

Hudson Regional Health Commission
Commission Meeting
November 14, 2012
Minutes

Opening of the meeting:

The meeting was opened at 10:15 by President Richard Censullo 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
D. Drumeler
R. Censullo
N. Guivas

Absent:

J. Ehret
V. Rivelli
J. Wax

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

Minutes of the meeting of June 13, 2012: were approved as written and submitted on motion by E. Grosvenor, second D. DeClemente, one abstention due to absence at the previous meeting; G. Drasheff.

Announcements:

Director's Report

C. Nawrocki announced the Commission Director's report for the summer and fall of 2012 was included in the meeting packet (Attachment I). This report, presenting the status of Commission programs, is prepared for the members of the Board and is also sent to Hudson County administration. Data and reports related to the recent storm (Sandy) were intentionally omitted since the Commission is preparing a specific report on that response.

New Members of the Board

C. Nawrocki also announced that Nilda Guivas was recently appointed the Health Officer of Jersey City and is a new member of our Board. The Commission received a letter from the City of Jersey City regarding this appointment (Attachment II).

Expenditures Report for June 15 – October 15, 2012 was approved on motion by E. Grosvenor, second J. Castro, unanimously carried. (Attachment III)

Old Business:

New Business:

Audit Report 2011:

The F.Y. 2011 Audit Report (Attachment IV) was presented by M. DeSena, she gave the Commission a clean unqualified opinion. Her recommendations included a revision to the Employee Handbook regarding post-retirement benefits (see below). After discussion, the audit report was unanimously approved and accepted on motion by E. Grosvenor, second A. Velazquez.

Post-Retirement Medical Benefits (PRMB): Changes to Handbook

Based on the auditor's recommendation, a provision will be added to the Commission Employee Handbook (Attachment V) regarding post-retirement medical benefits. Unanimously approved by on motion by D. Drumeler, second E. Grosvenor.

MRC Grant

C. Nawrocki requested approval to apply for, take receipt of and execute the MRC agreement in accordance with terms and conditions therein. Unanimously approved on motion by D. Drumeler, second A. Velasquez. (Attachment VI).

EBL (environmental blood lead) Contract – Secaucus, Harrison, WNY

C. Nawrocki requested approval to continue lead contracts for West New York, Secaucus and Harrison (Attachment VII). Unanimously approved on motion by J. Sarnas, second E. Grosvenor.

CEHA Grant – Idling Initiative

C. Nawrocki requested approval to apply for additional funding as part of the CEHA grant for idling surveillance (Attachment VIII). Unanimously approved on motion N. Guivas, second A. Velasquez.

Temporary Budget Resolution

Resolution 12-10-08 (Attachment IX) authorizing the Director to utilize a temporary budget was unanimously approved on motion by D. Drumeler, second E. Grosvenor.

Budget Amendments 2012

C. Nawrocki advised the Board that the Finance/Personnel Committee had reviewed and approved the amendments to the 2012 budget (Attachment X). Upon discussion, the amendments as submitted in the attachment and presented were unanimously approved on motion by D. Drumeler, second A. Velasquez.

Report and Recommendation of the Finance/Personnel Committee:

C. Nawrocki gave the report of the committee on behalf of F. Sasso, Chair. The committee met on October 23, 2012 (Attachment XI).

Post-Retirement Medical Benefits:

Benefits for one retired Commission employee and spouse have recently changed due to the spouse reaching age 65 and becoming eligible for Medicare. In order to continue the level of

coverage the individual had prior to this change in status, a supplemental policy will be offered. At this time, this change will reduce costs to the Commission (\$769/month).

The Committee also discussed the recommendations by the previous actuary regarding funding post-retirement benefits, and will continue to look into this issue.

LINCS Program

The committee recommended a stipend of \$3,000 each (retroactive to the beginning of the CDC grant cycle), for two members of the LINCS Program, M. Davis and C. Butieb for the additional responsibilities they have gained following the resignation of the Public Health Nurse. The stipend was unanimously approved upon motion by J. Sarnas, second A. Velasquez.

Modified Hours for ES

On motion by E. Grosvenor, second J. Sarnas, unanimously carried, the Board went into closed session.

On motion by A. Velasquez, second E. Grosvenor, unanimously carried, the Board came out of closed session.

Upon recommendation by C. Nawrocki, the Board approved a modified working schedule for N. Rivelli, Environmental Specialist.

General Discussion:

As a follow-up to the recent storm and response by the local health departments and the Commission, R. Censullo appointed F. Sasso to chair a committee to conduct an after-action report.

There being no further business, the meeting was adjourned at 11:25 on motion by D. Drumeler, second A. Velasquez.

DIRECTOR'S REPORT

Hudson Regional Health Commission Summer/Fall 2012

**Public Health Emergency Preparedness:
Local Information Network and Communications System (LINCS) (July –
October 2012)**

At the end of August, the LINCS program launched a Social Media Campaign on Twitter and also recorded 8 Public Service Announcements for the Hudson County Office of Emergency Management radio station with various messages and tips for Emergency Preparedness Month (September).

In preparation for the flu season, the LINCS staff has reached out to all long term care facilities, school nurses and hospitals in the county to reinforce the importance of weekly influenza-like illness surveillance and update contact information.

In October, the LINCS program was heavily involved in the fungal meningitis outbreak associated with steroid injections, assuring the proper messages were sent to the public, physicians and the health care community regarding the investigation, recalled medication and potential exposure to contaminated medication.

Additionally, LINCS staff members are actively planning for the United States Postal Service (USPS) Biohazard Detection System (BDS) Exercise, scheduled for 2013.

Epidemiology:

Surveillance Alerts	Total
EpiCenter Anomalies (Alerts) , Syndromic Surveillance	133
State Health Emergency Department Surveillance Alerts	22
Total	152

Attachment I

Communications:

Communications – Messages Sent 2012					
	Alert	Advisory	Update	Information	Total
1 st Quarter	1	7	19	27	54
2 nd Quarter Totals	0	5	13	39	57
3 rd Quarter Totals	3	6	12	37	58
4 th Quarter Totals- (As of October 31, 2012)	7	2	3	22	34
Total	11	20	47	124	202

Number of new Stakeholders added to HRHC Health Alert Network for 2012	
	Total
1 st Quarter	22
2 nd Quarter	25
3 rd Quarter	31
4 th Quarter Totals- (As of October 31, 2012)	1
Totals	79

Health Education and Planning:

Activity	Total
Trainings	5
Participants in Training	68
Preparedness Literature Distributed	200
“What’s New” Postings on HRHC Website	10

Attachment I

Medical Reserve Corp:

Hudson Regional Medical Reserve Corp (MRC)	Total
Volunteers	176 (21 new)
Activities – NYC Ironman Triathlon 8/11/21 Harrison Flu Clinics 9/13/12 & 9/18/12	2
Meetings/Trainings – June: Revised POD Operations; September: Shelter Operations for Partner Organizations	2

Elevated Blood Lead (EBL) Level Investigation Program (June-September 2012)

Two (2) new Lead Risk Assessments and four (4) Clearance Inspections were performed on behalf of the Hudson County Division of Housing and Community Development in compliance with regulations adopted by the US Department of Housing and Urban Development (HUD) for housing receiving federal assistance.

Five (5) new Elevated Blood Lead (EBL) Environmental Intervention Referrals were received of which four (4) required risk assessments. – one (1) in Bayonne, one (1) in Harrison, one (1) in North Bergen and one (1) in West New York.

Three (3) EBL Abatement Clearance Inspections were conducted – two (2) in Bayonne and (1) in North Bergen.

The Commission has updated all the Interlocal Agreements to conduct EBL environmental intervention inspections with all the municipalities in Hudson County except for Jersey City which has their own certified inspector. Jersey City has hired an experienced nurse to perform nurse case management. The nurse is currently part-time but is expected to become full time at the end of October, 2012. Plans to hire another part-time nurse are reportedly in the works.

The City of Jersey City as a CLPP Grantee funded by the NJDHSS has also expanded Lead Case Management Services to all the Municipalities in Hudson County under a Memorandum of Understanding with each town.

On September 14, 2012, an on-site compliance inspection was conducted by the Department of Environmental Protection, Bureau of Environmental Radiation, in reference to our radioactive materials license. No violations were identified. A request to amend the license was made at that time regarding change of authorized users and equipment storage location.

Attachment I

DCA's elimination of financial assistance for lead remediation and emergency relocation is still in effect with no indication it will ever be replaced. Relocation assistance and abatement enforcement under N.J.A.C. 8:51 are expected to be handled by the local Health Departments.

County Environmental Health Act (CEHA) Program

Inspections and Enforcement Activities (June-Sept 2012):

Program	Inspections Conducted	NOVs Issued	Penalties Assessed	Penalties Collected
Air-Local	43	46		
Air-State	93	44	\$1000	\$11,800
Dry Cleaner	5			
UST	15	5	\$5300	\$13,800
Pesticide	9			
Solid Waste	8	3	\$9000	\$8500
Noise	N/A			
TOTAL	173	98	\$15,300	\$34,100

Complaint Investigations (June-Sept 2012):

Municipality	HazMat	Air	Noise	Other	TOTAL
Bayonne	29	5		3	37
East Newark			1		1
Guttenberg	1	1			2
Harrison	1	2			3
Hoboken	7	12	4	2	25
Jersey City	31	17	8	2	58
Kearny	16	2		1	19
North Bergen	11	6	1	1	19
Secaucus	4	5	2		11
Union City	2	3		3	8
Weehawken	2		4		6
West New York	2	2			4
TOTAL	106	55	20	12	193

High-Profile Case Summaries:

❖ Dump Site at Vacant Property (Mori Tract) / Secaucus:

On October 16, 2012, the NJDEP issued an Administrative Order and Notice of Civil Administrative Penalty Assessment to both Eugene Mori and Stephen Guido. The document requires the aforementioned responsible parties to clean up the site, and for each to pay

\$150,000 in penalties (\$50,000 for violation of the Solid Waste Management Act and \$100,000 for violation of the Flood Hazard Area Control Act).

❖ Eagle Recycling / North Bergen:

The Commission remains joined with the Township of North Bergen in the consent order requiring Eagle to comply with its permit conditions. Eagle has not had an observed violation since 6/22/11.

The Commission received one citizen complaint since the last report. The odor complaint was not verified.

On October 16th 2012, the facility's wood conveyor caught on fire. The subsequent investigation by the North Hudson Regional Fire Inspector revealed that the fire suppression sprinkler system was rendered inoperable prior to the fire. NHRFD revoked Eagle's certificate of occupancy and issued a \$100,000 penalty.

❖ Tilcon / Kearny:

There have not been any complaints or violations at Tilcon since the last report.

❖ Reliable Wood Products, Inc. / Jersey City:

As of this writing, the Jersey City case against Reliable is going to litigation

HCIA inspectors have stopped conducting nightly inspections but will resume the surveillance should it be warranted. Daytime odor surveillance continued to early September with no violations observed. This surveillance has been discontinued due to lack of odor complaints and staffing limitations (two employees on extended medical leave). Surveillance may be resumed if warranted.

❖ All American Recycling and Galaxy Recycling / Jersey City:

In early July the Commission conducted an odor complaint investigation on Ogden Ave, Jersey City and found the source to be All American Recycling (AAR). It was determined that AAR was directly receiving garbage receptacle bags from the New York City subway and passenger train system. A \$4,500 penalty was assessed and collected for operating a solid waste facility without a NJDEP permit.

The Commission verified that Galaxy Recycling is now parking garbage trucks overnight at the James Street, Jersey City location. Trucks are no longer parked overnight at New York Avenue, which should reduce odors in the area.

HRHC received on noise complaint regarding Galaxy but it was not verified. The complainant has requested a meeting with Councilwoman Lopez and the Commission.

❖ National Retail Services / Jersey City:

In early May, the Commission responded to an anonymous complaint regarding construction and demolition (C&D) material being illegally transported to this property. The investigation revealed that a large amount of unapproved soil was being added to a DEP-approved fill site. The inspection further revealed that C&D material was also being brought in and churned into the unapproved soil. NRS attorneys have stated that ownership were unaware of this activity. The case was referred to DEP/Solid Waste Enforcement. Preliminary reports by the NRS environmental consultants have indicated the material imported to the site is under the NJDEP cleanup standard. DEP's decision on whether the material must be removed is still pending.

❖ Advance at Hoboken LLC Environmental Remediation Project / Hoboken:

In response to the large number of odor complaints associated with remediation and development of the former Hoboken Gas Works site at Willow Avenue and 14th Street in Hoboken, the developer, Advance Properties, implemented the following odor control measures:

- Promptly remove excess impacted soil from the site.
- Add a second odor-suppression foaming machine to act as a backup in case the first machine goes down, and to act as a supplementary foam encapsulation operation.
- Grade the site and add a layer of cement to the exposed surface to seal off odors emanating from the surface soils.

The remediation plan requires that the owner perform air monitoring in accordance with an approved Perimeter Air Monitoring Plan. Although DEP does not require submission of data until the completion of remediation, the Commission requested submission of periodic reports to address concerns raised by residents in the area. Since June the site's Licensed Site Remediation Professional (LSRP) has been providing the Commission with Perimeter Air Monitoring Reports. The site is being monitored for particulates and volatile organic compounds, and to date no action levels have been exceeded.

The Commission arranged for a technical meeting and site visit with the DEP, LSRP and the developer on June 20, 2012 to review current conditions and control measures, and we continue to receive progress reports and timelines from the developer and LSRP.

The development phase has started on the excavation of the first level (T₁). Mass excavation should be complete by 10/30/12. Starting in November the developer plans to pour the first slab and once that is poured there will be thirty days of little to no activity at the site until mid December.

Mosquito Program
(July-October 2012)

Disease Surveillance

The Mosquito Program staff concluded virus testing the first week of October when traps ceased to collect sufficient numbers of mosquitoes to test. In total we tested over 14,000 mosquitoes in 256 pools. We found 79 positive pools for an average infection rate of 6.8 infected mosquitoes for every 1,000 tested. While we experienced some of the highest levels of West Nile on record early in the summer, by mid-August levels dropped well below average. We ended up with one human case of West Nile; however travel history strongly suggests that the individual acquired the infection in another state.

Larval/Adult Surveillance

We have performed over 3,300 larval inspections to date this season. The cooler temperatures in October have dramatically reduced mosquito activity however we continue to get reports of Asian tiger mosquitoes in people's yards. Light traps are collecting low numbers of adult mosquitoes. We will end our light trap collections at the end of October. We have concluded all adulticide operations for the season.

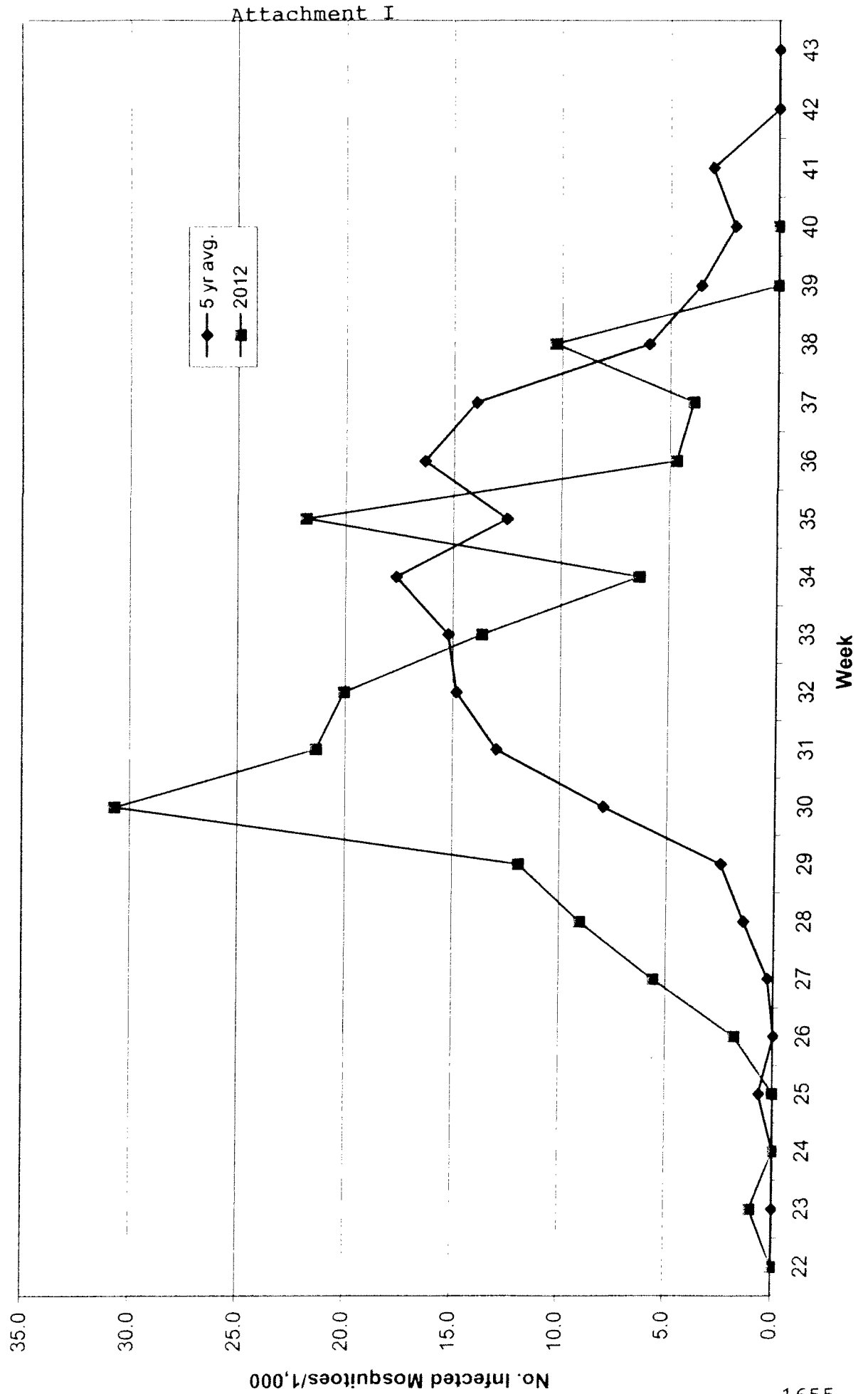
Budget

We spent \$71,588 on pesticides and \$11,500 for an aerial application from the County budget. A minimal amount was spent from the HRHC budget for office supplies, dry ice, and repairs to my computer.

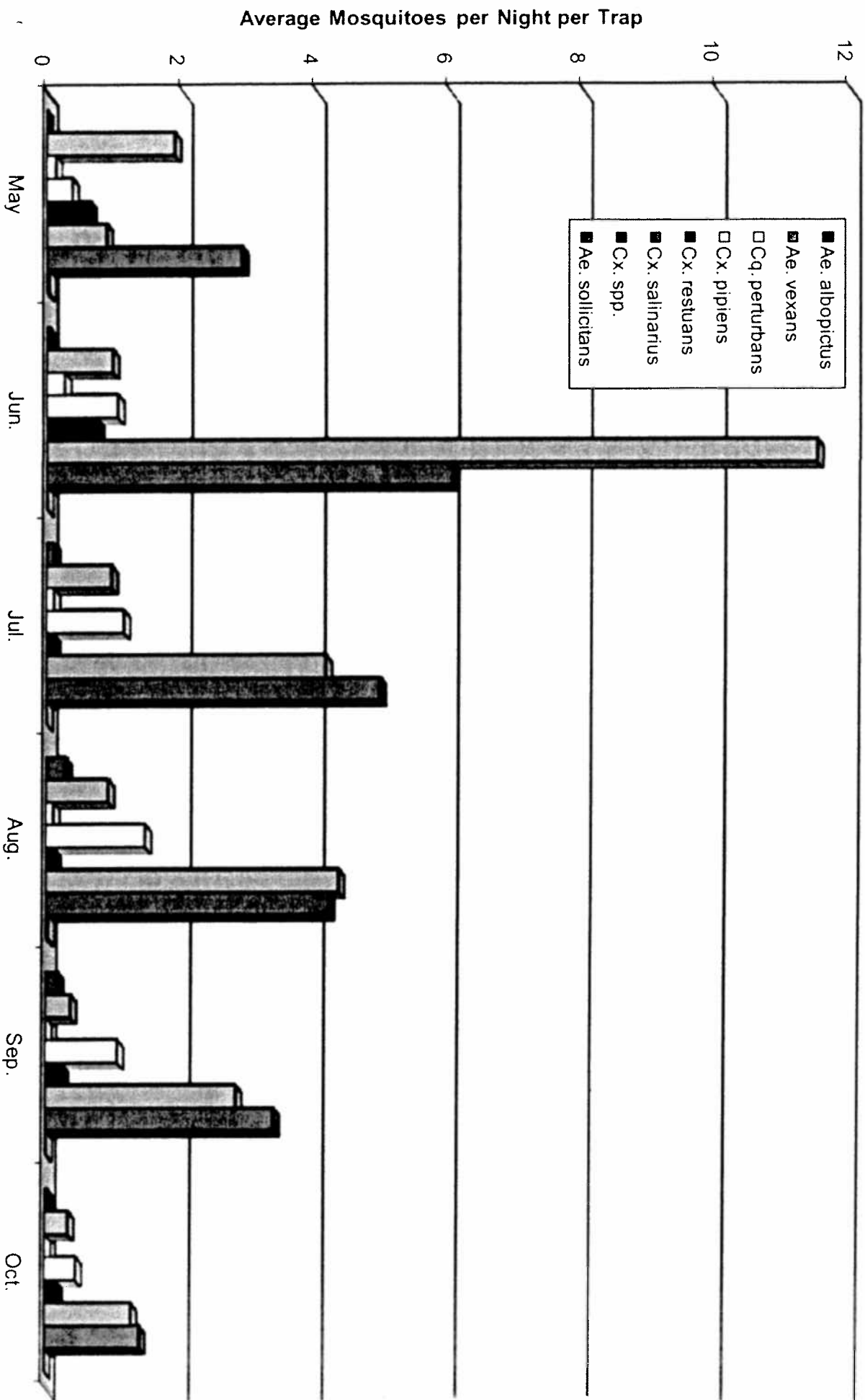
Research

We concluded two research projects. The first looked at the effect of pH on the efficacy of the new pesticide spinosad. The second studied the ability of mosquitoes to transfer the pesticide pyriproxyfen to untreated sites. Data is still being analyzed; however preliminary data suggests that mosquitoes did successfully transfer pesticide thereby killing larvae in untreated containers. This could have positive implications for our efforts to control the Asian tiger mosquito.

Hudson County Weekly WNV Infection Rates 2012



2012 Monthly Light Trap Summary for Hudson County

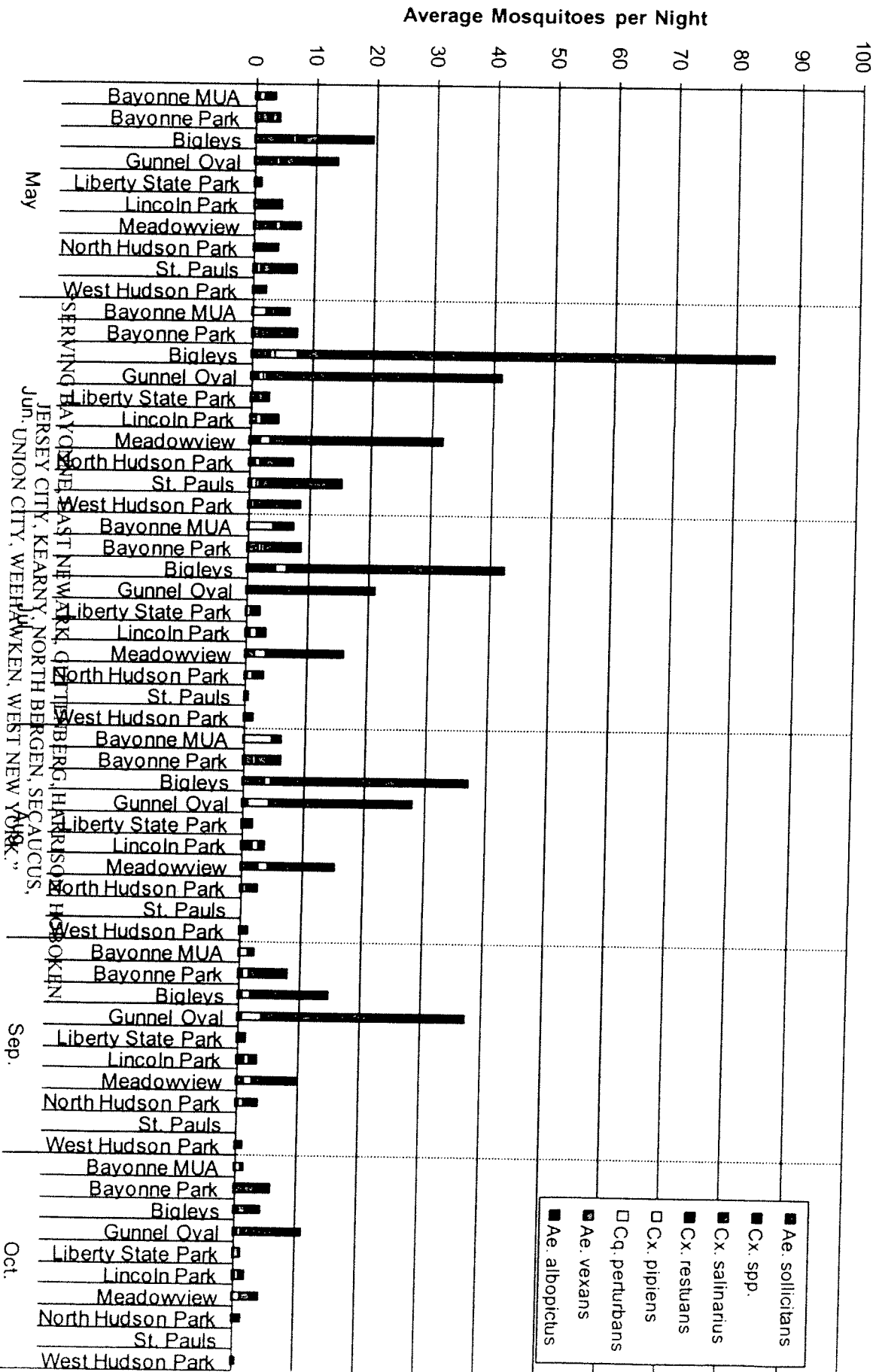


Richard J. Censullo, President

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

Carrie Nawrocki, Director

2012 Monthly Light Trap Summary by Site



AUG 22 2012



CITY OF JERSEY CITY
DEPARTMENT OF HEALTH & HUMAN SERVICES
1 JOURNAL SQUARE PLAZA ■ JERSEY CITY, NJ 07306
PHONE: 201-547-6800 ■ FAX: 201-547-5168

JERRAMIAH HEALY
MAYOR

HARRY MELENDEZ
DIRECTOR

August 20, 2012

Carrie Nawrocki
Executive Director/Health Officer
Hudson Regional Health Commission
595 County Avenue – Building 1
Secaucus, New Jersey 07094

Dear Ms. Nawrocki:

This is to inform you that the City of Jersey City, Department of Health and Human Services has promoted Nilda Guivas to the position of Health Officer. In her capacity as health officer Ms. Guivas will direct all the activities organized under the Division of Health.

Vera Smith will continue her employment as Assistant Health Officer. Vera's contact information is currently the same. I will inform you of any changes in the future.

Presently, you may contact Nilda at her office on 201-206-3256. You may also reach her by fax and email as follows: 201-309-4873 - email, guivasn@jcnj.org.

Sincerely,

Harry Melendez
Director

c: Nilda Guivas
Vera Smith

Attachment III
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, HC
 Executive Director
 Epidemiologist

EXPENDITURES FOR JUNE 15, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	For Payroll of 6/15 Salaries=75320.74 OT=807.74 On Call=1310 Fica/Med=5856.08 Sui/Disa=266.32 (Med.125=784.89) (HB=58.53)	84,404.30
ON LINE	State Hlth. Ben. Program	H.B. act. emp. (Con)=14805.88 (Con/Mos)=6071.79 (CDCX)=3301.97 Dental/act. emp. (Con)=1003.90 (Con/Mos)=394.70 (CDCX)=170.33	24,179.64 1,568.93
ON LINE	State Hlth. Ben. Program	H.B. for retiree/JL=1981.53 RF=1399.66 GG=2366.58	5,747.77
10700	DeSena & Company	(Con) Audit period ending 6/30/11	5,500.00
10701	Donna Blois	(Con) Lunch/Finance Mtg.	26.74
10702	Verizon	(Con)=16.20 (CDCX)=6.93 Acct.00131826670 58Y	23.13
10703	A. Lombardo	(Con/Mosq) Car Wash	8.00
10704	Artic Ice Mfg.	(Con) Dry Ice Block Inv.#120531	25.00
10705	Anthony Mondaro	(Con) Consulting services 3/1-6/1	375.00
10706	James Monkowski	(Con) UASI Meetings/tolls	51.40
10707	Schneider Lab.	(Con) Inv.#859648	63.00
10708	Johnson & Conway	(Con) Legal Fees/Acct.#214-001M	2,364.49
10709	Occupational Hlth.Cent.	(Con) Inv.#506771061 Jomo Richards/Blood Count	437.00
10710	Christina Butieb	(CDCX)=34.99 (CDCX)=209.13 Cable/Modem/refresh. for meetings/battery for jeep liberty/car wash	244.12
10711	Comcast Commun.	(CDCX) Cable TV/High speed internet	87.41
10712	Michael Walker	(Con) Parking lot fee	12.00
10713	ADP	(Con)=84.04 (Con/Mos)=25.33 (CDCX)=130.95 For Payroll of 6/15	130.95
10714	Pitney Bowes	(Con) Inv.#6967673 Term rental charges	162.00
10715	Fedex	(Con) Transp. Charges/special handling charges	116.80
10716	Elec. Office	(CDCX) Comprehensive Agreement Qtrly Paymt.	138.00
10717	Verizon Wireless	(CDCX)=204.15 (Con)=270.20 (Con/Mos)=126.10 Inv #2753022563	600.45
*10726	ADP (out of sequence)	(Con) Jurisdictional Flat Rate	6.00

Attachment III

HUDSON REGIONAL HEALTH COMMISSION
MEADOWVIEW COMPLEX595 COUNTY AVENUE, BUILDING 1, SECAUCUS, NEW JERSEY 07094
TEL. (201) 223-1133 FAX (201) 223-0122

Richard J. Censullo, President

Carrie Nawrocki, MPH,
Executive Director
EpidemiologistEXPENDITURES FOR JUNE 30, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	For Payroll of 6/30 Salaries=73230.92 Med.Reimb.=2324.71 OT=300.91 Fica/Med=5735.09 Sui/Disa=204.22 (Med125=784.89) (H.I.=87.17) adj.for 6/15 Med.(843.42) HI(843.42)	79,236.95
10718	State of NJ Div. Tax.	(Con) Tax Registration #221-923-893/000 FID#22-192389	
10719	ADP	(Con)=84.04 (Con/Mos)=25.33 (CDCX)=21.58 For Payroll of 6/30	75.00
10720	Sprint	(Con) Inv.#687442111-130 Acct.#687442111	130.95
10721	Fleet Services	(Con/Mosq)=549.98 (CDCX)=47.88 (Con)=1192.72 Inv.29769451	152.46
10722	USA Mobility Wireless	(Con) Inv.#V8408051F	1,790.58
10723	Poland Spring	(Con) Inv.#12F0012872842 Water/cups	27.88
10724	Xerox Corp.	(Con) Monthly Base Charge/Rental Plan	8.99
10725	Horizon BC/BS	(Con) H.B. for retiree DRD	268.80
10726	*Used in Prev. Expend.		1,864.36
10727	Schneider Lab.	(Con)=80 48 Hour Metals EPA(Con)=63 3 day Metals EPA	
10728	Staples Credit Plan	(Con)=72 3 Day Metals EPA (Con)=70 48Hour Metals EPA	285.00
10729	Simply Delicious	(Con) Office Supplies	
10730	Royal Printing Serv.	(Con) P.O.12-030 6/13/12	358.47
10731	DeSena & Company	(Con) 500 Notice of Violations	176.45
		(Con) Audit period ending 12/31/2011	295.00
			5,500.00

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

Attachment III

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Carrie Nawrocki, MPH, HC
Executive Director
Epidemiologist

EXPENDITURES FOR JULY 15, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 7/15 Salaries=73839.50 OT=560.78 OnCall=1080 Fica/Med.=5665.58 Sui/Disa=124.94 (Med. 125=1316.78) (H.B.=124.22)	79,829.80
On Line	State Hlth. Benefits	H.B.act.emp. (Con)=14805.88 (Con/Mos)=6071.79 (CDCX)=3301.97 Dental/act.emp. (Con)=1003.90 (Con/Mosq)=394.70 (CDCX)=170.33	24,179.64 1,568.93
On Line	State Hlth. Benefits	H.B. for retirees (Con) RF=1399.66 GG=2366.58 JL=1981.53 For Payroll of 7/15 (CDCX)=24.05 (Con)=26.88 (Con)=90.52	5,747.77
10735	ADP	(Con) Monthly Base Charge/June	141.45
10736	Xerox Corp.	(Con) Medicare Premium Payment 6/1 to 8/31/2012	268.80
10737	Robert Ferraiuolo	(Con) Dry Ice Block	299.70
10738	Artic Ice Mfg.	(Con)=36 (Con)=72 3 Day Metals EPA 7420	100.00
10739	Schneider Lab.	(Con) Transportation Charges/Special Handling Charges	108.00
10740	Fedex	(Con) Legal Fees #7403	29.20
10741	Johnson & Conway	(Con) Parking-County Meeting & Lunch County Meeting	2,169.31
10742	Carrie Nawrocki	(Con) Inv.#9862249027 Supplies	93.67
10743	W.W. Grainger, Inc.	(Con)=8483.04 (Con)=5850.90 Third Installment 2012	331.86
10744	Sub. Essex Joint Ins.	(Con) Inv.#298368 (J.D.) Tire plug	14,313.94
10745	AAM Motor Sales	(CDCX) Cable Television/Comcast High Speed Internet	45.50
10746	Comcast	(Con)=16.11 (CDCX)=6.90 Acct.#000131826670 58Y	87.41
10747	Verizon	(Con) Audit period ending 12/31/2011	23.01
10748	DeSena & Company	(Con)=789.01 (CDCX)=338.15 Acct.#223-1133	5,500.00
10749	Verizon	(Con) N.J. Mun. Magazine Oct. 2012 to June 2013	1,127.16
10750	NJ State League Mun.		20.00

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

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Richard J. Censullo, President

Carrie Nawrocki, MPH, HO
 Executive Director
 Epidemiologist

EXPENDITURES FOR JULY 31, 2012

<u>CHECK #</u> <u>ON LINE</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	HRHC Payroll Acct.	For Payroll of 7/31 Salaries=74169.15 Sui/Dias=96.67 Fica/Med.=5565.32 (Med.125=1316.78) (HB=124.22)	78,390.14
10751	Michael Walker	(HCIA) Parking lot ticket	12.00
10752	Verizon Wireless	(CDCX)=198.48 (Con/Mosq)=121.74 (Con)=259.79 Inv.#2767233328	580.01
10753	USA Mobility Wireless	(Con) Inv.#V8408051G 7/13-8/12	27.43
10754	Gregory Williams	(Con/Mosq) Marking flags	8.54
10755	Poland Spring	(Con)=8.99 (Con)=66.58 Inv.#12G0012872842	75.57
10756	Monique Davis	(CDCX) Mileage EP Meeting/Mileage for POD	17.05
10757	Horizon BC/BS	(Con) H.B. for retiree D.R.D.	1,864.36
10758	Sprint	(Con) Inv.#687442111-131	152.06
10759	Schneider Lab.	(Con)=81 (Con)=63 Inv.#866559 & #866558	144.00
10760	NJEZPass	(CDCX) Acct.#2000115230666 Jeep	15.00
10761	Fleet Services	(Con/Mosq)=367.73 (CDCX)=41.19 (Con)=952.21 Inv.#230037679	1,361.13
10762	ADP	(Con)=84.04 (Con/Mosq)=25.33 (CDCX)=21.58 For Payroll of 7/31/12	130.95
10763	ADP	(Con) Jurisdictional Flat Rate Inv.#T995187	6.00
10764	Staples Credit	(Con) Diamond ATI 256MB Acct.#6035517818630674	59.99
10765	U.S.Postal Service	(Con) For Postage Refill #1841-1498-86-0	300.00

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

Richard J. Censullo, President

Carrie Nawrocki, MPH, HC
 Executive Director
 Epidemiologist

EXPENDITURES FOR AUGUST 15, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 8/15 Salaries=73542.90 On Call=1230 OT=164.13 Fica/Med=5624.05 Sui/Disa=86.82 (Med.125=1316.78) (HB=124.22)	79,206.90
On Line	State Health Ben.	H.B./Aug.act. (Con)=14805.88 (Con/Mosq)=6071.79 (CDCX)=3301.97 Dental/Aug.act (Con)=1003.90 (Con/Mosq)=394.70 (CDCX)=170.33	24,179.64
On Line	State Health Ben.	H.B./Aug. retirees RF=1399.66 GG=2366.58 JL=1981.53	1,568.93
10766	Artic Ice Mfg.	(Con/Mosq) Dry Ice Block	5,747.77
10767	Johnson & Conway	(Con) Legal Fees Acct.#214-001M	125.00
10768	Christina Butieb	(CDCX) 8/9/12 =34.99 (Con)=89.36 Cable/Modem/Travel	227.99
10769	Verizon	(CDCX) 8/9/12=3.24 (Con)=7.57 Acct.#000131826670 58 Y	124.35
10770	Verizon	(CDCX) 8/9/12=168.14 (Con)=392.34 6/21-7/20/12	10.81
10771	Comcast	(CDCX) 8/9/12 Comcast High Speed Internet	560.48
10772	Carrie Nawrocki	(CDCX) 8/9/12 Refreshments/ICP Meeting 8/3	87.41
10773	N.J.Dept.of Treas.	(Con) Annual Registration Renewal Facility#120542	21.89
10774	N.J.Dept.of Treas.	(Con) Radioactive Materials Licensing/Regis. & Inspect.	118.00
10775	Robert Ferraiuolo	(Con) Medicare Premium Payment 9/1/12 - 11/30/12	205.00
10776	ADP	(Con)=80.20 (Con/Mosq)=25.33 (CDCX)=21.58 8/9/12 Payroll for 8/15	299.70
10777	Schneider Lab.	(Con) 3 Day Metals EPA 7420-Pb	127.11
10778	Dell Marketing	(Con) VisionTek Atl Radeon HD 3450 5 12 MB Graphic Adapter	135.00
10779	Schneider Lab.	(Con)=9 (Con)=72 (Con)=54 Inv.#868635 #868636 #868637	91.03
10780	AAM Motor Sales	(Con) Invoice #299504 (Blue Jeep Liberty) Battery/Oil Filter change	135.00
			509.53

Attachment III

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 Executive Director
 Epidemiologist

EXPENDITURES FOR AUGUST 31, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 8/31 Salaries=71427.17 OT=109.42 Fica/Med=5368.67 Sui/Disa=89.48 (Med.125=1254.67) (H.B.=124.22)	75,615.85
10781	Monique Davis	(CDCX)=13.32 8/9 Mileage (CDCXI)=10 Parking fee	23.32
10782	Fleet Services	(CDCX)=50.72 8/9 (Con/Mosq)=460.29 (Con)=803.23 (CDCXI)=25.18 Inv.#30347295	1,339.42
10783	AAM Motor Sales	(Con) Toyota Corolla/R.S. 4 tires/alignment/balance	609.28
10784	West Caldwell Calib.	(Con) Inv.#22155 Sound Level Meter/Calibrator/ Octave Band Filter	637.50
10785	State of NJ Dept of Labor	(Con) Annual Assessments Year End 12/2011	334.80
10786	Poland Spring	(Con)=8.99 (Con)=91 Water/Rent	99.99
10787	USA Mobility Wireless	(Con) Inv.#V8408051H	27.43
10788	Fedex	(Con) Transportation charges/Special Handling	170.22
10789	ADP	(Con) For Payroll of 7/31 Jurisdictional Flat Rate	6.00
10790	Matthew Bender & Co.	(Con) NJ Register	208.89
10791	Anthony Mondaro	(Con) Consulting services/period 6/1-9/1	375.00
10792	Sprint	(Con) Inv.#687442111-132	152.06
10793	Xerox Corp.	(Con) Inv.#063307462 Monthly Base Charge	268.80
10794	Horizon BC/BS	(Con) Policy #3HZN14909550 Retiree DRD	1,864.36
10796	ADP	For Payroll of 8/31 (Con)=82.62 (Con/Mos)=25.42 (CDCXI)=19.07	127.11

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HUDSON REGIONAL HEALTH COMMISSION
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Richard J. Censullo, President

Carrie Nawrocki, MPH, HO
Executive Director
Epidemiologist

EXPENDITURES FOR SEPTEMBER 15, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 9/15 Salaries=70541.31 OnCall=1030 Fica/Med.=5371.34 Suv/Disa=68.02 (Med.125=1254.67) (H.B.=124.22)	75,631.78
On Line	Health Benefit Program	H.B.act.emp./Sept.(Con)=14805.88 (Con/Mos)=6071.79 (CDCXI)=3301.97 Dental/act.emp.(Con)=1003.90 (Con/Mos)=394.70 (CDCXI)=170.33	24,179.64 1,568.93
On Line	Health Benefit Program	H.B. retiree/Sept. RF=1399.66 GG=2366.58 JL=1981.53	5,747.77
10797	Gregory Williams	(Con/Mos) AMCA Membership due	120.00
10798	Manuel Mayo	(Con) Purchased APPLE Products	2,034.00
10799	Flash Lube	(Con) Ford Escape MG84865/Oil change	25.95
10800	Comcast Commun.	(CDC 12/13) Cable TV/High Speed Internet	87.41
10801	Gary Cardini	(Con/Mosq) Oil/Filter/Pump	46.91
10802	Dept. of Enviro.Sciences	(Con) Training/Visible Emission Re-Certif.(NR/JN) (JR/RS) 9/13 & 9/19	160.00
10803	NAETI	(Con) NJ/NY State/EPA/AHERA 5 Day Abestos Super. Contractor Program/MW Sept.17-21	549.00
10804	Johnson & Conway,LLP	(Con) Legal Services/Statement 7535	1,366.46
10805	Xerox Corp.	(Con) Monthly Base Charge	268.80
10806	Carrie Nawrocki	(Con) Fruit Basket/John Demjanick Family	58.24
10807	ADP	(Con)=80.70 (CDC 12/13)=19.07 (Con/Mosq)=25.42	125.19
10808	Artic Ice Mfg.	(Con/Mosq) Dry Ice Block	100.00
10809	Dell Marketing	(Con) Dell 311 Ocn 8,000 Page Black Cartridge	112.23
10810	Verizon	(Con)=21.20 (CDC 12/13)=4.34 8/2 to 8/30	25.54
10811	Verizon	(Con)=466.91 (CDC 12/13) 7/20 to 8/22	562.54
10812	Flash Lube	(CDC 12/13) Jeep/Eagle Liberty MG57688	20.95
10813	Verizon Wireless	(Con)=287.51 (Con/Mosq)=119.19 (CDC 12/13)=197.13 Inv.#2795729748	603.83
10814	Electronic Office Systems	(CDC 12/13) Comprehensive Agreement/Qtrly. Paymt. Plan	151.54
10815	Fedex	(Con) Transp. Charges/Special Handling Charges	26.24

MEMO

1024 HCIA

Refund for Court Cost NJDEP ID#S22848 Court 1

57.00

HUDSON REGIONAL HEALTH COMMISSION
MEADOWVIEW COMPLEX
595 COUNTY AVENUE, BUILDING I, SECAUCUS, NEW JERSEY 07094
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Richard J. Censullo, President

Carrie Nawrocki, MPH, HC
Executive Director
Epidemiologist

EXPENDITURES FOR SEPTEMBER 30, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 9/30 Salaries=70391.37 OT=136.78 Med.Reimb.=2324.71 OnCall=320 Fica/Med.=6237.98 Sui/Disa=56.44 SVRNCE=9156.96 (Med.125=1254.67) (HB=124.22)	87,245.35
10817	The Observer	(HPP 2012/2013) Display Ad 4x6 B&W placed 9/12 Press Release to be placed 9/19	360.00
10818	Vold		
10819	NJ Dept. of Treasury	(Con) Pesticide License Renewals	400.00
10820	NJ State Police Calib.Labor	(Con) Survey Instrument Calibrated/Add.probe calib.	270.00
10821	Pitney Bowes	(Con) Term rental charges	162.00
10822	Verizon Wireless	(CDC 2012/2013)=198.01 (Con/Mosq)=116.88 (Con)=281.14 Inv.#2781472220	596.03
10823	Poland Spring	(Con)=8.99 (Con)=118 Inv.#1210012872842	126.99
10824	Dell Marketing LP	(CDC 2012/2013) RBC43 Replacement Battery Cartridge	351.38
10825	ADP	(Con) Jurisdictional Flat Rate for 8/31	6.00
10826	Horizon BC/BS	(Con) H.B. for retiree DRD	1,864.36
10827	Schneider Lab.	(Con) 3 Day Metals EPA 7420-Pb	63.00
10828	Fleet Services	(CDC 2012/2013)=47.36 (Con/Mosq)=282.50 (Con)=1,327.56 Inv.#30637471	1,657.42
10829	USA Mobility Wireless	(Con) Inv.#V84080511 9/12-10/12	27.43
10830	Sprint	(Con) Inv.#687442111-133	152.06

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JERSEY CITY, KEARNY, NORTH BERGEN, SECAUCUS,
UNION CITY, WEEHAWKEN, WEST NEW YORK "

Attachment III

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, HC
Executive Director
Epidemiologist

EXPENDITURES FOR OCTOBER 15, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 10/15 Salaries=66639.02 On Call=750 Fica/Med=5106.88 Suv/Disa=22.71 (Med. 125=1191.31) (HB=124.22)	71,203.08
On Line	State H.B. Program	H.B. act. emp. (Con)=14805.88 (Con/Mos)=6071.79 (CDC12/13)=3301.97 Dental (Con)=1003.90 (Con/Mos)=394.70 (CDCX12/13) 170.33	24,179.64 1,568.93
On Line	State H.B. Program	H.B. retirees (Con) RF=1399.68 GG=2366.58 JL=1981.53	5,747.77
10831	Staples Credit Plan	(Con) Acc. #6035 5178 1863 0674 Office Supplies	428.31
10832	ADP	(Con/Mos)=25.42 (Con)=80.08 (CDC12/13)=21.61 For Payroll of 9/30	127.11
10833	Christina Butieb	(CDC12/13) MRC Meeting/refreshments	97.13
10834	West Caldwell Labs	(Con) Exttech Sound Level Calibrat/Auto Range SLM	450.00
10835	Monique Davis	(CDC12/13) Mileage, tolls for EP Meeting (JC) and Harrison Flu	17.25
10836	Christina Butieb	(CDC12/13)=132.36 (CDC12/13)=65.45 (CDC12/13)=64.44	262.25
10837	Flash Lube	(Con/Mosq) Jeep/Eagle Liberty MG73967 GW (WNV)	20.95
10838	Nick Rivelli	(Con) Pesticide Training, CEHA Grant, Visual Emission	73.95
10839	The Hudson Reporter	(HPP 12/13) Client #1570 MRC Ad & Press Release	660.60
10840	Juan Nunez	(Con) Tolls for TP VE Recert	32.50
10841	Johnson & Conway	(Con) Legal Fees/Acct. 214-001M	1,960.93
10842	ADP	(Con) For Jurisdictional Flat Rate/Sept.	6.00
10843	ADP	(Con)=86.70 (Con/Mosq)=27.52 (CDC 12/13)=23.39 For Payroll of 10/15	137.61
10844	Carrie Nawrocki	(CDC 12/13) Accelerero/Blast Fax Service	100.00
10845	Verizon	(Con)=18.12 (CDC 12/13)=3.71 for 9/2-9/26	21.83
10846	Artic Ice Mfg.	(Con/Mosq) Dry Ice Block	100.00
10847	Mirion Technologies	(Con) Inv. #01486734 Lif Chip Hard Ring Large (Black)	483.00
10848	Manuel Mayo	(Con) 4 Medco Keys	36.38
10849	Verizon	(Con)=466.47 (CDC 12/13) 8/29-9/12	562.01
10850	The Training Network	(Con) Order #SO-21468 Asbestos Awareness DVD	315.90
10851	GoDaddy.com LLC	(CDC 12/13) 6 months service Acct. #20624791	280.30
10852	NJEZPass	(CDC 12/13) Jeep #2000115230666	50.00
10853	Accelerero Commun.	(CDC 12/13) Logging in for cbutieb@hudsonregionalhealth.org	100.00
10854	Schneider Lab.	(Con) 3 Day Metals EPA 7420-Pb	72.00
10855	Fedex	(Con) Inv. #2-040-97337 Acct. 1178-0465-8	121.31
10856	Comcast Commun.	(CDC 12/13) Cable TV/Add. High Speed Internet Services	87.40
10857	Xerox Corp.	(Con) Inv. #064316513 Monthly Base Service	268.80
10858	US Postal Service	(Con) Postage Refill #1841-1498-86-0	200.00

*Note: Change of name

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JERSEY CITY, KEARNY, NORTH BERGEN, SECAUCUS,
UNION CITY, WEFHAWKEN, WEST NEW YORK."

Financial Statements

Hudson Regional Health Commission

December 31, 2011

HUDSON REGIONAL HEALTH COMMISSION
AUDIT REPORT
DECEMBER 31, 2011

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DeSena & Company
Certified Public Accountants, LLC

100 Eagle Rock Avenue, Suite
East Hanover, NJ 07927
(973) 602-
Fax (973) 602-

To the Board of Commissioners
Hudson Regional Health Commission
Secaucus, New Jersey 07628

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying basic financial statements of Hudson Regional Health Commission (Hudson), as of December 31, 2011, and for the year ended December 31, 2011, as listed in the table of contents. These financial statements are the responsibility of Hudson's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of Hudson as of December 31, 2011, and the results of its operations and the cash flows of its General Fund and Penalty Enforcement Fund for the year then ended in conformity with accounting principals generally accepted in the United States of America.

As described in Note 11 to the basic financial statements, the Commission adopted the provisions of Governmental Accounting Standards Board Statement No. 34, as of January 1, 2004. This results in a change in the format and content of the basic financial statements.

The Management's Discussion and Analysis and the other required supplementary information pages 3 through 5 and 16 through 29, respectively are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Attachment IV

In accordance with *Government Auditing Standards*, we have also issued a report dated June 30, 2012 on our consideration of Hudson's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Hudson's basic financial statements. The accompanying Schedule of Expenditures of Federal and State Financial Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

DeSena & Company
DeSENA & COMPANY

East Hanover, New Jersey
June 30, 2012

HUDSON REGIONAL HEALTH COMMISSION
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Richard J. Censullo, President

Carrie Nawrocki, Executive Director

Managements Discussion and Analysis Report

The purpose of this statement is to provide management's perspective on the status and fiscal viability of the Commission. It should be read in conjunction with the full text of the annual audit report.

Authority

The commission is a duly authorized governmental agency established and operating under NJSA 26:3-83 et. seq. It is governed by a Board of Commissioners which under NJSA 26:3-92 has the functional authority of a local board of health, including legislative powers to adopt ordinances. The Commission's regional ordinances are applicable to all member municipalities and are enforced by the court of local jurisdiction.

Board of Commissioners

Each of the twelve municipalities of Hudson County is represented by a Commissioner having a single vote. As a public body, the Board meets on a regular basis to set Commission policy, take legislative actions, adopt and/or amend an annual budget and take other appropriate actions. All meetings are duly advertised in accordance with the NJ Open Public Meetings Act.

Management-Staffing

The Commission's Executive Director functions as the CEO and is in full charge of all Commission operations. The Commission has on staff a Chief Financial Officer who holds a license as a Certified Municipal Financial Officer.

The Commission staff presently comprises thirty professional/administrative employees with diverse education, training, and experience in public/environmental health.

Programs and Services

The Commission is a regulatory agency with jurisdiction in three general areas:

Environmental Health
Public Health
Mosquito Control

In addition, the Commission provides to certain municipalities related contractual services such as elevated blood lead level investigations (EBL).

Environmental Health Programs include those specified under the County Environmental Health Act (CEHA) (NJSA 26:3A2-21 et. seq.) and the Air Pollution Control Act (NJSA 26:2C-1 et. seq.).

Public health services performed pursuant to our designation by the NJDHSS as the 'LINCS' Agency for Hudson County include a vast array of functions primarily related to bioterrorism preparedness and response to public health emergencies.

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Attachment IV

The mosquito control program consists of surveillance and control related activities directed at the identification and attenuation of mosquito populations throughout the County.

All of the foregoing programs are conducted in conjunction with both local and state agencies and are subject to extensive reporting requirements.

Financial Status and Assessment of Long Term Operational Liability

The Commission's operational model is somewhat more like a business enterprise than a typical governmental agency. While it is in fact a duly authorized governmental agency, it does not exist by statutory mandate; rather, it functions as a discretionary vendor of services to contracting governmental units such as its member municipalities, the County of Hudson, NJDEP, NJDHSS and the USEPA. Each relationship is subject to termination on a year to year basis; thus, the viability of the Commission is a function of at least two factors: delivery of a quality service and the annual allocation of available resources by contracting units.

The Commission is able to attain certain economies through the regionalization of services. While this enables the Commission to provide cost efficient programs and services, it has the downside of requiring a critical level of participation in order to sustain such efficiencies.

By Statute a regional health commission is authorized to receive funds from any source. Since 1974, the Commission has operated a registration/permit system which generates revenue from sources of air pollution throughout the County. In its original form, the system was adopted by ordinance for purposes of generating the revenue necessary to continue operations as member municipalities were unable to increase contributions at levels sufficient to meet basic program needs. At the time, the revenue system was strongly supported by the NJDEP as an appropriate and efficient means of program support.

Prior to 1995, the Commission was able to increase fee levels as additional funds were required. However, in 1995, there was a radical change in sentiment at the state level as to how and to what extent fee based revenue systems should be operated. Ultimately, in 1995, amendments to the NJ Air Pollution Control Act placed statutory limits on the ability of local, county and regional agencies to charge new fees or increase those in place as of June 15, 1995.

Fees are billed on a standard five year cycle and are accounted for as deferred revenue which is amortized against current revenue on an annual basis. Funds not needed for current operations are invested in the NJ Cash Management Fund.

As of 12/31/11, the Commission's fund balance of the Consolidated Funds was \$634,870 and unamortized deferred revenue, \$1,154,973.

Projections and Critical Issues

Over the past several years the Commission has dramatically increased its scope of activities. In addition to increased demands on our CEHA Program such as an increased workload from the NJDEP (UST and ER) we have both LINC/S/B/T Programs (inclusive of Jersey City), and Mosquito Control. We have a variety of revenue sources, authority and jurisdictions, but with great and growing responsibility and challenging fiscal vulnerabilities. If we include each municipality, our 2011 budget includes over twenty independent sources of revenue, each to varying degrees vulnerable to abrupt discontinuance. The Commission will not attain a level of stability normally associated with traditional governmental entities, unless it becomes part of an established level of government, such as the County.

The agency's fiscal issues are somewhat unique as is its organizational structure. An autonomous governmental agency, it functions in large part like a commercial enterprise. It has neither the ability to raise taxes nor a statutory mandate to exist. It acts as a legislatively-certified contractor providing an array of public/environmental health services to other levels of government, thus the aforementioned multitude of revenue sources. Beginning as exclusively an air pollution control

agency some forty years ago, it has survived only through program expansion, cost efficiency, rigorous fiscal management and the delivery of quality services.

Efficient and effective fiscal management has been most critical to its very viability, particularly management of its reserve account which has been judiciously utilized in virtually every year of the Commission's existence to bridge the budgetary gap between current revenues and appropriations. In the absence of this mechanism the Commission would have ceased to effectively operate decades ago. Unrestricted reserves must be maintained at a level sufficient to assure budgetary integrity far enough in to the future to maintain the agency's status as a "going concern" sufficiently funded to minimize any possibility for discontinuation of essential services. The formula for sustaining the Commission in the past will not change going forward as economic challenges become even more pronounced across all levels of the public sector.

Cost cutting has already begun with the unfortunate reduction in force of two part time employees in 2011. Further reductions for 2012 are under active consideration. Legislative changes at the state level have resulted in increased contributions toward medical and pension benefits at both the state and local level. The State has also taken measures to permit local agencies to raise the retirement age of employees to reduce the overall cost of post-retirement medical benefits by more closely coordinating with Medicare coverage which substantially reduces the cost of premiums. This option remains available to the Commission for evaluation.

In anticipation of rising costs for medical benefits the Board took a major action in 2005 by discontinuing the post-retirement medical benefit for new employees hired after January 1 2005, thus permanently capping its liability in terms of eligible employees. It should be noted that to its credit in an effort to utilize highly conservative fiscal practices, the Commission has established a reserve fund for post-retirement medical benefits. By prevailing accounting standards it is not required to so; rather it is required only to reflect the liability in the notes to the audit report.

By joining a Joint Insurance fund (JIF), savings of approximately fifty percent was realized on ever escalating insurance premiums.

In 1996 the Commission was able to negotiate an arrangement with the County for office space which by some estimates has a value of \$250,000/year. Attrition has long been an integral component to the Commission's long term fiscal plan and has in fact begun to manifest with the retirement of the Assistant Director in 2010 and the Executive Director in 2011. Both of these positions were filled by promotions from within the organization; doing more with less will be a necessity in the years ahead. Additionally, this year one position was left vacant upon resignation of an employee. The work and grant requirements were met with current employees. Other cost cutting measures this year included a cap on overtime, reduction in the longevity stipend for employees, as well as using current staff across programs to meet the need of hiring an additional seasonal employee for the mosquito program.

As has been referenced in previous reports and again above, the Commission is independent of county, state or local government. It has no ability to raise taxes or even increase its fees. Most of its revenue derives from grants, contracts, fees, and municipal subscriptions based upon a Joint Agreement, most of which are either capped or decreasing in both nominal and real terms. Fiscal management will continue to be the primary challenge of the Commission, and we have already begun to look to the County to more fully fund the Statutory mandate of the County Environmental Health Act (26:3A2-21 et seq.)

Contacting the Commission's Management

This financial report is designed to provide a general overview of the Commission's finances, comply with finance-related laws and regulations, and demonstrate the Commission's commitment to public accountability. If you have questions about this report or would like to request additional information, contact the Commission's Executive Director Carrie Nawrocki, at Meadowview Complex, 595 County Avenue, Building 1, Secaucus, New Jersey, 07094.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
FUNDS BALANCE SHEET / STATEMENT OF NET ASSETS
DECEMBER 31, 2011

	General Fund	Environmental Quality Enforcement Fund	Penalty Enforcement Fund	Adjustments	Statement of Net Assets
<u>Assets</u>					
Cash & Equivalents	\$ 216,080	\$ 13,641			\$ 229,721
Cash Management Fund	2,305,901	428,505	\$ 96,675		2,831,081
Accounts Receivable Grants & Contracts	275,611				275,611
Accounts Receivable Municipalities	97,860				97,860
Accounts Receivable Fines		2,078,372			2,078,372
Internal Receivables	56,990	(56,990)			-
Prepaid Expenses	1,283				1,283
Capital Assets net of Accumulated Depreciation (Note 10)				195,721	195,721
Total Assets	<u>\$ 2,953,725</u>	<u>\$ 2,463,528</u>	<u>\$ 96,675</u>	<u>\$ 195,721</u>	<u>\$ 5,709,649</u>
<u>Liabilities & Reserves</u>					
Accounts Payable	\$ 132,734				132,734
Accrued Salaries	1,403				1,403
Payroll Taxes & Deductions Payable	1,131				1,131
Unearned Registration Fees	1,154,973				1,154,973
Unearned Notice Violations		\$ 2,078,372			2,078,372
Reserve Post Retirement Benefits	811,886				811,886
Reserve for Expenditures HCIA	8,871				8,871
Reserve Expend CRI	207,857				207,857
Unearned Revenues:					
Due Hudson County Improvement Authority		193,578			193,578
Total Liabilities & Reserves	<u>\$ 2,318,855</u>	<u>\$ 2,271,950</u>	<u>\$ -</u>		<u>\$ 4,590,805</u>
<u>Fund Balances / Net Assets</u>					
Unreserved	\$ 634,870			\$ 195,721	\$ 830,591
Reserved		\$ 191,578	\$ 96,675		\$ 288,253
Total Liabilities & Fund Balances	<u>\$ 2,953,725</u>	<u>\$ 2,463,528</u>	<u>\$ 96,675</u>	<u>\$ 195,721</u>	<u>\$ 5,709,649</u>
<u>Net Assets:</u>					
Invested in Capital Assets					
Unrestricted General Fund					\$ 195,721
Restricted Penalty Enforcement					634,870
Restricted EQEF Fund					96,675
Total Net Assets					<u>191,578</u>
					<u>\$ 1,118,844</u>

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
STATEMENT OF GOVERNMENT FUND REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES / STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2011

	Environmental Activities	Public Health Activities	(EQEF) Environmental Activities	Total	Adjustments Note A	Statement of Activities
Revenues						
Registrations						
Municipal	\$ 290,710					
USEPA	274,859					
RTK	96,291					
NJOEP/CHCA	17,575					
EQEF	229,221					
ERHC						
HCIA	32,712		\$ 41,711			
County	125,818					
EBL Municipal	854,593					
Interest	15,250					
Miscellaneous	1,952					
MRC	5,827		288			
Rutger University		\$ 6,367				
Jersey City Fire Department		1,935				
UASI - Grant	5,000					
FEMA	29,786					
HCIA	1,257					
HOME	3,071					
Jersey City Lead	6,024					
CDC IX & X	17,093					
Total		578,534				
	\$ 2,006,839	\$ 586,836	\$ 41,999	\$ 2,635,674		\$ 2,635,674
Expenses						
Personnel						
Office	\$ 2,510,298					
Travel	19,358		\$ 20			
Contractual	27,079					
Equipment	90,137					
Other	12,504					
Grants & Contracts for Services:	24,026					
MRC						
Rutgers		\$ 6,367				
CDC IX		1,935				
UASI Grant		578,534				
Depreciation	29,786					
Capital Outlay						
					\$ 58,245	
					(20,990)	
Total						
	\$ 2,713,188	\$ 586,836	\$ 20	3,300,044	\$ 37,255	3,337,299
Excess Revenues(Expenditures)	\$ (706,349)	\$ -	\$ 41,979	\$ (684,370)	\$ (37,255)	\$ (701,625)
Changes in Net Assets						
Fund Balances/Net Assets:						
Beginning of Year						
Transfer from EQEF to General Fund						2,218,143
Transfer General Fund from EQEF						(158,990)
Interest Income Penalty Enforcement						158,990
Transfer to Post Retirement Fund from General Fund						22
Rounding						(395,700)
End of Year						4
						\$ 1,118,844

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
STATEMENT OF CASH FLOWS
DECEMBER 31, 2011

Cash Flows From Operating Activities:	
Excess of Expenditures over Revenues	\$ (701,625)
Interest Income Penalty Enforcement	21

Adjustments to reconcile Excess of Revenues
Over Expenditures to Net Cash Provided by
Operating Activities:

Increase Post Retirement Benefits	\$ 530,122	
Decrease in Receivables	84,347	
Decrease Prepaid Expense	1,283	
Decrease in Accounts Payables	(12,347)	
Decrease in Payroll Taxes & Deductions	(11,043)	
Increase in Unearned Registration Fees	899,073	
Decrease in Unearned Grants	(1,327)	
Decrease Payable HCIA	(14,429)	
Depreciation	58,245	
Decrease in Accrued Salaries	(4,290)	
Decrease in Reserves	(784)	
Decrease Advance Grant Payments	(34,331)	
Transfer General Fund to Post Retirement	(395,700)	
Additions to Fixed Assets	(20,990)	
Rounding	5	
		<u>1,077,834</u>

Net Cash Provided by Operating Activities	<u>\$ 376,230</u>
Net Increase in Cash & Cash Equivalents	\$ 376,230
Cash - Beginning of Period	<u>2,684,572</u>
Cash - End of Period	<u><u>\$3,060,802</u></u>

See accompanying notes to financial statements.

**Hudson Regional Health Commission
Notes to Financial Statements
December 31, 2011**

Note 1

The financial statements of the Commission are prepared in accordance with generally accepted accounting principals (GAAP). Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements report using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related program liability is incurred.

Note 2

Agreement with Hudson County Improvement Authority (HCIA)

On January 1, 2010, Hudson Regional Health Commission entered into an agreement for a period of seven years with HCIA to develop, revise as necessary and supervise implementation of the solid waste component of the approved County Environmental Health Act Environment Work Plan. HCIA or recipient shall pay to Hudson Regional Health Commission \$121,959 annually. The \$121,959 component of the above compensation shall increase annually by 3.0% during the duration of this agreement. Any party to this contract may unilaterally withdraw from this agreement upon sixty (60) days written notice to all other parties.

Note 3

Registration and Certification Fees are recognized ratably over the registration period from January 1, 2011 to December 31, 2015. Registration fees collected during the twelve month period of January 1, 2011 to December 31, 2011 were collected for the 2011 registration period and income was recognized thru December 31, 2011.

Note 4

Substantially all of the Commission's employees participate in the Public Employee's Retirement System (PERS). This system is sponsored and administered by the New Jersey Division of Pensions and Benefits. The Public Employee Retirement System is considered a cost sharing multiple employer plan. The contribution policy is set by New Jersey State Statutes and contributions are required by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. PERS provides for employee contribution of 5.5% of employees annual compensation, as defined. Employers are required to contribute at an actuarially

**Hudson Regional Health Commission
Notes to Financial Statements
December 31, 2011**

Note 4 (Continued)

determined rate in PERS. The actuarially determined contribution includes funding for the cost-of-living adjustments and noncontributory death benefits. The commission offers a 457(b) Deferred Compensation Plan to its employees. Under this plan employee contributions are made pre-tax and are accumulated tax deferred. The plan is administered by Valic Retirement Services, and AXA Equitable.

Note 5

On August 29, 1997, Hudson Regional Health Commission entered into an Interlocal Service Agreement with the Town of Secaucus. The term of this agreement is from July 1, 1997 to December 31, 2002. The agreement is currently under negotiation for renewal. Under the ordinance entitled "The Air Pollution Code of Hudson Regional Health Commission" owners and/or operators of air contamination sources operating within the jurisdiction of the Commission must file their registration at the offices of the Commission located in Secaucus, New Jersey. Owners who fail to register air contamination sources are subject to fines and penalties. The Commission for the term of this agreement shall institute and prosecute violations of the Ordinance in the Municipal Court of the town of Secaucus. The town of Secaucus shall collect all fines associated with the violations of the Ordinance. The town shall keep as revenues the first \$5,000 in penalties or fines collected and thereafter fifty percent (50%) of the penalties or fines collected with regard to violations of the Ordinance prosecuted in the Municipal Court of the Town of Secaucus shall be paid over to the Commission.

Note 6

Separation Agreement with D. Drake

In the meeting of March 28, 2003, the Commission approved the Separation agreement with D. Drake. This agreement awarded her lifetime medical benefits upon retirement from PERS under the Commissions Rules and Regulations Governing Employment. In consideration for this benefit, she would relinquish her right to payment for a certain portion of her unused sick leave.

**Hudson Regional Health Commission
Notes to Financial Statements
December 31, 2011**

Note 7

On 3/23/09, a lease agreement was entered into with the Xerox Capital Services for a Xerox W5645PT Copier. The total payments under this lease are:

<u>Months</u>	<u>Monthly Rental</u>	<u>Total Payments</u>
48	\$268.80	\$12,902.40

Note 8

In the normal course of operations the Commission receives grant funds from various federal and state agencies. The grant programs are subject to audit by agents of the granting authority to ensure compliance with conditions precedent to the granting of funds. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

Note 9

Line of Credit

On February 1, 2005 the Commission established a Variable Rate Nondisclosable Revolving Line of Credit with PCNC Bank, National Association in the amount of \$200,000. The primary purpose of the line is for Working Capital. The rate of interest is calculated by using the highest Prime Rate as published in the "Money Rates" section of the Wall Street Journal plus the margin of 1%. The line of Credit was renewed on February 1, 2012, with an expiration date of February 1, 2013.

Attachment IV

**Hudson Regional Health Commission
Notes to Financial Statements
December 31, 2011**

Note 10

Capital Assets

When Capital Assets (equipment) that are to be used in governmental activities are purchased, the cost of those assets are reported as expenditures in government funds. However, the statement of net assets includes those capital assets among the assets of the Commission.

Capital assets have been recorded at cost, and assets are depreciated over their normal useful lives, using the straight-line method of depreciation:

	Net Balance 12/31/10	Additions 2011	Net Balance 12/31/11
Cost of Capital Assets	\$1,178,895	\$20,990	\$1,199,885
Accumulated Depreciation	<u>945,919</u>	<u>58,245</u>	<u>1,004,164</u>
Total	\$232,976	\$(37,255)	\$195,721

Note 11

Vacation/Comp Time

The Commission does not have the policy of accruing for unused vacation ,comp time, or sick leave. As of December 31, 2011 the amounts earned but not paid amounted to approximately :

Sick Time	\$331,039	<i>→ only retired</i>
Comp Time	8,496	
Vacation Time	<u>42,573</u>	
Total	<u>\$382,108</u>	

Note 12

In June of 1999, the Governmental Accounting Standards Board (GASB) issued Statement 34 "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments". This Statement establishes new financial reporting requirements for state and local governments throughout the United States. The Commission adopted GASB Statement 34 for the year ended 12/31/04.

**Hudson Regional Health Commission
Notes to Financial Statements
December 31, 2011**

Note 13Contracts for Service and Grant Agreement Contracts

The Commission has entered into Contracts for Services with:

MUNICIPAL	1/1/11-12/31/11	274,860
USEPA/CEHA 2010/2011	1/1/11-6/30/11	48,146
USEPA/CEHA 2010/2011	07/01/11-12/31/11	48,146
CEHA/UST	1/1/11-12/31/11	38,888
CEHA/NJDEP	1/1/11-12/31/11	190,330
RTK 2010/2011	1/1/11-6/30/11	8,788
RTK 2010/2012	07/01/11-12/31/11	8,787
ERHC	1/1/11-12/31/11	32,711
HCIA	1/1/11-12/31/11	125,618
COUNTY	1/1/11-12/31/11	854,593
EBL: Bayonne 2010/2011	1/1/11-6/30/11	900
EBL: Bayonne 2011/2012	07/01/11-12/31/11	900
Harrison 2010/2011	1/1/11-07/31/11	350
Harrison 2011/2012	8/1/11-12/31/11	250
Hoboken 2010/2011	1/1/11-05/31/11	250
Hoboken 2011/2012	07/01/11-12/31/11	350
Kearny 2010/2011	1/1/11-02/28/11	200
Kearny 2011/2012	3/1/11-12/31/11	1,000
N. Bergen 2010/2011	1/1/11-02/28/11	500
N. Bergen 2011/2012	3/1/11-12/31/11	100
Union City 2010/2011	1/1/11-02/28/11	1,200
Union City 2011/2012	3/1/11-12/31/11	6,000
West New York 2010/2011	1/1/11-1/31/11	250
West New York 2011/2012	2/2/11-12/31/11	3,000
EQEF	1/1/11-12/31/11	156,990
PHER H1N1 2010/2011	8/10/10-8/09/2011	80,000
CDC X 2011/2012	8/10/11-12/31/11	109,283
CRI-CDC 2011/2012	8/10/11-12/31/11	43,702
CDC IX 2010/2011	1/1/11-8/09/2011	223,315
CDC IX-CRI 2010/2011	1/1/11-8/09/2011	122,234
MRC NACCHO 2011	01/01/11-07/31/11	5,040
MRC NACCHO Reserve	1/1/11-12/31/11	1,327
Jersey City Fire Department	1/1/11-12/31/11	5,000
RUTGERS TRIAL & EDUC. WORKSHOP	06/01/08-05/31/11	632
RUTGERS DEV. APPL. TECH*	03/01/08-12/31/11	1,303
UASI	1/1/11-12/31/11	29,786
HCIA EQEF RESEVE	1/1/11-12/31/11	783
FEMA	1/1/11-12/31/11	1,257
TOTAL		<u>2,426,772.00</u>

**Hudson Regional Health Commission
Notes to Financial Statements
December 31, 2011**

Note 14

Equipment Loan- State of NJ Dept. of Health & Senior Svcs.

On June 24, 2004, the Commission entered into an Equipment Loan agreement with the State of NJ Dept. Health & Senior Services. The State of NJ loaned twelve Dell X300 laptop computers to be used in Bioterrorism and related response clinic activities. Under this agreement, there are no payments due to the State. At the expiration of this agreement the Commission has agreed to return the property to the State. An annual inventory of the use of equipment is to be provided to the State in an annual report.

Note 15

Other Post-Employment Benefits ("OPEB")

Plan Description

On September 12, 2007, the Commission passed Resolution # 06-05-04, to provide other post-retirement healthcare benefits to all full time employees hired prior to January 1, 2005. During 2011 and 2012 contributions were made to the reserve established for post retirement health benefits, bringing the reserve to a total fund of \$811,886. This funding arrangement will be terminated with board resolution at the October 31, 2012 meeting. The disposition of the funds will be determined by the Board of Commissioners.

The Commission contributes the State Health Benefits Program (SHBP), a cost sharing, multiple-employer defined benefit post-employment healthcare plan administered by the State of New Jersey Division of Pensions and Benefits. SHBP was established in 1961 under N.J.S.A. 52:14-17.25 et seq., to provide health benefits to State employees, retirees, and their dependents. Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. SHBP provides medical, prescription drugs, mental health/substance abuse, and Medicare Part B reimbursement to retirees and their covered dependents.

The SHBP was extended to employees, retirees and dependents of participating local public employers in 1964. The Commission authorized through resolution participation in the SHBP's post retirement benefit program, covering all full time employees hired prior to January 1, 2005.

The State Health Benefits Commission is the executive body established by statute to be responsible for the operation of the SHBP. The State of New Jersey Division of Pensions and Benefits issues a publicly available financial report that includes financial statements and required supplementary information for the SHBP. That report may be obtained by

**Hudson Regional Health Commission
Notes to Financial Statements
December 31, 2011**

Note 15

Other Post-Employment Benefits ("OPEB")

writing to: State of New Jersey Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295 or by visiting their website at: www.state.nj.us/treasury/pensions/gasb-43-sept-2008.pdf

Funding Policy

Participating employers are contractually required to contribute based on the amount of premiums attributable to their retirees. Post-retirement medical benefits under the plan have been funded on a pay-as-you-go basis since 1994. Prior to 1994, medical benefits were funded on an actuarial basis.

Contributions to pay for the health premiums of participating retirees in the SHBP are billed to the Commission on a monthly basis. The Commission's contributions to the SHBP for the years ended December 31, 2009, 2010, and 2011 were \$17,784, \$22,773 and \$52,697, respectively, which equaled the required contributions for each year. There were approximately 1, 2, and 3 retired participants eligible at December 31, 2009, 2010, and 2011, respectively.

Note 16

Other

As of December 31, 2011 the Commission had uninsured cash balances totaling \$2,831,081 in the New Jersey Cash Management Fund. Other operating cash accounts deposited in banks may also go over the FDIC insured limit of \$250,000 when reimbursement checks are received from the State of New Jersey.

*Minimized risk.
Requirement where
to put your money*

Attachment IV

SUPPLEMENTARY INFORMATION

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
YEAR ENDED DECEMBER 31, 2011

Category	Budgeted Amounts		Actual Amounts
	Original	Final	Budgetary Basis (See Note A)
Personnel			
Salaries	\$ 1,602,000	\$ 1,701,655	\$ 1,677,824
Payroll Taxes	133,767	143,334	131,705
Overtime	15,000	19,700	18,517
On Call	17,000	17,000	13,620
Health benefits	235,000	217,507	209,379
Retirement Benefits	87,880	78,439	76,385
Dental Plan	21,000	21,044	18,788
Public Employee Retirement System	150,000	190,590	196,271
Workers Comp.	30,000	30,206	28,056
Post Retirement Benefits	-	514,582	118,882
Temporary	14,000	32,933	32,871
Total	\$ 2,285,447	\$ 2,968,990	\$ 2,510,298
Grant Programs			
MRC NACCHO 2011	\$ 5,000	\$ 5,040	\$ 5,040
MRC Reserve	-	1,327	1,327
Rutgers Trial Educational Work	-	632	632
Rutgers Dev. Appl. Tech.	-	1,303	1,303
CDC IX 2010/2011	202,635	223,315	223,315
CRI-CDC 2010/2011	108,578	122,234	122,234
CDC 2010/2011	-	80,000	80,000
CDC 2011/2012	-	109,283	109,283
CDC 2011/2012	-	43,702	43,702
UASI Grant	-	29,786	29,786
HCIA EQEF	-	783	-
Total	\$ 318,213	\$ 817,405	\$ 818,822
Office			
Office Supplies	\$ 15,000	\$ 15,000	\$ 9,405
Office Equipment	15,200	15,200	760
Postage	8,000	8,000	4,300
Copier Lease/Maint.	5,000	5,000	3,228
Publications/Subscription	4,800	4,800	1,102
Legal Advertisement	2,000	2,000	358
Cooler Rent	580	580	209
Total	\$ 50,580	\$ 50,580	\$ 19,358
Travel			
Conventions/Meetings	\$ 5,000	\$ 5,000	\$ 2,888
Auto Maintenance	12,000	12,000	7,082
Gasoline	12,000	18,000	17,252
Mileage Reimbursement	1,500	1,500	97
Total	\$ 30,500	\$ 36,500	\$ 27,079
Contractual			
Insurance	\$ 28,000	\$ 28,000	\$ 21,544
Auditor	18,500	18,500	17,707
Legal	20,000	22,000	21,853
Payroll Service	3,500	3,500	2,319
Weather Emergency Oper	1,500	1,500	1,500
Professional Service G. Garetano	58,250	25,150	25,114
Total	\$ 127,750	\$ 98,650	\$ 90,137
Equipment			
General Supplies	\$ 9,000	\$ 9,000	\$ 8,886
Equipment Maintenance	9,000	9,000	3,498
Equipment	30,000	30,000	2,122
Total	\$ 48,000	\$ 48,000	\$ 12,504
Other			
Training	\$ 5,500	5,500	\$ 1,582
Communications	22,000	22,000	13,578
Medical Surv.	8,500	8,500	-
Laboratory	9,000	9,000	4,581
Commission Meetings	1,500	1,900	1,774
Miscellaneous	8,000	8,000	165
Bank Service Fees	750	750	394
Reserve for Emergency Operation	10,000	-	-
Record Destruction	0	700	685
Membership/License	1,500	1,500	1,289
Total	\$ 62,750	\$ 53,850	\$ 24,028
Total Expenditures	\$ 2,921,220	\$ 3,889,955	\$ 3,300,024

See accompanying notes to financial statements

Attachment IV

**HUDSON REGIONAL HEALTH COMMISSION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
YEAR ENDED DECEMBER 31, 2011**

<u>Estimated Revenue</u>	<u>Budgeted Amounts</u>		<u>Actual Amounts Budgetary Basis (See Note A)</u>
	<u>Original</u>	<u>Final</u>	
Municipal	\$ 274,860	\$ 274,860	\$ 274,859
USEPA	96,292	96,292	96,291
RTK	17,575	17,575	17,575
CEH/NJDEP	195,288	190,333	190,333
CEHA/UST	70,000	38,888	38,888
EHRC	72,095	32,711	32,712
HCIA	125,618	125,618	125,618
County	854,593	854,593	854,593
EBL: Bayonne	1,800	1,800	1,800
Harrison	600	600	600
Hoboken	600	600	600
Kearney	1,200	1,200	1,200
N. Bergen	600	600	600
Union City	7,200	7,200	7,200
West NY	3,000	3,250	3,250
Reserve	778,686	1,443,183	1,047,482
HRHC-EQEF	100,000	156,990	156,990
CDC IX H1N1 2010/2011	-	80,000	80,000
CDC IX 2010/2011	202,635	223,315	223,315
CDC 2011/2012	-	152,985	152,985
FEMA	-	1,257	1,257
CRI-CDC 2010/2011	108,578	122,234	122,234
MRC NACCHO 2011	5,000	5,040	5,040
MRC Reserve	-	1,327	1,327
Rutgers Trial & Educ. Workshop	-	632	632
Rutgers Dev. Appl. Tech.	-	1,303	1,303
UASI Grant	-	29,786	29,786
HCIA EQEF	-	783	-
Jersey Fire Department	5,000	5,000	5,000
Total Revenues	<u>\$ 2,921,220</u>	<u>\$ 3,869,955</u>	<u>\$ 3,473,470</u>
Excess Revenues / Expenditures			<u>\$ 173,446</u>

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION BUDGETARY COMPARISON SCHEDULE BUDGET TO GAAP RECONCILIATION- GENERAL FUND YEAR ENDED DECEMBER 31, 2011

Note A - Explanation of Differences between Budgetary inflows and outflows and
GAAP Revenues and Expenditures

	<u>General Fund</u>
<u>Sources/Inflows of resources</u>	
Actual amounts (budgetary basis) "available for appropriation" from the Budgetary Comparison Schedule	\$ 3,473,470
Difference - budget to GAAP:	
Reserve Appropriation is not considered a current year revenue for financial reporting purposes	\$ (1,047,482)
Reserve Appropriation is not considered a current year revenue for financial reporting purposes	(156,990)
Revenues considered a current year revenue for financial reporting purposes:	
Interest Income	1,952
Miscellaneous Revenue-Mileage	5,185
Registration Fees	290,710
Miscellaneous Revenue-Other	642
HCIA	3,071
HOME	6,024
Jersey City Lead	17,093
	<u>(879,795)</u>
Total Revenues as reported on the statement of revenues, expenditures and changes in fund balances Governmental Funds/ Statement of Activities	<u>\$ 2,593,675</u>
<u>Uses/Outflows of Resources</u>	
Actual Amounts (budgetary Basis) "total charges to appropriations" from Budgetary Comparison Schedule	\$ 3,300,024
Differences - Budget to GAAP:	
Government funds report Capital outlays as expenditures. However, in the Statement of Activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which Depreciation exceeded Capital Outlay in the current period	<u>37,255</u>
Total Expenditures as reported on the Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds/Statement of Activities	<u>\$ 3,337,279</u>

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
SCHEDULE OF GRANTS & CONTRACTS RECEIVABLE
DECEMBER 31, 2011

NJ Dept. of Environmental Protection (CEHA)	\$ 145,333
NJ Dept. of Environmental Protection (USEPA)	72,219
NJ Dept. of Health & Senior Services (County Right to Know)	4,393
HOME-Hudson County	6,024
NJ Dept. of Environmental Protection (CEHA) (UST)	29,166
State of NJ CDC X	17,173
Rutgers University	<u>1,303</u>

Total	<u><u>\$ 275,611</u></u>
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See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
SCHEDULE OF ACCOUNTS RECEIVABLE MUNICIPALITIES
DECEMBER 31, 2011

Jersey City	\$ 11,717
Bayonne	41,372
Weehawken	2,639
West New York	6,848
Harrison	2,829
Secaucus	1,374
North Bergen	4,767
Hoboken	4,327
Union City	<u>21,987</u>
Total	<u>\$ 97,860</u>

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
SCHEDULE OF FEDERAL & STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED DECEMBER 31, 2011

Grantor/Pass Through Grantor/Program Title	Federal CFDA Number/ Contract Number	Program or Award Amount	Federal Revenue Recognition	State Revenue Recognition	Expenditure	
					2010	2011
<u>Federal Awards</u>						
US Environmental Agency Air Pollution/Clean Air Act	66 001	\$ 96,291	\$ 96,291		\$ 48,146	\$ 48,146
Dept. of Health & Human Services- Office of the Surgeon General Medical Reserve Corps. Demonstration Project 1/22/10-7/31/10	93 008	\$ 5,000	5,000			
1/15/11-7/31/11	<u>93 008</u>	\$ 5,000	5,000		3,673	1,327
						5,000
NJ Dept. of Health & Senior Services: Hiper (Linco Agencies) 8/10/10-8/9/11	93 069	\$ 813,507	813,507			
8/10/11-8/9/12	93 069	\$ 407,449	152,988		187,959	425,548
						152,988
NJ Office Homeland Security & Preparedness : Urban Areas Security Initiative	97 008	\$ 57,879	57,879		28,093	29,786
Rutgers University/Department of Agriculture Develop. Novel Technology Control Asian Tiger Mosquito 3/1/2008-2011	10 2	\$ 48,100	47,493			
6/1/08-5/31/11		\$ 4,100	4,100		46,190	1,303
					3,468	632
FEMA Hurricane Irene	Stafford Act	\$ 1,258	<u>1,258</u>			<u>1,258</u>
Total Federal Awards			<u>\$ 983,514</u>		<u>\$ 317,529</u>	<u>\$ 685,988</u>
<u>State of NJ Awards</u>						
NJ Dept. of Environmental Protection County Environmental Health Act 1/1/11-12/31/11	CEHA EN10-018	\$ 229,221		\$ 229,221		\$ 229,221
NJ Dept. of Health & Senior Services: County Right to Know 7/1/10-8/30/11	92-2231-RTK-00	\$ 17,575		8,788		8,788
7/1/11-8/30/12				<u>8,788</u>		<u>8,788</u>
Total State Awards			<u>\$ 248,797</u>			<u>\$ 248,797</u>

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION AIR POLLUTION CONTROL PROGRAM SUPPORT CLEAN AIR ACCT. SEC 105 YEAR ENDED ENDED DECEMBER 31, 2011

	<u>Budget</u>	<u>Expenditures 2010</u>	<u>Expenditures 2011</u>	<u>Audited Expenditures</u>	<u>Questioned Costs</u>
Project Period 7/1/10 - 6/30/11	<u>\$ 96,291</u>	<u>\$ 48,146</u>	<u>\$ 48,146</u>	<u>96,292</u>	<u>-</u>
Total		<u>\$ 48,146</u>	<u>\$ 48,146</u>	<u>\$ 96,292</u>	<u>\$ -</u>
Project Period 7/1/11 - 6/30/12	<u>\$ 96,291</u>		<u>\$ 48,146</u>	<u>48,146</u>	<u>-</u>

See accompanying notes to financial statements.

Attachment IV-

HUDSON REGIONAL HEALTH COMMISSION
 STATE OF N.J. DEPARTMENT OF ENVIRONMENTAL PROTECTION
 (CEHA) GO# EN10-081
 YEAR ENDED DECEMBER 31, 2011

	<u>Final Approved Budget</u>	<u>Expended 12/31/2011</u>	<u>Audited Expenditures</u>	<u>Questioned Costs</u>
<u>Term 1/1/11- 12/31/11</u>				
<u>Cost Category</u>				
Personnel				
Salaries	\$ 180,000	\$ 180,000	\$ 180,000	
<u>Other Costs</u>				
Pesticides Inspector	\$ 5,333	\$ 5,333	\$ 5,333	
NJEMS	5,000	5,000	5,000	
UST Pilot Project	38,888	38,888	38,888	
	<u>\$ 49,221</u>	<u>\$ 49,221</u>	<u>\$ 49,221</u>	<u>\$ -</u>
 Total	 <u>\$ 229,221</u>	 <u>\$ 229,221</u>	 <u>\$ 229,221</u>	 <u>\$ -</u>

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
 STATE OF N.J. DEPARTMENT OF ENVIRONMENTAL PROTECTION
 (CEHA) GO# EN10-081
 YEAR ENDED DECEMBER 31, 2011

	<u>Final Approved Budget</u>	<u>Expended 12/31/2011</u>	<u>Audited Expenditures</u>	<u>Questioned Costs</u>
<u>Term 1/1/11- 12/31/11</u>				
<u>Cost Category</u>				
Personnel				
Salaries	<u>\$ 180,000</u>	<u>\$ 180,000</u>	<u>\$ 180,000</u>	
<u>Other Costs</u>				
Pesticides Inspector	\$ 5,333	\$ 5,333	\$ 5,333	
NJEMS	5,000	5,000	5,000	
UST Pilot Project	38,888	38,888	38,888	
	<u>\$ 49,221</u>	<u>\$ 49,221</u>	<u>\$ 49,221</u>	<u>\$ -</u>
 Total	 <u><u>\$ 229,221</u></u>	 <u><u>\$ 229,221</u></u>	 <u><u>\$ 229,221</u></u>	 <u><u>\$ -</u></u>

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
NJ DEPARTMENT OF HEALTH & SENIOR SERVICES
HIPER (LINCS AGENCIES)
GRANT #HIPER 2011-HIPER LINCS-005
YEAR ENDED DECEMBER 31, 2011

<u>Cost Category</u>	<u>Budget 8/10/10-8/9/11</u>	<u>Expended 12/31/2010</u>	<u>Expended 12/31/2011</u>	<u>Audited Expenditures</u>	<u>Questioned Costs</u>
Personnel Costs	\$ 388,073	\$ 138,647	\$ 243,866	\$ 382,513	\$ -
Fringe Benefits	125,820	42,422	88,008	130,430	
Consultant	6,612		6,611	6,611	
<u>Other Cost Categories</u>					
Office Expenses & Related Cost	16,464	3,361	13,928	17,289	
Program Expense & Related Costs	66,979		66,979	66,979	
Travel, Conferences & Meetings	9,559	3,529	6,156	9,685	
Total	<u>\$ 613,507</u>	<u>\$ 187,959</u>	<u>\$ 425,548</u>	<u>\$ 613,507</u>	<u>\$ -</u>

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
NJ DEPARTMENT OF HEALTH AND SENIOR SERVICES
COUNTY RIGHT TO KNOW
GRANT #92-2231-RTK-00
YEAR ENDED DECEMBER 31, 2011

	<u>Final Budget</u>	<u>Expended 12/31/2010</u>	<u>Expended 12/31/2011</u>	<u>Audited Expenditures</u>	<u>Questioned Costs</u>
<u>July 1, 2010 - June 30, 2011</u>					
Personnel Cost	<u>\$ 17,575</u>	<u>\$ 8,788</u>	<u>\$ 8,788</u>	<u>\$ 17,575</u>	<u>\$ -</u>
<u>July 1, 2011 - June 30, 2012</u>					
Personnel Cost	<u>\$ 17,575</u>	<u>\$ -</u>	<u>\$ 8,788</u>	<u>\$ 8,788</u>	<u>\$ -</u>

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION RUTGERS UNIVERSITY - U.S DEPARTMENT OF AGRICULTURE DEVELOPMENT OF NOVEL APPLICATION/ASIAN TIGER MOSQUITO YEAR ENDED DECEMBER 31, 2011

	<u>Budget</u>	<u>Expended 2008</u>	<u>Expended 2009</u>	<u>Expended 2010</u>	<u>Expended 2011</u>	<u>Audited Expenditures</u>	<u>Unexpended</u>	<u>Questioned Costs</u>
Project Period 3/1/08-2011 <u>Agreement #3624</u>	<u>\$ 48,100</u>	<u>\$ 12,350</u>	<u>\$ 28,126</u>	<u>\$ 5,714</u>	<u>\$ 1,303</u>	<u>\$ 47,493</u>	<u>\$ 608</u>	<u>\$ -</u>
Project Period 6/1/08-5/31/11	<u>\$ 4,100</u>	<u>\$ -</u>	<u>\$ 1,810</u>	<u>\$ 1,658</u>	<u>\$ 832</u>	<u>\$ 4,100</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
STATE OF NEW JERSEY OFFICE OF HOMELAND
SECURITY AND PREPAREDNESS FFY09 URBAN AREAS
SECURITY INITIATIVE
AWARD #2009-SS-T9-0082
YEAR ENDED DECEMBER 31, 2011

Project Period
7/14/2010-7/31/2012

<u>Budget</u>	<u>Expended 2010</u>	<u>Expended 2011</u>	<u>Audited Expenditures</u>	<u>Questioned Costs</u>
<u>\$ 57,879</u>	<u>\$ 28,093</u>	<u>\$ 29,786</u>	<u>\$ 57,879</u>	<u>\$ -</u>

See accompanying notes to financial statements.

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
 NJ DEPARTMENT OF HEALTH & SENIOR SERVICES
 PHILEP (LINC'S AGENCIES) 2012
 GRANT #PHLP 12 LNC 022
 YEAR ENDED DECEMBER 31, 2011

	<u>Budget</u> <u>8/10/11-8/9/12</u>	<u>Expended</u> <u>12/31/2011</u>	<u>Audited</u> <u>Expenditures</u>	<u>Questioned</u> <u>Costs</u>	<u>Unexpended</u> <u>12/31/2011</u>
<u>Budget Categories</u>					
Personnel Costs					
Salaries & Wages	\$ 274,811	\$ 109,605	\$ 109,605	\$ -	\$ 165,206
Fringe Benefits	106,475	37,213	37,213	-	69,262
<u>Other Cost Categories</u>					
Office Expenses & Related Cost	10,300	3,542	3,542	-	6,758
Travel, Conferences & Meetings	7,100	2,626	2,626	-	4,474
Reserve	<u>8,763</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,763</u>
Total	<u>\$ 407,449</u>	<u>\$ 152,986</u>	<u>\$ 152,986</u>	<u>\$ -</u>	<u>\$ 254,463</u>

See accompanying notes to financial statements.

INDEPENDENT AUDITOR'S REPORTS



DeSena & Company

Certified Public Accountants, LLC

100 Eagle Rock Avenue, Suite 1

East Hanover, NJ 079

(973) 602-33

Fax (973) 602-33

To the Board of Commissioners
Hudson Regional Health Commission
Secaucus, New Jersey 07628

INDEPENDENT AUDITOR'S REPORT

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

We have audited the financial statements of Hudson Regional Health Commission, (Hudson) as of and for the year ended December 31, 2011 and have issued our report thereon dated June 30, 2012. We conducted our audit in accordance with generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Hudson's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hudson's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Hudson's internal control over financial reporting.

A *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliability in accordance with generally accepted accounting principals such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A *material weakness* is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Hudson's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended for the information of the audit committee, management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.


DeSENA & COMPANY

East Hanover, New Jersey
June 30, 2012


DeSena & Company
Certified Public Accountants, LLC

100 Eagle Rock Avenue, Suite 110
 East Hanover, NJ 07927
 (973) 602-3300
 Fax (973) 602-3311

To the Board of Commissioners
 Hudson Regional Health Commission
 Secaucus, New Jersey 07628

INDEPENDENT AUDITOR'S REPORT

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Compliance

We have audited the compliance of Hudson Health System Inc. (Hudson) with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal and state programs for the year ended December 31, 2011. Hudson's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal and state programs is the responsibility of Hudson's management. Our responsibility is to express an opinion on Hudson's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards of the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and NJ OMB Circular 04-04. Those standards and OMB Circular A-133 and NJ OMB Circular 04-04 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal or state program occurred. An audit includes examining, on a test basis, evidence about Hudson's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Hudson's compliance with those requirements.

In our opinion, Hudson complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal and state programs for the year ended December 31, 2011.

Internal Control Over Compliance

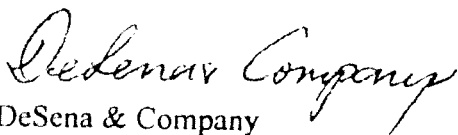
The management of Hudson is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal and state programs. In planning and performing our audit, we considered Hudson's internal control over compliance with requirements that could have a direct and material effect on a major federal or state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance but not for the purpose of expressing an opinion of the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on Hudson's internal control over compliance.

A *control deficiency* in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal and state program on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to administer a federal and state program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal and state program that is more than inconsequential will not be prevented or detected by the entity's internal control.

A *material weakness* is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal and state program will not be prevented or detected by the entity's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended for the information of the audit committee, management and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.


DeSena & Company

East Hanover, New Jersey
June 30, 2012

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2011

Part 1 - Summary of Auditor's Results

Financial Statement Section

- A) Type of auditor's report issued: Unqualified
- B) Internal control over financial reporting:
- 1) Material weakness(es) identified? yes X no n/a
- 2) Were reportable condition(s) identified that were not considered to be material weaknesses? yes X no n/a
- C) Noncompliance material to general purpose financial statements noted? yes X no n/a

Federal Awards Section

- D) Dollar threshold used to determine Type A programs \$300,000
- E) Auditee qualified as low-risk auditee? X yes no n/a
- F) Type of auditor's report on compliance for major programs Unqualified
- G) Internal control over compliance:
- 1) Material weakness(es) identified? yes X no n/a
- 2) Were reportable condition(s) identified that were not considered to be material weaknesses? yes X no n/a
- H) Any audit findings disclosed that are required to be reported in accordance with OMB Circular A-133 Section 510(a)? yes X no n/a

I) Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
93.008	Medical Reserve Corp. Demonstration Project
93.069	PHILEP LINCS Agencies
10.2	Agriculture Dev./Mosquito
97.008	NJ Domestic Security Preparedness
66.001	Air Pollution Clean Air Act

Attachment IV

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED December 31, 2011

Part 1 - Summary of Auditor's Results (Continued)

State Awards Section

J) Dollar threshold used to determine Type A programs

\$300,000

K) Auditee qualified as low-risk auditee?

Xyes no n/a

L) Type of auditor's report on compliance for major programs

Unqualified

M) Internal control over compliance:

1) Material weakness(es) identified?

 yes Xno n/a

2) Were reportable condition(s) identified that were not considered to be material weaknesses?

 yes Xno n/a

H) Any audit findings disclosed that are required to be reported in accordance with N.J. OMB Circular 04-04?

 yes Xno n/a

I) Identification of major programs:

Contract Number(s)

N/A

Name of State Program

N/A

Attachment IV

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2011

Part 2 - Schedule of Financial Statement Findings

This section identifies the reportable conditions, material weaknesses, fraud, illegal acts, violations of provisions of contracts and grant agreements, and abuse related to the financial statements that Government Auditing Standards requires reporting in a Circular A-133 audit, paragraphs 12.16 and 12.33.

NONE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2011

*Part 3 - Schedule of Federal and State Award Findings
And Questioned Costs*

This section identifies the reportable conditions, material weaknesses, and material instances of noncompliance, including questioned costs, related to the audit of major federal and state programs, as required by section 510(a) of OMB Circular A-133 and New Jersey OMB Circular 04-04.

NONE

Attachment V

HUSON REGIONAL HEALTH COMMISSION

PROVISION

In the event there is a dissolution of the Commission, the retirees health insurance benefits, to the extent required by law, shall become the obligation of the successor entity responsible for the obligations of the Commission. If no entity is legally responsible to assume the obligation of continued health insurance benefits for the retirees, the obligation to provide said benefit shall cease.

Attachment VI

2012-2013 MRC Capacity Building Awards-

Application Name: 2012-2013 MRC Capacity Building Awards- NON-COMPETITIVE : Hudson Regional Health Commission
Applicant Name: Ms. Monique Davis, MPH

*****This CBA Application is for the Non-Competitive Award*****

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

Please be reminded:

- 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 question(s) in the application.

Request for Applications**2012-2013 Capacity Building Awards (CBA)**

For FY2012-13, the Office of the Surgeon General (OSG), Division of the Civilian Volunteer Medical Reserve Corps (DCVMRC), in collaboration with the National Association of County and City Health Officials (NACCHO), will conduct a two-tiered Capacity-Building Award (CBA) process for MRC units, to include a Non-Competitive Award and a Competitive Award. MRC units may apply for one or both awards. There are two applications, one application for each award type. *This application is for the Non-Competitive CBA.*

Applications must be completed online at the NACCHO website (www.naccho.org) between August 27, 2012 and September 28, 2012 at 5:00 pm EDT.

Application and preliminary budget must be submitted electronically.

Non-Competitive Award

A Non-Competitive Award is available to all MRC units that meet basic eligibility and application requirements. This award is designed to provide funding for all eligible MRC units to enhance their unit capacity. Individual award amounts per unit will be based on the total number of eligible applicants. Preliminary budgets should be submitted for an amount between \$2,500 and \$5,000.

Non-Competitive Awards may be used for the following:

- Administrative costs and fees (including Unit Coordinator or Director salaries and benefits)
- Professional service fees (trainers/instructors, investigative services, consultants)
- Facilities, rentals and Audio/Visual (A/V) fees
- Uniforms, equipment and resources/sundry (e.g., "go-kits," computer equipment, durable supplies, etc.)
- Training and exercises
- Travel/Transportation services
- Awards, recruitment and marketing (e.g., air time for public service announcements (PSAs), promotional videos, newspaper advertisements, etc.)

Proposals for Non-Competitive Awards must include a preliminary budget using the provided NACCHO budget Excel form.

CBA funding may not be used to purchase promotional items or food and beverages.

Eligibility Requirements

Minimum eligibility requirements for the Non-Competitive include:

1. MRC units applying for a FY2012-13 CBA must be registered with the DCVMRC by August 27, 2012. Likewise, prospective MRC units in the process of registering must have applied for MRC registration by August 27, 2012 in order to be eligible for a CBA.
 - A prospective MRC unit is considered to be in the registration process after it has completed and submitted the online MRC registration form found on the MRC website (<http://medicalreservecorps.gov/leaderFldr/HowToStartAnMRC>).
 - A prospective MRC unit which has applied for a CBA will not be awarded CBA funding until it is an approved and registered MRC unit.
2. Applicants must have fully updated their unit profiles on the MRC website (www.medicalreservecorps.gov) between July 1 and September 28, 2012.

Attachment VI

- A fully updated unit profile is one in which all questions have been answered or updated (particularly unit leader contact information, numbers of volunteers, and activity reports, if applicable). DCVMRC strongly encourages units to update their unit profiles with any previously unreported activities for the Federal fiscal year, as well as new activities.
- All information on the unit profile must be current as of September 28, 2012.
- 1. MRC units in existence for more than six months must have scheduled and/or participated in a Technical Assistance (TA) Assessment, if requested by the MRC Regional Coordinator.
- 4. Applicants must be eligible to receive federal funds through their housing/sponsoring agency or be a 501(c)(3) non-profit organization.

Evaluation and Scoring

Applications for the Non-Competitive Award will not be scored per se; however, applicants must meet the basic eligibility requirements in order to be considered for an award.

Important Reminders

1. MRC units may apply for the Non-Competitive Award, the Competitive Award, or both.
2. Applications must be completed online at the NACCHO website (www.naccho.org) between August 27, 2012 and September 28, 2012 at 5:00 pm EDT.
3. Detailed guidance on the CBA application process is available on NACCHO's website at <http://www.naccho.org/topics/emergency/MRC/CapacityBuildingAwards.cfm>.
4. Awardees will, upon receipt of Notice of Award, submit a final budget along with two signed copies of the contract and Certification of Non-Debarment or Suspension.
5. CBA funding received through the Non-Competitive Award should be spent according to the budget submitted with the awardees' application. Any changes to the budget must be reviewed by NACCHO to ensure it meets the scope, nature and intent of the program. All inquiries and changes should be sent to nirc@naccho.org.
6. Although there is no deadline for spending the CBA funds, you should make every effort to spend the funds annually on the work specified in your application or modification proposal(s). You should not expect to carry funds over from year to year.

Application Technical Assistance Conference Calls:

There will be three Technical Assistance conference calls for MRC unit leaders to answer questions about the application.

Technical Assistance Conference Calls times are:

Tuesday, September 4, 2012 12:30 PM- 1:30 PM EDT
 Thursday, September 13, 2012 12:30 PM- 1:30 PM EDT
 Thursday, September 20, 2012 1:00 PM- 2:00 PM EDT

Call-in Number: (866) 740-1260 | Participant code: 5594317

If you have any questions, please contact NACCHO MRC staff at nirc@naccho.org. When emailing, please include your name, full MRC unit name and unit number, state and your question. Please be as specific as possible, as this will help NACCHO staff better answer your questions.

1. Terms and Conditions

By applying for a 2012-13 CBA, applicant agrees to the following terms and conditions:

- Continue to fully update their MRC unit profile on the MRC website quarterly in alignment with the Federal fiscal calendar (Q1: October 1- December 31, Q2: January 1- March 31, Q3: April 1- June 30, Q4: July 1- September 30).
- Participate in a Technical Assistance (TA) Assessment, when requested to do so by a MRC Regional Coordinator.
- Use funds only for MRC-related activities that assist in the development of the unit's capacity and sustainability and/or promote community resilience.
- Upon receipt of Notice of Award, submit a final budget along with two signed copies of the contract and Certificate of Non-Debarment or Suspension.
- Ensure CBA funding is not used to purchase promotional items or food and beverages.

Attachment VI

- Participate in any forthcoming MRC network evaluation projects (i.e., National Profile of the MRC, CBA utilization/impact review).

Please select your response from the dropdown menu below.

I Agree

2. Administrative Information**1. Applicant's Name****a. First Name**

Monique

b. Last Name

Davis

2. Applicant's E-mail Address

mdavis@hudsonregionalhealth.org

3. MRC Unit Name

Hudson Regional Health Commission Medical Reserve Corps

4. MRC Unit Number

(this number is listed in parentheses after the MRC unit name at the top of the MRC unit profile)

10

5. Legal Name of Housing/Sponsoring Organization

(Note: Legal name must match exact spelling on tax forms)

Hudson Regional Health Commission

6. Housing/Sponsoring Organization Employer Identification Number (EIN)

(the nine digit number on the housing/sponsoring agency's tax forms)

22-1923893

7. Housing/Sponsoring Organization Full Address**a. Street Name and Number**

595 County Avenue, Bldg One

Attachment VI

b. City

Secaucus

c. State

New Jersey

d. Zip code

07070

8. Authorized Signatory for Organization

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

Carrie Nawrocki

a. Authorized Signatory Title

Executive Director

b. Authorized Signatory Phone

201-223-1133

c. Authorized Signatory Fax

201-558-0691

d. Authorized Signatory E-mail

cnawrocki@hudsonregionalhealth.org

e. Authorized Signatory Address (if different from housing/sponsoring organization address)

3. Project Information

The preliminary budget template, along with guidance documents and a line item budget sample can be found on the NACCHO CBA website at <http://www.naccho.org/topics/emergency/MRC/CapacityBuildingAwards.cfm>

1. Indicate how you plan to use the Non-Competitive Capacity Building Award to develop your MRC unit and/or enhance its capacity (check all that apply):

Administrative Costs and Fees (including Unit Coordinator or Director salaries and benefits)

Facilities, Rentals, A/V Fees

Uniforms, Equipment Resources/Sundry (e.g., "go-kits", computer equipment, durable supplies, etc.)

Training and Exercises

Attachment VI

2. Upload your preliminary line item budget for an amount between \$2,500 and \$5,000, using the provided NACCHO budget form.

Save the file in Excel (.xls or .xlsx) and name the file using your unit information using the following format:

2012 CBA Preliminary Budget_MRC Unit Name_Unit Number

example: 2012 CBA Preliminary Budget_Sample MRC_1234

2012 CBA Preliminary Budget_Hudson Regional Health Commission_10

4. Application Verification

By submitting this application, I certify that:

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

Please select your response from the dropdown menu below.

2. I understand that this application cannot be reopened for any reason.

Please select your response from the dropdown menu below.

3. If awarded, CBA funds will not be used to purchase promotional items or food and beverages.

Please select your response from the dropdown menu below.

4. Upon receipt of Notice of Award, I will submit a final budget along with two signed copies of the contract and Certification of Non-Debarment or Suspension.

Please select your response from the dropdown menu below.

In order for submission to be final, you must press the "Submit Application" button on the next page.

CBA New Unit or Unit Advancement Budget

CBA Budget Year: 2012-2013		Date Submitted:	
State: NJ	Housing Organization: Hudson Regional Health Commission		
MRC Unit Leader: Monique Davis	MRC Unit Name: Hudson Regional Health Commission Medical		
Approved Budget:	TBD	MRC Unit Number:	10
Section 1 Budget Amt:	\$1,451.58	Section 5 Budget Amt:	\$1,080.00
Section 2 Budget Amt:	\$0.00	Section 6 Budget Amt:	\$0.00
Section 3 Budget Amt:	\$60.00	Section 7 Budget Amt:	\$0.00
Section 4 Budget Amt:	\$2,408.42	GRAND TOTAL: \$5,000.00	

Line	Item	Description	Qty.	Unit Cost/Rate	Total
1	Salary	Salary for Asst. Coordinator for support at 2 trainings at 4	8	\$43.46	\$347.68
2	Salary	Salary for Asst. Coordinator for support at Training Blitz	7.5	\$43.46	\$325.95
3	Salary	Salary for Coordinator for instruction at 2 trainings at 4	8	\$50.19	\$401.52
4	Salary	Salary for Coordinator for instruction at Training Blitz Day	7.5	\$50.19	\$376.43
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
Sub Total					\$1,451.58

CBA New Unit or Unit Advancement Budget

CBA Budget Year: 2012-2013		Date Submitted:	
State: NJ	Housing Organization: Hudson Regional Health Commission		
MRC Unit Leader: Monique Davis	MRC Unit Name: Hudson Regional Health Commission Medical		
Approved Budget: TBD	MRC Unit Number: 10		
Section 1 Budget Amt: \$1,451.58	Section 5 Budget Amt: \$1,080.00		
Section 2 Budget Amt: \$0.00	Section 6 Budget Amt: \$0.00		
Section 3 Budget Amt: \$60.00	Section 7 Budget Amt: \$0.00		
Section 4 Budget Amt: \$2,408.42			
GRAND TOTAL: \$5,000.00			

Line	Item	Description	Qty.	Unit Cost/Rate	Total
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
15					\$0.00
16					\$0.00
				Sub Total	\$0.00

CBA New Unit or Unit Advancement Budget

CBA Budget Year: 2012-2013		Date Submitted:	
State: NJ	MRC Unit Leader: Monique Davis	Housing Organization: Hudson Regional Health Commission	
Approved Budget: TBD	MRC Unit Name: Hudson Regional Health Commission Medical	MRC Unit Number: 10	
Section 1 Budget Amt: \$1,451.58	Section 5 Budget Amt: \$1,080.00		
Section 2 Budget Amt: \$0.00	Section 6 Budget Amt: \$0.00		
Section 3 Budget Amt: \$60.00	Section 7 Budget Amt: \$0.00		
Section 4 Budget Amt: \$2,408.42			
GRAND TOTAL: \$5,000.00			

Line	Item	Description	Qty.	Unit Cost/Rate	Total
17	Rental Fee	Rental Fee for use of Catholic War Veterans Building.	1	\$60.00	\$60.00
18					\$0.00
19					\$0.00
20					\$0.00
21					\$0.00
22					\$0.00
23					\$0.00
24					\$0.00
Sub Total					\$60.00

CBA New Unit or Unit Advancement Budget

CBA Budget Year: 2012-2013		Date Submitted:	
State: NJ	MRC Unit Leader: Monique Davis	Housing Organization: Hudson Regional Health Commission	
Approved Budget: TBD	MRC Unit Name: Hudson Regional Health Commission Medical	MRC Unit Number: 10	
Section 1 Budget Amt: \$1,451.58	Section 5 Budget Amt: \$1,080.00		
Section 2 Budget Amt: \$0.00	Section 6 Budget Amt: \$0.00		
Section 3 Budget Amt: \$60.00	Section 7 Budget Amt: \$0.00		
Section 4 Budget Amt: \$2,408.42			
GRAND TOTAL: \$5,000.00			

Line	Item	Description	Qty.	Unit Cost/Rate	Total
25	Cinchpack with Poncho	PMSI Item #1590 Poncho Cinchpak Kit; Black with 2 color	165	\$4.83	\$796.95
26	Set Up Fee	Set up fee for color imprint of MRC Logo: \$50 per color x	2	\$50.00	\$100.00
27	Shipping Fee	Ground Shipping Fee	1	\$55.92	\$55.92
28					\$0.00
29	Emergency Crank Radio	Emergency Crank Radio for Volunteer Go-Kit	55	\$25.00	\$1,375.00
30	Shipping	Shipping Fee	1	\$80.55	\$80.55
31					\$0.00
32					\$0.00
Sub Total					\$2,408.42

CBA New Unit or Unit Advancement Budget

CBA Budget Year: 2012-2013		Data Submitted:	
State: NJ	MIRC Unit Leader: Monique Davis	Housing Organization: Hudson Regional Health Commission	
Approved Budget: TBD	MIRC Unit Name: Hudson Regional Health Commission Medical		
Section 1 Budget Amt: \$1,451.58	MIRC Unit Number: 10		
Section 2 Budget Amt: \$0.00	Section 5 Budget Amt: \$1,080.00		
Section 3 Budget Amt: \$60.00	Section 6 Budget Amt: \$0.00		
Section 4 Budget Amt: \$2,408.42	Section 7 Budget Amt: \$0.00		
GRAND TOTAL: \$5,000.00			

Line	Item	Description	Qty.	Unit Cost/Rate	Total
33	First Aid/CPR/ AED Course	American Heart Association First Aid/CPR/AED Course	12	\$90.00	\$1,080.00
34					\$0.00
35					\$0.00
36					\$0.00
37					\$0.00
38					\$0.00
39					\$0.00
40					\$0.00
				Sub Total	\$1,080.00

Line	Item	Description	Qty.	Unit Cost/Rate	Total
41					\$0.00
42					\$0.00
43					\$0.00
44					\$0.00
45					\$0.00
46					\$0.00
47					\$0.00
48					\$0.00
				Sub Total	\$0.00

CBA New Unit or Unit Advancement Budget

CBA Budget Year: 2012-2013		Date Submitted:	
State: NJ	Housing Organization: Hudson Regional Health Commission		
MRC Unit Leader: Monique Davis	MRC Unit Name: Hudson Regional Health Commission Medical		
Approved Budget: TBD	MRC Unit Number: 10		
Section 1 Budget Amt: \$1,451.58	Section 5 Budget Amt: \$1,080.00		
Section 2 Budget Amt: \$0.00	Section 6 Budget Amt: \$0.00		
Section 3 Budget Amt: \$60.00	Section 7 Budget Amt: \$0.00		
Section 4 Budget Amt: \$2,408.42			
GRAND TOTAL: \$5,000.00			

Line	Item	Description	Qty.	Unit Cost/Rate	Total
49					\$0.00
50					\$0.00
51					\$0.00
52					\$0.00
53					\$0.00
54					\$0.00
55					\$0.00
56					\$0.00
				Sub Total	\$0.00

Monique Davis

From: mrc@naccho.org
Sent: Thursday, September 20, 2012 2:30 PM
To: mdavis@hudsonregionalhealth.org
Subject: NACCHO 2012-2013 CBA Non-Competitive Application Confirmation

Dear MRC Applicant,

Thank you for your 2012-2013 Capacity Building Award (CBA) Non-Competitive Application submission. This email is to confirm that we have received your application. Notice of Award status will be sent in December 2012.

If you have any questions, please contact NACCHO MRC staff at mrc@naccho.org

Thank you,

NACCHO Staff

Attachment VII

**Interlocal Agreement between the Town of Secaucus 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 Secaucus 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 Secaucus and the Commission agree as follows:

**IN AND ON BEHALF OF THE Town OF SECAUCUS,
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 SECAUCUS 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 City 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.

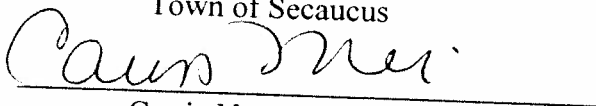
Indemnify the Commission against any and all claims arising from activities conducted pursuant to this agreement not otherwise resulting from the direct and exclusive negligence of Commission employees.

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 October 1, 2012 to September 30, 2015 unless terminated by either party upon 30 days written notice.



Town Administrator David Drumeler
Town of Secaucus



Carrie Nawrocki, Director
Hudson Regional Health Commission

11/14/12

Date

11/14/12

Date

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

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

WHEREAS, the Commission possesses 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 Harrison (the "Town") and the Commission wish to enter into a revised agreement to better reflect the understandings of the parties, and;

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

IN AND ON BEHALF OF THE TOWN, 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.

Attachment VII

THE TOWN 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 \$600.00 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.

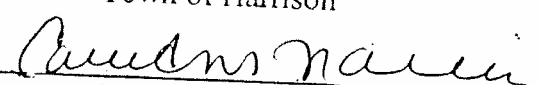
Indemnify the Commission against any and all claims arising from activities conducted pursuant to this agreement not otherwise resulting from the direct and exclusive negligence of Commission employees.

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.

This agreement supersedes any previous agreement for EBL investigations.

The terms of this agreement shall be from August 1, 2012 to July 31, 2017 unless terminated by either party upon 30 days written notice.


Eric Brachman, President Board of Health
Town of Harrison


Carrie Nawrocki, Director
Hudson Regional Health Commission

9-19-12
Date

11/14/12
Date

Attachment VIII

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, Director

October 12, 2012

Mr. Ralph Bitter
New Jersey Department of Environmental Protection
Air and Hazardous Materials Enforcement
Mail Code 22-03A
P.O. Box 420
Trenton, New Jersey 08625-0420


Dear Mr. Bitter:

The Hudson Regional Health Commission would like to participate in the idling initiative to be conducted during CEHA grant year 2013. Following are the terms of the initiative proposed by the Commission:

- The Commission will perform a minimum of 140 hours of idling surveillance activity in 2-person teams (effectively resulting in 70 one-hour surveillance sessions). Normal commuting time will not be included in surveillance hours submitted to DEP for reimbursement.
- All surveillance activity will be reported to DEP in the quarterly activity report. In addition, a detailed activity report will be submitted to DEP in the form provided by DEP.
- Violations and penalty actions will be entered into NJEMS.
- Any penalty monies assessed and collected will be deposited into the Commission's Environmental Quality Enforcement Fund.
- The Commission will investigate all idling complaints, whether received directly by the Commission or referred by DEP. Complaints will be investigated during normal work hours (regular time), or after hours (overtime) as approved by DEP.
- DEP will reimburse the Commission for its costs associated with these activities, up to a maximum of \$7500.00.

Please advise if you have any questions or require additional information or modification of any of these terms. Thank you for providing the Commission the opportunity to participate in this important initiative.

Sincerely,


Angela DeQuina
Deputy Director

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

Attachment IX

RESOLUTION 12-10-08

A Resolution authorizing the
Director to utilize a temporary budget

November 14, 2012

WHEREAS, the Director is authorized to execute a duly adopted budget including making expenditures as authorized therein, and;

WHEREAS, the Commission requires a duly adopted current budget in order to continue operations;

NOW THEREFORE, be it resolved that under circumstances where a budget is not duly adopted prior to the commencement of a fiscal year (January 1), the Director shall be authorized to continue operations under the authority of temporary budget which shall not exceed on aggregate 25% of the expenditures authorized in the previous year's budget.

Date; 11-14-12

Certification:

Carrie Nawrocki
Carrie Nawrocki, Executive Director

OCTOBER 31, 2012 BUDGET AMENDMENTS REQUEST

Budget Category	Attachment X Amount	Charged to
Appropriation		
Salary *		
Temporary	(89,452.00)	
Legal	7,000.00	Cons
Membership/License	6,000.00	Cons
Office/Computer Equipment*	500.00	Cons
Reserve for Emergency Operation*	(11,000.00)	Cons
HCIA EQEF**	(5,000.00)	Cons
CDC X 2011/2012**	(717.00)	Cons
CRI-CDC 2011/2012**	(426.00)	HCIA
CDC 2012/2013***	618.00	CDC X
CRI-CDC 2012/2013***	129,625.00	CDC X
HPP-CDC 2012/2013***	50,906.00	CDC 2012/2013
TOTAL	2,402.00	CDC 2012/2013
	90,456.00	CDC 2012/2013

Budget Category		
Revenue		
Municipal		
CEHA	(27,500.00)	
UST	2,678.00	Cons
HCIA EQEF**	(9,333.00)	Cons
CDC X 2011/2012**	(717.00)	Cons
CRI-CDC 2011/2012**	(426.00)	HCIA
CDC 2012/2013***	618.00	CDC X
CRI-CDC 2012/2013***	129,625.00	CDC X
HPP-CDC 2012/2013***	50,906.00	CDC 2012/2013
State Lead Grant	2,402.00	CDC 2012/2013
Rutgers Grant	12,500.00	CDC 2012/2013
JC Lead	3,750.00	Cons
Deferred Revenue R&C	3,500.00	Cons
Cons Reserve	318,000.00	Cons
TOTAL	(395,547.00)	Cons
	90,456.00	Cons

- * Transfer from Salary (\$7,000) Office/Computer Equipment (\$11,000) and Emergency Operation (\$5,000) to balance budget due to low reserve
- ** To adjust grant amount to actual expenditures for the year
- *** To record new CDC Grant

Salary: Reflects savings (\$82,452) due to Jimmy Monkowski Retirement, Rachna Misra Disability, Gloria Mincey Part Time and CDC Charges Disability. Hiring of additional temporary employee 50% will be pay with Rutgers Grant.

Membership & Legal: Increase to cover for underestimated cost.

Municipal (\$27,500): Special Service Agreement with Bayonne was not renew due to Jimmy retirement.

CEHA: contract increase

UST: contract reduction due to DEP reducing number of inspections required

State lead Grant & Rutgers Grant: New Grant

JC Lead: 5 Lead Inspection were done in 2012 for Jersey City under the Special Agreement with JC to conduct Lead Inspection for them until they hire their own inspector

Deferred Revenue R&C: Per recommendation of the Auditor, R&C prepaid fees are not reserve and should be a separate line item in the budget.

Cons Reserve: To separate Deferred Revenue R&C (\$318,000) from reserve and credit reserve for Salary savings and adjustment under Office/Comp Equipment & Emergency Operation to balance the budget.

**Hudson Regional Health Commission
Personnel / Finance Committee Meeting
October 23, 2012**

MINUTES

1) Actuary

Based on the auditor's recommendation, the board approved hiring an actuary to determine the liability of post-retirement benefits should the commission no longer exist. Since the last board meeting, we have worked on editing the employee handbook regarding these benefits so that employees are informed that if the commission does not exist, the commission cannot provide these benefits. With these updates, the auditor does not require an actuarial review for her analysis.

In addition to editing the handbook, the board must also agree to end the current plan of contributions and allow use of that fund to cover current costs of post-retirement benefits.

The committee recommends these actions; to edit the handbook, end the current plan of contributions determined by the 2005 actuarial review, and to use the funds to cover current costs of PRMB.

2) CEHA Idling Initiative – sent the state a proposal as part of the CEHA application

In this current application for the CEHA program, the commission included a separate application for a special project. This application was for \$7,500 for idling surveillance, and may only be used for overtime (terms of the grant). If the grant is awarded, surveillance will target areas of sensitive populations (e.g., schools), truck or bus yards, industrial parks, shopping centers, and any areas that have been the subject of previous idling complaints. The committee approved this application.

3) County Contract

Carrie updated the committee on the recent budget hearing with the county. Since the current contract expires at the end of 2012, the commission attorney will draft a temporary budget resolution for the next board meeting.

4) Modified Working Hours – Environmental Specialist

One of our staff members (N. Rivelli) has asked for modified hours since he was offered a part time job. While leaving early does not allow for us to have all programs covered, if he comes in at 11 am and stays until 6 he can cover the after-hours complaints, saving the commission overtime costs. The committee approved of this schedule.

5) LINC'S Stipend

Attachment XI

Our new staffing plan for the LINC program is working well, without hiring a public health nurse and the work being spread out with the rest of the LINC team. The 100% score on the LTAR was a great example of how this is working. Since the program funds itself, the money comes directly from the state and we cannot use it for our general budget (although Carrie has gained approval for some of our administrative staff to be put on that grant), and since this year the funding was increased due to a change in the funding calendar, Carrie sought approval to give Monique and Christina a stipend for their extra responsibilities, \$3000 each for the entire year (retroactive from mid-August when the grant year began). The state has approved this should it be granted by the board. The work has been split between Carrie, Monique and Christina, without having to hire a nurse, saving the commission over \$100,000. The committee approved this stipend.

6) Audit Report

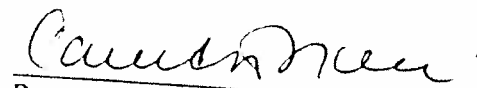
Carrie distributed the current audit report marked draft. The auditor will finalize this report for the board meeting.

7) Post-Retirement Medical Benefits

Since D. Drake's husband turned 65, he is now covered by Medicare, the Commission will pay a supplemental policy to keep him at the same level of coverage, however, this switch will save the commission \$769 a month.

8) Budget amendments

Carrie presented the amendments to the 2012 budget and answered any questions (see attachment).



Prepared by Carrie Nawrocki, Executive 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 _____,
in witness whereof I have set my hand this _____, day of
_____.

Carrie Nawrocki
Executive Director