

**Hudson Regional Health Commission
Commission Meeting
June 13, 2012**

AGENDA

Opening of the meeting:

Attendance:

Minutes of the meeting of March 14, 2012:

Announcements:

Expenditures Report for March 15 – May 31, 2012:

Old Business:

Audit Report: June 30, 2011

New Business:

Lead Grant NJDHSS

Auditor Proposal

Budget Amendment 2012

Bayonne Agreement

LINCS Grant

Report and Recommendation of the Finance/Personnel Committee:

- Minutes
- Lead Program
- County Agreement
- Retiree Benefits- Medicare Reimbursement
- Actuarial Review

**Hudson Regional Health Commission
Commission Meeting
June 13, 2012**

MINUTES

Opening of the meeting:

The meeting was opened at 10:05 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
D. Drumeler
R. Censullo
H. J. Boor
V. Rivelli
J. Waks
J. Ehret

C. Nawrocki, Director
J. Napolitano, Counsel
M. Leguizamon, CFO
G. Williams, Superintendent Hudson County Mosquito Control

Absent:

H. Melendez
G. Drasheff

Minutes of the meeting of March 14, 2012: were approved as written and submitted on motion by E. Grosvenor, second A. Velazquez (Attachment I).

Announcements:

C. Nawrocki announced that on April 19, 2012 the New Jersey Department of Health and Senior Services (NJDHSS) conducted a site visit at Hudson Regional Health Commission to assess and review the Hudson County Strategic National Stockpile (SNS) planning status. Although a formal report summary for this LTAR (Local Technical Assistance Review) has not yet been received, a verbal score of 99-100% was given to the agency.

G. Williams, Superintendent of Hudson County Mosquito Control at the Commission, provided an update on the mosquito program and activities of this season.

C. Nawrocki announced that the Director's Report for the March through June 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.

Expenditures Report for March 15 – May 31, 2012: was unanimously approved as presented on motion by F. Sasso, second V. Rivelli (Attachment III).

Old Business:

Audit Report – June 30, 2011:

Discussion of audit report was delayed to end of meeting, see “Discussion- Audit Report” on next page.

New Business:

Lead Grant NJDHSS:

As previously discussed with the Board, the New Jersey Department of Health and Senior Services has offered the commission funding to support efforts in the lead program for environmental inspections only, for all municipalities in Hudson County excluding Jersey City (Attachment IV). A request to apply was electronically sent to the Board on May 9, 2012 due to time constraints of the grant application, and approval was given by the majority of the Board via email. To formalize the process, on motion by F. Sasso, second A. Velazquez, unanimously carried, the Director was authorized to submit the application and execute the agreement.

North Bergen lead contract – needed updating

The contract for the Township of North Bergen regarding Elevated Blood Lead (EBL) Investigations was updated since there was an error in the old contract regarding reimbursement. The new contract has been updated and is consistent with the other municipalities including \$600 reimbursement to the Commission for each environmental inspection.

On motion by F. Sasso, second H. Boor, unanimously carried, the Director was authorized to execute the attached agreement (Attachment V).

Auditor Proposal:

The Board considered a proposal from DeSena and Company for auditing services for the second half of 2011. In January, 2011, the Board agreed to engage services for an interim audit (Jan 1 - June 30, 2011) as the previous Director retired at the end of June. This was a professional services proposal being considered on a no bid basis for July 1, 2011 – December 30, 2011.

After discussion, on motion by J. Sarnas, second J. Ehret, unanimously carried, the proposal submitted by DeSena and Compnay was approved (Attachment VI).

Budget Amendment:

The following budget amendment to the 2012 Budget was requested by the Director:
\$134,000 – Increase in Post Retirement Benefits

Based on the actuary recommendation several years ago, \$134,000 was recommended to be allocated to the Reserve for Post Retirement Benefits (Attachment VII).

On motion by E. Grosvenor, second F. Sasso, unanimously carried the foregoing amendment was approved.

Bayonne Agreement:

C. Nawrocki notified the board that she did not have a formal update on the contract with the City of Bayonne regarding the agreement with the city for a dedicated Environmental Specialist. The current

agreement expires at the end of June and covered the last five years. While the Commission has drafted a contract for the next five years and submitted to the City, informal discussions have included changes to the contract such as renewing for the next six months, or extending the current a for 6 months. The board approved the Director to enter into such an agreement on motion by V. Rivelli, second A. Velazquez, unanimously carried.

LINCS Grant (NJDHSS 2013 State Health Services Grant):

The Commission received a letter of intent to fund \$407,449 for the emergency preparedness (LINCS) program, from the New Jersey Department of Health and Senior Services (Attachment VIII). This grant is to sustain current capabilities and to enhance additional capabilities regarding response to terrorism, pandemic influenza and other public health emergencies effective August 10, 2012 through June 30, 2013. While this grant does not run for a full 12 months, as the dates have changed for the next cycle (July 1, 2013 – June 30, 2014), the amount of funding has not been reduced for this funding period. The total amount also includes an additional \$5,000 that each county was awarded to fund activities related to the Medical Reserve Corp.

On motion by H. Boor, second J. Ehret, unanimously carried, the Director was authorized to apply for, take receipt of, expend funds and administer the grant in accordance with the terms and conditions specified in the letter of intent.

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 June 7, 2012 (Attachment IX). Items discussed at the committee meeting included updates to the lead contract with North Bergen and the NJDHSS grant application for the lead program (as previously mentioned). Additionally, the committee discussed the reimbursement for Retired Director Ferraiuolo for the Medicare Part B premium. As Mr. Ferraiuolo became eligible for Medicare, the cost of his post-retirement medical benefits to the Commission has decreased. Since the Commission is responsible for this benefit, he will be reimbursed for the premium. The committee agreed to schedule this reimbursement on a quarterly basis. There was no objection from the full board.

The committee also discussed the upcoming meeting with Hudson County regarding the renewal and negotiation of our contract which expires at the end of 2012. A meeting is being scheduled for early July, a presentation of our current situation has been shared with County Administration.

Discussion: Audit Report

M. DeSena presented an interim audit report for Commission, January 1, 2011 through June 30, 2011. She reported favorably on the Commission's fiscal affairs and record keeping. There was discussion regarding post-retirement benefits. This six month report was reviewed by the Board and at the next Board meeting, the annual financial report will be presented.

There being no further business, the meeting was closed at 11:10 on motion by V. Rivelli, second A. Velazquez.

**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.

HUDSON REGIONAL HEALTH COMMISSION
MEADOWVIEW COMPLEX
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Richard J. Censullo, President

Carrie Nawrocki, Director

DIRECTOR'S REPORT

Hudson Regional Health Commission March 2012-June 2012

Local Information Network and Communications System (LINCS) Program - Emergency Preparedness

During this quarter, the LINCS staff focused on preparation for the Local Technical Assistance Review (LTAR), an annual program assessment conducted by the New Jersey Department of Health and Senior Services. This assessment focused on the development of a plan for the Strategic National Stockpile (SNS) responsibilities at a local level, including requesting SNS assistance, managing operations, tactical communication, public information and communications, and responsibilities involving the regional distribution site such as dispensing, and distributing assets during an emergency.

Although HRHC has not yet received a formal score, a verbal score of 99% was given to the agency following the assessment on April 19. This is a remarkable accomplishment for the agency and displays the preparation and coordination not only this year, but over the past 10 years of this program.

Additionally, several training efforts have been conducted and attended by the program staff in this quarter. In June, staff participated in the FBI sponsored Northeast Region Radiological Awareness and Response Workshop, a training course improving interagency cooperation during a weapons of mass destruction (WMD) event.

HRHC also worked with Hudson County to update and revise the Public Health Annex to the County Emergency Operations Plan, this was submitted on March 23, 2012.

The following activities were also conducted during this quarter:

Epidemiology:

EpiCenter Anomalies (Alerts) , Syndromic Surveillance	Total
1 st Quarter	106
2 nd Quarter (As of June 5, 2012)	86
Total	192
State Health Emergency Department Surveillance	Total
1 st Quarter	15
2 nd Quarter (As of June 5, 2012)	10
Total	25

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

Attachment II

Communications:

Messages Sent 2012					
	Alert	Advisory	Update	Information	Total
1 st Quarter	1	7	19	27	54
2 nd Quarter Totals- (As of June 5, 2012)	0	5	13	39	57
Total	1	12	32	65	111

Number of new Stakeholders added to HRHC NJLINC'S HAN for 2012	
1 st Quarter	22
2 nd Quarter (As of June 5, 2012)	19
Totals	41

Health Education and Planning:

Activities	
Trainings	10
Participants	253
Preparedness Drills *The Integrated AAR for the 2011-2012 NJDHSS exercise series was submitted on March 6, 2012	0*
Preparedness Literature Distributed	250
POD Site Assessments	4

Medical Reserve Corp:

Medical Reserve Corp (MRC) Activities/Resources	
Volunteers	168
Drills	0
Meetings/Trainings	0 (see below)

MRC Volunteers will be participating in two upcoming events this summer:

- 1) The NYC Ironman Triathlon, August 11, 2012
- 2) Advanced Spokesperson/Media Training, August 15, 2012.

The next MRC meeting is scheduled for the end of June, pending confirmation of venue.

Elevated Blood Lead (EBL) Level Investigation Program - March–May 2012

Four (4) new Lead Risk Assessments and one (1) Clearance Inspection 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.

Twelve (12) new Elevated Blood Lead (EBL) Environmental Intervention Inspections were received and conducted - two (2) in Jersey City, three (3) in Bayonne, two (2) in North Bergen, one (1) in Secaucus and four (4) in Union City.

Three (3) EBL Abatement Clearance Inspections were conducted – one (1) in Bayonne, one (1) in Kearny and (1) in North Bergen.

The Commission is no longer conducting environmental intervention inspections on behalf of the Jersey City Health Department. Two Jersey City inspectors have completed the five-day Lead Inspector/Risk Assessor Course and are now certified. One inspector received practical field experience by accompanying HRHC on several inspections and in turn will train the other inspector.

The City of Jersey City as a Childhood Lead Poisoning Prevention (CLPP) Grantee is funded by the NJDHSS to expand Lead Case Management to all the Municipalities in Hudson County. To date, only Hoboken and Bayonne have contracted for these services. Jersey City met with the Commission and a majority of the Health Officers in April, and reiterated its commitment to provide case management to all towns in Hudson County. As a result, all Health Officers in the county agreed to enter into an agreement with Jersey City for lead case management starting in July 1, 2012. The Health Officers also agreed to provide a health department representative (liaison) for their respective departments to assist in oversight, coordination, and environmental intervention enforcement.

The State Department of Community Affairs has eliminated financial assistance for lead remediation and emergency relocation, which puts even further strain on local health departments to obtain compliance with N.J.A.C. 8:51.

The State Department of Health and Senior Services has offered the Commission a one year CLPP grant of \$25,000 to defray some of the costs associated with the environmental inspections.

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

Program	Inspections Conducted	NOVs Issued	Penalties Assessed	Penalties Collected
Air-Local	30	43	\$0	\$0
Air-State	133	57	\$8800	\$3000
Dry Cleaner	6		\$5000	\$0
UST	6	3	\$22,500	\$13,150
Pesticide	5		\$0	\$0
Solid Waste	2	1	\$11,250	\$3000
Noise	N/A	0	\$0	\$0
TOTAL	182	104	\$47,550	\$19,150

Complaint Investigations (March-May 2012):

Municipality	HazMat	Air	Noise	Other	TOTAL
Bayonne	14	6		3	23
East Newark	1				1
Guttenberg					
Harrison		2			2
Hoboken	1	18	6	1	26
Jersey City	13	19	2	3	37
Kearny	12	1			13
North Bergen	8	11	1	5	25
Secaucus	4			3	7
Union City	5	9			14
Weehawken	2	2		4	8
West New York	1	1	2		4
TOTAL	61	69	11	19	160

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. The Commission is responsible for developing a tabletop exercise 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 Operations Plan, particularly the Hazardous Materials Annex.

❖ New Jersey Office of Homeland Security & Preparedness

The Commission serves on the planning team for a Maritime Tabletop Exercise for the Port of New York. The tabletop exercise will cover all DHS Core Capabilities over the next 12 months. The Commission will also be a participant in the emergency response core capabilities as required.

High-Profile Case Summaries:

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

On 3/29/12, the Commission hosted a Multi-Agency meeting in an effort to ensure appropriate coordinated enforcement and remediation at the site. In attendance were the following Agencies and noted elected officials. Secaucus Mayor Michael Gonnelli, State Senator Vincent Prieto, NJDEP Division of Solid Waste Enforcement, NJDEP Division of Land Use, New Jersey Meadowlands Commission and the Army Corp of Engineers.

As a result of the meeting, it was decided that the NJDEP and the Army Corp of Engineers would spearhead the investigation which would include the issuance of violations, oversight of the cleanup and criminal enforcement referrals.

In mid April, the Hudson Regional Health Commission and Mayor Gonnelli met with the Hudson County Prosecutors Office to discuss the particulars in the case. In addition, the State Attorney General's Office Criminal Justice Division was notified of all findings.

Presently the NJDEP and the Army Corp of Engineers are awaiting the clean-up scope of work from the property owner's environmental consultant.

❖ 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 two citizen complaints since the last report. The dust complaint was not verified. The second complaint involved Eagle's Dell Avenue doors being open and operating on a Sunday. A company employee responded to the facility and spoke with the complainant. Welders were repairing equipment and opened the doors for proper ventilation. Eagle was not processing material. The doors were closed at that time.

❖ 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 and Reliable issue is going to litigation. In May, three Commission inspectors were deposed by Reliable's attorney.

Since the last Directors Report, the Commission received one odor complaint in May which was not verified.

HClA inspectors continue to conduct weeknight surveillance under HRHC supervision. There has been no unpermitted activity observed since June 2011. Daytime odor surveillance continues.

❖ All American Recycling and Galaxy Recycling / Jersey City:

In the early spring of 2012, in a continuing effort to evaluate the general odor and noise conditions Commission staff were again brought in prior to normal work hours for one week to conduct noise and odor surveillance. Noise readings were taken between 6am and 7am at three specific locations on Ogden Avenue. No noise violations were determined at the locations and there were no odors associated with the All American or Galaxy Recycling facilities during the surveillance.

At the Commission's request, a meeting was held on 3/26/12 at the Jersey City Hall with the two primary complainants, Councilwoman Nidia Lopez, the Mayor's Action Bureau and a representative of the Jersey City legal Department to review with them the overall results of its investigations which spanned over several months.

Presently, the Commission inspectors are conducting odor surveillance during the daytime when in the area.

The Commission has not received any noise or odor complaints since the last Directors Report.

Galaxy reports that additional unforeseen problems with its new office building on James Street, Jersey City has pushed back its plans to cease parking garbage trucks at New York Ave until mid June, 2012.

❖ 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 and the FBI is currently investigating.

❖ Advance at Hoboken LLC Environmental Remediation Project / Hoboken:

Between 11/28/11 and 12/2/11, 20 odor complaints were investigated relating to the environmental remediation project at the former Hoboken Gas Works site at Willow Avenue and 14th Street in Hoboken. In response the developer, Advance Properties, immediately implemented the following measures to control odors:

- 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.
- Advance Realty held a public outreach meeting in the community on 12/6/11.
- The Licensed Site Remediation Professional (LSRP) scheduled a site meeting with the commission and DEP representatives on 12/7/11 to discuss technical issues to ensure that odors are being controlled in accordance with best available control technology.

In March through May, the Commission received an additional 17 odor complaints, mostly from anonymous complainants. None of the odor complaints could be verified. However, as a result of the continuing complaints the Commission has requested that the LSRP provide Perimeter Air Monitoring Plan (PAMP) logs on a weekly basis in order to verify that no particulates or air contaminants are leaving the site. The PAMP information can be instrumental for the resolution of complaints and made available to the particular complainant when applicable. Although DEP only requires that the LSRP provide a summation of the monitoring at the end of the project, Advance Realty has agreed to cooperate with the Commission's request.

The Commission has also 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.

Mosquito Program

Disease Surveillance

Disease surveillance began last week of May. We have submitted 15 samples to the NJDHSS for testing. All samples tested negative for West Nile and Saint Louis encephalitis. We have one seasonal employee devoted to treating storm drains in an effort to reduce numbers of Culex mosquitoes and levels of West Nile. To date we have preventatively treated the storm drains in all county parks, all of Secaucus, and several West Nile hot spots throughout the county.

Larval/Adult Surveillance

The dry weather in March and April left the ground dry. So most of the heavy rains in May were absorbed into the soil and did not result in significant mosquito production. Mosquito production in the Bigleys basin in Secaucus is producing large numbers of mosquitoes and will likely need to be treated by helicopter in the near future. We are just starting to see some Asian tiger mosquitoes. We expect to start seeing service requests related to that mosquito soon. Overall, mosquito levels are at or slightly below average for this time of year.

Budget

No significant expenditures. We are trying to find a vendor that accepts purchase orders to supply parts to repair/maintain our backpack larvicide applicators.

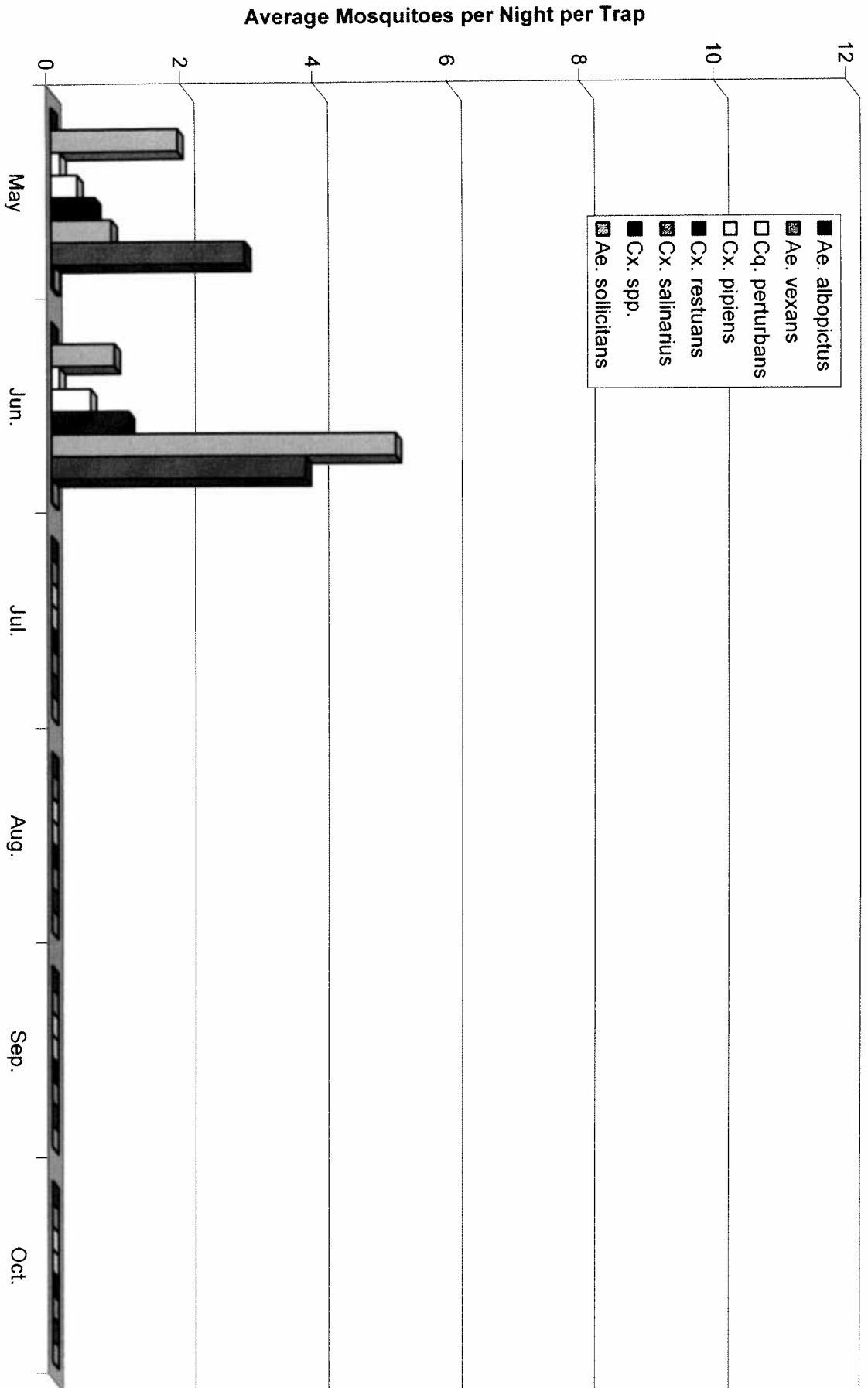
Research

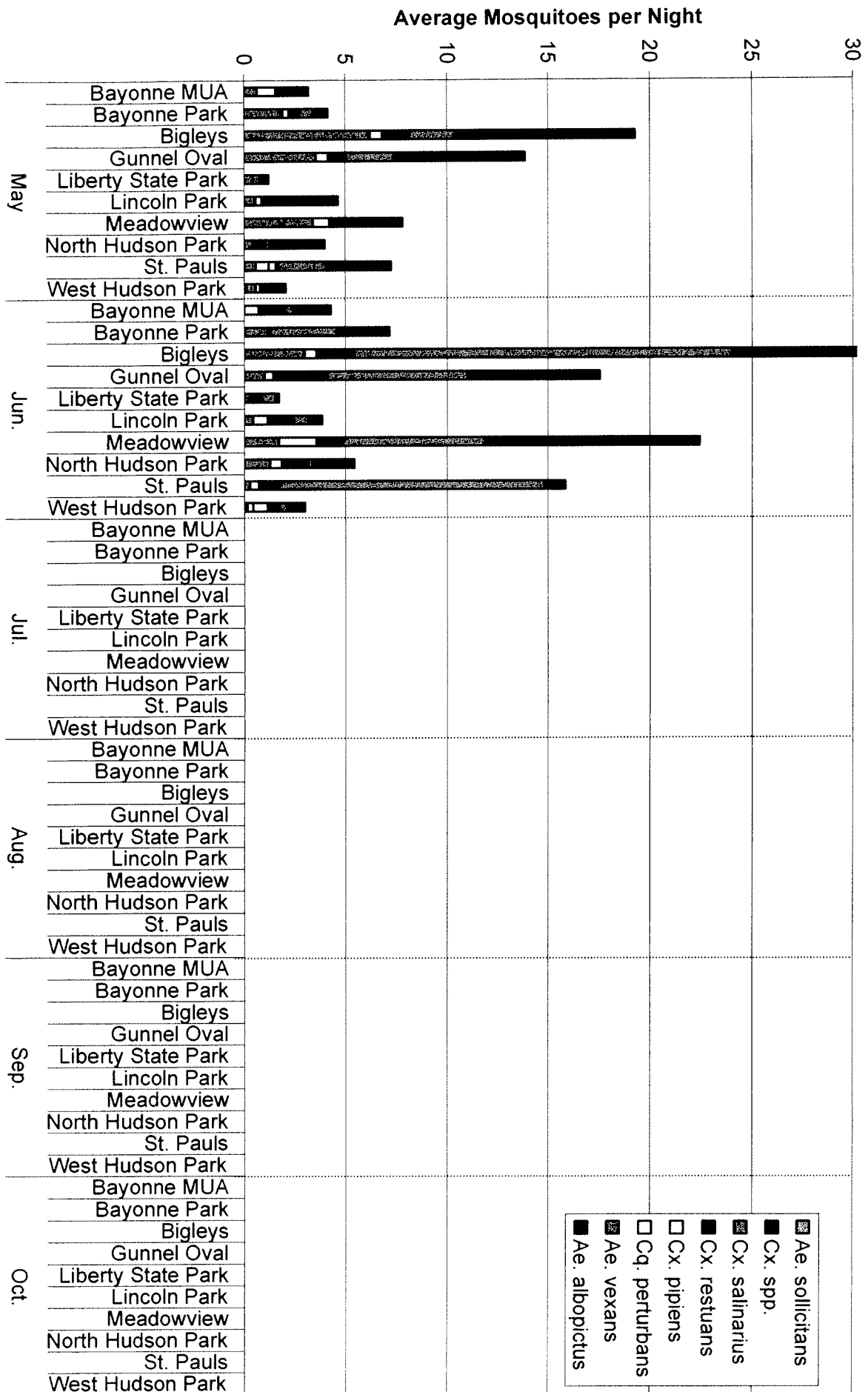
We are identifying potential sites for our cooperative research project with Rutgers. Research is expected to begin in early July.

Other

One of the pickup trucks used by our inspectors was scrapped by the Roads Department due to a damaged engine. A second truck that we use to mount some spray equipment is unusable for that purpose because the truck bed has rotted out due to its use for salt spreading by the Roads Department during the winter. As a result we have had to use passenger vehicles for some of our work, and we cannot use two of our truck mounted sprayers. Greg Williams is going to talk to the Roads Department about having at least one of those vehicles replaced.

2012 Monthly Light Trap Summary for Hudson County





2012 Monthly Light Trap Summary by Site

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, HO
Executive Director
Epidemiologist

EXPENDITURES FOR MARCH 15, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	For Payroll of 3/15 Salaries=71714.50 OT=171.60 ON CALL/OTHER=1070 FICA/MED=5513.20 SUI/DISA=620.09 (Med. 125=784.89)(HB=58.53)	78,245.97
ON LINE	State Hlth. Benefit Program	HB/act emp. (Con)=16113.72 (Con/Mosq)=6071.79 (CDCX)=3301.97 Dental/act.(Con)=1003.90 (Con/Mosq)=355.99 (CDCX)=170.33	25,487.48 1,530.22
ON LINE	State Hlth. Benefit Program	H.B. retiree emp./RF/GG/JL	6,428.42
10587	The Jersey Journal	(Con) JJ Meetings 2012	117.74
10588	Schneider Lab.	(Con)=81 3 Day Metals EPA 7420-Pb (Con)=80 for 48hour Metals EPA 7420-Pb (Con)=80 for 48hour Metals EPA 7420-PB	241.00
10589	Electronic Off. Systems	(CDCX) Comprehensive Agreement Quarterly Pay. Plan	138.00
10590	Lab Safety Supply	(Con) Wipes Waterless/Hand Cleaner Towels/GLV Exam	412.50
10591	Purchase Power	(Con) Postage refill in meter	207.99
10592	Verizon	(Con)=10.18 (CDCX)=4.36 #000131826670 58Y	14.54
10593	Verizon	(Con)=386.69 (CDCX)=165.73 #201-223-1133	552.42
10594	Comcast Comm. Inc.	(CDCX) Cable Tel. Serv./High Speed Internet	87.41
10595	Flash Lube	(Con) Jeep/Eagle Liberty/Oil Change	20.95
10596	Gregory Williams	(Con/Mosq) AMCA Hotel/Conf./Airport Shuttle/Parking	792.55
10597	Professional Govern. Educa.	(Con) Training/Annual Report of Senior Citizens & Vet. Property Tax Deduction Seminar/April 25 (ML)	90.00
10598	Rutgers Sciences/Noise	(Con) Training/Visible Emission Evaluation Re-Certif. April 11 and April 19	240.00
10599	Carrie Nawrocki	(Con) Refreshments for Comm. Meeting 3/1	95.28
10600	Gen-el Safety & Indus.	(Con) Sensor, MSA Replacement, Sirius, 02/LEL 02 Sensor for Orion Multi-Gas Meter	1,330.00
10601	Angela DeQuina	(Con) DEP OPRA request for County CEHA Contract	13.81
10602	Christina Butieb	(CDCX) Cable & modem/Supplies for HCFP MTG.	100.31
10603	NJAPHE	(Con) Full Membership for year (CN)	50.00
10604	Atlantic Tactical	(Con) MSA CBRN Cannister for Millenium Mask Ref. P.O. 12-010	1,440.00
10605	ADP	For Payroll of 3/15 (Con)=78.87 (CDCX)=18.78 (Con/Mosq)=27.54	125.19
10606	Johnson & Conway, LLP	(Con) Legal Service for the month of February	3,049.96
<u>R&C</u>			
4586	New Boston Prism Harmon Plaza, Inc.	(R&C) Refund for Overpayment of Regis. & Certificate Facility #0900241	2,000

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

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Executive Director
Epidemiologist

EXPENDITURES FOR MARCH 31, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	For Payroll of 3/31 Salaries=71672.45 Med.Reimb.=2324.71 OT=164.13 Fica/Med.=5605.37 Sui/Disa=618.82 (Med.125=784.89) (H.B.=58.53)	79,542.06
10607	Stan A.Huber Con.	(Con) Leak testing of radioactive sealed source(s)	20.00
10608	AAM Motor Sales	(Con)=97.75 Mike Walker/Ford Escape/Oil/Lof & Tire rotation (Con)=264.49 Jomo Richards/Ford Escape/Oil/Rotors/brake serv.	362.24
10609	Sprint	(Con) Inv.#887442111-127/March	152.52
10610	Xerox Corp.	(Con) Monthly Base Charge/Inv.#060588422	268.80
10611	James Monkowski	(Con) UASI meeting/tolls	40.00
10612	Anthony Mondaro	(Con) Consulting services 12/1/11 to 3/1/12	375.00
10613	TSI, Inc.	(Con) I 7575 Q-Trak IAQ Monitor 2 8938 Calibration Kit	3,675.00
10614	Poland Spring	(Con)=17.98 (Con)=138.84 Water	156.82
10615	Fedex	(Con) Transportation Charges/Spec.Handling Charges	118.00
10616	USA Mobility Wireless	(Con) Inv.#V8408051C	27.49
10617	Pitney Bowes	(Con) Rental Charges	162.00
10618	Schneider Lab.	(Con)=81 3Day Metals EPA 7420-Pb (Con)=63 3 Day Metals EPA 7420 (Con)=90 3Day 3Day Metals EPA (Con)=72 3 Day Metals EPA 7420 (Con)=81 3 Day Metals EPA (Con)81 3Day Metals EPA 7420 (Con)63 3Day Metals EPA	531.00
10619	Lab Safety Supply	(Con) Wipes Waterless WYPALL Bkt.	15.10
10620	Simply Delicious	(Con) Commission Meeting 3/14/12	166.95
10621	Maureen LoCascio	(Con/Mosq) Waterproof Boots (WNV)	129.00
10622	Maureen LoCascio	(Con/Mosq) Tolls to Monroe, NJ	14.00
10623	Gary Cardini	(Con/Mosq) Tolls/Bay to Monroe, NJ	13.30
10624	Robert Sasso	(Con)=58.82 (Con)=5.90 Mileage/Garden S.Pkwy./Monroe,NJ	64.72
10625	Staples Credit Plan	(Con) Office Supplies incld.paper	554.96
10626	ADP	(Con) Inv.#T903901 Jurisdictional Rate for PA.	6.00
10627	Verizon Wireless	(CDCX)=197.72 (Con/Mosq)=116.52 (Con)=266.83 Feb/Mar.	581.07
10628	Horizon BC/BS	(Con) H.B. for retiree DRD	1,701.50
10629	Rutgers Sciences-Noise	(Con) Commun.Noise Enf. Certification Course (CR)	90.00
10630	ADP	(Con)=78.87 (Con/Mosq)=27.54 (CDCX)=18.78 For Payroll of 3/31/2012	125.19
10631	Fleet Services	(Con/Mosq)=181.30 (CDCX)=51.99 (Con)=1047.73 Inv.#28914944	1,281.02
10632	AAM Motor Sales	(Con) Dodge Stratus/Oil Dye/Gasket/Oil Filter/Motor Oil	407.09

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

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, HO
 Executive Director
 Epidemiologist

EXPENDITURES FOR APRIL 15, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 4/15 Salaries=71696 OT=164.13 On Call=1140 Fica/Med=5516.58 Sui/Disa=562.22 (Med.125=784.89) (H.B.=58.53)	78,235.51
On Line	State H.B.Program	H.B.act.emp./April (Con)=14805.88 (Con/Mos)=6071.79 (CDCX)=3301.97 Dental/(Con)=1003.90 (Con/Mos)=394.70 (CDCX)=170.33	24,179.64 1,568.93
On Line	State H.B.Program	H.B. for retirees (Con) RF=2080.31 GG=2366.58 JL=1981.53 (Con/Mosq) NJMCA Conf. 3/27-3/30	6,428.42 290.18
10633	Gregory Williams	(Con) Noise Recertification/tolls	13.00
10634	Carlos Rodriguez	(Con) =8,463.04 (Con)=5,850.90 Second Installment 2012	14,313.94
10635	Suburban Essex Mun.	(CDCX) Broadcast faxing	100.00
10636	PGI	(CDCX)=5.11 (Con)=11.93 Acct.#000131826670	17.04
10637	Verizon	(Con)=66.48 (Con/Mosq)=14.93 (CDCX)=54.28 For Payroll of 4/15/2012	135.69
10638	ADP	(CDCX) Cable TV Services/Comcast High-Speed Internet	87.41
10639	Comcast Commun.	(Con) Dodge Dakota/2006 Oil Change	25.95
10640	Flash Lube	(Con)=72 (Con)=81 (Con)=63 Inv.#851067 #849856#849855	216.00
10641	Schneider Lab.	(Con) Flower arrangements for the Censullo Family	86.25
10642	Flowers by Kelly Barrett	(CDCX)=203.02 (Con)=268.70 (Con/Mosq)=125.40	597.12
10643	Verizon Wireless	Inv.#2724620213	
10644	Verizon	(Con)=396.73 (CDCX)=170.03 Acct.201-223-1133	566.76
10645	Fedex	(Con) Transportation Charges/Special Handling Charges	131.37
10646	Johnson & Conway	(Con) Legal Service/Acct.214-001M Statement 7208	2,552.96

"SERVING BAYONNE, EAST NEWARK, GUTTENBERG, HARRISON, HOBOKEN,
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Richard J. Censullo, President

Carrie Nawrocki, MPH, HO
Executive Director
Epidemiologist

EXPENDITURES FOR APRIL 30, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	For Payroll of 4/30 Salaries=71429.22 Fica/Med=5396.39 Sui/Disa=405.97 (Med125=784.89) (H.B.=58.53)	76,388.16
10647	ADP	(Con)=61.64 (Con/Mosq)=24.65 (CDCX)=36.98 For Payroll of 4/30/12	123.27
10648	Sprint	(Con) Inv.#687442111-128	152.46
10649	USA Mobility	(Con) Inv.#V8408051D 4/12-5/12	27.47
10650	Carrie Nawrocki	(Con)=6.00 (Con)=8.20 (Con)13.00 Car wash/parking/ezpass	27.20
10651	Schneider Lab.	(Con) 3 Day Metals EPA 7420-Pb	63.00
10652	ADP	(Con) Inv.#T929931 Jurisdictional Rate	6.00
10653	Poland Spring	(Con)=17.98 (Con)=195.55 Water/Cups	213.53
10654	Horizon BC/BS	(Con) Policy #3HZN14908550-U1 for retiree DRD	1,864.36
10655	Carrie Nawrocki	(Con) Refreshments for LTAR meeting 4/19	21.89
10656	Stan A. Huber	(Con) Leak Testing of Radioactive Sealed Source(s)	20.00
10657	Fleet Services	(Con)=1030.20 (CDCX)=92.17 (Con/Mosq)=253.61 Inv.#29176069	1,375.98
10658	Staples Credit Plan	(Con) Office Supplies #6035517818630674	88.45
10659	Michael Iverson	(Con/Mosq) Truck Wash	6.00
10660	N.J.Assoc.of County	(Con) 2012 Active Member	200.00
10661	Schneider Lab.	(Con) 48 Hour Metals EPA 7420 Pb	90.00
10662	John Demjanick	(Con) Tolls 3/27-4/19	28.40
<u>R&C</u>			
4590	Bay St. Lofts Cond.	Refund for Overpayment Facility #0611072	750.00

"SERVING BAYONNE, EAST NEWARK, GUTTENBERG, HARRISON, HOBOKEN,
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Richard J. Censullo, President

Carrie Nawrocki, MPH, HO
Executive Director
Epidemiologist

EXPENDITURES FOR MAY 15, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 5/15 Salaries=71563.12 OT=205.92 OnCall=1120	77,883.53
		Fica/Med=5508.06 Sui/Disa=329.85 (Med.125=784.89)(HB=58.53)	
On Line	State Hlth.Program	H.B./act.emp. (Con)=14805.88 (Con/Mosq)=6071.79	24,179.64
		(CDCX)=3301.97 Dental/act.emp. (Con)=1003.90 (Con/Mos)394.70	
		(CDCX)=170.33	
On Line	State Hlth.Program	H.B.retiree emp. RF=2080.31/GG=2366.58 JL=1981.53	6,428.42
10663	Verizon	(Con)=10.63 (CDCX)=4.55 Acct.#000131826670 58Y	15.18
10664	Verizon	(Con)=367.78 (CDCX)=157.62 Acct.201-223-1133	525.40
10665	Carrie Nawrocki	(CDCX) Go Daddy Server for HRHC	280.83
10666	Monique Davis	(CDCX) Reg.Ready Focus Group for Spanish Materials=45.38	131.46
		PHEP=86.08	
10667	Gary Cardini	(Con/Mosq)Platform for ULV Sprayer/Paint/Primer/Tolls etc.	158.58
10668	Christina Butieb	(CDCX)=69.98 (CDCX)=86.48 Lincs Meeting/Trenton/tolls	156.46
		Cable and Modem	
10669	Michael Iverson	(Con/Mosq) Tolls Trenton	15.60
10670	Maureen LoCascio	(Con/Mosq) Tolls Trenton	1.50
10671	Johnson & Conway	(Con) Legal Fees Statement#7267	3,596.10
10672	Schneider Lab.	(Con) Inv.#855574, 854960, 854741 and 854902	313.00
10673	Comcast Commun.	(CDCX) Add.Cable Television Serv./High Speed Internet	87.41
10674	Royal Printing Serv.	(Con) Letterheads 1,000	135.00
10675	Xerox Corp.	(Con) Monthly Base Charge	268.80
10676	ADP	(Con) Invoice #T945585	6.00
10677	Safeguard Bus.Sys.	(Con) Invoice #027831090 4 Self Ink Stamps	94.34
10678	Rutgers Sciences	(Con) Noise Recertification (NR, JN AND JR)	270.00
10679	US Postal Service	(Con) Refill Postage	200.00
10680	APCO, INC.	(Con)Freq.Coar. Fees:1 new VHF high band freq.=210	610.00
		Application Preparation Fees.=400	
10681	Juan Nunez	(Con) Tolls for Tpke/Rutgers Recert.	13.00
10682	ADP	(Con)=62.60 (Con/Mosq)=25.04 (CDCX)=37.55 Payroll of 5/15/12	125.19

"SERVING BAYONNE, EAST NEWARK, GUTTENBERG, HARRISON, HOBOKEN,
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Attachment III

HUDSON REGIONAL HEALTH COMMISSION
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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 MAY 31, 2012

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	Payroll for 5/31 Salaries=72874.02 OT=1258.34 Fica/Med.=5603.19 Sui/Disa=301.04 (Med.125=784.89) (H.B.=58.53)	79,193.17
10684	Schneider Lab.	(Con)=63 3Day Metals EPA (Con)=63 3Day Metals EPA (Con)=108 3 Day Metals EPA (Con)=135 3DayMetals	369.00
10685	Verizon Wireless	(CDCX)=203.79 (Con/Mosq)=128.73 (Con)=273.46 Inv.#2738815506	605.98
10686	USA Mobility Wireless	(Con) Inv.#V8408051E	27.47
10687	West Payment Center	(Con) NJ Stat 2012	392.00
10688	Fedex	(Con) Inv.#7-886-40599 Transp. Charges/Special Handling	181.32
10689	Fleet Services	(Con/Mosq)=244.09 (Con)=1,313.35 Fuel	1,557.44
10690	Sprint	(Con) Inv.#687442111-129	152.46
10691	NJEZPASS	(CDCX) Acct.2000115230666	50.00
10692	Xerox Corp.	(Con) Monthly Base Charge	268.80
10693	ADP	(Con)=84.04 (Con/Mosq)=25.33 (CDCX)=21.58 For Payroll of 5/31/12	130.95
10694	Angela DeQuina	(Con)=31.25 (Con)=322 Kestrel-Direct.Com/Weather tracker	353.25
10695	Poland Spring	(Con)=17.98 (Con)=204.86 Water	222.84
10696	A. Lombardo	(Con/Mosq)=9.00 (Con/Mosq)=3.60 Keys/Car Wash	12.60
10697	Horizon BC/BS	(Con) H.B. for retiree DRD	1,864.36
10698	Safelite Fulfillment	(Con) Inv.#00786-171913 Windshield/Ford Escape MG48465 Windshiled/Ford Windstar MG59ZF	495.00
10699	Dell Marketing	(Con) I-Port Parallel Print Server	36.21

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State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

DIVISION OF FAMILY HEALTH SERVICES

PO BOX 364

TRENTON, N.J. 08625-0364

www.nj.gov/health

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

MARY E. O'DOWD, M.P.H.
Commissioner

May 3, 2012

Carrie Nawrocki, MPH
Executive Director
Hudson Regional Health Commission
Meadowview Campus
595 County Avenue - Bldg 1
Secaucus, New Jersey 07094

Dear Ms. Nawrocki:

We are pleased to offer your agency funding to support childhood lead poisoning environmental investigation activities in Hudson County (except Jersey City). This renewal is for a single year grant, the CLPP and Healthy Homes Grant, Grant No. DFHS13CHD018, July 1, 2012 - June 30, 2013.

Your total funding amount at this time will be \$25,000, and is contingent upon what is approved for State and/or Federal appropriations. This amount includes funding to support program staff conduct environmental investigations and follow-up services, and to ensure all required data are entered into LeadTrax for any child with a confirmed blood lead level ≥ 15 ug/dL, or two consecutive tests between 10 ug/dL and 14 ug/dL (see Attachment C enclosed).

The grant application is to be submitted to the Child and Adolescent Health Program via the NJDOH SAGE system by **Wednesday, May 30, 2012**. Please contact Crystal Owensby, Acting Child Health Coordinator at (609) 292-5666, if you have questions or need assistance to complete the grant application. I will assist Ms. Owensby with the grant application process until May 25, 2012.

Sincerely,

Sylvia S. Dellas, MPH, RD
Coordinator, Child Health

Enclosure

Attachment V

Interlocal Agreement between the Township of North Bergen 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 Township of North Bergen (the "Township") and the Commission wish to enter into a revised agreement to better reflect the understandings of the parties.

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

IN AND ON BEHALF OF THE TOWNSHIP, 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 Township 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 Township Health Officer.

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

THE TOWNSHIP 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 Township 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.

Attachment V

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 June 1, 2012 to May 31, 2015 unless terminated by either party upon 30 days written notice.



Christopher Pianese, Administrator
Township of North Bergen

5/23/12

Date



Carrie Nawrocki, Director
Hudson Regional Health Commission

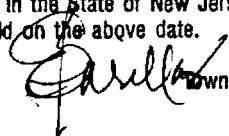
5/29/12

Date

Date: May 23, 2012

	YES	NO	NOT VOTING
Cabrera	✓		
Ferraro	✓		
Gargiulo	✓		
Pascual	✓		
Sacco	✓		
(President)			

I HEREBY CERTIFY the foregoing to be a True and Correct copy of Resolution passed and adopted by the Board of Commissioners of the Township of North Bergen in the County of Hudson, in the State of New Jersey, at a meeting held on the above date.


Township Clerk



DeSena & Company

Certified Public Accountants, LLC

100 Eagle Rock Avenue, Suite 110
East Hanover, NJ 07936
(973) 602-3300
Fax (973) 602-3317

May 9, 2012

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

We propose to provide the following services to Hudson Regional Health Commission for the period ended December 31, 2011. We will audit the general-purpose financial statements of Hudson Regional Health Commission as of and for the period ended December 31, 2011.

The objective of our audit is the expression of an opinion as to whether the general-purpose financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. Our audit will be conducted in accordance with generally accepted auditing standards and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the general-purpose financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to express an opinion, we may decline to express an opinion or may not issue a report as a result of this engagement.

In planning and performing our audits, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinion on Hudson Regional Health Commission's general purpose financial statements.

An audit is not designed to provide assurance on internal control or to identify reportable conditions. However, we will inform the governing body or audit committee of any matters involving internal control and its operation that we consider being reportable conditions under standards established by the American Institute of Certified Public Accountants. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgement, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements.

Identifying and ensuring that Hudson Regional Health Commission complies with laws, regulations, contracts, and agreements is the responsibility of management. As part of obtaining reasonable assurance about whether the general purpose financial statements are free of material misstatement, we will perform tests of Hudson Regional Health Commission's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore our audit will involve judgement about the number of transactions to be examined and areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that a material misstatement may exist and not be detected by us. In addition, an audit is not designated to detect errors, fraud, or other illegal acts that are immaterial to the general-purpose financial statements. However, we will inform you of any material errors and any fraud that comes to our attention. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Management is responsible for making all financial records and related information available to us. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting, the selection and application of accounting principles, and the safeguarding of assets.

We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing.

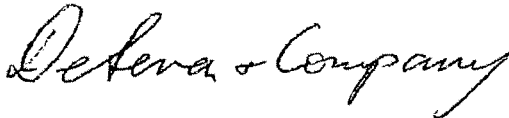
We expect to begin our audit on approximately June 25, 2012 and to issue our reports no later than September 30, 2012.

Attachment VI

Our fee for these services will be based on a fixed fee plus out of pocket costs (such as report reproduction, typing, postage, travel, copies, telephone, etc.) Our fixed fee for professional services, excluding out of pocket expenses will not exceed \$11,000. Any additional costs beyond the fixed fee of \$11,000 will be subject to approval of the Board of Commissioners. Our invoices for these fees will be rendered as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Hudson Regional Health Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



DeSena & Company

RESPONSE:

This letter correctly sets forth the understanding of Hudson Regional Health Commission.

By: Caerul Naei

Title: Executive Director

Date: June 13, 2012

HUDSON REGIONAL HEALTH COMMISSION

CHAPTER 271 POLITICAL
CONTRIBUTION DISCLOSURE FORM

The law requires your business to disclose all reportable political contributions made during the twelve-month period preceding award of this contract. The business shall list the name of the recipient of each contribution to all of the following:

1. any State, county, or municipal committee of a political party, any legislative leadership committee, and any candidate committee of a candidate for, holder of, an elective office:

- of the Commission; and,
- of that County (Hudson) in which the Commission is located or serves; and
- of another unit within that County; and,
- of a legislative district in which that Commission is located or serves; and

2. any continuing political committee (PAC).

☒ I certify that I/Business entity has not given any reportable political contribution required to be disclosed pursuant to Chapter 271 of P.L. 2005.

____ Attached is a list of all reportable contributions required to be disclosed pursuant to Chapter 271 of P.L. 2005.

ATTEST:

MARY J. KATZ
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires 3/21/2017

Mary Katz

Signature

Title

Company

Address

Address

[Signature]

LLC MEMBER

DESENA & CO, CPAs, LLC

100 EAGLE ROCK AVE, Ste 110

E. HANOVER, NJ 07936

HUDSON REGIONAL HEALTH COMMISSION

**CERTIFICATION OF COMPLIANCE WITH CAMPAIGN
CONTRIBUTION LAW**

I understand that pursuant to N.J.S.A. 19:44-20.4 et seq., a business entity that has entered into a contract having an anticipated value in excess of \$17,500 with the Commission cannot make a reportable political contribution to any municipal committee of a political party served by the Commission, County Committee of a political party in a County served by the Commission, if a member that political party is currently serving in an elective public office in a municipality served by the Commission or any elected official or candidate committee of any municipality served by the Commission when the contract is awarded. I further understand that the language above only applies when the contract is not part of a "fair and open" public bidding process.

Pursuant to N.J.S.A. 19:44A-20.8(a), I John C. DeSena, do hereby certify that the business entity, DESENA & CO. CPAs, LLC, of which my title/position in the business entity is LLC MEMBER/CPA, and/or anyone having any interest (meaning ownership and control of more than 10% of the profits or assets of the business entity, or 10% of the stock) in the business entity, has/have not made a contribution that would bar the award of this contract pursuant to N.J.S.A. 19:44A-20.2 et seq.

I further understand that pursuant to N.J.S.A. 19:44A-20.8(b), the above referenced business entity has a continuing obligation to report to the Election Law Enforcement Commission any contributions that constitute a violation of the Act that are made during the duration of this contract.

I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

DATED: 5/30/12

SIGNED: 

2012 BUDGET AMENDMENTS REQUEST

Budget Category	<u>Amount</u>	<u>Charged to</u>
Appropriation		
Reserve for Post Retirement Medical Benefits	134,000.00	Cons
TOTAL	<u>134,000.00</u>	
Budget Category		
Revenue		
Cons Reserve	134,000.00	
TOTAL	<u>134,000.00</u>	

Reserve for Post Retirement Medical Benefits increase to budget for 2012 Post retirement benefit based on actuary recommendation several years ago.



RECEIVED APR 25 2012

State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

PO BOX 360
TRENTON, N.J. 08625-0360

www.nj.gov/health

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

MARY E. O'DOWD, M.P.H.
Commissioner

April 18, 2012

Hudson Regional Health Commission
Carrie Nawrocki, Executive Director
Meadowview Campus
595 County Avenue - Bldg. 1
Seacaucus, NJ 07094

Dear Ms. Nawrocki

The New Jersey Department of Health and Senior Services (NJDHSS) will provide continued funding through the 2013 State Health Services Grant for up to \$407,449 to be allocated to your agency. This grant award is intended to sustain your agency's current capabilities and to enhance additional ones by upgrading and evaluating your public health jurisdiction's preparedness for and response to terrorism, pandemic influenza, and other public health emergencies. This grant will be effective August 10, 2012 through June 30, 2013.

Please consider this letter as a commitment to fund this award in accordance with legal provisions of said grant. The Notice of Grant Award documents will be processed as soon as review of your application in response to the Request for Application (RFA) is completed in the System for Administering Grants Electronically (SAGE). It is important to note that NJDHSS will not be able to provide cash payments for any costs incurred in carrying out the terms of the grant until a fully executed Notice of Grant Award has been processed. Funding under this grant is expressly dependent upon the availability of funds to NJDHSS appropriated by the U.S. Centers for Disease Control and Prevention (CDC). NJDHSS shall not be liable for any breach due to the absence of available funding appropriations.

If you have questions regarding this matter, please contact me at 609-292-0290.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carl Michaels".

Carl Michaels
LINC'S Program Management Officer

**Hudson Regional Health Commission
Personnel / Finance Committee Meeting
June 7, 2012**

AGENDA

- Expenditure Reports (3/15/12-5/31/12)
- Lead Program
- Retiree Benefits- Medicare Reimbursement
- County Agreement
- LINCS grant
- Auditing services/Actuarial Review
- Bayonne
- Food service managers course

**Hudson Regional Health Commission
Personnel / Finance Committee Meeting
June 7, 2012**

AGENDA

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

- Expenditure Reports (3/15/12-5/31/12)

The committee reviewed and approved the expenditure report for March 15-May 31, 2012.

- Lead Program

C. Nawrocki updated the committee of the submittal of the lead grant application to NJDHSS for the grant period of July 2012-June 2013 in the amount of \$25,000. Additionally, she notified the committee that the EBL agreement with North Bergen needed to be adjusted and the town has already sent back a signed agreement with the new terms. The previous agreement indicated that 10 inspections would be covered for \$600 as opposed to just 1 inspection for \$600.

- Retiree Benefits- Medicare Reimbursement

C. Nawrocki notified the committee that starting in June 2012, Bob Ferraiuolo became eligible for Medicare which reduces the cost of his post-retirement benefits to the Commission (from \$2080 to \$1399). He received a letter from the state indicating that since his former employer covers the cost of health benefits, he was to contact Hudson Regional to reimburse the cost of medicare part B (about 100 a month). The committee agreed to pay this reimbursement on a quarterly basis.

- County Agreement

The Commission should be meeting with the County in the next few weeks, the presentation on our current situation has been sent. C. Nawrocki will update the committee as negotiations are scheduled.

- LINCS grant

C. Nawrocki updated the committee on the LINCS grant, highlighting changes including the shifting of dates for next year forward since they are aligning with another state grant, and every county is receiving an additional \$5,000 towards MRC operations (just not salary).

- Audit Report

This current audit report will recommend an actuarial review and the committee agreed this should be done in the near future.

- Auditing services

The committee reviewed the proposal for auditing services for the second half of the fiscal year 2011, the committee recommends appointing DeSena and Company CPA for these auditing services.

- Bayonne

The commission has not yet received any comments on the draft sent in mid-May regarding the agreement with the City of Bayonne for a dedicated Environmental Specialist. The committee discussed future actions.

- Food service managers course

General discussion on the food service manager's course and the possibility of hosting a local course.



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 June 13, 2012,
in witness whereof I have set my hand this 28th, day of
August.

Carrie Nawrocki
Carrie Nawrocki
Executive Director