

**Hudson Regional Health Commission
Commission Meeting
January 11, 2012**

MINUTES

Opening of the meeting:

The meeting was opened at 10:18 am by Vice President John Sarnas who declared it has been advertised in accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

Attendance:

Present:

J. Sarnas
J. Castro
E. Grosvenor
F. Sasso
A. Velazquez
G. Drasheff
V. Rivelli
J. Waks
D. Drumeler
J. Ehret
R. Censullo

C. Nawrocki, Director
J. Napolitano, Counsel

Absent:

H. Melendez

Minutes of the meeting of December 6, 2011 were approved as written and submitted on motion by E. Grosvenor, second A. Velazquez – all in favor with two abstentions, D. Drumeler and G. Drasheff.

Announcements:

C. Nawrocki announced that Frank Sasso, Treasurer, has appointed to the Personnel/Finance Committee John Sarnas and Vincent Rivelli.

Angela DeQuina presented the year end statistics for the CEHA program (Attachment I).

Expenditures Report for November – December 2011: was unanimously approved as presented on motion by E. Grosvenor, V. Rivelli (Attachment II).

10:20 J. Waks joins the meeting.

Old Business:

MRC Grant:

C. Nawrocki notified the Board that the Hudson Regional Health Commission application for the 2012 Medical Reserve Corp – Capacity Building Award was denied. This was a competitive grant application process for a \$5,000 grant to support the Medical Reserve Corp dispersed by NACCHO

(National Association of County and City Health Officials). C. Nawrocki has contacted the regional and national coordinators to obtain the specific reasons for denial of the application. Since the HRHC MRC Unit was one of the first to be established in the state in 2003, has shown sustainability and improvement each year, and is currently absorbing the Harrison MRC Unit to be the only MRC Unit in the county, restoring this funding is important to operations. No specific reasons have been revealed for denial of the application. The board approved a formal resolution strongly supporting and endorsing the HRHC application and requesting reconsideration for the grant which was unanimously approved upon motion by D. Drumeler, second G. Drasheff.

Resolution 2012 (12-01-05) (Attachment III) Resolution In Support of National Association of City and County Health Officials Capacity Building Award Grant

10:30 R. Censullo joins the meeting.

New Business:

Administrative Resolutions:

Meeting Schedule:

Resolution 2012 (12-01-01) (Attachment IV) Resolution Authorizing Schedule of Meetings for the Year 2012 was unanimously approved on motion by V. Rivelli, second E. Grosvenor.

Official Depositories:

The board discussed looking into other depositories to evaluate interest rates and potential investment options. C. Nawrocki will update the board next meeting with results of this evaluation.

Resolution 2012 (12-01-02) (Attachment V) – Resolution Designating Official Depositories for the Year 2012 was unanimously approved on motion by E. Grosvenor, second A. Velazquez.

Official Newspapers:

Resolution 2012 (12-01-03) (Attachment VI) – Resolution Designating Official Newspapers of the Commission for the Year 2012 was unanimously approved on motion by J. Sarnas, second A. Velazquez.

General Legal Counsel:

Resolution 2012 (12-01-04) (Attachment VII) – Resolution Authorizing Appointment of General Legal Counsel was unanimously approved upon motion by F. Sasso, second E. Grosvenor.

Risk Management Consultant:

Resolution 2012 (12-01-06) (Attachment VIII) – Resolution Authorizing Appointment of Risk Management Consultant was unanimously approved upon motion by E. Grosvenor, second J. Castro.

Report and Recommendation of the Finance/Personnel Committee

C. Nawrocki gave the report of the committee on behalf of Committee Chair, Frank Sasso.

The Finance/Personnel Committee held a meeting on January 6, 2012 (see Minutes in Attachment IX). The committee reviewed the commission policies regarding allocation of vacation days to employees on the first of the year (except for newly hired employees and otherwise full-time employees who are on unpaid leave or a reduced work schedule on that date). Following this policy, employees voluntarily leaving the Commission in the beginning of the year are reimbursed for the entire year's

unused vacation days. This Committee recommends changes to this policy to address separation of service from the Commission. After discussion, the Board agreed and the policy will reflect the proportionate allocation of days as it relates to separation of service.

The Committee also discussed the Commission Vehicle Policy and discussed potentially setting a limit on distance for those employees allowed to take their vehicle home. The Board agreed to further evaluation of this distance, and also discussed possibly marking the Commission vehicles.

C. Nawrocki updated the Board on the staffing changes to the LINCIS Program. With the recent resignation of the Public Health Nurse, the program will be operating with a new structure. In order to maintain current LINCIS staff given recent and potential future cuts to this program, responsibilities will be shifted to current staff in the program as well as administrative staff at the Commission. The specific staff allocation was discussed and the Board agreed with this method of reducing costs to the Commission. C. Nawrocki mentioned that this would be a temporary program structure as we determine whether or not the program requirements are being satisfied.

The Committee discussed the current Commission policy on disciplinary action. A warning form was developed and will be used for enforcement (Attachment X).

The recommendations from the Personnel/ Finance Committee meeting were unanimously approved on motion by E. Grosvenor, second V. Rivelli.

There being no other business, the meeting was adjourned at 10:50 on motion by E. Grosvenor, second V. Rivelli.

Attachment I
Hudson Regional Health Commission
2011 Report

Elevated Blood Lead (EBL) Level Investigation Program

Municipality	Cases Investigated
Bayonne	7
East Newark	
Guttenberg	
Harrison	
Hoboken	
Jersey City	20
Kearny	1
North Bergen	1
Secaucus	
Union City	4
Weehawken	
West New York	6
TOTAL	39

County Environmental Health Act (CEHA) Program

Inspections and Enforcement Activities:

Program	Inspections Conducted	NOVs Issued	Penalties Assessed	Penalties Collected
Air-Local	545	203	0	0
Air-State	357	162	\$11,600	\$8,950
Dry Cleaner	27	5	\$3000	0
UST	50	24	\$98,850	\$25,625
Pesticide	47	1	N/A	N/A
Solid Waste	31	10	\$87,500	\$6,250
Noise	N/A	1	\$1000	\$500
TOTAL	1057	406	\$201,950	\$41,325

Complaint Investigations:

Municipality	HazMat	Air	Noise	Other	TOTAL
Bayonne	51	32	2	7	92
East Newark	1	1			2
Guttenberg	1	2			3
Harrison	2	4	1	1	8
Hoboken	8	38	9	4	59
Jersey City	53	120	39	30	242
Kearny	31	21	1	2	55
North Bergen	13	15	2	7	37
Secaucus	15	6	1	1	23
Union City	6	18	8	3	35
Weehawken	7	2			9
West New York	4	1	2	2	9
TOTAL	192	260	65	57	574

Attachment II

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 NOVEMBER 15, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	For Payroll of 11/15 Salaries=76636.28 OT=875.36 On Call=1260 Fica/Med.=5956.78 Sui/Disa=7.61 (Med.125=825.66) (H.B.=58.53)	83,851.84
ON LINE	State Hlth.Ben.Program	H.B./Dental for act.emp.(Con)=11390.85 (Con/Mos)5365 (CDCX)=4487.29 Dental (Con)=1027.19 (Con/Mos)424.82 (CDCX)=260.99	21,243.14
ON LINE	State Hlth.Ben. Program	H.B. Retirees (Con) RF=1882.63 (Con) GG=2141.70 (Con) JL=1793.24	5,817.57
10437	Verizon	(Con)=9.75 (CDCX)=4.18 #000131826670 58Y	13.93
10438	Carrie Nawrocki	(Con)=50 (Con)=69.09 Refreshments/meeting	119.09
10439	Michael Walker	(HCIA) Parking Lot fee of HCIA	12.00
10440	Flash Lube	(Con) 2006 Dodge Dakota/Oil service	20.95
10441	Dept. of Env.Sciences	(Con) Inv.#A123228/RM/RS/JR/NR/JD/JN	240.00
10442	Rutgers Sciences-Noise	(Con) Inv.#N108853/JD/MR	180.00
10443	Schneider Lab.	(Con) 48hr. Metals EPA=80 (Con)=72 (Con)=72	224.00
10444	Gen-el Safety & Indus.	(Con) Inv.#11670 Supplies	7,145.90
10445	N.J.State Police Calib.	(Con) Inv.#10111101 Lud Md/Radeye PRD	200.00
10446	ADP	(Con)=65.47 (Con/Mos)=26.19 (CDCX)=39.29 For Payroll of 11/15	130.95
10447	N.J.State Police Calib.	(Con) Lud Md19	40.00
10448	Artic Ice Mfg.	(Con) Dry Ice Block	25.00
10449	Verizon	(Con)=395.44 (Con)=169.48	564.92
10450	Comcast Commun.	(CDCX) Comcast Bundled Serv./High Speed	80.35
10451	Schneider Lab.	(Con) 48Hour Metals EPA	80.00
10452	Xerox Corp.	(Con) Monthly Base Charge	268.80
10453	Verizon Wireless	(Con)=269.51 (Con/Mos)=116.57 (CDCX)=271.87 Inv.#2653340026	657.95
10454	Monique Davis	(CDCX) Tolls HERC Meeting 10/15	13.90
10455	Schneider Lab.	(Con) Inv.#833376	100.00
10456	US Postal Service	(Con) Refill for Postage Meter	300.00

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

Attachment II

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Carrie Nawrocki, MPH, HO
Executive Director
Epidemiologist

EXPENDITURES FOR NOVEMBER 30, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	For Payroll of 11/30/11 Salaries=75709.98 OT=519.75 Fica/Med.=5762.34 Sui/Disa=1.86 (Med.125=825.66) (H.B.=58.53)	81,109.74
10457	Horizon BC/BS	(Con) For H.B. for retiree D.R.D.	1,701.50
10458	Sprint	(Con) Inv.#687442111-123	156.30
10459	Staples Credit Plan	(Con)=358.58 (Con)=241.68 Office Supplies	600.26
10460	Gregory M. Williams	(Con/Mosq) Inv.#926686 ESA Membership Dues	162.00
10461	Gen-el Safety & Indus.	(Con) Coverall, Tychem TK	1,454.60
10462	USA Mobility Wireless	(Con) Inv.#U8408051K	27.41
10463	Schneider Lab.	(Con) Inv.#833655	80.00
10464	Poland Spring	(Con)=26.97 (Con)=18.64 Water/Cups	45.61
10465	Fleet Services	(CDCX)=64.48 (Con/Mos)=18.54 (Con)=1176.31	1,259.33
10466	Fedex	(Con) Inv.#7-692-71371	170.43
10467	N.J.Dept. of Health & Sen.	(Con) Renewal Application (C.N.)	50.00
10468	Schneider Lab.	(Con) 48Hr. Metals EPA 7420	80.00
10470	ADP	(Con)=63.55 (Con/Mos)=26.19 (CDCX)=39.29 For Payroll of 11/30/11	129.03
10471	Carrie Nawrocki	(Con) Bergen County, EZ Pass and Refreshments	72.55

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

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EXPENDITURES FOR DECEMBER 15, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 12/15/11 Salaries=76133.69 OT=1924.92 On Call=1170 Fica/Med=6431.42 Sui/Disa=2.71 (Med125=825.66) (H.B.=58.53)	84,778.55
On Line	State Hlth.Benefits	H.B.act.empl/Dec. (Con)=11656.89 (Con/Mos)=5365 (CDCX)=4487.29 Dental (Con)=1027.19 (Con/Mos)=424.82 (CDCX)=260.99	21,509.18 1,713.00
On Line	State Hlth.Benefits	H.B. for retiree emp./Dec. (Con) RF=1882.63 GG=2141.70 JL=1793.24	5,817.57
10473	Monique Davis	(MRC2011) Region II Conference	49.49
10474	Void		
10475	Institute for Prof.Dev.	(Con) CMFO and CCFO Review of Local & Pub.Laws 12	99.00
10476	Carrie Nawrocki	(Con) Refreshments Committee Meeting	73.80
10477	Simply Delicious	(Con) Commission Meeting/refreshments 12/6	247.37
10478	Schneider Lab.	(Con) Inv.#836369 and #835026	142.00
10479	Michael Walker	(Con) Toll tickets	5.45
10480	Anthony Mondaro	(Con) Period covering 9/1/2011-12/1/2011	375.00
10481	Comcast	(CDCX) Comcast High Speed/Internet	80.35
10482	Electronic Off.Supp.	(CDCX) Com.Agreement Quarterly Payment Plan	138.00
10483	ADP	(Con)=63.55 (Con/Mos)=26.19 (CDCX)=39.29 Payroll of 12/15	129.03
10484	Verizon	(Con)=382.13 (CDCX)=163.77 Oct/Nov.	545.90
10485	Verizon	(Con)=7.50 (CDCX)=3.22 #000131826670 58Y	10.72
10486	Verizon Wireless	(Con)=289.79 (CDCX)=251.92 (Con/Mos)=115.74 Inv.2667587263	657.45
10487	Marisol Leguizamon	(Con)=75 Dec.9 Seminar (Con)=99 NJCPA	174.00
10488	Marisol Leguizamon	(Con) CFO Re-Certification	29.98
10489	Pitney Bowes	(Con) Inv.#6967673-DC11	162.00
10490	Michael Walker	(HCIA) Parking lot ticket	12.00
10491	Fedex	(Con) Inv.#7-722-02976 Special Handling charges	72.78
10492	Xerox Corp.	(Con) Monthly Base Charge	268.80
10493	Johnson & Conway	(Con) Legal fees/Oct./Nov.	3,587.71
10494	Johnson & Conway	(Con) Legal fees/Oct.	2,235.21

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Epidemiologist

EXPENDITURES FOR DECEMBER 31, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 12/30 Salaries=75847.75 Sui/Disa=.29 Med.Reimb.=2187.59 Fica/Med.=5894.44 (Med.Reimb.=825.66) (H.B.58.53)	83,045.88
10495	U.S.Postal Service	(Con) Refill postage meter	200.00
10496	Poland Spring	(Con) =17.98 (Con)=109.57 Water/cups/rental	127.55
10497	The Jersey Journal	(Con) Acct.#4725 Advertisement for Comm.	67.54
10498	USA Mobility Wireless	(Con) Inv.#U8408051L	27.41
10499	Natoli's Deli & Pizz.	(MRC) Appreciation Dinner 12/15	189.96
10500	Monique Davis	(Con) Meeting Supplies 12/15	25.34
10501	Harrison Equip.Corp.	(CDCX) Inv.#0214343-00 Gasket kit/small utility battery	84.86
10502	Horizon BC/BS	(Con) H.B. for retiree D.R.D.	1,701.50
10503	James Monkowski	(Con) Training/tolls in Hamilton	26.80
10504	Michael Walker	(HCIA) Parking lot ticket	12.00
10505	Suburban Essex Mun. Joint Insurance	(Con)=6327.44 (Con)=8638.97 Due prior fund years	14,966.41
10506	Fleet Services	(Con)=986.21 (CDCX)=74.20 (Con/Mos)=155.62 Inv.#28070083	1,216.03
10507	Sprint	(Con) Inv.#687442111-124	152.17
10508	Labor & Workforce	(Con) Oprah request for Hudson County Boilers	10.00
10510	Robert Sasso	(Con) Replace void check#10194	102.16
10511	Staples Credit Plan	(Con/Mos)=150.69 (Con)=217.44 (Con)=161.27 (-71.71) Supples/Montgomery NY	457.69
10512	Michael Walker	(Con) Replace void check #9998/HCIA parking	12.00
10513	ADP	(Con)=63.55 (Con/Mosq)=26.19 (CDCX)=39.29	129.03

12-01-05

RESOLUTION 2012
HUDSON REGIONAL HEALTH COMMISSION

**Resolution In Support of National Association of City and County Health Officials
Capacity Building Award Grant**

WHEREAS, the Board Members of the Hudson Regional Health Commission (“HRHC”) strongly support and endorse the HRHC’s application and request for reconsideration of the National Association of City and County Health Officials Capacity Building Award Grant; and

WHEREAS, the HRHC recognizes the vital importance of its Medical Reserve Corp (MRC); and

WHEREAS, the HRHC-MRC serves Hudson County, one of the most densely populated counties in the nation, and given its location adjacent to New York City, serves an important and vital role in the safety and welfare of its residents; and

WHEREAS, the HRHC-MRC has nearly 175 approved volunteer members whose primary purpose is to augment the public health staff during an event requiring a point of distribution (POD) activity; and

WHEREAS, this year’s grant request focused on recruitment of new members, fit testing for N-95 masks for volunteers, emergency preparedness kits for members, light refreshments at meetings; and training and exercises which items are greatly needed to support HRHC-MRC; and

WHEREAS, in addition, the HRHC-MRC will be absorbing the other Hudson County MRC due to the retirement of the MRC coordinator for the Harrison Health Department, thereby adding to responsibilities and obligations of the HRHC-MRC and increasing the need for the Capacity Building Award Grant; and

NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE HUDSON REGIONAL HEALTH COMMISSION that its members support and endorse the HRHC's 2012 grant request as these funds are needed are vital to the continued success of the HRHC-MRC program.

Date: 2-9-12

Certification: Carrie Nawrocki
Carrie Nawrocki, Executive Director

Richard Censullo, President
North Bergen, Union City, Bayonne and Harrison

David Drumeler
Secaucus

John Sarnas, Vice President
Kearny

Joseph Ehret
Weehawken

Frank Sasso, Treasurer
Hoboken

Edward Grosvenor
East Newark

Janet Castro
North Bergen

Harry Melendez
Jersey City

Vincent Rivelli
West New York, Secaucus, Guttenberg and Weehawken

Alex Velazquez
Union City

Mayor Gerald Drasheff
Guttenberg

Joseph Waks
Bayonne

12-01-01


**RESOLUTION 2012
HUDSON REGIONAL HEALTH COMMISSION**

Resolution Authorizing Schedule of Meetings for the Year 2012

WHEREAS, in accordance with the Open Public Meetings Act, Section N.J.S.A. 10:4-8, the Hudson Regional Health Commission is required to adopt, post and publish its meeting schedule for the year; and

NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE HUDSON REGIONAL HEALTH COMMISSION as follows:

1. The regular meetings of the Hudson Regional Health Commission for the Year 2012 shall be in accordance with the attached schedule.
2. The Executive Director is authorized and directed to file with the Clerk of Hudson County and the Clerks of the member Hudson County municipalities a copy of the meeting schedule.
3. Copies of the meeting schedule shall be delivered to two newspapers serving Hudson County, one being the official newspaper of the Commission.
4. The Executive Director is hereby authorized and empowered to take whatever action is necessary and execute and documents that may be required, on behalf of the Commission, after consultation with legal counsel, to effectuate the purposes of this Resolution.

Date: 1-11-12
Certification: 
Carrie Nawrocki, Executive Director

12-01-02

RESOLUTION 2012
HUDSON REGIONAL HEALTH COMMISSION

Resolution Designating Official Depositories

WHEREAS, the Hudson Regional Health Commission (the “Commission”) wishes to designate the official depositories of its accounts for the Year 2012; and

NOW BE IT RESOLVED by the Members of the Hudson Regional Health Commission as follows:

1. The official depositories of the Commission are:
 - a. State of New Jersey Cash Management Fund
 - b. PNC Bank
 - c. Bank of America

Date: 1-11-12

Certification: 
Carrie Nawrocki, Executive Director

12-01-03

RESOLUTION 2012
HUDSON REGIONAL HEALTH COMMISSION

Resolution Designating Official Newspapers of the Commission

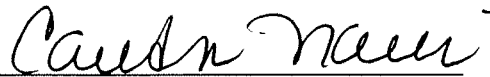
WHEREAS, the Hudson Regional Health Commission (the "Commission") wishes to designate the official newspaper for the Year 2012; and

NOW BE IT RESOLVED by the Members of the Hudson Regional Health Commission as follows:

1. The Jersey Journal and the Star Ledger are designated as the official newspapers of the Commission for the Year 2012.

Date: 1-11-12

Certification:



Carrie Nawrocki, Executive Director

RESOLUTION 2012
HUDSON REGIONAL HEALTH COMMISSION


Resolution Authorizing Appointment of General Legal Counsel

WHEREAS, there exists a need for an attorney to provide General Legal Services for the Hudson Regional Health Commission (the "Commission"); and

WHEREAS, pursuant to the Local Public Contract law (N.J.S.A. 40A:11-5) a contract for professional services may be let without public advertising and bidding thereof; and

NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE HUDSON REGIONAL HEALTH COMMISSION as follows:

1. The firm of Johnson & Conway, LLP is retained in accordance with its proposal dated November 28, 2011 as General Legal Counsel, commencing on February 1, 2012 for a period of one (1) year.
2. The Commission President, Richard Censullo, is authorized and directed to execute a contract in accordance with the terms of this resolution.
3. This contract is awarded in compliance with the fair and open requirements of N.J.S.A. 19:44A-20.4 et seq.
4. Notice of this contract shall be published in the official Commission newspaper.

Date: 1-11-12
Certification: 

Carrie Nawrocki, Executive Director

12-01-06

**RESOLUTION
RISK MANAGEMENT CONSULTANT**

WHEREAS, the Hudson Regional Health Commission has resolved to join the Suburban Essex Joint Insurance Fund, following a detailed analysis; and

WHEREAS, the bylaws of said Funds require that each Governing Body appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the bylaws; and

WHEREAS, the Board of Fund Commissioners established a fee equal to six percent (6%) of the Municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Governing Body; and

WHEREAS, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

NOW THEREFORE, be it resolved that the Hudson Regional Health Commission does hereby appoint Brown & Brown as its Risk Management Consultant in accordance with the Fund's bylaws; and Metro, Inc

BE IT FURTHER resolved that the Governing Body is hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1) (a) (i).

Governing Body: Callahan

1/11/12
Dated

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 1st day of January, 2012, between the Hudson Regional Health Commission (hereinafter referred to as HEALTH COMMISSION))and Brown and Brown Metro, Inc. (hereinafter referred to as the CONSULTANT).

WHEREAS, the CONSULTANT has offered to the HEALTH COMMISSION professional risk management consulting services as required in the bylaws of the Suburban Essex Joint Insurance Fund and;

WHEREAS, the HEALTH COMMISSION desires these professional services pursuant to the resolution adopted by the governing body of the HEALTH COMMISSION at a meeting held 1-11-12 and;

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

- I.*** For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
 - a) Assist the HEALTH COMMISSION in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
 - b) Assist the HEALTH COMMISSION in understanding the various coverages available from the Suburban Essex Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c) Review with the HEALTH COMMISSION any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the HEALTH COMMISSION'S authorization, place such coverages outside the FUND.
 - d) Assist the HEALTH COMMISSION in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this

Attachment VIII

Agreement does not include any appraisal work by the CONSULTANT.

- e) Review Certificates of Insurance from contractors, vendors and professionals when requested by the HEALTH COMMISSION.
- f) Review the HEALTH COMMISSION'S assessment as prepared by the FUND and assist the HEALTH COMMISSION in the preparation of its annual insurance budget.
- g) Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) HEALTH COMMISSION committee meeting per annum to promote the safety objectives and goals of the HEALTH COMMISSION and the FUND.
- h) Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
- i) Perform any other risk management related services required by the FUND's bylaws.

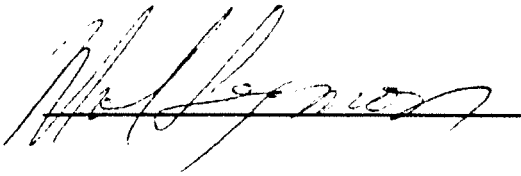
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:

- a) The CONSULTANT shall be paid by the HEALTH COMMISSION a fee as compensation for services rendered, an amount equal to six percent (6%) of the HEALTH COMMISSION'S annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the HEALTH COMMISSION'S assessment.
- b) For any insurance coverages authorized by the HEALTH COMMISSION to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).

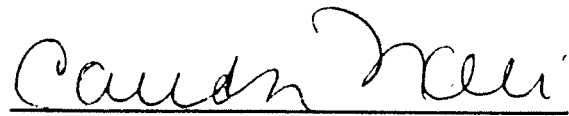
Attachment VIII

3. The term of this Agreement shall be three (3) year January 1, 2012 to December 31, 2014. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to date of termination.

ATTEST BY:



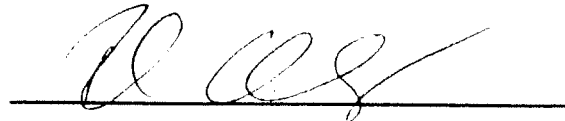
MEMBER:



ATTEST BY:



CONSULTANT: Brown & Brown Metro Ins.



Paul Collins; CEO
Brown & Brown Metro, INC.

**Hudson Regional Health Commission
Personnel / Finance Committee Meeting
January 6, 2012**

AGENDA

- 1) Expenditure report
- 2) LINCS Program Staffing
- 3) Changes to Handbook re: allocation of vacation days
- 4) Bayonne: contract for Environmental Health Specialist
- 5) Commission Vehicle Policy
- 6) General Discussion

**Hudson Regional Health Commission
Personnel / Finance Committee Meeting
January 6, 2012**

MINUTES

Attendance (via phone conference): F. Sasso, Chair, J. Sarnas and C. Nawrocki

1) Expenditure report

The committee reviewed and approved the expenditure report for November 15, 2011 through December 31, 2011. C. Nawrocki noted that there was a missing check number on the report (10472), this was an internal transaction and in the future it will be noted clearly on the expenditure report.

2) LINCS Program Staffing

C. Nawrocki advised the committee of a new structure for the LINCS program upon the resignation of Rashida Mincey, Public Health Nurse. The grant requires 3.5 full time employees on the program, and specifically two full time positions (Epidemiologist and LINCS Coordinator) must be filled. The NJDHSS Grant Administrators are allowing the Commission to fill these two positions with combinations of “partial” FTEs. In order to maintain current program staff, given recent and future budget cuts, the following staff will be allocated to the LINCS program: M. Davis (100%), C. Butieb (100%), C. Nawrocki (50%), M. Mayo (60%), G. Mincey (30%), and M. Leguizamon (20%). This arrangement will be on a trial basis, as we determine if program objectives are being met. By moving several staff members to this program, we will be restoring funding to the reserve.

3) Changes to Handbook re: allocation of vacation days

Our current policy regarding allocation of vacation, sick and personal time for employees includes an allocation date of January 1 of each year for all employees (except for newly hired employees and otherwise full-time employees who are on unpaid leave or a reduced

Attachment IX

work schedule on that date). Following this policy, employees who separate from service at the Commission in the beginning of the year will be paid out an entire year's worth of vacation days. This was the case with the recent departure of R. Mincey.

The Committee discussed this policy and agreed that it should be changed to reflect a prorated monetary payout of days upon departure from the Commission.

4) Bayonne: contract for Environmental Health Specialist

Tabled for further consideration.

5) Commission Vehicle Policy

The Committee discussed the current commission vehicle policy as it applies to staff members who may live substantial distances from the office. This is under further review.

6) General Discussion

C. Nawrocki notified the Committee that application Hudson Regional submitted for the Medical Reserve Corp, Capacity Building Award was declined. She is looking into appealing this decision.

The Committee discussed the Commissions procedures for disciplinary action. A warning notice will be developed for personnel issues.



Prepared by Carrie Nawrocki, Executive Director

Attachment X
Hudson Regional Health Commission

Warning Notice

Employee: _____ Date: _____

Title: _____

Type of Notice Issued: (Check one)

☐ Verbal Warning ☐ Written Warning ☐ Other ☐ Specify _____

Suspension: _____

Date (s) of Offense: _____

Nature of Offense: _____

TO THE EMPLOYEE: PLEASE READ CAREFULLY BEFORE SIGNING BELOW:

You are being issued this formal warning notice to bring to your attention the severity of this situation. **THIS WARNING SHOULD NOT BE TAKEN LIGHTLY** and any further violations of Hudson Regional Health Commission policy and procedures, rules and regulations, or NJ Department of Personnel rules and regulations will result in additional action being taken, up to and including termination of employment. If you have any questions regarding this matter, please discuss them with your Supervisor or the Executive Director.

Signatures:

Employee _____ Date: _____

Supervisor _____ Date: _____

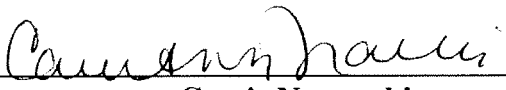
Executive Director _____ Date: _____

*Signing this form does not imply that you agree with the action taken, only that you are acknowledging receipt of this notice.

C: Employee's official personnel file

File Ref# warning
Revised 01092012

I Carrie Nawrocki, Director of the Hudson Regional Health Commission do hereby
Certify that the foregoing are true Minutes of a meeting held on 11/11/12,
in witness whereof I have set my hand this 29th, day of
February.


Carrie Nawrocki
Executive Director