

**Hudson Regional Health Commission
Commission Meeting
March 14, 2012**

AGENDA

Opening of the meeting:

Attendance:

Minutes of the meeting of January 11, 2012:

Announcements:

Expenditures Report for January 2012 – February 2012:

Old Business:

New Business:

Audit Report 2011 (postponed)
Budget Amendments 2011
CEHA Resolution
Union City – Lead Agreement
City of Bayonne - Agreement

Report and Recommendation of the Finance/Personnel Committee:

- Minutes
- Lead Program

**Hudson Regional Health Commission
Commission Meeting
March 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
H. J. Boor

C. Nawrocki, Director
J. Napolitano, Counsel

Absent:

H. Melendez
V. Rivelli
J. Waks
J. Ehret

Minutes of the meeting of January 11, 2012: were approved as written and submitted on motion by E. Grosvenor, second H. J. Boor (Attachment I).

Announcements:

C. Nawrocki announced that the Director's Report for January 2012 through mid-March 2012 was located in the meeting packet (Attachment II). This report, presenting the current status of Commission programs is prepared for the members of the Board and is also sent to the Hudson County Administration.

C. Nawrocki reported that she was approached by the Essex Regional Health Commission to provide coverage for epidemiology services as the epidemiologist in Essex was out on an unexpected leave for a couple of weeks. She agreed to cover barring any objections from the Board. There were no objections.

Expenditures Report for January 2012 – February 2012: was unanimously approved as presented on motion by J. Sarnas, second A. Velazquez (Attachment III).

Old Business:

New Business:

Audit Report 2011 (postponed)

The Audit Report for the first six months of 2011 was postponed as the auditor was not available for this meeting. She will present at the next board meeting in June.

Budget Amendments 2011

C. Nawrocki presented the final budget amendments for 2011 (Attachment IV). The amendments were unanimously approved as presented on motion by E. Grosvenor, second J. Castro.

CEHA Resolution

C. Nawrocki presented the CEHA grant agreement between Hudson Regional Health Commission and the New Jersey Department of Environmental Protection. The grant agreement is for the amount of \$270,711.50 to fund program activities as set forth under the authority of the County Environmental Health Act.

On motion by J. Sarnas, second A. Velazquez, unanimously carried Resolution 12-03-07 (Attachment V) authorized the Director to apply for, receive and administer the CEHA Grant for C.Y. 2012.

Union City – Lead Agreement

On motion by A. Velazquez, second E. Grosvenor, unanimously carried the Director was authorized to execute the attached EBL Agreement with Union City (Attachment VI).

City of Bayonne - Agreement

C. Nawrocki informed the Board that the EBL Agreement with the City of Bayonne required updating, as the reimbursement to the Commission for environmental lead inspections was not consistent with the rest of the municipalities, \$600 per inspection. J. Napolitano updated the agreement (Attachment VII), and has been in contact with the City of Bayonne. On motion by J. Sarnas, second G. Drasheff, unanimously carried the Director was authorized to execute the attached EBL Agreement with Bayonne.

Report and Recommendation of the Finance/Personnel Committee:

C. Nawrocki gave the report on behalf of F. Sasso, Treasurer. She presented the minutes from the committee meeting held on March 1, 2012 (Attachment VIII). The committee discussed the current status of the lead program in the county, and upon presentation to the full board, a follow-up meeting will be scheduled in the next month with all health officers and agencies involved in cases of elevated blood lead in the county.

Additionally, the committee discussed the Commission contract with Hudson County, as it expires at the end of 2012. Bob Ferraiuolo, retired Director, has agreed to assist in the process of planning for the negotiations since he has historical knowledge of this contract.

There being no further business, the meeting was closed at 10:55 on motion by E. Grosvenor, second A. Velazquez.

Attachment I

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

MINUTES

Opening of the meeting:

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

Attendance:

Present:

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

C. Nawrocki, Director
J. Napolitano, Counsel

Absent:

H. Melendez

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

Announcements:

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

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

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

10:20 J. Waks joins the meeting.

Old Business:

MRC Grant:

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

Attachment I

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

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

10:30 R. Censullo joins the meeting.

New Business:

Administrative Resolutions:

Meeting Schedule:

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

Official Depositories:

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

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

Official Newspapers:

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

General Legal Counsel:

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

Risk Management Consultant:

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

Report and Recommendation of the Finance/Personnel Committee

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

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

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

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

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

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

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

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

A handwritten signature in cursive script, appearing to read "C. Nawrocki".

Attachment I
Hudson Regional Health Commission
2011 Report

Elevated Blood Lead (EBL) Level Investigation Program

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

County Environmental Health Act (CEHA) Program

Inspections and Enforcement Activities:

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

Complaint Investigations:

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

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

Richard J. Censullo, President

Carrie Nawrocki, MPH, HO
 Executive Director
 Epidemiologist

EXPENDITURES FOR NOVEMBER 15, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	For Payroll of 11/15 Salaries=76636.28 OT=875.36 On Call=1260 Fica/Med.=5956.78 Sui/Disa=7.61 (Med.125=825.66) (H.B.=58.53)	83,851.84
ON LINE	State Hlth.Ben.Program	H.B./Dental for act.emp.(Con)=11390.85 (Con/Mos)5365 (CDCX)=4487.29 Dental (Con)=1027.19 (Con/Mos)424.82 (CDCX)=260.99	21,243.14
ON LINE	State Hlth.Ben. Program	H.B. Retirees (Con) RF=1882.63 (Con) GG=2141.70 (Con) JL=1793.24	5,817.57
10437	Verizon	(Con)=9.75 (CDCX)=4.18 #000131826670 58Y	13.93
10438	Carrie Nawrocki	(Con)=50 (Con)=69.06 Refreshments/meeting	119.09
10439	Michael Walker	(HCIA) Parking Lot fee of HCIA	12.00
10440	Flash Lube	(Con) 2006 Dodge Dakota/Oil service	20.95
10441	Dept. of Env.Sciences	(Con) Inv.#A123228/RM/RS/JR/NR/JD/JN	240.00
10442	Rutgers Sciences-Noise	(Con) Inv.#N108853/JD/MR	180.00
10443	Schneider Lab.	(Con) 48hr. Metals EPA=80 (Con)=72 (Con)=72	224.00
10444	Gen-el Safety & Indus.	(Con) Inv.#11670 Supplies	7,145.90
10445	N.J.State Police Calib.	(Con) Inv.#10111101 Lud Md/Radeye PRD	200.00
10446	ADP	(Con)=65.47 (Con/Mos)=26.19 (CDCX)=39.29 For Payroll of 11/15	130.95
10447	N.J.State Police Calib.	(Con) Lud Md19	40.00
10448	Artic Ice Mfg.	(Con) Dry Ice Block	25.00
10449	Verizon	(Con)=395.44 (Con)=169.48	564.92
10450	Comcast Commun.	(CDCX) Comcast Bundled Serv./High Speed	80.35
10451	Schneider Lab.	(Con) 48Hour Metals EPA	80.00
10452	Xerox Corp.	(Con) Monthly Base Charge	268.80
10453	Verizon Wireless	(Con)=269.51 (Con/Mos)=116.57 (CDCX)=271.87 Inv.#2653340028	657.95
10454	Monique Davis	(CDCX) Tolls HERC Meeting 10/15	13.90
10455	Schneider Lab.	(Con) Inv.#833378	100.00
10456	US Postal Service	(Con) Refill for Postage Meter	300.00

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

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

Richard J. Censullo, President

Carrie Nawrocki, MPH, HO
 Executive Director
 Epidemiologist

EXPENDITURES FOR NOVEMBER 30, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	For Payroll of 11/30/11 Salaries=75709.98 OT=519.75 Fica/Med.=5762.34 Sui/Disa=1.86 (Med.125=825.66) (H.B.=58.53)	81,109.74
10457	Horizon BC/BS	(Con) For H.B. for retiree D.R.D.	1,701.50
10458	Sprint	(Con) Inv.#887442111-123	156.30
10459	Staples Credit Plan	(Con)=358.58 (Con)=241.68 Office Supplies	600.26
10460	Gregory M. Williams	(Con/Mosq) Inv.#926686 ESA Membership Dues	162.00
10461	Gen-el Safety & Indus.	(Con) Coverall, Tychem TK	1,454.60
10462	USA Mobility Wireless	(Con) Inv.#U8408051K	27.41
10463	Schneider Lab.	(Con) Inv.#833655	80.00
10464	Poland Spring	(Con)=26.97 (Con)=18.64 Water/Cups	45.61
10465	Fleet Services	(CDCX)=64.48 (Con/Mos)=18.54 (Con)=1176.31	1,259.33
10466	Fedex	(Con) Inv.#7-692-71371	170.43
10467	N.J.Dept. of Health & Sen.	(Con) Renewal Application (C.N.)	50.00
10468	Schneider Lab.	(Con) 48Hr. Metals EPA 7420	80.00
10470	ADP	(Con)=63.55 (Con/Mos)=26.19 (CDCX)=39.29 For Payroll of 11/30/11	129.03
10471	Carrie Nawrocki	(Con) Bergen County, EZ Pass and Refreshments	72.55

12-01-03

**RESOLUTION 2012
HUDSON REGIONAL HEALTH COMMISSION**

Resolution Designating Official Newspapers of the Commission


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

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

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

Date: 1-11-12

Certification:


Carrie Nawrocki, Executive Director

RESOLUTION 2012
HUDSON REGIONAL HEALTH COMMISSION

Resolution Authorizing Appointment of General Legal Counsel


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

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

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

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

Date: 1-11-12
Certification:



Carrie Nawrocki, Executive Director

12-01-06

**RESOLUTION
RISK MANAGEMENT CONSULTANT**

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

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

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

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

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

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

Governing Body:

Carroll

Dated

1/11/12

RISK MANAGEMENT CONSULTANT'S AGREEMENT

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

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

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

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

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

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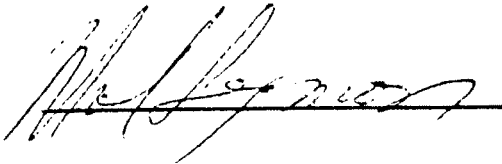
Agreement does not include any appraisal work by the CONSULTANT.

- e) Review Certificates of Insurance from contractors, vendors and professionals when requested by the HEALTH COMMISSION.
 - f) Review the HEALTH COMMISSION'S assessment as prepared by the FUND and assist the HEALTH COMMISSION in the preparation of its annual insurance budget.
 - g) Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) HEALTH COMMISSION committee meeting per annum to promote the safety objectives and goals of the HEALTH COMMISSION and the FUND.
 - h) Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.
 - i) Perform any other risk management related services required by the FUND's bylaws.
2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- a) The CONSULTANT shall be paid by the HEALTH COMMISSION a fee as compensation for services rendered, an amount equal to six percent (6%) of the HEALTH COMMISSION'S annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the HEALTH COMMISSION'S assessment.
 - b) For any insurance coverages authorized by the HEALTH COMMISSION to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).

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

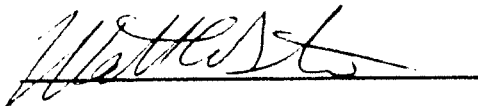
ATTEST BY:



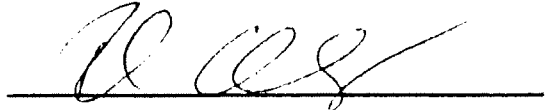
MEMBER:



ATTEST BY:



CONSULTANT: Brown & Brown Metro Ins.



Paul Collins; CEO
Brown & Brown Metro, Inc.

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

AGENDA

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

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

MINUTES

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

1) Expenditure report

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

2) LINCS Program Staffing

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

3) Changes to Handbook re: allocation of vacation days

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

Attachment I

work schedule on that date). Following this policy, employees who separate from service at the Commission in the beginning of the year will be paid out an entire year's worth of vacation days. This was the case with the recent departure of R. Mincey. The Committee discussed this policy and agreed that it should be changed to reflect a prorated monetary payout of days upon departure from the Commission.

4) Bayonne: contract for Environmental Health Specialist
Tabled for further consideration.

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

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

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



Prepared by Carrie Nawrocki, Executive Director

Hudson Regional Health Commission

Warning Notice

Employee: _____ Date: _____

Title: _____

Type of Notice Issued: (Check one)

☐ Verbal Warning ☐ Written Warning ☐ Other ☐ Specify _____

Suspension:

Date (s) of Offense:

Nature of Offense:

TO THE EMPLOYEE: PLEASE READ CAREFULLY BEFORE SIGNING BELOW:

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

Signatures:

Employee _____ Date: _____

Supervisor _____ Date: _____

Executive Director _____ Date: _____

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

C: Employee's official personnel file

File Ref# warning
Revised 01092012

Attachment I

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

Carrie Nawrocki
Carrie Nawrocki
Executive Director

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

Richard J. Censullo, President

Carrie Nawrocki, Director

DIRECTOR'S REPORT

Hudson Regional Health Commission January 2012- March 2012

Local Information Network and Communications System (LINCS) Program

During these past months, the LINCS Program staff conducted two exercises to strengthen public health preparedness. On January 26, the Decision Making Assessment Tool Exercise was conducted, which focused on the decisions associated with activating the Regional Distribution Site (RDS) for a county-wide mass prophylaxis campaign. On February 8, the RDS Inventory Management Game Exercise was conducted providing an opportunity for the RDS Management and Inventory Team staff to explore how order fulfillment decisions are made and how each decision has potential impact on the entire Point of Dispensing (POD) network.

The LINCS Program staff continued surveillance efforts during the flu season, with the highest number of schools reporting in one County (60 schools) statewide. Hudson County, as well as the rest of NJ, has seen low levels of influenza activity this year in general.

However, HRHC has experienced many calls for consultations regarding outbreaks of gastrointestinal (GI) illnesses associated with schools, child care centers and long term care facilities. This increase is in line with the increase statewide this season, and in many of the outbreaks norovirus has been confirmed to be the causative agent. HRHC continues to work with local health departments to ensure prompt implementation of prevention and control measures in order to break disease transmission.

During this reporting period, staff also hosted the Hudson County Health and Hospital Emergency Preparedness Meeting (March 2). At this meeting, representatives from emergency management, health departments, hospitals, long term care facilities, and others, meet to discuss current projects, issues and coordination of efforts related to emergency preparedness in the county.

The following tables summarize LINCS activities for January – March 2012:

Epidemiology	
Disease Investigations	11
Emergency Department Surveillance Alert Investigations	10
Syndromic Surveillance Alert (EpiCenter) Investigations	76

Hudson Regional Medical Reserve Corp (MRC)	
Volunteers	168
Drills	0
Meetings/Trainings (Steering Committee)	1

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

Health Education and Planning	
Trainings	3
Participants	51
Preparedness Drills	2
Preparedness Literature Distributed	100
POD Site Assessments	6

Communications – Messages Sent 2012				
	Alert	Advisory	Update	Information
1 st Quarter. (not including data for all of March)	1	5	11	20
2 nd Quarter				
3 rd Quarter				
4 th Quarter				
Totals	1	5	11	20

Number of new Stakeholders added to HRHC NJLINC'S HAN for 2012	
1 st Quarter. (not including data for all of March)	22
2 nd Quarter	
3 rd Quarter	
4 th Quarter	
Totals	22

Elevated Blood Lead (EBL) Level Investigation Program - January 1, 2012 to March 7, 2012

Four (4) new Lead Risk Assessments 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.

Nine (9) new Elevated Blood Lead (EBL) Environmental Intervention Cases were received - four (4) in Jersey City, three (3) in Bayonne, and two (2) in Kearny.

Three (3) EBL Abatement Clearance Inspections were conducted – all three (3) in Jersey City.

The Commission is continuing to perform EBL Environmental Intervention Inspections on behalf of the Jersey City Health Department at least until April 2012. Two Jersey City inspectors have completed the five-day Lead Inspector/Risk Assessor Course but have not yet passed the state examination required for certification. One inspector is scheduled to take the exam again at the end of March. Nilda Guivas, Jersey City Lead Coordinator, requested that the Commission continue conducting the environmental inspections until they become certified.

County Environmental Health Act (CEHA) Program**Inspections and Enforcement Activities (January-February 2012):**

Program	Inspections Conducted	NOVs Issued	Penalties Assessed	Penalties Collected
Air-Local		42		
Air-State	101	27	\$1500	
Dry Cleaner	4			
UST			\$19,900	\$11,450
Pesticide	2			
Solid Waste	2			
Noise		1		
TOTAL	109	70	\$21,400	\$11,450

Complaint Investigations (January-February 2012):

Municipality	HazMat	Air	Noise	Other	TOTAL
Bayonne	8	6			14
East Newark					
Guttenberg	1				1
Harrison					
Hoboken	1	2	3	2	8
Jersey City	10	7	3		20
Kearny	7			1	8
North Bergen	2		1		3
Secaucus					
Union City	3	5			8
Weehawken	3				3
West New York					
TOTAL	35	20	7	3	65

Hazardous Materials / Emergency Response Operations:**❖ Dept. of Homeland Security - Regional Improvised Nuclear Device (IND) Planning Group:**

The Regional IND planning group is part of a federal mandate to develop a regional boilerplate response plan in the event of an improvised nuclear device detonation. The region consists of New York, New Jersey, Connecticut, and northeastern Pennsylvania. The end goal of the planning group is to develop a response and incident management document that is submitted to the federal government for its approval and release. The document will set out the minimum information that each individual agency's plan must incorporate.

In addition to its work on this group, the Commission has been asked to work with the Science & Technology Subcommittee. This subcommittee is responsible for assisting in initial response actions, decision making and incident management aspects of an event.

❖ Dept. of Homeland Security - Urban Areas Security Initiative (UASI):

The Commission serves on the Public Health Subcommittee and the Fire/CBRN/Hazmat/Decontamination subcommittee as the county CEHA representative.

❖ FEMA Fault Line Exercise Planning Group:

The Commission was asked by NJDEP/Bureau of Emergency Response to be part of the FEMA Fault Line Exercise Planning Group. We are responsible for developing a tabletop exercise as requested by FEMA for the Hudson/Union County region dealing with a natural disaster that triggers a hazmat aspect.

❖ Hudson County Office of Emergency Management:

The Commission is assisting the Hudson County Office of Emergency Management in updating its Emergency Plan, particularly the Hazardous Materials Annex.

High-Profile Case Summaries:

❖ Dump Site at Vacant Property / Secaucus:

In late December the HRHC was notified by the DEP that a large solid waste dump site had been under investigation by DEP for several months. The property is located in the wetlands area west of Westside Avenue at the border of Secaucus and North Bergen. A co-inspection with the DEP on 12/22/11 revealed the dump site to be approximately 4 acres in area and approximately 4-5 feet deep of mostly asphalt, concrete, bricks, tile, etc. The material has displaced surface water and aquatic life along with indigenous flora and fauna. Aerial photographs reveal that most of the material was dumped between the months of September and November 2011.

HRHC immediately referred the matter to the Meadowlands Commission (NJMC) and the Criminal Justice Division in the Office of the Attorney General.

The DEP issued land use violations and a solid waste violation to the property owner who resides out of state. DEP indicated that the Army Corps of Engineers ultimately has the lead in this case because it has jurisdiction over wetlands.

In early January 2012, the property owner visited the site and ordered a survey done on the property. In early March, a co-inspection was conducted with the NJMC. It was ascertained that the affected area is entirely in Secaucus. NJMC indicated that the Army Corps of Engineers has been notified of the dump. A Notice of Violation from NJMC is pending. To the best of our knowledge, there has not yet been any enforcement action taken by the Army Corps of Engineers.

On March 12, 2012, HRHC personnel observed a contractor hired by the property owner excavating the solid waste material at the southern edge of the dump site and stockpiling it on the northern side. The DEP, NJMC and the Army Corps of Engineers were notified of this activity.

The Commission is attempting to seek coordination of the various agencies involved to ensure appropriate enforcement action and remediation are conducted.

❖ Eagle Recycling / North Bergen:

The Commission remains joined with North Bergen in the consent order requiring Eagle to adhere to its permit conditions. The facility is allowed to commit one 'free' violation, but the second would trigger a court order to shut down the recycling operation. Eagle has not had an observed permit violation since 6/22/11.

The Commission and HCIA have been on call 24/7 since June 2011. There have been no calls since the last Director's report.

The Commission has settled with Eagle on a June 2011 permit violation for \$10,000. Eagle submits daily photo documentation of its tipping floor to demonstrate permit condition compliance. Eagle was found to be compliant on all permit conditions on a March 2012 inspection. Eagle is in final negotiations with a contractor to install a state of the art air filtration system inside the facility. This will enable them to have their air permit reinstated. Eagle is also installing solar panels to cover the entire roof of the facility for energy cost savings.

❖ Tilcon / Kearny:

On a recent site inspection, the material stockpiled was observed to be at 25% capacity. This is due to a recent large contract and lack of material being received.

The HRHC-recommended screening installation along the western border has been dropped at this time. Tilcon intends to keep the material stockpiles well below the capacity limits to prevent fugitive dust.

❖ Reliable Wood Products, Inc. / Jersey City:

As of this writing, a settlement has not been reached between Jersey City and Reliable as to the City's nuisance lawsuit regarding odors emanating from the Reliable facility. It is very likely that this issue will go to litigation. Hudson Regional Health Commission personnel will be deposed and subpoenaed to testify at the trial.

The Commission is awaiting resolution of the City's case prior to settling its \$35,000 Notice of Violation and Penalty Assessment for violation of approved operating hours. HCIA inspectors continue to conduct weeknight surveillance under HRHC supervision.

A recent Commission inspection of Reliable revealed numerous permit condition violations. A referral to the NJDEP for escalated enforcement resulted in a Notice of Violations citing nine (9) violations.

❖ All American Recycling and Galaxy Recycling / Jersey City:

The Commission has received one complaint (from the primary complainant) since the last report. The Commission will conduct a week-long surveillance near the complainant's property during the early morning hours to ascertain odor and noise levels.

Both All American and Galaxy continue to have night-time supervisors' phone numbers available to respond to any issues. Complainants were provided with these numbers and have been encouraged to contact the facility directly for immediate resolution of problems that may arise.

Galaxy reports that the garbage truck parking move has been delayed to the end of March due to unforeseen problems with the new office building located on James Street in Jersey City.

Mosquito Program

General

Inspectors have been updating maps, hand cleaning small waterways, learning new routes and servicing equipment.

Disease Surveillance

Begins in June.

Larval/Adult Surveillance

Just beginning. We have found one larva to date.

Budget

County: We never received the pesticide order that I placed with the county last year. Essentially our pesticide budget was cut about \$60,000. After I make last year's order with this year's budget there will be nothing left. We are expecting a bad mosquito season and we may likely run out of pesticide before the end of the season with no budget available to restock.

HRHC: I attended the American Mosquito Control Association conference in Austin Texas at an approximate cost of \$1700. I had several meetings there with industry representatives trying to secure additional research funds for HRHC. All mosquito staff and Robert Sasso attended the NJMCA recertification training day to keep their pesticide licenses valid at a cost of \$600.

Research

We were awarded a Department of Defense grant to study the insect growth regulator pyriproxyfen along with Rutgers, Essex and Mercer County Mosquito Control, and the US Navy. HRHC will receive approximately \$15,000 over two years to cover labor expenses associated with some field work. I recently presented our past research at the Mid-Atlantic and American Mosquito Control Association conferences. Both talks were well received and are part of the reason we were awarded the research grant.

Other

I was heavily involved with a bed bug infestation at Hudson County Corrections. I solicited and evaluated bids from new pest control vendors. I also supervised the work of the new vendor. My efforts seem to have paid off as I have not heard of any bed bug complaints from the prison in months.

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, HO
Executive Director
Epidemiologist

EXPENDITURES FOR JANUARY 15, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Pay. of 1/15 Salaries=77852.93 OT=273.55 OnCall=1020 Fica/Med.=5983.58 Sui/Disa=870.59 (Med.125=777.01) (H.B.=58.53)	85,165.11
On Line	State H.B.Program	H.B./Act.emp. (Con)=14880 (Con/Mos)=6071.79 (CDCX)=4721.57 Dental/act.emp.(Con)=1003.90 (Con/Mos)=433.41 (CDCX)237.60	25,673.36
On Line	State H.B.Program	H.B. for retirees (Con) RF/GG/JL	1,674.91
10514	Suburban Essex Mun.	(Con)=5850.90 (Con)=8463.04 Due First Installment 2012 Joint Insurance Fund	6,428.42
10515	Christina Butieb	(CDCX)=61.20 (CDCX)=73.98 Cable and Modem and Travel	135.18
10516	NJMCA/Cumberland	(Con/Mosq) Pesticide Recertification Training Course Regis. G.W./G.C./M.I./M.L./R.C./R.S.	600.00
10517	NJMCA/Cumberland	(Con) 2012 Membership Renewal	40.00
10518	Schneider Lab.	(Con) Inv.#838371, #838543, #839889, and #839890	360.00
10519	Monique Davis	(CDCX) Gas for Jeep and tolls	24.05
10520	W.W.Grainger, Inc.	(Con) Inv.#9716248647 Acct.#876473844 Battery, Lead Acid	30.80
10521	Verizon	(CDCX)=7.19 (Con)=16.77 Acct.#000131826670 58Y	23.96
10522	Verizon	(CDCX)=171.20 (Con)=399.48 201-223-1133	570.68
10523	Johnson & Conway	(Con) Legal Fees /Nov./Dec.2011	1,318.90
10524	Simply Delicious	(Con) Meeting/Jan. 11, 2012	187.70
10525	Marisol Leguizamon	(Con) Registration/Mun. Sustainability I/11	199.00
10526	NJEZPASS	(CDCX) EZPass Re-Fill	100.00
10527	Comcast Commun.	(CDCX) Additional Cable TV Services/HighSpeed Internet	87.41
10528	ADP	(Con)=63.56 (CDCX)=38.13 (Con/Mosq)=25.42 Payroll 1-15	127.11
10529	Marisol Leguizamon	(CDCX) Go Daddy Server #20624791	164.88
10530	Thermo Eberline	(Con) Inv.#554603 Countertube FH	526.00

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Carrie Nawrocki, MPH, HO
 Executive Director
 Epidemiologist

EXPENDITURES FOR JANUARY 31, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 1/31 Salaries=72144.92 Sui/Disa=577.12 Fica/Med.=5450.53 (Med.125=792.77) (H.B.=58.53)	77,321.27
10531	Xerox Corp.	(Con) Monthly Base Charge	268.80
10532	ADP	(Con)=78.87 (CDCX)=18.78 (Con/Mosq)=27.54 For Payroll of 1/31/2012	125.19
10533	NAETI	(Con) N.J./EPA Model Lead Insp./Risk Assessor	378.00
10534	NJLM	(Con) Seminar/ML Budget Update	75.00
10535	Monique Davis	(CDCX) WMD Training/Mileage	48.84
10536	Horizon BC/BS	(Con) For H.B. retiree DRD	1,701.50
10537	Staples Credit Plan	(Con) Montgomery/NY Credit(30.00)	49.44
10538	NJMCA Inc.	(Con/Mosq) Conf. registration For 3/27-29	200.00
10539	Michael Walker	(Con) Plastic Garbage Bags for cleanup	6.79
10540	Carrie Nawrocki	(Con) Refreshments/Finance Personnel Committ. Meet.	63.70
10541	Schneider Lab.	(Con) 3 Day Metals EPA 7420	178.00
10542	Gregory Williams	3 Day Asbestos Bulk EPA/48 Hours Metals EPA 7420	
10543	AAM Motor Sales	(Con/Mosq)Conf. flight/regis/dep/Texas/March 1	981.95
10544	AAM Motor Sales	(Con/Mosq) Balanced Tires/Brake Serv./Rotors/Pads G.W.	837.54
10545	ADP	(Con) Mount and Balance tires	201.90
		(Con)=137.52 (Con/Mosq)=48.03 (CDCX)=32.75 For W-2 Employee Statements	218.30
10546	Premiere Global Serv.	(CDCX) C.B. Ready Conf. 1/6	50.00
10547	Fleet Services	(Con)=728.75 (CDCX)=45.69 (Con/Mosq)=102.92	877.36
10548	Sprint	(Con) Inv.#687442111-125	150.67
10549	Poland Spring	(Con)=139.65 (Con)=17.98 Water/dep.	157.63
10550	USA Mobility Wireless	(Con) Inv.#V8408051A 1/12-2/12	27.49
10551	Fedex	(Con) Transp.charges/Special Handling Charges	221.47
10552	Verizon Wireless	(CDCX)=257.08 (Con/Mosq)=118.60 (Con)=282.22 Inv.#2681878166	657.90

"SERVING BAYONNE, EAST NEWARK, GUTTENBERG, HARRISON, HOBOKEN,
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 Executive Director
 Epidemiologist

EXPENDITURES FOR FEBRUARY 15, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 2/15 Salaries=71479.02 On Call=1220 Fica/Med.=5493.52 Sui/Disa=617.91 (Med125=784.89) (H.B.=58.53)	77,967.03
On Line	S.H.Benefit Program	H.B.act.emp./Feb. (Con)=14081.88 (Con/Mos)=6071.79 (CDCX)=3301.97 Dental (Con)=1003.90 (Con/Mos)=433.41 (CDCX)=170.33	23,455.64 1,607.64
On Line	S.H.Benefit Program	H.B. for retirees (Con) J.L./RF/GG/Feb.	6,428.42
10554	Verizon	(Con)=376.31 (CDCX)=161.27 Acct.223-1133	537.58
10555	Verizon	(Con)=20.16 (CDCX)=8.64 Acct.#000131826670 58Y	28.80
10556	Christina Butieb	(CDCX)=36.99 (CDCX)=56.95 Cable/Modem and Travel	93.94
10557	Occupational H.C.	(Con) Inv.#506532886 Misra Rachna / Audiogram	116.00
10558	Comcast	(CDCX) Comcast High Speed Internet/Cable	87.41
10559	The Star Ledger	(Con)=59.16 Resolution 2012 (Con)=48.72 Notice Pub.Meet.	107.88
10560	Schneider Lab.	(Con)=36 (Con)=45 Metals EPA 7420	81.00
10581	Johnson & Conway	(Con) Legal Fees/Dec.2011/Jan/12	1,921.99
10562	NAETI	(Con) Lead Inspector/Risk Assessor Refresher 4/17	378.00
10563	Assoc.Executives Mosq.	(Con/Mosq) Mosquito Control Dues 2012	25.00
10564	ADP	(Con)=61.64 (CDCX)=36.98 (Con/Mosq)=24.65 For Payroll of 2/15/2012	123.27

Attachment III
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MEADOWVIEW COMPLEX

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Executive Director
Epidemiologist

EXPENDITURES FOR FEBRUARY 29, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of Feb.29 Salaries=71694.56 OT=998.46 Fica/Med.=5493.05 Su/Disa=617.85 (Med125=784.89)(HB=58.53)	77,960.50
10565	US Postal Service	(Con) Refill for Postage Meter	\$500.00
10566	Johnston Commun.	(Con) Station Module/Labor	680.00
10567	Staples	(Con) Supplies/Cartridges/#6035517818630674	863.49
10568	Verizon Wireless	(CDCX)=142.15 (Con/Mosq)=116.61 (Con)=282.29/Jan5-2/4	541.05
10569	USA Mobility	(Con) Inv.#V8408051B 2/11-3/12	27.49
10570	Fleet Services	(CDCX)=46.99 (Con/Mosq)=340.46 (Con)=915.38 #369-900-044-8	1,302.83
10571	Sprint	(Con) Inv.#687442111-126	160.83
10572	Horizon BC/BS	(Con) H.B. for retiree D.R.D.	1,701.50
10573	AAM Motor Sales	(Con) Jeep Liberty/Oil Change/Replace 2 tires with SPD Bal.	429.25
10574	AAM Motor Sales	(Con) Dodge Stratus/Battery/retested starting and charging sys.	172.50
10575	Safeguard Bus.	(Con) 250 Checks for Cons.	99.17
10576	Juan Nunez	(Con) 13 Medeco Keys	118.23
10577	Poland Spring	(Con)=17.98 (Con)=118.58 Water/Cups	136.56
10578	ADP	(Con) Fee for Jurisdictional/Pa.	6.00
10579	Fedex	(Con) Transportation Charges/Special Handling charges	344.28
10580	Pitney Bowes	(Con) Supplies/labels	56.06
10581	Schneider Lab.	(Con) 3 Day Metals EPA 7420	143.00
10582	Flash Lube	(Con) Toyota Prius/oil change	20.95
10583	Xerox Corp.	(Con) Monthly Base Charge	268.80
10584	Poster Comp.Center	(Con) NJ 1 Year compliance Protection Plan Renewal	69.00
10585	ADP	(Con)=61.64 (Con/Mosq)=24.65 (CDCX)=36.98 For Payroll of 2/29/2012	123.27
10586	Lab Safety Supply	(Con/Mosq) Trigger Spryr Btl. 32oz.	34.89

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2011 BUDGET AMENDMENTS REQUEST

Budget Category	Amount	Charged to
Appropriation		
Reserve for Post Retirement Medical Benefits		
CDC IX *	(15,118.00)	Cons
HCIA EQEF*	(5,715.00)	CDC IX
Rutger Application Tech*	(8,890.00)	HCIA
CDC X 2011/2012*	(607.00)	Rutgers
CRI-CDC 2011/2012*	(426.00)	CDC X
Insurance**	618.00	CDC X
Legal**	(2,000.00)	Cons
TOTAL	2,000.00	Cons
	<u>-30,138.00</u>	

Budget Category	
Revenue	
West New York EBL***	
CDC IX *	250.00
HCIA EQEF*	(5,715.00)
Rutger Application Tech*	(8,890.00)
CDC X 2011/2012*	(607.00)
CRI-CDC 2011/2012*	(426.00)
Cons Reserve	618.00
TOTAL	<u>-15,368.00</u>
	<u><u>-30,138.00</u></u>

* To adjust grant amount to actual expenditures for the year

Reserve for Post Retirement Medical Benefits decrease to account for 2011 Post retirement benefit authorized under CDC Grant (\$15,118 on 8/9/11)

** Transfer between Insurance and Legal fees to cover underestimated legal fees due to new administration

*** To account for \$250 under the old contract which ended 1/31/2011.

GRANT AGREEMENT
BETWEEN

HUDSON REGIONAL HEALTH COMMISSION
(Print name of Grantee; all capitals)
AND
THE STATE OF NEW JERSEY
BY AND FOR
THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

GRANT IDENTIFIER: EN12-018 _____

GOVERNING BODY RESOLUTION

The governing body of Hudson Regional Health Commission
(print Grantee's name)
desires to further the public interest by obtaining a grant from the State of New Jersey in the amount of approximately \$270,711
fund the following project:
Program Activities as set forth under authority of the County Environmental Health Act.

Therefore, the governing body resolves that Carrie Nawrocki or the successor to the office of
(print name)
Executive Director is authorized (a) to make application for such a grant, (b) if awarded, to execute
(print title of authorized official)
a grant agreement with the State for a grant in an amount not less than \$260,000 and not more than \$400,000, and (c)
to execute [] any amendments thereto [] any amendments thereto which do not increase the Grantee's obligations.

*The Board of Commissioners authorizes and hereby agrees to match 50% of the
Total Project Amount, in compliance with the match requirements of the agreement. The availability of the match for such purpose
whether cash, services, or property, is hereby certified. 0 of the match will be made up of in-kind services (if allowed
by grant program requirements and the agreement).*

The Grantee agrees to comply with all applicable federal, State, and municipal laws, rules, and regulations in its performance pursuant
to the agreement.

Introduced and passed _____

Ayes: _____
Noes: _____
Absent: _____

* The portion of this form between the asterisks should only be completed if matching funds are required under the terms of the
agreement. Where in-kind services are allowed and are stipulated by the Grantee, an attachment must be provided and appended
hereto, breaking out the in-kind services to be provided by the Grantee.

CERTIFICATION*

I, Richard Censullo _____, [] municipal clerk [] county clerk [] utilities authority clerk []
(print name)
(other, specify) President of Hudson Regional Health Commission certify that this resolution was duly
(print Grantee's name)
adopted by the Board of Commissioners of the H.R.H.C. at a meeting duly held on the 14th day of
(print name of Grantee's governing body)
March, 2012; that this resolution has not been amended or repealed; and that it remains in full for
and effect on the date I have subscribed my signature.**

(signature)Richard Censullo
(print name)President
(print title)Date: 3/14/2012

* Certification must be signed by an official other than the individual authorized to execute the agreement.

** This date must be more than sixty (60) days prior to the Grantee's execution of the agreement. If the original certification expires prior to the Grantee's execution, Grantee must submit a currently certified copy of this Attachment E when it returns the executed agreement to the Department.

Carrie Nawrocki, Executive Director

**Interlocal Agreement between the City of Union City
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 City of Union City 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 City of Union City and the Commission agree as follows:

**IN AND ON BEHALF OF THE CITY OF UNION CITY,
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 CITY OF UNION CITY 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 March 1, 2012 to February 28, 2015 unless terminated by either party upon 30 days written notice.

Mayor Brian P. Stack
City of Union City

Date

Carrie Nawrocki, Director
Hudson Regional Health Commission

Date

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

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

Attachment VI

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

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

**Interlocal Agreement between the City of Bayonne
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 City of Bayonne 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 City of Bayonne and the Commission agree as follows:

**IN AND ON BEHALF OF THE CITY OF BAYONNE,
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 CITY OF BAYONNE 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.

This agreement supersedes any previous agreement for EBL investigations.

The terms of this agreement shall be from March 1, 2012 to February 28, 2015 unless terminated by either party upon 30 days written notice.

Mayor Mark Smith
City of Bayonne

Date

Carrie Nawrocki, Director
Hudson Regional Health Commission

Date

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

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**Hudson Regional Health Commission
Personnel / Finance Committee Meeting
March 1, 2012**

MINUTES

In attendance: C. Nawrocki, J. Samas, F. Sasso (Chair), V. Rivelli, R. Censullo, R. Ferraiuolo (guest)

1) Expenditure report

The committee reviewed and approved the expenditure report for February 29, 2012.

2) Budget Amendments 2011

The committee reviewed and approved the Budget Amendment Request for 2011.

3) Lead Program

The committee discussed the current status of the Elevated Blood Lead Program in the county and the role of the Commission in this program. The committee agrees that there remains a need for a more organized system regarding case management and follow up after the environmental inspections. Several options were discussed to address this need, including meeting with individuals from the Jersey City Health Department, where the state funds a lead program, as well as possibly meeting with North Hudson Community Action. The goal of these meetings would be to come up with a strategy to fill the gaps in this program, and ensure proper funding for the work.

4) Proposal to Hudson County

As the Commission's current contract with Hudson County is expiring at the end of 2012, Bob Ferraiuolo has been working with the Commission on drafting a presentation for the County to detail the need for an increase in our funding. This presentation was shared with the committee and through discussion, the committee agreed with this approach.

5) General Discussion

C. Nawrocki updated the committee on the status of the contract with the City of Bayonne regarding a dedicated Environmental Health Specialist. The city representatives have informed the Commission of interest to renew, and upon meeting with R. Censullo will agree to the Commission training another staff member for this role, as the individual currently filling this position is expected to retire in this calendar year.

Carrie Nawrocki

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**