Con)	3,934.94
10275	Donna Ingolia Blois	(Con) Certified Mail/reg.mail	6.03
10276	Gregory Williams	(Con/Mos)=Repair 2006 Jeep Liberty A/C	22.15
10277	ADP	Payroll for 7/15 (CDCIX)=45.32 (Con/WNV)=30.21 (Con)=75.52	151.05
10278	Carrie Nawrocki	(Con) Parking/JC	10.00
10279	NJMCA c/o Cumberland	(Con/Mosq)Recertification training session G.C/M/LM R.C.	400.00
10280	Suburban Essex Mun.	Third Installment 2011 (Con)=5624.71 (Con)=8404.73	14,029.44
10281	Dell Marketing	(Con/Mosq) 1GB Dell Certified Replacement	80.82
10282	Dell Marketing	(H1N1) PDF Converter Profess 7/State/Local	286.04
10283	Dell Marketing	(H1N1) 1-Port 8GB PCI Express Fibre Channel	1,036.99
10284	Dell Marketing	(H1N1) Dell 22inc.Flat Panel Dis.	476.52
10285	Dell Marketing	(H1N1) 8GB Dell Certified Replacement Memory	1,326.22
10286	Dell Marketing	(H1N1) 4GB Dell Certified Replacement	446.36
10287	Dell Marketing	(H1N1) 2GB Replacement Memory Module for Dell	264.92
10288	Dell Marketing	(H1N1) 73gb 15k RPM Serial-attach SCSI/300GB 10K	747.69
10289	Dell Marketing	(H1N1) Dell PowerConnect 5548-New	1,480.80
10290	Dell Marketing	(H1N1) E/Port Plus, 130W Advanced Port Rep. 133.99 + 146.30	280.29
10291	Christina Butieb	(CDCIX) Refreshments for County Emerg.Meeting	60.54
10292	Artic Ice Mfg.	(Con/WNV) Dry Ice Block Inv.	75.00
10293	Verizon	(CDCIX)=9.90 (Con)=23.11 #000131826670	33.01
10294	Comcast	(CDCIX) Cable Tel.Services/High Speed Internet	80.36
10295	Johnson & Conway	(Con) Legal fees/June	1,427.42
10296	A. Lombardo	(Con/Mos)Tolls	3.40
10297	Fedex	(Con) Transportation charges	84.24
10296	Johnston Commun.	(Con) Service order charge/labor	492.50
10299	Verizon Wireless	(CDCIX)=265.55 (Con/Mos.)=195.33 (Con)=320.45	781.33

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EXPENDITURES FOR JUNE 30, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On line	HRHC Payroll Acct.	For Payroll of 6/30 Salaries=86184.67 OT=199.30 Svrnce(RF)=1185.54 Med.Reimb.=2475.68 On Call=500 Fica/Med=6306.33 Sui/Disa=247.17 (Med.125=871.16) (H.B.=58.53)	96,169.00
10260	Christina Butieb	(CDCIX)=73.98 (CDCIX)=16.32 Cable/Modem/Travel	90.30
10261	Simple Delicious	(Con) Inv.#E16146 Comm.Meeting 6/15	168.45
10262	Gary Cardini	(Con/Mosq) Wiper Blades	17.57
10263	Poland Spring	(Con)=26.97 (Con)=18.70 Water/Cups	45.67
10264	Poland Spring	(Con/Mosq) Water/Cups	80.68
10265	Horizon BC/BS	(Con) H.B. for retirees D.R.D.	1,701.50
10266	Sprint	(Con) Inv.#687442111	92.01
10267	Fleet Services	(Con/Mosq)=199.43 (Con)=1335.13 Inv.#2637098	1,534.56
10268	ADP	(Con)=71.24 (CDCIX)=42.74 (Con/Mosq)=28.49 For Payroll of 6/30/2011	142.47
10269	American Express	(Con)=882.57 (CDCIX)=101.24 (MRC)=27 (Con/Mos)=92.74	1,103.55
10270	Staples Credit Plan	(Con)=296.80 (Con)=246.33 Supplies	
10271	Nick Rivelli	(Con) Car Wash	12.01
10272	Worldways Social	(H1N1) Pocket Guide to Pandemic Flu Prep/Span/English	18,000.00
10273	Pitney Bowes	(Con) Rental charges	162.00
10274	Fedex	(Con) Transportation charges	111.36

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EXPENDITURES FOR JUNE 15, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 6-15 Salaries=86004.66 OT=1771.51 Svrnce(RF)=124,482 On Call=1,110 Sui/Disa=252.41 Fica/Med=9937.53	222,628.93
On Line	State Health Ben. Program	H.B. for act. emp. (Con)=13419.51 (CDCIX)=2990.71 (Con/Mos)=5365 Dental (Con)=979.65 (CDCIX)=383.27 (Con/Mos)=424.82	21,775.22 1,787.74
On Line	State Health Ben. Program	H.B. for retiree G.G.=2141.70 J.L.=1793.24 (Con)	3,934.94
10235	U.S. Postal Service	(Con) Refill Postage meter	500.00
10236	Lab Safety Supply	(Con) HG Cntrl Sta.	407.60
10237	Verizon	(CDCIX)=182.26 (Con)=425.30 Acct.201-223-1133	607.56
10238	Dell Marketing	(CDCIX/H1N1) Dell 5130cdn toner/cartridges	3,245.84
10239	Dell Marketing	(CDCIX/H1N1) Dell 5130cdn Color Laser Printer	1,172.49
10240	Comcast	(CDCIX) Cable Television Services	80.36
10241	Gary Cardini	(Con/Mosq) Starter for ULV and Sockets	37.23
10242	A. Lombardo	(Con/Mosq) Car Wash	12.00
10243	Michale Walker	(HCIA) Parking 6/3	12.00
10244	Rashida Mincey	(CDCIX) PHN Meeting 5/20	28.85
10245	Juan Nunez	(Con)=30.98 (Con)=35.80 Tolls, parking/oil change	66.78
10246	Safeguard Bus. Syst.	(Con) Laser L1 CK 1Pt.	92.45
10247	Anthony Mondaro	(Con) Period covering 3/1-6/1	375.00
10248	Johnson & Conway	(Con) Acct.#214-001M /May	732.44
10249	Channing Bete Co.	(CDCIX/H1N1) Treat Seas/Pan Flu/Home SP HB The Flu Keeping Tabs Healthy/SP	27,279.24
10250	Greg Williams	(Con/Mosq) Gregory Williams	120.00
10251	ADP	(CDCIX)=43.31 (Con/Mosq)=28.88 (Con)=72.20 Payroll	144.39
10252	Verizon	(CDCIX)=7.22 (Con)=16.84 00131826670 58Y	24.06
10253	AAM Motor Sales	(Con) Ford Windstar MG59ZF Mt. and Bal. tires	450.01
10254	AAM Motor Sales	(Con) Dodge Dakota Oil Filter/Motor Oil/Rotor/Pads	456.41
10255	Verizon Wireless	(CDCIX)=178.37 (Con/Mosq)=111.38 (Con)=199.20 Inv.#2582516549	488.95
10256	A. Lombardo	(Con/Mosq) Toll	0.80
10257	Electronic Off. System	(CDCIX) Maint. Agreement	156.45
10258	Lab Safety Supp.	(Con/Mosq) Hand Cleanar, Rubr AP Metatrsi BT	307.32
10259	Xerox Corp.	(Con) Monthly Base Charge	268.80

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EXPENDITURES FOR MAY 31, 2011

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On line	HRHC Payroll Acct.	For Payroll of 5/31 Salaries=84157.67 OT=1453.52 Fica/Med.=6476.18 Sui/Disa=277.78 Med.125 (876.25) H.B.(58.53)	91,430.37
10221	Horizon BC/BS	(Con) H.B. for retiree D.R.D.	1,701.50
10222	Poland Spring	(Con/Mosq) Water	80.64
10223	Poland Spring	(Con)=26.97 (Con) (7.35) Water	19.82
10224	Monique Davis	(CDCIX/H1N1) Conf. Hotel and Food 5/1-5/4	287.25
10225	West Payment Center	(Con) Subscription Product Charges	350.00
10226	Braille Works	(CDCIX/H1N1) Set-up Production of: Get Flu Ready Braille Transcription Fee/Emergency Plan	2,800.00
10227	Fleet Services	(Con/Mosq)=192.11 (CDCIX)=87.21 (Con)=1381.74	1,661.06
10228	Con. Transfer.		
10229	ADP	(Con)=70.27 (Con/Mosq)=28.11 (CDCIX)=42.17 For Payroll of 5/31/2011	140.55
10230	Sprint	(Con) Inv.#687442111	175.64
10231	American Express	(Con)=354.73 (CDCIX)=141.36 (Con/Mosq)=92.74 Pagers/E-Z Pass etc.	588.83
10232	Staples Credit Plan	(Con)=252.47 (CDCIX)=193.96 (Con)=78.98 Office Supplies/Montgomery	525.41
10233	Nick Rivelli	(Con) 2 Caster and nuts for hand truck	29.41
10234	Dell Marketing	(CDCIX/H1N1) Dell 5130cdn Printer/Feeder/Finisher Wireless Network Card	1,578.50

HUDSON REGIONAL HEALTH COMMISSION
MEADOWVIEW COMPLEX
595 COUNTY AVENUE, BUILDING 1, SECAUCUS, NEW JERSEY 07094
TEL. (201) 223-1133 FAX (201) 223-0122

Richard J. Censullo, President

Robert Ferraiuolo, Director

EXPENDITURES FOR MAY 15, 2011

CHECK #	PAYEE	DESCRIPTION	AMOUNT
On line	HRHC PAYROLL ACCT.	For Payroll of 5/11 Salaries=83629.45 OT=434.36 On Call=1530 Fica/Med=6475.25 Sui/Disa=387.82 Ded.Med.125=869.81/H.B.=58.53	91,528.54
On line	State Health Benefits	H.B.act.emp. (Con)=11836.01 (CDCIX)=2990.71 (Con/Mos)=6948.50 Dental (Con)=944.97 (CDCIX)=383.27 (Con/Mos)=459.50	21,775.22 1,787.74
On line	State Health Benefits	H.B. for retirees (Con) G.G.=2141.70 (Con)J.L.=1793.24	3,934.94
10199	Christina Butieb	(CDCH1N1) Conf./Hotel and Food	573.55
10200	Carrie Nawrocki	(CDCH1N1) Conf. and Mileage 5/4-5/6	418.22
10201	James Monkowski	(CDCH1N1) Conf.AC/refreshments, mileage/tolls	632.08
10202	Christina Butieb	(CDCIX)=42.33 Cable/Supp. (CDCIX)=92.74 auto/supp.	135.07
10203	ADP	(Con)=74.70 (Con/Mos)=22.64 (CDCIX)=41.29	138.63
10204	Verizon	(CDCIX)=199.85 (Con)=466.30 #201-223-1133	666.15
10205	Verizon	(CDCIX)=7.02 (Con)=16.38 #000131826670 58Y	23.40
10206	Dell Marketing L.P.	(Con) 2 Dell 2230d 3,500 Toner Cartridge USE/Return	204.22
10207	Dell Marketing L.P.	(CDCIX) 120GB EIDE 100MB/s Hard Drive 8MB	58.49
10208	Hudson Community Ent.	(Con) On site shredding bulk/cardboard removal	685.00
10209	Johnson & Conway	(Con) Acct.#214-001M April	3,042.02
10210	Xerox Corp.	(Con) Monthly Base Charge/April	268.80
10211	Dell Marketing L.P.	(Con) Paper Port Professional 12	142.67
10212	Comcast Commun.	(CDCIX) Acct.#06101 576279-01-4	80.36
10213	Rashida Mincey	(CDCIX) Auto/tolls	7.20
10214	Gregory Williams	(Con/Mos) ESA Membership dues	172.00
10215	Gary Cardini	(Con/Mos) Tolls	8.50
10216	Richard Corrente	(Con/Mos) Tolls	8.15
10217	Gary Garetano	(Con) Professional Serv. inv. #2011-7	3,618.75
10218	Verizon Wireless	(CDCIX)=161.52 (Con/Mos)=111.18 (Con)=152.36	425.06
10219	West Caldwell Calibra.	(Con) Invoice #20744	412.50
10220	Fedex	(Con) Invoice #7-487-62367 Transportation charges	70.97

"SERVING BAYONNE, EAST NEWARK, GUTTENBERG, HARRISON, HOBOKEN,
 JERSEY CITY, KEARNY, NORTH BERGEN, SECAUCUS,
 UNION CITY, WEEHAWKEN, WEST NEW YORK."

HUDSON REGIONAL HEALTH COMMISSION
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Richard J. Censullo, President

Robert Ferraiuolo, Director

EXPENDITURES FOR APRIL 30, 2011

<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
On line	HRHC Payroll Acct.	For Payroll of 4/30 Salaries=83648.05 OT=665.20 Fica/Med=6377.37 Sui/Disa=506.59	91,197.21
10180	Hy Way Auto Body	(Con)=75 MG59ZF Flat tire (Con)=385 MG64126 windshield	460.00
10181	Horizon BC/BS	(Con) H.B. for retiree D.R.D.	1,701.50
10182	Sprint	(Con) Inv.#687442111-116	177.08
10183	Fleet Services	(Con/Mosq)=181.11 (CDCIX)=83.69 (Con)=1398.30 Fuel Purchases	1,663.10
10184	Poland Spring	(Con/Mosq) Water/deposit	80.48
10185	Poland Spring	(Con)=26.97 (Con)=102.49 Water/cups/deposit	129.46
10186	Xerox	(Con) Monthly Base Charge	268.80
10187	Dell Marketing	(H1N1) Download Microsoft Office Pro 2010	2,560.44
10188	Staples Credit Plan	(Con) Office Supplies	85.97
10189	ADP	(Con)=74.70 (CDCIX)=41.29 (22.64) Payroll of 4/30	138.63
10190	Hy-Way Auto Body	(Con) MG70548 Repairs	3,127.11
10191	Hy-Way Auto Body	(Con) MG70549 Vehicle repaired	1,053.53
10192	A. Lombardo	(Con/Mosq) Car wash	10.00
10193	Manuel Mayo	(Con) USB Adapter	21.39
10194	Robert Sasso	(Con)=51.08 (Con) 51.08 Tolls/Mileage	102.16
10195	Carrie Nawrocki	(CDCIX) Meetings 3/18-4/27	167.79
10196	American Express	(Con)=696.55 (CDCIX)=231.56 (Con/Mos)=81.40 (MRC)=126.01	1,135.52
10197	Michael Iverson	(Con/Moa) Tolls/ULV Calibration	7.60
10198	Maureen LoCascio	(Con/Mos) Tolls	8.85

MEMO

1012	HCIA	Refund/Court Case	57.00
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R&C

4567	Hartz Mtn.	Refund for Overpayment ID#0900359	4,250.00
4568	Park Hamilton Condo	Refund for Facility ID#0611030 Overpayment	1,500.00
4569	C.R.Laurence Co.	Refund for Facility ID#0900263 Overpayment	2,250.00
4570	Mr. Kulwinder Singh	Refund for Facility ID#1201215 Overpayment	433.33
4571	Westin Operator	Refund for Facility ID#0611090 Overpayment	3,750.00
4572	Shaw Environ.Inc.	Refund for Facility ID#0702118 Overpayment	500.00
4573	Golden Peak SPE	Refund for Sold Properties	1,750.00

"SERVING BAYONNE, EAST NEWARK, GUTTENBERG, HARRISON, HOBOKEN,
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HUDSON REGIONAL HEALTH COMMISSION
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Richard J. Censullo, President

Robert Ferraiuolo, Director

EXPENDITURES FOR APRIL 15, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On line	HRHC Payroll Acct.	For Payroll of 4/15 Salaries=84033.12 OT=241.31	92,661.54
On line	State Health Program	On Call=1,370 Fica/Med.=6479.18 Sui/Sdi=537.93	
		H.B.act emp. (Con)=11836.01 (CDCIX)=2990.71	21,775.22
		(Mos)=6948.50 Dental (Con)=944.97 (CDCIX)=383.27	1,787.74
		(Con/Mos)=459.50	
On line	State Health Program	H.B. for retiree emp.G.G.=2141.70 J.L.=1793.24	3,934.94
10160	Gary Garetano	(Con) Professional Services Inv. #2011-5	4,683.78
10161	ADP In.	For Payroll of 4/15 (Con)=79.04 (CDCIX)=44.74	149.13
		(Con/Mosq)=25.35	
10162	Comcast Commun.Inc.	(CDCIX) Comcast High Speed Internet	80.35
10163	Dell Marketing	(Con) 2GB Dell Certified Replacement Memory	63.58
10164	Fedex	(Con) Transp.Charges/Special Handling	128.31
10165	Johnson & Conway	(Con) Legal Fees	750.49
10166	Michael Walker	(HCIA) Parking Lot Fee	12.00
10167	NJEPA	(CDCIX) 2011 N.J. Emerg.Prep.Conf.Regis.	115.00
10168	NJMCA Inc.	(Con/Mos) NJMCA Conf.& Recertification WNV	185.00
10169	NJMPA	(Con/Mos) Training Albert Lombardo	99.00
10170	Olympic Glove & Safety	(Con) Sensor 02 for Orion/Kit Sensor	640.66
10171	Rashida Mincey	(CDCIX) Auto/tolls	69.47
10172	Simply Delicious	(Con) Breakfast for Meeting	310.47
10173	Stan A. Huber Con.	(Con) Leak Testing of Radioactive Sealed Sources	20.00
10174	Suburban Essex Mun.Joint Ins.	(Con)=8404.73 (Con)=5624.71 Second Install 2011	14,029.44
10175	The Jersey Journal	(Con) Advertisement for DeSene	54.79
10176	Verizon	(Con)=447.14 (CDCIX)=191.63	638.77
10177	Verizon Wireless	(Con/Mosq)=111.04 (CDCIX)=152.37 (Con)=190.90	454.31
10178	Verizon	(Con)=23.12 (CDCIX)=9.90	33.02
10179	Gary Garetano	((CDCIX)=1987.50 (Con)=2,625 Prof.Services	4,612.50

"SERVING BAYONNE, EAST NEWARK, GUTTENBERG, HARRISON, HOBOKEN,
 JERSEY CITY, KEARNY, NORTH BERGEN, SECAUCUS,
 UNION CITY, WEEHAWKEN, WEST NEW YORK."

Resolution #11-10-03

RESOLUTION
HUDSON REGIONAL HEALTH COMMISSION


**Resolution to Designate Suburban Essex Joint Insurance Fund
Board Representative**

WHEREAS, the Hudson Regional Health Commission (the "Commission") is a member of the Suburban Essex Joint Insurance Fund; and

WHEREAS, the Suburban Essex Join Insurance Fund requires that from each member governing body a Commissioner and alternative be appointed;

NOW, THEREFORE the Board hereby appoints Carrie Nawrocki, Executive Director as the commissioner and Marisol Leguizamon as the alternate for the year 2011.

I do hereby certify that the foregoing is a true and exact copy of a Resolution adopted by the Hudson Regional Health Commission.


Carrie Nawrocki, Executive Director
Hudson Regional Health Commission

Date: 10/5/2011

Attachment III
APPROPRIATIONS

GENERAL APPROPRIATIONS	2011		2012	
	Attachment II Budget As Amnd	Estimated Expenditures	2012 Proposed Budget	2012 Budget to 2011 Actual \$ Change
PERONNEL	Attachment II			
SALARIES	1,691,346.00	1,689,928.52	1,570,000.00	-119,928.52
PAYROLL TAXES	142,044.00	136,623.18	136,552.00	-71.18
HEALTH BEN.	227,127.00	209,525.46	240,000.00	30,474.54
DENTAL	20,918.00	16,464.03	21,000.00	4,535.97
P.E.R.S.	189,503.00	189,502.19	218,000.00	28,497.81
WORKER'S COMPENSATION	30,000.00	27,903.87	32,000.00	4,096.13
OVERTIME	15,000.00	13,067.61	15,000.00	1,932.39
ON CALL	17,000.00	13,580.00	17,000.00	3,420.00
TEMPORARY	26,383.00	19,773.56	14,000.00	-5,773.56
RETIREE BEN.	78,439.00	76,384.64	104,000.00	27,615.36
TOTAL	2,437,760.00	2,392,753.06	2,367,552.00	-25,201.06
GRANT PROGRAMS (*INCLUSIVE OF PAYROLL)				
PHER H1N1 2011/2012			0.00	
CDC X 2011/2012			182,848.00	
CRI-CDC 2011/2012			71,807.00	
MRC NACCHO 2012			5,000.00	
MRC NACCHO 2011	5,000.00	5,000.00		
RUTGERS TRIAL & EDUC. WORKSHOP	632.00	632.00		
RUTGERS DEV. APPL. TECH	1,910.00	1,910.00		
HCIA EQEF RESERVE	9,655.00	48.00	9,607.00	
CDC IX 2010/2011	229,030.00	229,030.00		
CRI-CDC 2010/2011	122,234.00	122,234.00		
PHER H1N1 2010/2011	80,000.00	80,000.00		
UASI	29,786.00	29,786.00		
MRC RESERVE	1,327.00	1,327.00		
TOTAL	479,574.00	469,967.00	269,262.00	0.00
OFFICE				
OFF. SUPPLIES	15,000.00	8,857.70	15,000.00	6,142.30
POSTAGE	8,000.00	4,527.02	6,000.00	1,472.98
COPIER LEASE	5,000.00	3,225.60	4,000.00	774.40
PUB./SUB.	4,800.00	1,422.00	4,800.00	3,378.00
LEGAL ADVERTISEMENT	2,000.00	329.76	2,000.00	1,670.24
COOLER RENTAL	560.00	323.64	560.00	236.36
OFF./COMP. EQUIPMENT	15,200.00	8,000.00	15,000.00	7,000.00
TOTAL	50,560.00	26,685.72	47,360.00	20,674.28
TRAVEL				
CONV. & MEETINGS	5,000.00	3,126.18	5,000.00	1,873.82
AUTO MAINTENANCE	12,000.00	6,026.06	12,000.00	5,973.94
GASOLINE	12,000.00	18,141.87	18,000.00	-141.87
MILEAGE REIMBURSEMENT	1,500.00	170.32	1,500.00	1,329.68
TOTAL	30,500.00	27,464.43	36,500.00	9,035.57
CONTRACTUAL				
INSURANCE-JIF	28,000.00	23,039.36	28,000.00	4,960.64
AUDITOR	26,850.00	26,850.00	19,500.00	-7,350.00

Attachment III

	2011		2012	
	Original Budget As Amnd	Estimated Expenditures	2012 Proposed Budget	2012 Budget to 2011 Actual \$ Change
GENERAL APPROPRIATIONS				
LEGAL	20,000.00	14,256.68	20,000.00	5,743.32
PAYROLL SERVICE	3,500.00	2,353.08	3,500.00	1,146.92
WEATHER & EMERG. OPERATIONS AGREEMENT-HARR.	1,500.00	1,500.00	1,500.00	0.00
HCIA LEGAL & SOFTWARE	0.00	0.00	0.00	0.00
CONSULTANT-GARETANO	31,250.00	25,113.78		-25,113.78
	111,100.00	93,112.90	72,500.00	-20,612.90
EQUIPMENT				
GENERAL SUPPLIES	9,000.00	9,097.10	9,000.00	-97.10
EQUIPMENT	30,000.00	27,000.00	20,000.00	-7,000.00
EQUIPMENT MTCE	9,000.00	1,720.20	9,000.00	7,279.80
VEHICLE	0.00	0.00	0.00	0.00
TOTAL	48,000.00	37,817.30	38,000.00	182.70
OTHER				
TRAINING	5,500.00	908.00	4,000.00	3,092.00
COMMUN.	22,000.00	12,660.28	22,000.00	9,339.72
MED. SURV.	6,500.00	4,000.00	6,500.00	2,500.00
LABORATORY	9,000.00	2,760.00	7,000.00	4,240.00
COMM. MEET.	1,500.00	1,822.44	1,500.00	-322.44
BANK FEES	750.00	829.96	750.00	-79.96
MISCELLANEOUS	6,000.00	0.00	2,000.00	2,000.00
MEMBERSHIP/LICENSE	1,500.00	372.00	1,500.00	1,128.00
RESERVE FOR EMERGENCY OPERATION	10,000.00	0.00	5,000.00	5,000.00
RECORD DESTRUCTION	5,000.00	685.00	0.00	-685.00
TOTAL	67,750.00	24,037.68	50,250.00	26,212.32
TOTAL	3,225,244.00	3,071,838.09	2,881,424.00	10,290.91

ANTICIPATED REVENUE

GENERAL REVENUES	2011		2012	
	Original Budget As Amnd	Estimated Revenue	2012 Proposed Budget	2012 Budget to 2011 Actual Change
MUNICIPAL	274,860.00	274,860.00	274,860.00	0.00
USEPA	96,292.00	96,292.00	96,292.00	0.00
RTK	17,575.00	17,575.00	17,575.00	0.00
CEHA/NJDEP	190,333.00	190,333.00	190,333.00	0.00
CEHA/NJDEP/UST **	38,888.00	38,888.00	38,888.00	0.00
ERHC	32,711.00	32,711.00	0.00	-32,711.00
HCIA	125,618.00	125,618.00	129,387.00	3,769.00
COUNTY	854,593.00	854,593.00	854,593.00	0.00
EBL: Bayonne	1,800.00	1,800.00	1,800.00	0.00
Harrison	600.00	600.00	600.00	0.00
Hoboken	600.00	600.00	600.00	0.00
Kearny	1,200.00	1,200.00	1,200.00	0.00
North Bergen	600.00	600.00	600.00	0.00
Union City	7,200.00	7,200.00	7,200.00	0.00
West New York	3,000.00	3,000.00	3,000.00	0.00
RESERVE	994,800.00	851,001.09	895,234.00	44,232.91
HRHC EQEF	100,000.00	100,000.00	100,000.00	0.00
HCIA LEGAL & SOFTWARE	9,655.00	48.00	9,607.00	0.00
PHER H1N1 2011/2012	0.00	0.00	0.00	0.00
CDC X 2011/2012	0.00	0.00	182,848.00	0.00
CRI-CDC 2011/2012	0.00	0.00	71,807.00	0.00
MRC RESERVE	1,327.00	1,327.00	0.00	0.00
MRC NACCHO 2012	0.00	0.00	5,000.00	0.00
MRC NACCHO 2011	5,000.00	5,000.00	0.00	0.00
RUTGERS TRIAL & EDUC. WORKSHOP	632.00	632.00	0.00	0.00
RUTGERS DEV. APPL. TECH	1,910.00	1,910.00	0.00	0.00
LEAD GRANT	0.00	0.00	0.00	0.00
CDC IX 2010/2011	229,030.00	229,030.00	0.00	0.00
CRI-CDC 2010/2011	122,234.00	122,234.00	0.00	0.00
PHER H1N1 2010/2011	80,000.00	80,000.00	0.00	0.00
UASI	29,786.00	29,786.00	0.00	0.00
JERSEY CITY FIRE DEPT. 2010/2011	5,000.00	5,000.00	0.00	-5,000.00
TOTAL	3,225,244.00	3,071,838.09	2,881,424.00	10,290.91

HUDSON REGIONAL HEALTH COMMISSION
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Richard J. Censullo, President

Carrie Nawrocki, MPH, HO
Executive Director
Epidemiologist

BUDGET - JUSTIFICATION

The 2012 budget of \$2,881,424 reflects an overall increase of \$10,290.91 (**0.3955%**) compared to 2011 actual. This is due to the fact that even though salary decreases, other costs within the personnel category were increased. Increases/Decreases were required as follow.

Salary: Decrease: Reflects retirement of the Executive Director and termination of a part time employee. The Executive Director position was replaced with a promotion from within, while the part time position was not replaced.

Payroll Taxes: Are directly related to the amount reflected under the employee's compensation.

P.E.R.S: Increase: Public Employee Retirement System is projected at 100% of contribution. Increase in this category reflects an average 10.38% increase based on previous year experience minus CDC portion of the bill.

Health Benefit: Increase: Increase in this category reflects an average 12% increase based on previous year experience minus CDC portion of the bill and retired Executive Director's premium. It also reflects employee's contribution based on new law.

Retiree Health Benefit: Increase: Increase in this category reflects an average 15% increase on D. Drake policy and a 14% increase on the State of NJ Division of Pension & Benefit Retiree premium, plus the bill for the recently retired Executive Director.

All Other Budget Categories: All other budget categories were calculated based on previous year experience.

Appropriations:

Personnel	\$2,367,552
Grant Programs	\$ 269,262
Office	\$ 47,360
Travel	\$ 36,500
Contractual	\$ 72,500
Equipment	\$ 38,000
Other	\$ 50,250
Total Appropriations	\$2,881,424

Revenue:

Sufficient revenue must be raised from various sources to support the annual spending plan. Revenues used to support the 2012 Budget are summarized below:

Revenue Sources:

Local Revenues (Municipal & County)	\$1,273,840
Reserve from prior years	\$ 895,234
HRHC EQEF	\$ 100,000
HCIA Deferred Revenue	\$ 9,607
(Legal/Computer Expenses appropriated in 2008)	
Total	<u>\$2,278,681</u>
 State Revenues	 \$ 597,743
 Federal Revenues	 <u>\$ 5,000</u>
 Total Revenues	 <u>\$2,881,424</u>

Marisol Leguizamon

Chief Financial Officer

Attachment III

Resolution # 11-10-04

THE HUDSON REGIONAL HEALTH COMMISSION

RESOLUTION

WHEREAS, the Annual Budget for the Hudson Regional Health Commission (the Commission) for the fiscal year beginning 01/01/2012 and ending, 12/31/2012, has been presented for introduction and adoption before the governing body of the Commission at its open public meeting of 10/05/2011; and

WHEREAS, the Annual Budget presented for introduction and adoption reflects each item of revenue and appropriation; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,986,190, Total Unrestricted Net Assets utilized of \$ 895,234 and Total Appropriations, \$ 2,881,424; and

NOW THEREFORE BE IT RESOLVED by the Board Members of the Hudson Regional Health Commission, at an open public meeting held on as follows:

1. The annual Budget for the fiscal year beginning 01/01/2012 and ending 12/31/2012 is adopted and shall constitute appropriations for the purposes stated.
2. The Executive Director is authorized and directed to take all necessary steps in furtherance of this resolution, including making expenditures and taking receipt of

revenue, transferring and investing funds, and reporting in accordance with prevailing Commission policy and procedures.

Introduced and passed _____

Ayes: 10

Nays: 0

Abstention: 0

Absent: 2

I certify that this is a true copy of a resolution duly adopted
at a meeting of: October 5, 2011

A handwritten signature in black ink, appearing to be "D. [unclear]", written over a horizontal line.

Signature of Above Authorized Person(s)

Resolution #11-10-05

**RESOLUTION
HUDSON REGIONAL HEALTH COMMISSION
RESOLUTION FOR RENEWAL OF MEMBERSHIP
IN THE
SUBURBAN ESSEX MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the Hudson Regional Health Commission (the "Commission") is member of the Suburban Essex Municipal Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of January 1, 2015* unless earlier renewed by agreement between the Governing Body and Fund; and

WHEREAS, the board desires to renew said membership;

NOW THEREFORE, be it resolved as follows;

1. The Hudson Regional Health Commission agrees to renew its membership in The Suburban Essex Joint Insurance Fund to be subject to the Bylaws, Rules and Regulation, coverages, and operating procedures thereof as Presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the agreement To renew membership annexed hereto and made part hereof and To deliver same to the Suburban Essex Municipal Joint Insurance Fund Evidencing the board's intention to renew its membership.

*12:01 AM

This Resolution agreed to this 5 day of October, 2011 by a vote
Of: 10 Affirmative
0 Negative

Causandru
ATTEST

10/5/2011
DATE


Board President

Please press CTRL+P to print this page

2011 - 2012 MRC Capacity Building Awards

To start the application, please read the instructions below and scroll to the bottom and press "Continue."

- You may be required to provide proof via electronic copy for all your responses.
- An application does not guarantee funding.
- Please ensure that you answer all questions in the application.

2011 - 2012 Capacity Building Awards (CBA) Request for Applications

The Office of the Surgeon General (OSG), Office of the Civilian Volunteer Medical Reserve Corps (OCVMRC) and the National Association of County and City Health Officials (NACCHO) are pleased to announce the availability of Capacity Building Awards (CBAs) for the 2011 - 2012 funding year.

Capacity Building Award (CBA):

- Units are eligible to apply for an award of \$5,000.
- You must complete the application and budget worksheet when applying.

In order to be eligible to apply for the CBA, the MRC unit must:

- Be registered with the OCVMRC as of August 5, 2011 (pending units in the process of registration must have applied by August 7, 2011);
- FULLY update your unit profile on www.medicarevolunteer.org between June 1 and September 15, 2011;
- and Be eligible to receive federal funds through the Sponsoring/Housing Agency or 501(c)3 non-profit.

Your signatory and organization agrees to the following terms and conditions:

- Funds will only be used for approved MRC related activities that develop the unit's capacity and community resiliency as specified in this application.
- The applicant will participate in a Technical Assistance Assessment (TAA) with an MRC Regional Coordinator, if contacted.
- The applicant will use CBA funds to attend national and/or regional MRC meetings and conferences as specified in this budget application.
- The applicant will submit revised budget forms to NACCHO and the Regional Coordinator for any budget modifications.
- The application will submit a signed copy of their contract for CBA funding by March 31, 2012.
- The applicant will submit the requisite closing budget by June 1, 2012.
- The applicant will complete surveys and evaluations or participate in focus groups conducted by NACCHO.

Applications will be evaluated in part based on the following criteria:

- OCVMRC Profile updates must be completed between June 1 and September 15, 2011. If the unit has not updated their profile, they will be disqualified from further review;
- How the unit has or plans to develop unit capacity and community resiliency using CBA funds;
- Submits signed Recommendation Forms from two separate/distinct partner organizations that clearly indicates how the MRC unit has increased local capacity and community resiliency;
- An accurate and realistic line item budget and narrative;
- Training plans that incorporate NIMS, ICS, HSEEP and the MRC Core Competencies;
- Volunteer recruitment, retention and recognition strategies;
- Integration with the state volunteer registry (ESAR-VHP or similar) or alternate method for verifying the credentials of members with professional licenses/certifications; and
- Their responsiveness to requests from Regional Coordinator, participation in state/regional activities, and participation in Technical Assistance assessments if contacted.

To Apply for the CBA:

Applications will be available online beginning Monday, August 8, 2011, 12:00 AM EDT and ending on Thursday, September 15, 2011 at 5:00 PM EDT.

Visit <http://www.naccho.org/topics/emergency/MRC/CBA.cfm> for the supporting application documents, FAQs, and other guidance information related to the application.

If you have any questions about your application, please contact NACCHO MRC Staff at mrc@naccho.org

Technical Assistance Conference Calls

There will be three conference calls to answer questions about the application for MRC unit leaders. Conference times will be:

Wednesday, August 10, 2011	12 noon-1 p.m. EDT
Thursday, August 18, 2011	12 noon -1 p.m. EDT
Thursday, August 25, 2011	1 p.m.-2 p.m. EDT

To join the calls, please dial: (866) 740-1260 and enter participant code 7831418 when prompted.

1 - Terms and Conditions

Please Note: You can save your application and return later if you are unable to complete your

application in one sitting.

By applying for funding, the signatory agrees to:

Participate in NACCHO surveys and evaluations.

Yes

Participate in a Technical Assistance Assessment (TAA) with an MRC Regional Coordinator.

Yes

Attend national meetings and/or regional MRC conferences funded by your CBA.

Yes

Submit revised budget forms to NACCHO and your MRC Regional Coordinator for any budget modifications.

Yes

Submit the requisite closing budget in accordance with award requirements.

Yes

Use CBA funds for only approved MRC related activities that develop the unit's capacity and community resiliency as specified in this application.

Yes

2 - Unit Information

Please Note: You can save your application and return later if you are unable to complete your application in one sitting.

MRC Unit ID Number:

10

MRC Unit Name:

Hudson Regional Health Commission

Please use the official name of the MRC unit that is registered with OCVMRC. You can refer to your unit profile by logging in here: <http://www.medicalreservecorps.gov/login.asp> for the full name and unit number.

HHS Region:

Region II - (NJ, NY, PR, VI)

MRC Unit Leader Name:

Annareilly McNair

Administrative contact person (If different from MRC Unit Leader):**Monique Davis****Mailing Address: Street, City, State, Zip:****595 County Ave., Bldg. 1 Secaucus, NJ 07094****Primary Phone Number:****201-223-1133****Organizational E-mail Address:****mrc@hudsonregionalhealth.org****E-mail addresses of individuals who should be notified of application status:**

Please limit to TWO email addresses in addition to the applicant. Please inform these individuals that they will be notified.

Email address:**mdavis@hudsonregionalhealth.org****Email Address:****cnawrocki@hudsonregionalhealth.org****E-mail address of individual who will complete the NACCHO evaluation survey:****mdavis@hudsonregionalhealth.org****3 - Administrative Information**

Please Note: You can save your application and return later if you are unable to complete your application in one sitting.

Legal Name of Housing/Sponsoring Agency or 501(c)3 non-profit:*Note: Legal name must match the exact spelling on tax form and the exact wording.***Hudson Regional Health Commission****Housing/Sponsoring Agency/Corporate Employer Identification Number (EIN) Tax ID:****22-1923893****Is this organization your local public health department?****No****Housing/Sponsoring Agency or 501(c)3 non-profit full mailing address including street address (physical address):****595 County Ave., Bldg. 1 Secaucus, NJ 07094***Note: NACCHO cannot mail your contract or check to a PO Box.*

Authorized Signer:

Note: The Authorized Signer is identified as the individual authorized to sign contracts on behalf of the housing/sponsoring agency or 501(c)3 non-profit.

Carrie Nawrocki

Authorized Signer's Title:

Executive Director

Authorized Signer's Phone:

201-223-1133

Authorized Signer's Fax:

201-558-0691

Authorized Signer's Email:

cnawrocki@hudsonregionalhealth.org

Please provide the following information in your MRC Unit Profile:**Unit Description:**

Among its responsibilities, the Hudson Regional Health Commission (HRHC) is charged with enhancing public health emergency preparedness within its jurisdiction with local health departments, emergency management, and the health care community. A priority activity is the establishment of a reliable volunteer pool that can staff mass vaccination/mass prophylaxis sites should they be necessary in a naturally occurring disease outbreak, a bioterrorism event, or a natural disaster. To date, HRHC has actively recruited 340 volunteers, of which 16s have been approved, at its community presentations on emergency preparedness. The Hudson County MRC is now among the 21 counties in New Jersey with active MRC chapters. All interested persons should register via the NJ state MRC website at www.njmrc.nj.gov.

Mission Statement:

The Hudson Regional Health Commission (HRHC) aims to establish a countywide Medical Reserve Corps for Hudson County, NJ of organized local volunteers to augment the current medical emergency response capacity (particularly in the event of mass prophylaxis/vaccination Point of Distribution (POD) site activation) as well as with ongoing public health needs by providing the organizational structure that will promote appropriate training and assignment of such volunteers. The HRHC-MRC will work with other local communities, the State of New Jersey, and the Federal Government as needed.

Goals and Objectives:

- Identify and include multiple Hudson County stakeholders in the MRC unit development and implementation.
- Conduct a detailed assessment of existing relevant Hudson County resources.
- Increase recruitment of health care professionals into local volunteer service.
- Perform ongoing volunteer skill assessment and appropriate training of volunteers.
- Creation of a functional MRC unit of at least 200 qualified and trained volunteers.
- Coordinate with local public health officials and healthcare providers to identify suitable non-emergency activities for MRC volunteers.
- Evaluation of the MRC unit activities.
- Creation and maintenance of a formalized tracking and record system.

4 - Application Questions I

Please Note: You can save your application and return later if you are unable to complete your application in one sitting.

This page will time out after 1 hour. Please save your answers periodically.

Did you update your online MRC unit profile between June 1 and September 15, 2011 (www.medicalreservecorps.gov)?

Yes

Your updates should include Unit Information, Jurisdiction Information, Points of Contact (POC), Emergency Contact Information, Volunteer Count, Unit Activities and additional unit information.

Example: www.naccho.org/topics/emergency/MRC/upload/MRC-Profile-Update-1.doc

Did your unit receive a CBA for the year 2010-2011?

Yes

If yes, describe how your unit has used or is using those funds to advance the unit capacity and community resiliency?

The most important method in advancing our unit capacity and community resiliency has been through training. We train our MRC to fulfill federal competencies, as well as New Jersey competencies as they are available for deployment in multiple areas. Our training is extremely comprehensive and diverse. We train them in the required core competencies but also on any current topics affecting the public health community. We want to ensure a competent volunteer pool with a wide knowledge base. At HRHC-MRC, our training team consists of a public health nurse, a health educator/risk communicator, a public health emergency notification systems coordinator, an epidemiologist, and a public health partnership coordinator. We utilize all of our unit's team resources and professional backgrounds to assure that our health care professionals and our community volunteers are well-informed and prepared to confront any emergency preparedness challenge or task. Thus, our volunteers became ambassadors of emergency preparedness in the community by informing their family, co-workers and friends of their experience making our community stronger. The MRC Coordinator has also attended local, state, regional and national trainings, meetings, and conferences to stay abreast of current issues affecting the Medical Reserve Corps and all aspects of emergency preparedness and response. Her commitment improves capacities and resiliency in both community and national efforts to foster a competent public health workforce. Our other efforts have focused on health care professional recruitment. With a consistently depleting public health workforce, it is imperative that we continue to recruit volunteers via multiple marketing sources. With the consolidation of a local unit entering our county-wide unit, our volunteers will be assisting local health departments with flu clinics, rabies clinics and other local health department activities. Our primary goal is to prepare our volunteers in the event that we have to stand up Point of Distribution (POD) sites or activate shelters. Due to limited personnel resources in the most densely populated county, in the most densely populated state in the country, the availability of volunteers to help local public health officials staff PODs or shelters is a critical component of the response plan.

Does your unit have a Strategic Plan or Strategic Road Map?

Yes

Do you require assistance in developing a plan/road map?

No

Between August 1, 2010 to July 31, 2011:

List and describe at least three activities related to your mission, goals, and objectives your unit has completed.

In our efforts to increase recruitment of health care professionals by 10% into local volunteer services, in the autumn of 2010 we implemented our annual recruitment efforts during September which is Emergency Preparedness Month. We placed an ad and a press release in all of our local newspapers. We also physically recruited health care professionals at their facilities by visiting

hospitals. In addition, we discussed MRC, the New Jersey Mobile Acute Care Hospital, and Western Shelter Tact Systems that will be provided to our county via Urban Area Security Initiative (UASI) Public Health Sub-Committee funding to our emergency preparedness representatives from hospitals, federally qualified health care centers, dialysis centers and other health care facilities at our quarterly Health and Hospital Emergency Preparedness meetings. In our efforts to identify and include multiple Hudson County stakeholders in the MRC unit development and implementation, we trained community partners from local hospitals and health care facilities, such as dialysis centers in Incident Command System (ICS) 100 and National Incident Management System (NIMS) 700. We held quarterly meetings with hospital and other health care facilities emergency preparedness representatives to discuss MRC, the importance of ESAR-VHP and our efforts to enhance our community resiliency. During the winter of 2010 we coordinated a training with our local American Red Cross chapter to deliver a course on Shelter Operations for Partner Organizations to our volunteers. In our efforts to perform ongoing volunteer skill assessments and appropriate training of volunteers, we conducted a special training in conjunction with our county office of emergency management and the County Animal Rescue Team (CART) to increase awareness regarding the need for planning for pets in an emergency situation, identify items needed in a pet emergency supply kit, and increasing awareness regarding hotels and shelters that accept pets in the county and surrounding area. Even though animal preparedness is not one of the core competencies, in Hudson County we believe that training in this area is pertinent if we expect our volunteers to be available and at the same time feel safe that their pets are prepared for emergencies also.

Did you participate in a Technical Assistance Assessment (TAA) of your MRC unit?

Yes

How has that assessment benefitted your MRC unit?

The Technical Assistance Assessment (TAA) has become an integral part of our evaluation process. In addition to our in-house review of our goals and objectives, we also look forward to updating our unit's information on the federal website on a bi-monthly basis and then performing a thorough update of our unit's profile for the TAA to gauge our accomplishments. The Regional II MRC Coordinator has also been very supportive and provides wonderful suggestions to our unit's weaknesses and tries to provide solutions so we may achieve our goals and objectives.

Which of the following MRC network activities has your unit participated in? (Select all that apply):

MRC leaders listserv

National MRC meetings or conferences

MRC leaders listserv

State MRC meetings or conferences

Regional MRC meetings or conferences

How has your participation in MRC network activities enhanced your unit's capacity and community resiliency?

By participating in MRC network activities, our unit gets the opportunity to work with other people to discover best practices and share lessons learned. It is extremely important for unit leaders to gather and work with other unit leaders who have the same environmental, political, geographical and demographic composition to learn what is currently being done and how it may possibly apply in one's community. In addition, having a communication line with a regional coordinator who acts as a liaison to the federal level for questions and concerns is equally important and better than working in a silo. It is also essential to have a state leader who coordinates quarterly meetings so that we may discuss state's concerns and issues that affect our community. Working with unit leaders within the same state provides our unit with resources that are easily accessible as well as the potential to share these resources in order to provide better outcomes for our community.

Is your unit integrated or working toward integration into your local public health and/or emergency operations plans?

Yes

If yes, describe how your MRC unit has been integrated into these plans, programs or operations and how this integration improves your community's public health and emergency response capacity and resiliency. If your unit is working toward integration what steps have been completed?

Our unit is supported and managed by the Hudson County Local Information Network Communications System (LINCS) agency which is housed at Hudson Regional Health Commission (HRHC). The LINCS team assists local health departments and the county in developing multiple emergency response plans. As the public health planners at the county level, we always suggest the participation of MRC to community leaders. After their approval, the MRC is then incorporated into county level plans such as the Hudson County Public Health All Hazards Emergency Response

Plan, the Hudson County Public Health Emergency Response – First Responder Distribution Plan, and multiple types of Point of Distribution (POD) plans.

What challenges have you faced during your integration efforts?

Waiting for the formal approval from the local health departments can be challenging. Formal integration only occurs if and when local health departments review and accept revised Hudson County Public Health All Hazards Emergency Response Plan, the Hudson County Public Health Emergency Response – First Responder Distribution Plan, and multiple types of Point of Distribution (POD) plans. Obtaining these signatures can sometimes be a lengthy process.

Have you worked with your MRC State Coordinator to integrate your unit into your state emergency plans?

Yes

If yes, describe how your unit has been integrated into your regional and state emergency plans (i.e., roles, responsibilities, tier activation, etc.)

Our unit, since it is housed within a Local Information Network Communications System (LINCIS) agency, is part of the "Responding to Public Health Emergencies: New Jersey's Strategy" plan. In the state of New Jersey, LINCIS agencies have been provided federal and State grant funding to build infrastructure and expertise for disease surveillance and response coordination. LINCIS agencies have been instrumental in developing the statewide Health Alert Network (HAN) that provides frequent public health information, updates, advisories, and alerts to local health departments, physicians, hospitals, emergency responders, and others in community, health care, and public health sectors. Since our unit is supported and managed under a LINCIS agency, before we are able to approve a volunteer, the volunteer must first enroll with the NJMRC/ESAR-VHP registry. They must be registered so that if the Commissioner of Health and Senior Services declares a statewide public health emergency, as per the Emergency Health Powers Act, volunteers will be provided with liability insurance if they are deployed anywhere within New Jersey. Additionally, Hudson County – LINCIS functions as the facilitator of countywide public health emergency response and integrates the MRC Unit into appropriate County plans as previously noted.

5 - Application Questions II

Please Note: You can save your application and return later if you are unable to complete your application in one sitting.

This page will time out after 1 hour. Please save your answers periodically.

Which of the following MRC Core Competencies, has your unit accomplished or is working toward achieving: (Select all that apply)

Ensuring compliance with local and national training requirements

Completing Unit-specific training

Ensuring a personal and family preparedness plan is in place

Additional qualifications:

Does your MRC unit utilize your State's ESAR-VHP or similar volunteer registry?

Yes

Does your unit conduct a basic background check of your volunteers either directly or through the state ESAR-VHP system?

No

What limitations/challenges do you face for your unit to accomplish background checks?

Currently, we are able to confirm if a health care professional's license is active via The State of New Jersey, Department of Law and Public Safety, Division of Consumer Affairs website. We print the page with their license number and expiration date and include this form in their personal information packet. When a volunteer is registered with our NJMRC/ESAR-VMP, we are able to validate their licenses utilizing one of the following three verification services on the registry: American Board of Medical Specialties, American Osteopathic Information Association, and Federation of State Medical Boards. Unfortunately, validation is only available for physicians and not other health care professionals. In addition, criminal background checks are not done on any volunteers, whether community or health care professionals. Our unit does not do separate criminal background checks since this would be a costly endeavor.

Are the professional credentials of your unit's volunteers verified to ensure they are current and active either independently by the unit or through the state ESAR-VMP system?

Yes

Which of the following does your MRC unit possess: (Select all that apply)

Describe the main components of your MRC unit's Recruitment Plan (if applicable).

✓ MRC Coordinator under the direction of the Director and/or Assistant Director/designee will attempt to recruit new members in the following ways: a September Ad in weekly Hudson Reporter along with Press Release or Discussion of the MRC and distribution of brochures at any HRHC community presentations, meetings, and other venues as appropriate or Participation in Community Outreach Events by any LINC staff member at health fairs, volunteer expo, etc. or NJLINC'S HAN recruitment by the LINC'S Coordinator at hospitals and other health care facilities (i.e. Hospital Grand Rounds) ✓ The following eligibility criteria for HRHC-MRC apply: or Over eighteen (18) years of age or Able to read, write and speak English or Completion of the HRHC-MRC Volunteer Registration Form by the first in-person meeting or earlier or Completion of the Volunteer Confidentiality and Consent Agreement by the first in-person meeting or earlier or Completion of the NJMRC online registration or Acceptance of the NJLMN Privacy Statement or Health Care Professionals must have an active license and will be verified by the MRC Coordinator at the NJ Department of Law and Public Safety, Division of Consumer Affairs website: <https://newjersey.mylicenco.com/verification/Search.aspx> ✓ Volunteers will be added to the HRHC database in the following sequence: ✓ Approved volunteers will receive a shirt, hat, ID, vest, and a binder with HRHC-MRC Rules and Regulations and space for future training materials. ✓ Volunteers, both community and health care professionals, are strongly encouraged to fulfill the following federal and state core competencies to be considered as eligible for deployment: or Incident Command System - ICS 100 or National Incident Management Systems - NIMS 700 or Family and Personal Preparedness / Ready Together New Jersey or Medical Reserve Corps (MRC) Orientation or Orientation to Public Health or Disaster Awareness or Bioterrorism / Point of Distribution (POD) Operations or Psychological First Aid or Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Awareness or Risk Communication

Describe the main components of your MRC unit's Volunteer Management Plan (if applicable).

The HRHC-MRC Volunteer Management Plan focuses on four major areas: Recruitment, Training, Retention and Evaluation of Volunteers. As mentioned in the Recruitment Plan, volunteers are required to complete an in-house volunteer registration that includes a "Confidentiality and Consent Agreement", they must register via the NJMRC as well as create an account with New Jersey Learning Management Network (NJLMN) which is a state-wide system for maintaining one's training record. Professional license background checks are completed and the volunteer is then added to the in-house database as well as the HRHC LINC'S Community Health Alert and Information Network (CHAIN). As mentioned in the Training Plan, our training mainly focuses on three areas: the requirements as per the New Jersey MRC Steering Committee, then supplemented by the federal core competencies and finally, trainings that are county-specific. Retention involves the participation of volunteers in local, county, and state-wide exercises, quarterly meetings with local, state and federal updates, special recognition ceremonies which include plaques and pins, and participation in recruitment and outreach efforts. Evaluation involves the review of each MRC by the HRHC-MRC steering committee, based on annual attendance to meetings, trainings, and exercises.

Describe the main components of your MRC unit's Training Plan (if applicable).

Our training is based on three areas: to try to meet the NJ Steering Committee's curriculum guidelines, then supplement with the federal core competencies, and lastly we fill in with anything that may be county specific, like a hurricane threat. We meet on an annual basis to develop an educational plan for the upcoming year and rotate all trainings every two years. We strongly encourage new volunteers to complete as many online courses as possible (FEMA, NJLMN, etc) so they have an opportunity to meet all the requirements in an accelerated fashion, therefore making them eligible for deployment both locally and otherwise. This also gives them the opportunity to engage in other trainings outside of the ones we offer.

Describe the main components of your MRC unit's Operations Plan (if applicable).

The HRHC-MRC has established a Standard Operating Procedure (SOP) that includes plans that were previously mentioned such as Recruitment, Volunteer Management, Training, Continuity of Operations, as well as the process for Activation, Deployment and Deactivation.

Describe the main components of your MRC unit's Continuity of Operations Plan (if applicable).

The HRHC-MRC Continuity of Operations Plan falls within the Hudson Regional Health Commission Continuity of Operations Plans (COOP). The plan details the number of people needed to operate the MRC, vital records and databases, equipment and supplies needed, dependencies, facilities and vendors (if needed).

Describe the main components of your MRC unit's Financial/Sustainability Plan (if applicable).

not applicable

Which of the following resources does your MRC unit possess: (Select all that apply)

A system to track individual training records

A system to register, track and manage volunteers

An Evaluation Methodology (such as Homeland Security Exercise and Evaluation Program (HSEEP))

Are your unit's training/exercise programs HSEEP-compliant?

Yes

Has your unit been authorized or is it working toward authorization by your local government's (city, town or county council/ board of supervisors) as an official response authority?

Yes

Have you conducted a Community Needs Assessment (CNA) to identify gaps in capabilities including public health, medical or emergency preparedness/ response issues that can be addressed by your unit?

No

If yes, identify the top three gaps from your CNA and describe how your unit will work toward mitigating these gaps.

Have you established or are you working toward partnerships with non-governmental organizations (NGOs) such as American Red Cross, AmeriCorps, Citizen Corps partner programs, or Health Occupation Students of America (HOSA)?

Yes

Have you established or are you working toward establishing a Memorandum of Understanding/Agreement (MOU/MOA) with partner organizations (e.g., private sector, NGOs, local government, and other community partners)?

Yes

6 - Budget Submission

Please Note: You can save your application and return later if you are unable to complete your application in one sitting.

This page will time out after 1 hour. Please save your answers periodically.

Applicants are required to complete proposed budgets and must answer the corresponding questions in their Budget Narrative.

Please upload your line item budget using the NACCHO budget form:

2011-12-CBA-Budget-Form (Hudson Regional Health Commission)

Use this link to download the Budget Form - <http://www.naccho.org/topics/emergency/MRC/CBA.cfm>

Note: Individual file size is not to exceed 30 megabytes. If files are larger than this, they should be broken up as needed, and referenced accordingly. Document types are limited to the following file formats: pdf and xls.

To view the uploaded document, please click "Save and Continue" and then "Print Application."

Budget Questions:

Do you propose to use the CBA to fund for: (Select all that apply)

Management/Operations (including unit leader salary)

Regional Collaboration and Capacity-building efforts

Equipment, Supplies, and Resources (e.g., Go-Kits, training manuals, etc.)

Activities (e.g., trainings, exercises, public health, education)

Marketing, Recognition, Etc.

Briefly describe how your budget request supports each of the above categories.

Activities: Our unit conducts quarterly trainings that meet the NJMRC requirements and federal core competencies. At each meeting we provide light refreshments since our volunteers are working people and come to us straight from work. **Equipment, Supplies, and Resources:** In order to encourage retention, active volunteers are presented with duffie bag containing basic go-kit items such as flashlights, crank weather band radios, hand sanitizers, gloves, masks, etc. **Management/Operations:** Many of our activities are conducted outside of business hours, resulting in additional pay for coordinator and other staff support. **Marketing, Recognition, Etc.:** An annual recruitment ad is placed in our jurisdiction during Emergency Preparedness Month in September. A quarterly newsletter is developed and is mailed electronically as well as via the United States Postal Service. Funding supports the purchase of paper, envelopes, ink, and postage. **Regional Collaboration and Capacity-building efforts:** On an annual basis, the coordinator participates in the regional conference and also attends quarterly state coordinator's meetings. All information gained is shared and integrated into regional response plans.

Describe how your unit will use this award to increase your unit capacity and community resiliency.

As previously mentioned, the most important method in advancing our unit capacity and community resiliency has been through training. We train our MRC to fulfill New Jersey requirements and federal core competencies so they are available for local deployment as well as anywhere in the nation. We hold quarterly meetings and trainings to assure that the competencies are met. We have also trained our volunteers in the past in Personal Protective Equipment so they now qualify to take an online medical questionnaire to qualify to get fit-tested for N95 respirators. Our coordinator travels to state and regional meetings to learn best practices and lessons learned and then apply them to our unit's program. In addition, we always provide an overview of all of our trainings and meetings in our newsletters so volunteers that were not able to attend the regularly scheduled meeting have the opportunity to review some materials. The second method is recruitment due to our consistently depleting public health workforce. Due to limited personnel resources in the most densely populated county in the most densely populated state, it is important to increase the number of volunteers available to strengthen our response capabilities. One method of recruiting volunteers is through an ad in our local newspapers. This has been a successful method in the past and we advertise our unit annually during Emergency Preparedness Month. We also inform prospective volunteers of potential retention kits as an incentive to sign on and stay in our MRC.

Have you identified any alternative funding sources that may be used to build and sustain your unit capacity and community resiliency?

Yes

List current and proposed alternative funding sources:

Our unit coordinator's salary is derived from a portion of the Local Core Capacity for Public Health Emergency Preparedness Grant (LINC grant). At the present moment \$10,686 is allocated and is the only other source of funding for program coordination responsibilities. Trainings are supported by additional LINC team members such as the public health nurse, a health educator/risk communicator, a public health emergency notification systems coordinator, and an epidemiologist at no cost. In-kind donation includes office space, related utilities, related equipment, use of vehicle for MRC related activities, and meeting space are provided by the County of Hudson, the town of Secaucus, and Hudson Regional Health Commission.

7 - Recommendation Forms

Please Note: You can save your application and return later if you are unable to complete your application in one sitting.

The Recommendation Forms must be completed by TWO separate and distinct organizations which have partnered or worked with your MRC unit. Recommendation Forms will not be accepted from your unit's housing/sponsoring agency.

Note: Multiple departments within an organization may only complete one recommendation form.

The Recommendation Form must be dated between August 1, 2011 and September 15, 2011.

Please upload TWO signed completed copies of the CBA Recommendation Form.

The Recommendation Form can be found here: <http://www.naccho.org/tspics/emergency/MRC/CBA.cfm>

First Recommendation Form:

HRHC MRC Burns Recommendation Letter

Second Recommendation Form:

HRHC MRC Sarnas Recommendation Letter

Note: Individual file size is not to exceed 30 megabytes. If files are larger than this, they should be broken up as needed, and referenced accordingly. Document types are limited to the following file formats: pdf, doc, gif, tif, and jpg.

To view the uploaded documents, please click "Save and Continue" and then "Print Application."

8 - Application Verification

By submitting this application, I certify that:

I have read and understand all parts of this application, and have truthfully answered all of the questions.

Yes

2011-12 MRC Capacity Building Award

HRHC Budget Proposal

Personnel					
Line	Item	Description	Qty.	Unit Cost/Rate	Total
1	Coordinator Salary	Salary for "off-hours" support of program	1	\$500.00	\$500.00
Sub Total					\$500.00
Medical					
Line	Item	Description	Qty.	Unit Cost/Rate	Total
4	Fit-Testing	Cost per medical review for fit testing for 30 members	30	\$30.00	\$900.00
Sub Total					\$900.00
Sub Total					\$0.00
Travel					
Line	Item	Description	Qty.	Unit Cost/Rate	Total
10	Food and Beverage	Light refreshments for attendees at quarterly trainings	4	\$300.00	\$1,200.00
Miscellaneous					
Line	Item	Description	Qty.	Unit Cost/Rate	Total
16	Meetings and Conferences	Expenses for regional conference: mileage, hotel, meal	1	\$800.00	\$800.00
Sub Total					\$800.00
Program Materials					
Line	Item	Description	Qty.	Unit Cost/Rate	Total
19	Newspaper Ads	Annual Recruitment ad during Emergency Preparedness Month	1	\$545.00	\$545.00
20	Go-Kit Items	Member retention item's for go-kit, ie. Duffle bag, etc.	20	\$30.00	\$600.00
21	Quarterly Newsletter	Paper, postage, ink, &	4	\$113.75	\$455.00

		envelopes			
Sub Total					\$1,600.00

2011 BUDGET AMENDMENTS REQUEST

Budget Category	<u>Amount</u>	<u>Charged to</u>
Appropriation		
Salary	10,309.00	Cons
Temporary	5,000.00	Cons
Payroll Taxes	830.00	Cons
Health Insurance	(9,620.00)	Cons
Dental	126.00	Cons
PERS	1,087.00	Cons
W/C	206.00	Cons
Emergency Operation	(10,000.00)	Cons
Reserve for Post Retirement Medical Benefits	134,000.00	Cons
TOTAL	<u>131,938.00</u>	

Budget Category	
Revenue	
HRHC EQEF	56,990.00
Cons Reserve	<u>74,948.00</u>
TOTAL	<u>131,938.00</u>

Salary and Fringe increase reflect CDC Grant approval of \$39,382 instead of 50% toward EPIC/Executive Director salary

Reserve for Post Retirement Medical Benefits increase to budget for 2011 Post retirement benefit based on actuary recommendation several years ago.

Temporary increase to reflect extension for mosquito control temporary employees due to NJ State of Emergency

HRHC EQEF \$ 56,990 to cover for CEHA portion of 2011 Post Retirement Benefit (\$134,000)

**Hudson Regional Health Commission
Personnel / Finance Committee Meeting
August 2, 2011**

MINUTES

In attendance: R Censullo, J Sarnas, V Rivelli, and C Nawrocki

Local Health Performance Evaluations – CAP:

The Committee discussed the Local Health Evaluations and Corrective Actions Plans (CAP) developed by the NJDHSS Office of Public Health Infrastructure. Documents were distributed regarding the LINCIS program that may be used for this CAP.

EBL Investigations – Contracts, Activities, Responsibilities

Contracts:

The current Interlocal Agreements between the towns and the Commission were reviewed and updates were proposed on contracts going forward (as the old contracts expire by town). The Committee approved the updates with minor edits.

One major change would affect the payment schedule for the towns. Previously the towns were charged a flat fee based on the average of previous years, and additional fees for investigations that were in excess of the original fee. The new contracts would not include a flat fee, only fees per investigation (\$600). Additionally, the new contracts would reflect the use of the LeadTrax database. The Committee also recommended adding a table outlining the responsibilities of each agency to the contract as an addendum (see below).

The original contract for West New York included coverage for the towns of Weehawken and Guttenberg. Upon advice of the J Napolitano, separate contracts for these towns should be developed. Additionally, a meeting may be scheduled with the Town of Secaucus to have a contract with that town, since there is not an existing contract.

Table of Agency Responsibilities and Activities:

The table was reviewed, delineating responsibilities of the Commission and the Local Health Departments regarding EBL investigations. The Committee approved this table and will include this as an addendum to the contracts (see attached). The table was approved by the Committee with one edit. This edit included separating out Case Management and Relocation as two separate responsibilities.

Contacts for Program:

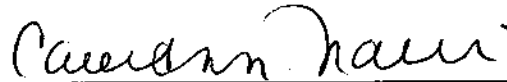
The Committee reviewed a table C Rodriguez developed to include contacts for each municipality. These contacts include Health Officer, Case Management, Enforcement Liaison and Construction Code Official. He will be reaching out to the health departments to complete this table.

Health Stipend - Executive Director and Deputy Director

The Committee discussed the eligibility for the health insurance stipend (in lieu of health benefits) for the Executive Director and Deputy Director. This issue was raised by the former Director R Ferraiuolo (see attached). These positions do not include overtime or other stipends, however, they are eligible for the health insurance stipend as this saves the Commission money.

Elimination of position – D Beesley

C Nawrocki updated the Committee on the elimination of the position held by D Beesley, his last day at the Commission will be August 5, 2011.



Prepared by Carrie Nawrocki, Executive Director

**Hudson Regional Health Commission
Personnel / Finance Committee Meeting
Sept 7, 2011**

MINUTES

In attendance: R Censullo, J Sarnas, F Sasso, V Rivelli, and C Nawrocki

EBL Investigations – Contracts:

As a follow-up to last committee meeting, updates were made to the new contracts going forward. These updates were approved and ready to go to the full Board.

Medical Reserve Corps:

Beginning in December 2011, Harrison MRC volunteers will join the Hudson Regional MRC. Additionally, the MRC Coordinator position will be eliminated at the end of September, when the MRC funding for 2010-2011 is depleted. A McNair will no longer be with the Commission and M Davis will assume the MRC coordinator role.

Bayonne Contract:

The Committee discussed the Agreement with the City of Bayonne regarding a dedicated Environmental Health Specialist for the city. This agreement expires in June, 2012 and there are a couple of items that must be addressed. The issues of proper allocation of time for this employee and post-retirement benefits have been discussed with the city and currently the Commission is awaiting a response from the city as to how they plan to move forward. The Committee discussed future actions, which include having the Commission attorney contact the City and discuss changes to the upcoming contract (including addressing the legacy costs).

Nominating Committee:

The Commission President (R Censullo) will appoint a nominating committee at the next board meeting, elections will be in December 2011.

Jersey City – Update:

C Nawrocki updated the Committee on the recent activities with Jersey City. HRHC met with Councilwoman Richardson and the Business Administrator in August, following the meeting the city council approved the resolution to work with the Commission. The Jersey City Fire Department has not signed the contract for training, at this time we do

not know if they will be signing it, we are not providing training until this is complete. The EBL investigations in Jersey City are still being handled by HRHC until at least the beginning of October as the city does not yet have staff members that have completed the proper classes and tests.

Budget 2012 and Amendments 2011:

C Nawrocki presented the Annual Commission budget for 2012. Overall the budget was increased by \$10,290 compared to actual expenditures for 2011. This is less than a 1% increase for the year. Health Benefits increased approx 12% resulting from an average 12% increase in rate, retired Director's premium and employee contribution. Pension was increased 14% and retiree benefits also increased at a rate of 14% this year. The Commission saves on salary due to the retirement of the Director and elimination of part time positions.

Amendments for the 2011 budget included an increase in the salary appropriation due to the NJDHSS funding only part of the salary for C Nawrocki, health insurance savings, and approximately \$134,000 in the reserve for post retirement medical benefits.

Essex Regional Health Commission Intergovernmental Agreement:

Discussion tabled until further information is obtained.



Prepared by Carrie Nawrocki, Executive Director

**Interlocal Agreement between the Town of West New York
and Hudson Regional Health Commission
(re: Conducting Elevated Blood Lead (EBL) Investigations)**

WHEREAS, the Hudson Regional Health Commission is duly authorized to provide certain Public Health Programs to its member municipalities, and;

WHEREAS, the Commission possess specialized training and expertise in the area of lead investigations abatement, and;

WHEREAS, member municipalities may choose to have the Commission perform specialized services such as those related to the investigation of reported cases of elevated blood levels and environmental monitoring for lead in paint, and;

WHEREAS, the Town of West New York wishes to enter into an interlocal agreement with the Commission for such services;

NOW, THEREFORE, in consideration of the terms and provisions set forth herein, the Town of West New York and the Commission agree as follows:

**IN AND ON BEHALF OF THE TOWN OF WEST NEW YORK,
THE COMMISSION WILL:**

Utilize personnel certified to conduct environmental lead investigations pursuant to State and Federal standards.

Conduct environmental investigations related to children with elevated blood lead (EBL) in accordance with standards set forth by the New Jersey Department of Health and Senior Services (NJDHSS).

Conduct all investigations within the time period specified by NJDHSS.

Report all findings to NJDHSS and the Town Health Officer in accordance with NJDHSS standards.

Provide notice of the results of all investigations to all affected parties and "landlords as appropriate".

Maintain records of investigations as long as required by law. If the agreement should terminate, all records of investigation will be forwarded to the Town Health Officer.

Answer citizen inquiries regarding EBL or potential hazards associated with lead.

THE TOWN OF WEST NEW YORK WILL:

Promptly refer all reports of children with elevated blood lead to the Commission.

Provide for case management and assist in relocation of affected parties in accordance with NJDHSS standards.

Issue abatement orders and take necessary and appropriate enforcement action pursuant thereto.

Comply with NJDHSS reporting requirements using LeadTrax database.

Upon presentation of a voucher, The Town will pay the Commission \$600 for each environmental lead investigation, inclusive of clearance inspection and laboratory costs where warranted. Each residential unit inspected in a multi-family building shall constitute a separate investigation.

Indemnify the Commission against any and all claims arising from activities conducted pursuant to this agreement not otherwise resulting from the direct and exclusive negligence of Commission employees.

It is further agreed, that the Commission reserves the right to seek Medicaid reimbursement where applicable and to retain the full amount of funds reimbursed.

The terms of this agreement shall be from February 1, 2011 to January 31, 2014 unless terminated by either party upon 30 days written notice.

Joseph McConnell, Town Administrator

Date

Carrie Nawrocki, Director
Hudson Regional Health Commission

Date

**Select Local Health Department Requirements for Elevated Blood Lead Level Cases
(from NJAC 8:51)**

Requirement	Responsible Entity	
	HRHC	Health Officer, Local Health Dept.
Screening – All children 6 and under to be screened.		X
LeadTrax Database – Data Input to Childhood Lead Poisoning Information Database	X	X
Case Management - Provide case management for every family & child (17 and under). (Case manager is a public health nurse by definition.)		X
Assist in Relocation of Affected Parties		X
Reporting – Case Management & Relocation		X
Environmental Intervention	X	
Reporting – Environmental Intervention	X	
Issuance of Abatement Order / NOV		X (HRHC will provide NOV template, but NOV must be issued by LHD.)
Enforcement - Monitor all abatement work.		X (HRHC can review scope of work for abatement.)
Re-inspection After Abatement	X	
Reporting – Abatement	X	
Quality Assurance		X

**Select Local Health Department Requirements for Elevated Blood Lead Level Cases
(from NJAC 8:51)**

Requirement	Responsible Entity	
	HRHC	Health Officer, Local Health Dept.
Screening – All children 6 and under to be screened. <ul style="list-style-type: none"> Work with providers to assure all children 6 and under are screened for lead poisoning. Assure follow-up screening as needed, and directly provide these services if needed. 		X
LeadTrax Database – Data Input to Childhood Lead Poisoning Information Database <ul style="list-style-type: none"> System must be used to record all activities. Users must be approved and trained. 	X	X
Case Management - Provide case management for every family & child (17 and under). (Case manager is a public health nurse by definition.) <ul style="list-style-type: none"> Assign case manager within 1 day of EBL notification. (NJDHSS issues notification through LeadTrax system & related email, no LP-1 form.) Case management includes 16 specific activities including a home visit, completion of various surveys, and medical referrals. Deadlines for home visits 24 hours to 3 weeks based on blood lead level. (Visit should be coordinated with environmental intervention when possible.) Close cases when appropriate as specified in regulations. 		X
Assist in Relocation of Affected Parties <ul style="list-style-type: none"> Facilitate relocation of tenants if needed. Immediately relocate child to prevent ongoing exposure if necessary. (NJDCA \$ available for this and LHD eligible for up to \$1,000 per case if this applies.) 		X
Reporting – Case Management & Relocation <ul style="list-style-type: none"> Mandatory LeadTrax reporting of approx. 16 items related to case management and relocation. 		X
Environmental Intervention <ul style="list-style-type: none"> Hazard Assessment. X-ray fluorescence (XRF) testing. Dust, soil, and other laboratory analyses if needed. 	X	
Reporting – Environmental Intervention <ul style="list-style-type: none"> Mandatory LeadTrax reporting. Issue written report. Copies provided to parent of affected child, property owner, local Health Department, and local Construction Code Official. Prepare NOV for issuance by Local Health Dept. 	X	
Issuance of Abatement Order / NOV <ul style="list-style-type: none"> MUST be issued if a hazard is present and must include mandatory language. Property Owner gets Abatement Order / NOV and inspection report (no info on child). Construction Code Official must be copied with Abatement Order / NOV only. NJDCA must be copied if relocation assistance or abatement grants are needed. 		X (HRHC will provide NOV template, but NOV must be issued by LHD.)

**Select Local Health Department Requirements for Elevated Blood Lead Level Cases
(from NJAC 8:51)**

Requirement	Responsible Entity	
	HRHC	Health Officer, Local Health Dept.
Enforcement - Monitor all abatement work. <ul style="list-style-type: none"> ○ Ensure abatement is performed. (NJDCA has grant funds available to assist but owners typically need help filing.) ○ LHD must perform abatement and relocation if owner does not meet deadlines specified in regulations (scope of work ≤ 30 days, ready to proceed in < 45 days). <ul style="list-style-type: none"> ○ Abate and bill owner, or ○ Get court approval to abate and file lien for cost of abatement. NJDCA will accept assignment of lien and provide \$ for abatement to LHD. ○ Ensure compliance with construction code requirements for permits, work practices, occupant relocation & licensure. ○ Issue stop-work orders and refer violations to Construction Code Official, NJDHSS, NJDOL or NJDCA as appropriate. 		X (HRHC can review scope of work for abatement.)
Re-inspection After Abatement <ul style="list-style-type: none"> ○ Inspect to verify all hazards in NOV were abated and passed clearance testing. 	X	
Reporting – Abatement <ul style="list-style-type: none"> ○ Mandatory LeadTrax reporting of abatement. ○ Issue final clearance report. Copies provided to parent of affected child, property owner, local Health Department, and local Construction Code Official. 	X	
Quality Assurance <ul style="list-style-type: none"> ○ Health Officer or designee must perform a quality assurance audit on 10% of active case management cases each <u>quarter</u> (minimum of 5 cases and maximum of 20). ○ Audit results must be reported in LeadTrax database. 		X

BY-LAWS

HUDSON REGIONAL HEALTH COMMISSION

ARTICLE I

Name, Statutory Authorization and Purposes

- SECTION 1 This organization shall be known as the "Hudson Regional Health Commission" (hereinafter the "Commission").
- SECTION 2 This Commission is established and operates pursuant to NJSA 26:3-83 to 94, and under authority of NJSA 26:3A2-21 et seq., NJSA 26:2C-22, and NJSA 26:13-1 et seq.
- SECTION 3 The purposes of the Commission are:
- a) Establishment of a regional health commission and the promulgation of administrative, employment and operational policies with regard thereto in accordance with applicable statutory and regulatory standards as set forth in the NJSA and NJAC.
 - b) Formulation of proposed Ordinances or Codes for the control of environmental pollution, and amendments thereto for consideration by member municipalities.
 - c) Establishment of Commission Offices.
 - d) Preparation of annual budgets and procuring revenue relating thereto from member municipalities and other sources.
 - e) Promotion of other activities designed to reduce or eliminate environmental pollution and protect the public health.

ARTICLE II

Membership and Representation

- SECTION 1 Each participating municipality shall be represented on the Commission by two (2) Commissioners:
- a) One shall be the Licensed Health Officer of the participating municipality, or if there be no Licensed Health Officer, such person as designated by the

Board of Health, or the governing body acting as the Board of Health; and,

- b) One shall be a representative of the Board of Health of the participating municipality, or such person designated by the governing body acting as the Board of Health.
- c) Except that if more than seven (7) municipalities participate each participating municipality shall be represented on the commission by one (1) Commissioner, who shall be the Licensed Health Officer of the participating municipality, or if there be no Licensed Health Officer, such person as designated by the Board of Health, or the governing body acting as the Board of Health.
- d) Each individual Commissioner shall be vested with one vote.

SECTION 2 Each Participating municipality shall designate in writing to the Commission Secretary the names of its Commissioner and an Alternate to the Commission. The Commissioner shall represent the participating municipality on the Commission, and in his/her absence, the Alternate shall act in his/her place instead. The names of the Commissioner and Alternate may be changed from time to time by the participating municipality, but no changes shall be effective until the delivery to the Commission Secretary of a written designation by the participating municipality.

ARTICLE III

Meetings, Quorum and Voting

SECTION 1 Regular meetings of the Commission shall be quarterly or as otherwise determined by the Board of Commissioners (hereinafter the "Board"). The specific date, time, and place of such meetings shall be designated by the Commission or by the President of the Commission in the event the Commission makes no designation.

SECTION 2 The first regular meeting of each year shall be the organizational meeting.

SECTION 3 Special meetings of the Commission may be called by the President, when deemed necessary.

SECTION 4 Commissioners and Alternates shall be notified of all Commission meetings by regular mail, or electronically directed to their respective last known addresses, and mailed at least three (3) days prior thereto.

SECTION 5 Except as provided in Section 8, a quorum for the transaction of Commission business shall consist of the actual presence of the Commissioners or

Alternates representing more than one half of the total Commission membership.

- SECTION 6 Except as otherwise provided in these by-laws, the "Hudson Regional Health Commission Employee Handbook" or rules and regulations governing employment as duly adopted and amended by the Board, all actions of the Commission shall be determined by a majority vote of those in attendance at a designated meeting.
- SECTION 7 No proxy voting shall be permitted.
- SECTION 8 Under special circumstances, as approved by the Commission President, on a limited case by case basis, attendance and voting may be by teleconference, provided that all votes are taken by roll call only.
- SECTION 9 In recognition that the Commission does not meet on a monthly basis, the Director is authorized to make expenditures in accordance with budgetary authority to be reported and ratified at the next Commission meeting.
- SECTION 10 If an emergent matter requires Board approval prior to the next scheduled meeting, the Director may solicit and obtain approval by email of a majority of the Board which shall be authority for the Director to take the requested action; provided information that is relative to the request for approval shall be clearly set forth and emailed to the full Board and that a minimum of 5 days be permitted for a response. Upon approval or disapproval, an email summarizing the responses received shall be sent to all Board members. All emails associated with such actions shall be retained by the Director both electronically and in hard copy.

ARTICLE IV

Officers

- SECTION 1 Officers of the Commission shall be: President, Vice-President, and Treasurer.
- SECTION 2 The Officers shall be elected at the last regular meeting of the expiring term. Newly elected Officers shall take office on the first meeting of the new term following such date and shall continue for two (2) years thereafter or until their successors are elected and installed.
- SECTION 3 Officers shall receive no compensation for their services except for reimbursement of expenses as may be from time to time determined by the Commission.
- SECTION 4 The President shall preside over all Commission meetings and shall be an ex-

officio member of all Committees. As Commissioner, he shall continue to represent the participating municipality which designated him/her and shall engage in all voting of the Commission.

- SECTION 5 The Vice-President shall preside over Commission meetings in the absence of the President. In the absence of the President and Vice-President the Treasurer shall preside.
- SECTION 6 Except as herein provided, the officers shall exercise the customary duties incident to their respective offices.
- SECTION 7 If the office of the President shall become vacant, the Vice-President shall assume the vacated office for the balance of the term. Any other vacancy may be filled by the Commission for the balance of the term.
- SECTION 8 The Director of the Hudson Regional Health Commission shall be the Secretary to and ex-officio member of the Commission. The Director shall be responsible for the preparation of the agenda for all meetings. The agenda shall consist of all matters normally reported to or approved by Commission action, and all items requested to be listed for action or discussion by any Commission member or the Director.

ARTICLE V

Nomination and Elections

- SECTION 1 At the meeting preceding an election, the President shall appoint a Nominating Committee of at least three (3) members.
- SECTION 2 The Nominating Committee shall prepare a slate of Officers each of whom shall either be a Commissioner at the time of selection or shall have been designated to be a Commissioner prior to the election and further provided that each nominee shall have agreed to serve if elected.
- SECTION 3 The slate of officers shall be set forth in the notice of the regular Commission meeting in which the election is to be held.
- SECTION 4 Additional nominations may be made at the Commission meeting provided that the qualification and acceptance requirements of Section 2 of this Article are satisfied.
- SECTION 5 Paper ballots shall be used for the voting for any office for which there is more than one candidate.

ARTICLE VI

Finances

- SECTION 1 The fiscal year of the Commission shall commence January 1 of each year.
- SECTION 2 The Director shall:
- a) Oversee the duties of the Chief Financial Officer who shall be responsible for all financial records and procedures including general ledger, quarterly reports, cash disbursements, budgetary, investments, cash management, internal control and purchasing.
 - b) Establish and maintain the necessary fund accounts in the name of Hudson Regional Health Commission. All funds shall be maintained in a FDIC member bank or NJ CASH MANAGEMENT FUND.
 - c) Make inter-fund transfers from reserves to any of the other programs or funds in accordance with Board delegated authority or budgetary approvals.
- SECTION 3 Withdrawal of Commission funds shall be by check requiring two signatures. Checks shall be signed by the Treasurer, or in his/her absence the President or Vice-President, and the Director or in his/her absence the President or Vice-President, provided inter-fund electronic transfer shall be permitted. Petty cash funds may be authorized from time to time by the Commission and such funds withdrawn by check.
- SECTION 4 All expenditures of the Commission shall be documented by invoice, purchase order, voucher, contract, bill and/or a record of disbursement by check or cash from all accounts.
- SECTION 5 The books and records of the Director shall be audited annually by a Certified Public Accountant selected by the Commission.

ARTICLE VII

Committees

- SECTION 1 Except as provided in section 2, committees shall be appointed by the President at the beginning of each term.
- SECTION 2 There shall be one standing committee denominated the Finance/Personnel Committee.

The Committee shall be composed of the Commission Treasurer and two (2) Board members appointed by the Treasurer for terms of indefinite duration.

The duties of the Committee shall be to:

- a) Oversee the budgetary process and submit recommendations regarding budgetary/personnel matters. Such recommendations shall be submitted to the Board President to be placed on the agenda for action at regular Commission meetings.
- b) Formulate and oversee fiscal policy respecting general financial management and investment of monetary assets.
- c) Assume responsibility for accounting and reporting procedures to be carried out by the Director. The Director shall prepare and submit to the Committee reports and statements as prescribed by the Committee.
- d) Receive reports from and consult with the Commission auditor regarding the general status of Commission fiscal affairs and findings and reports by outside auditors.
- e) Members of the Finance Committee shall be authorized to sign checks.

- SECTION 3 Special Committees may be appointed from time to time by the President for terms of specified or indefinite duration.
- SECTION 4 Action of all committees shall be subject to the approval of the Commission.
- SECTION 5 Committee meetings for purposes of performing Commission business shall be conducted as required and specified by the Committee Chairman.

ARTICLE VIII

Adoption and Amendment

- SECTION 1 These By-Laws shall become effective upon approval by majority vote of the Commissioners or Alternates present and voting thereon.
- SECTION 2 These By-Laws may be amended by the majority vote of the Commissioners or Alternates present and voting thereon; on the condition that notice in writing of the proposed Amendment shall be given to the members five (5) business days prior to the meeting when the vote on the Amendment will be taken.

I, Carrie Nawrocki, Director, certify that this is a true copy of the By-Laws of the Hudson Regional Health Commission as amended by majority vote of the Board of Commissioners.

Signature Carrie Nawrocki
Carrie Nawrocki, Director

I Carrie Nawrocki, Director of the Hudson Regional Health Commission do hereby
Certify that the foregoing are true Minutes of a meeting held on October 5, 2011,
in witness whereof I have set my hand this 16th, day of
November.

Carrie Nawrocki

Carrie Nawrocki
Executive Director