

**Hudson Regional Health Commission  
Commission Meeting  
December 11, 2013**

**MINUTES**

**Opening of the meeting:**

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

**Attendance:**

**Present:**

J. Sarnas  
C. Madalena  
F. Sasso  
D. Drumeler  
G. Drasheff  
N. Guivas  
J. Castro  
J. Ehret  
V. Rivelli  
C. Santangelo

**Absent:**

J. Waks  
A. Velazquez

C. Nawrocki, Director  
J. Napolitano, Counsel

**Minutes of the meeting of September 12, 2013:** were unanimously approved as written and submitted on motion by D. Drumeler, second F. Sasso; C. Santangelo abstained.

**Announcements:**

**Director's Report**

C. Nawrocki announced the Hudson Regional Health Commission Director's Report for all programs for September through December 2013 was in the meeting package.

**Smoke Free Recreation Areas**

Al J. Ferrara, the coordinator for the Bergen-Hudson Chronic Disease Tobacco-Free Initiative program provided an update to the Board on the Smoke-Free Parks and Recreation Areas Initiative in Hudson County. He also provided information on "Complete Streets" another initiative from the chronic disease coalition grant, and distributed handouts (Attachment I).

**Expenditures Report for September 1, 2013 – November 30, 2013:** was approved on motion by D. Drumeler, second J. Castro, unanimously carried (Attachment II).

**Old Business:**

Three resolutions formalizing actions taken at the prior Board meeting:

***Resolution #13-12-14 Personnel Actions (Attachment III)***

***Resolution #13-12-15 Implement Cost of Living Adjustment (Attachment IV)***

***Resolution #13-12-16 Implement Salary Increase (Attachment V)***

Three resolutions were approved as amended (Resolution #13-12-16 amended effective date to January 1, 2014) on motion by D. Drumeler, second J. Castro, unanimously carried; V. Rivelli abstained on Resolution #13-12-14.

**New Business:**

**Audit Report 2012**

The F.Y. 2012 Audit Report (Attachment VI) was presented by M. DeSena. On motion by F. Sasso, second N. Guivas the Board acknowledged and accepted the report as submitted.

**Meeting Schedule 2014**

The meeting schedule was discussed the following dates were proposed for 2014: January 8, March 12, June 11, September 10, and December 10. A memo will be sent to the full Board for approval of these dates.

**East Newark Commissioner**

The town of East Newark appointed John Sarnas as the commission representative (Attachment VII).

**2013 Budget Amendments**

C. Nawrocki advised the Board that the Finance/Personnel Committee had reviewed and approved the amendments to the 2013 Budget (Attachment VIII). The amendments as submitted in the attachment were approved on motion by D. Drumeler, second V. Rivelli unanimously carried.

**Vehicle for City of Bayonne**

Following the last Board meeting, C. Nawrocki scheduled and attended a meeting with the City of Bayonne to review and discuss the Commission's role and the delay in payment of the municipal assessment. At that meeting on November 4, there was discussion regarding a vehicle that was purchased by the City as part of an agreement for a dedicated Environmental Specialist. Since that agreement was not renewed in 2012, the Board agreed to return the vehicle to Bayonne.

***Resolution #13-12-17 Resolution to Execute Interlocal Agreement with Bayonne for Sale of Vehicle (Attachment IX) was approved on motion by D. Drumeler, second F. Sasso unanimously carried.***

In addition, the Board requested a letter be prepared and sent to the City of Bayonne as a follow-up to that meeting to confirm that the city has agreed to pay the Commission the outstanding balance for services and assessment, and the Commission would return the vehicle.

#### **General Legal Counsel**

The commission received one proposal for general legal counsel for 2013 from Johnson and Conway, LLP (Attachment X). Proposals were solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.1, et seq.

The contract is for the term of February 1, 2014 through January 31, 2015. On motion by N. Guivas, second J. Ehret the proposal submitted by Johnson & Conway was unanimously approved.

#### **Auditor**

The commission received two proposals for Auditing Services (Attachment X). Proposals were solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.1, et seq. C. Nawrocki advised the Board that the finance committee met and reviewed both proposals and recommends DeSena and Company. On motion by G. Drasheff, second V. Rivelli the proposal submitted by DeSena and Company was unanimously approved.

#### **Nominating Committee**

The slate of officers was reported by the Committee and was disturbed to the Board in advance of the meeting. The officers take office at the first Board meeting in 2014 and continue for a two year term.

President :  
John Sarnas

Vice President:  
Vincent Rivelli

Treasurer:  
Frank Sasso

There being no other nominations, the slate was unanimously approved on motion by D. Drumeler, second C. Madelina.

#### **EBL West New York**

The agreement with the Town of West New York for environmental investigations for lead cases (Attachment XI) had expired. The Director was given approval to renew the agreement upon motion by D. Drumeler, second N. Guivas unanimously carried.

**NJDH Sandy Recovery Grant**

The Commission was awarded \$121,024 in grant funding from the NJ Department of Health Social Services, as part of a Block Grant for Hurricane Sandy Recovery Community Health Improvement related activities (Attachment XII). Approval from the Board to accept this grant and to hire P. Teodoro specifically for these grant related activities was received via email on October 17, 2013. Approval for the Director to accept and administer the grant was ratified on motion by J. Castro, second J. Ehret unanimously carried.

**Report and Recommendations of the Finance/Personnel Committee:**

C. Nawrocki gave this report on behalf of the Committee Chair, F. Sasso. The Committee met on December 6, 2013 (Attachment XIII).

In addition to other topics of discussion already addressed at this Board meeting, the committee discussed a request made by the Essex Regional Health Commission (ERHC). C. Nawrocki was contacted by R. Budris, the Interim Director at ERHC regarding the ERHC's Board interest in entering into an Intergovernmental Services Agreement for administrative/Health Officer services as it had in place during the tenure of the previous Hudson Regional Health Commission Director. The Committee recommends exploring this contract with ERHC, and the full Board agreed with this recommendation.

**Discussion:**

The Board discussed the anticipated reduction in funding from the New Jersey Department of Health for the Public Health Emergency Preparedness Program. Since the last Board meeting in September, C. Nawrocki, F. Sasso, V. Rivelli and M. Leguizamon (CFO) requested and attended a meeting with state public health officials to discuss the formula used for allocating this funding and reviewed the specific public health threats in Hudson County. Since there has not been any feedback from the state on this matter, the Board will request a response in writing.

There being no further business, the meeting was closed at 11:20 upon motion by F. Sasso, second C. Madelina, unanimously carried.



**GASP**

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Summit, NJ 07901  
Phone: (908) 273-9368  
Fax: (908) 273-9222  
Email: [info@njgasp.org](mailto:info@njgasp.org)  
[www.njgasp.org](http://www.njgasp.org)

Contact: Karen Blumenfeld, Esq.,  
Executive Director  
908-377-3900 cell

November 12, 2013

**Smokefree Parks/Recreation Areas Ordinances in Hudson County:**

10 Hudson County municipalities and the County restrict smoking in public parks and recreation areas. 7 of the 10 municipalities have 100% smokefree parks and recreational areas policies: East Newark, Jersey City, Kearny, North Bergen, Secaucus, Union City and West New York.

**Hudson County municipalities with smokefree parks and recreation areas policies:**

**East Newark Boro - Enacted on 12/16/2002 by Town Council**  
No smoking in municipal parks and playgrounds.

**Hoboken - Enacted on 1/2/13 by Town Council**  
No smoking within the boundaries of all City-owned playgrounds, dog runs, and recreational fields.

**Hudson County - Enacted on 3/14/12 by Board of Freeholders**  
No smoking or the use of electronic smoking devices within 50 feet of County recreational facilities, including but not limited to picnic and/or barbeque areas, concession areas, ball fields and sports arenas, tennis courts, volleyball courts, basketball courts or any other venue reserved for sports usage, track and field facilities and seating and observation areas, playgrounds and designated nature walks/bird watching areas. Designated smoking areas may be established near leased structures.

**Jersey City - Enacted on 10/9/13 by Town Council**  
No smoking in park or recreation areas.

**Kearny -**  
**Enacted on 2/26/2008 by Town Council**  
No smoking within or on any property designated as a playground.

**Enacted on 5/27/2008 by Town Council**  
Amends 2/26/08 ordinance to include additional playing fields.

**Enacted on 3/26/2013 by Town Council**  
No smoking within boundaries of any public park. Does not apply to parking areas or adjoining sidewalks.

**North Bergen - Enacted on 3/14/2013 by Town Council**

## Attachment I

No smoking including the use of electronic smoking devices in all Township-owned parks, playgrounds, recreational areas, ball fields and all property owned by the Township upon which the public is invited, permitted or gathers.

### **Secaucus -**

Enacted on 4/23/2002 by Town Council

No smoking at Buchmuller Park, Little League, Shetlk Soccer, Mill Ridge Soccer and Softball fields, Swim Center, Ice Rink.

Enacted on 3/12/2013 by Town Council

No smoking including the use of electronic smoking devices at all town parks and recreation areas, including parking areas and drive aisles.

### **Union City - Enacted on 7/15/2002 by Town Council**

No smoking within and immediately adjacent to parks and recreation areas.

### **Weehawken - Enacted 6/23/04 by Town Council**

No smoking at playgrounds.

### **West New York -**

Enacted on 3/21/2001 by Town Council

No smoking at Miller Stadium.

Enacted on 6/19/2002 by Town Council

No smoking at playground areas.

Enacted on 6/19/2013 by Town Council

No smoking in any municipal parks or recreation areas.

### **Hudson County municipalities with outdoor smokefree setback zones around municipal property:**

#### **Bayonne City - Enacted on 9/1/1998 by Town Council**

No smoking within 10 feet of entrances/exits to government buildings.

#### **Hoboken City - Enacted on 9/5/2012 by Town Council**

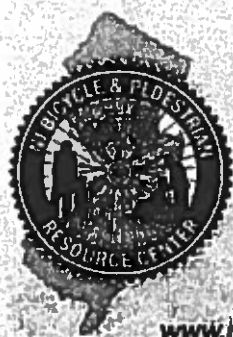
No smoking within 25 feet of any entrance to or air intake duct on any building, and within any outdoor courtyard or atrium on any property owned, rented or leased by the City.

#### **Hudson County - Enacted on 3/14/12 by Board of Freeholders**

No smoking or the use of electronic smoking devices within 50 feet of entrances and exits of County buildings.

#### **Secaucus Town - Enacted on 3/12/2013 by Town Council**

No smoking including the use of electronic smoking devices within 35 feet of the front entrance of all municipal buildings.



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**RUTGERS**

Edward J. Bloustein School  
of Planning and Public Policy

## HOW MUCH ARE INCOMPLETE STREETS\* COSTING YOUR COMMUNITY?

### What are Complete Streets?

Complete Streets are streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work. They allow buses to run on time and make it safe for people to walk to and from transit stops. Complete Streets are designed with the needs of the surrounding community in mind.

### What are the benefits of Complete Streets?

**Economic:** Complete Streets have been shown to spur private investment, raise property values, and increase traffic to local businesses. With younger demographics increasingly preferring to live in vibrant, walkable neighborhoods, Complete Streets help communities remain competitive in attracting residents and jobs.

**Health:** Complete Streets provide opportunities for increased physical activity to be incorporated into daily routines. 55% of the US adult population falls short of recommended activity guidelines and childhood obesity rates have more than doubled in the past 30 years.

**Safety:** Complete Streets make travel safer. There are over 80,000 vehicle crashes each year in New Jersey and over 5,000 involving pedestrians. More than 700 people die on the state's roads every year.

**Financial:** Complete Streets can help save people. Transportation costs make up 20% of the average household budget. An estimated 30% of all trips are a mile or less, and many people would prefer to make these trips by walking or bicycling if they had a safe and comfortable way to do so.

**Mobility:** Complete Streets allow those who cannot or prefer not to drive to have access to their daily needs. One third of Americans don't drive, a number which is expected to increase as by 2025 nearly one in five Americans will be over the age of 65.

### Are there added costs of Complete Streets?

In addition to the economic benefits mentioned above, Complete Streets typically add little to no expense to a community's budget. Complete Streets projects are often more cost-effective than streets designed only for cars. Many Complete Streets implementations are simply a matter of restriping lines differently after repaving a street.

### What is a Complete Streets policy?

Complete Streets policies direct decision-makers to consistently plan for, design, construct, and fund community streets to accommodate all anticipated users, including pedestrians, bicyclists, public transportation users, motorists, and freight vehicles. While Complete Streets policies are most often found in either Resolutions or Ordinances, they may also take the form of executive orders, board policies, plans, or design guidelines.

### Does New Jersey have a Complete Streets policy?

The NJ Department of Transportation passed one of the nation's strongest Complete Streets policies in 2009. As of September 1, 2013, 5 counties and 65 municipalities in New Jersey had passed policies. Policies have been adopted in urban, suburban, and rural communities. Only Michigan, a larger state both in terms of population and total municipalities, has adopted more policies.

\*Incomplete Streets are streets that are intended only to facilitate the movement of automobiles but could accommodate all road users by making simple changes.



# New Jersey Complete Streets Policies as of September 1, 2013

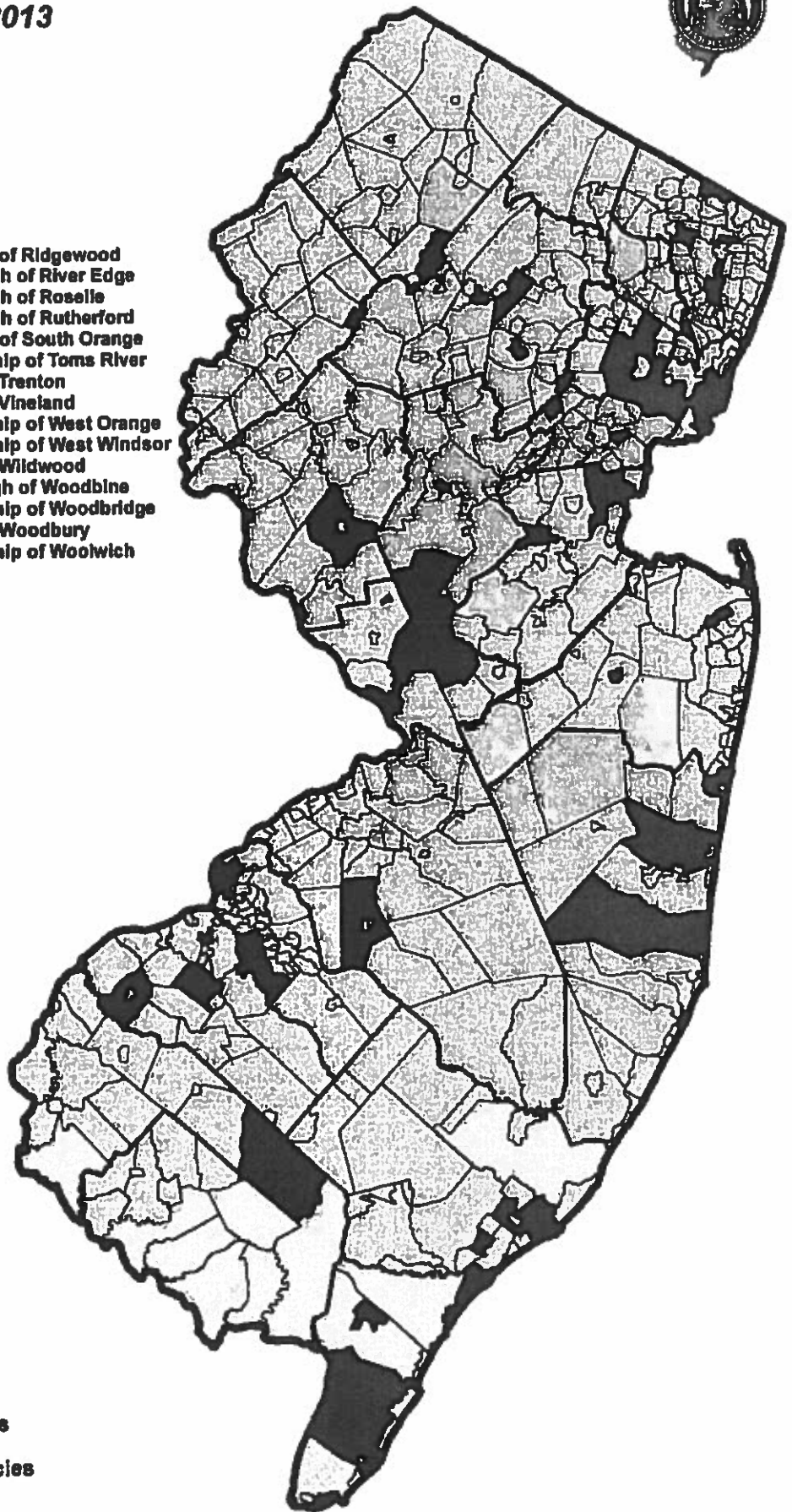


## COUNTY POLICIES:

1. Essex County
2. Hudson County
3. Mercer County
4. Middlesex County
5. Monmouth County

## MUNICIPAL POLICIES:

- |                                     |                              |
|-------------------------------------|------------------------------|
| 1. City of Atlantic City            | 51. Village of Ridgewood     |
| 2. Township of Bloomfield           | 52. Borough of River Edge    |
| 3. Borough of Calton                | 53. Borough of Roselle       |
| 4. City of Camden                   | 54. Borough of Rutherford    |
| 5. City of Cape May                 | 55. Village of South Orange  |
| 6. Borough of Chatham               | 56. Township of Toms River   |
| 7. Township of Denville             | 57. City of Trenton          |
| 8. Town of Dover                    | 58. City of Vineland         |
| 9. Borough of Emerson               | 59. Township of West Orange  |
| 10. Borough of Fair Haven           | 60. Township of West Windsor |
| 11. Borough of Freehold             | 61. City of Wildwood         |
| 12. Borough of Frenchtown           | 62. Borough of Woodbine      |
| 13. Borough of Glen Ridge           | 63. Township of Woodbridge   |
| 14. Township of Gloucester          | 64. City of Woodbury         |
| 15. City of Hackensack              | 65. Township of Woolwich     |
| 16. Town of Hackettstown            |                              |
| 17. Borough of Harvey Cedars        |                              |
| 18. Borough of Highland Park        |                              |
| 19. City of Hoboken                 |                              |
| 20. Borough of Hopatcong            |                              |
| 21. Borough of Hopewell             |                              |
| 22. Township of Irvington           |                              |
| 23. City of Jersey City             |                              |
| 24. Township of Lacey               |                              |
| 25. City of Lambertville            |                              |
| 26. Township of Lawrence            |                              |
| 27. City of Linwood                 |                              |
| 28. Township of Mantua              |                              |
| 29. Maplewood Township              |                              |
| 30. Borough of Maywood              |                              |
| 31. Township of Medford             |                              |
| 32. Township of Middle              |                              |
| 33. Township of Montclair           |                              |
| 34. Township of Montgomery          |                              |
| 35. Borough of Montvale             |                              |
| 36. Town of Morristown              |                              |
| 37. Borough of Netcong              |                              |
| 38. City of New Brunswick           |                              |
| 39. Borough of New Providence       |                              |
| 40. City of Newark                  |                              |
| 41. City of North Wildwood          |                              |
| 42. City of Ocean City              |                              |
| 43. City of Orange Township         |                              |
| 44. City of Pleasantville           |                              |
| 45. Borough of Point Pleasant       |                              |
| 46. Borough of Point Pleasant Beach |                              |
| 47. Princeton                       |                              |
| 48. Borough of Raritan              |                              |
| 49. Township of Raritan             |                              |
| 50. Borough of Red Bank             |                              |



NJDOT Complete Streets Policy



County Complete Streets Policies



Municipal Complete Streets Policies



# NEW JERSEY QUITLINE<sup>SM</sup>

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**Con el apoyo  
necesario, se puede  
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intentarlo varias veces para poder dejarlo.

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duplicar sus probabilidades de lograrlo.

La línea para dejar el tabaquismo  
le pone en contacto con un  
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pueden crear un plan  
que se ajuste a su  
estilo de vida.



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**New Jersey QUITLINE**  
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**[www.njquitline.org](http://www.njquitline.org)**

**Es gratis. Funciona las 24 horas,  
los 7 días de la semana y ayuda de verdad.**

La Oficina de Control del Tabaquismo del Departamento de Salud y Servicios a Envejecidos  
de NJ subvenciona la NJ Quitline (Línea de NJ para dejar el tabaquismo).

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

John P. Sarnas, President

Carrie Nawrocki, MPH, HO  
 Executive Director  
 Epidemiologist

**EXPENDITURES FOR NOVEMBER 30, 2013**

<u>CHECK #</u>	<u>PAYEE</u>	<u>EXPENDITURES</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 11/30 Salaries=69166.74 OT=1131.37 Fica/Med.=5112.77 Sul/Disa=23.07 Med.125(2072.14) H.B.(201.76)	73,160.05
11373	ADP	For Payroll of 11/30 (Con)=77.98 (Con/Mosq)=24.75 (CDC 13/14)=21.04	123.77
11374	Premiere Global Serv.	(Con/Mosq) Conference Calling 10/13-11/12	13.73
11375	Dell Marketing LP	(CDC 13/14)=723.83 Dell 21.5Monitor/stand/Eport Plus	723.83
11376	Dell Marketing LP	(CDC 13/14)=33.99 Dell Wireless Desktop Keyboard & Mouse; (CDC 13/14)=64.59 American Power Conversion BE75; (CDC 13/14)=1071.78 OptiPlex 3011 All in One	1,170.36
11377	Marisol G. Leguizamon	(Con)=60 (Con)=12 (Con)=43.13 Cell Phone stipend/Gas/Parking	115.13
11378	NJMCA	(Con/Mosq) 2011 Proceedings/hard copy/digital copy	20.00
11379	Deborah R. Drake	(Con) Silver Script	35.30
11380	Horizon BC/BS	(Con) #3HZN83660740-U1 12/1 - 1/1/2014	93.47
11381	Safeguard Bus.System	(Con) Checks #029339531	107.16
11382	Hewlett-Packard Co.	(CDC 13/14) HP Mono Laser Jet P2035	199.00
11383	Poland Spring	(Con)=10.99 (Con)=86.80 Water	97.79
11384	Fedex	(Con) Transportation Charges	29.84
11385	Stewart Bus.Systems	(Con) Copies above Allowance	25.31
11386	Deborah R. Drake	(Con) Medicare Part B Premium/Dec.	146.90
11387	WEX Bank	(Con)=896.77 (Con/Mosq)=203.26 (CDC 13/14)=42.62 Acct.#369-900-044-8	1142.65
11388	NJEZPass	(CDC 13/14) Acct.#2000115230666 (CDC Jeep)	5.00
11389	US Postal Serv.	(Con) Postage refill	500.00
11390	AAM Motor Sales	(Con)=1113.41 (Con)=566.87 Jeep Liberty/Toyota Corolla	1,680.28
11391	Horizon BC/BS	(Con) #3HZN14908550-U1 12/1/13-1/1/14 DRD	1,029.02
11392	AAM Motor Sales	(Con) inv.#317464 (CR) Dodge Dakota(Battery/Rotors/Brakes/ Wheel Align.)	3,815.68
11393	Safeguard Bus.Syst.	(Con) For deposit slips and checks	230.93
11394	USA Mobility Wireless	(Con) Inv.#W8408051L 12/13/13 - 1/12/14	27.41

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

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

John P. Sarnas, President

Carrie Nawrocki, MPH, HO  
 Executive Director  
 Epidemiologist

**EXPENDITURES FOR NOVEMBER 15, 2013**

<b><u>CHECK #</u></b>	<b><u>PAYEE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
On Line	HRHC Payroll Acct.	For Payroll of 11/15 Salaries=69581.28 OT=711.24 On Call=1180 Fica/Med=5301.21 Sui/Disa=26.60 Med.125=(2072.14 HB(201.76)	74,526.43
On Line	State Hlth.Ben.Prog.	HB/Dental/act.emp./Nov. (Con)=17275.32 (Con/Mos)=6590.87 (CDC 13/14)=3590.50 Dental (Con)=954.05 (Con/Mos)=401.07 (CDC 13/14)=173.61	27,456.69 1,528.73
On Line	State Hlth.Ben.Prog.	HB/Retirees/Nov. RF=1556.45 GG=2708.95 JL=2267.67 JM=1092.29	7,625.36
11355	ADP	(Con) Jurisdictional Flat Rate	6.00
11356	Angela DeQuina	(CDC/CHIP) Trailer Vent Cover & Storage Shelf	87.10
11357	Artic Ice Mfg.	(Con/Mosq) Dry Block Ice	50.00
11358	Christina Butieb	(CDC 13/14)=44.12 Cable & modem; (MRC Ironman)=115.83 Refresh.; (CDC/CHIP)=233.18 Water & Supp.for West.Tent	393.13
11359	Comcast Commun.	(Con) Business Class Cable 11/2013	90.19
11360	Gregory M.Williams	(Con/Mosq) ESA Membership	192.00
11361	Johnson & Conway	(Con) Legal Fees/October	673.08
11362	Monique C. Davis	(HPP/13/14) internet/Mileage/Tolls/Supplies	273.68
11363	NJ State League Mun.	(Con) CMFO Conference/M.L. 11/20	65.00
11364	Robert Ferraluolo	(Con) Medicare Premium 11/1-11/30	104.90
11365	Verizon	(Con)=509.21 (CDC 13/14)=104.29	613.50
11366	Verizon Wireless	(CDC 13/14)=185.57 (Con/WNV)=105.62 (Con)=426.02	717.21
11367	Xerox Financial Serv.	(Con) Lease Payment 10/22-11/21	171.02
11368	ADP	(Con)=79.20 (Con/Mosq)=25.13 Payroll of 11/15 (CDC 13/14)=21.36	125.69
11369	Verizon	(Con) #00013182667058Y 9/30 - 10/30	27.67
11370	Void		
11371	NJ Dept.of Treas.	(Con/Mosq) Pesticide License Renewal (R.S.)	80.00
11372	NJMCA	(Con/Mosq) Pesticide Recertification/ GW, GC, ML, MI, RC, RS, PT March 25, 2014	700.00
<b><u>R&amp;C</u></b>			
4612	Bowne & Company	Refund for Overpayment on Facility #0900355	3,500.00 Void
4613	Bowne & Company	Void check #4612, re-issued for #0900355	3,000.00

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

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

John Samas, President

Carrie Nawrocki, MPH, HO  
Executive Director Epidemiologist

**EXPENDITURES FOR OCTOBER 31, 2013**

<b><u>CHECK #</u></b>	<b><u>PAYEE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
On Line	HRHC Payroll Acct.	For Payroll of 10/31 Salaries=69222.15 OT=1975.23 Fica/Med.=5280.19 Sul/Disa=23.55 Med.125(2072.14) H.B. (201.76)	74,227.22
11332	Horizon BC/BS	(Con) HB (DRD) 11/1 - 12/1	1,029.02
11333	ADP	(Con) Jurisdictional Flat Rate 9/30	6.00
11334	Angela DeQuina	(Con) Registered Agent Look-up 5/8-7/25	25.00
11335	Schneider Lab.	(Con) 3 Day Metals EPA 7000B	36.00
11336	Stewart Bus.Systems	(Con) Maintenance Agreement/Copier 9/22	19.53
11337	Premiere Global Serv.	(CDC 13/14) Conference Calling 10/13-11/11	16.96
11338	Poland Spring	(Con)=9.99 (Con)=64.53 Water	74.52
11339	USA Mobilty Wireless	(Con) Inv.#W8408051K	27.41
11340	NJEZPASS	(CDC 13/14) JEEP	5.00
11341	Fedex	(Con) Noise Meter Calibration #2-430-68472	35.64
11342	Deborah R.Drake	(Con) Silver Script IDG27000231 (TD)	35.30
11343	Horizon BC/BS	(Con) Premium Payments #3HZN83660740-U1	93.47
11344	Deborah R. Drake	(Con) Medicare Part B (TD) 9-10/2013	293.80
11345	Professional Gov.Educ.	(Con) Grant Accounting Workshop 11/6 (M.L)	90.00
11346	Professional Gov.Educ.	(Con) Bankruptcy Seminar 11/13 (ML)	90.00
11347	Carrie Nawrocki	(Con) Refreshments for Finance Commitee & Parking	44.86
11348	Poland Spring	(Con/WNV) Inv.#03J04315007011	119.82
11349	Staples Credit Plan	(Con) Inv.#4544495001 & #4490021001	628.36
11350	Carlos Rodriguez	(CDC/Chip) Western Tent Shelter Tools-Supplies	341.20
11351	Angela DeQuina	(CDC/Chip) Locks/Keys/Marking tape/Coffee/Sheiter	183.95
11352	ADP	(Con)=77.98 (Con/Mosq)=24.75 (CDC 13/14)=21.04 For Payroll of 10/31	123.77
11353	Marisoi Leguizamon	(CDC/Chip) Tent Training/Refreshment	76.98
11354	WEX Bank	(Con)=1138.64 (CDC 13/14)=70.28 (Con/WNV)=242.41 Fuel Purchases	1,451.33

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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**

**John Samas, President**

**Carrie Nawrocki, MPH, HO  
Executive Director Epidemiologist**

**EXPENDITURES FOR OCTOBER 15, 2013**

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 10/15 Salaries=68830.21 On Call=1200 OT=845.72 Fica/Med.=5255.56 Su/Disa=23.56 Med.125(2072.14) HB(201.76)	73,881.15
On Line	State Health Benefits	HB/act.emp.(Con)=17275.32 (Con/Mos)=6590.87 (CDC 13/14)=3590.50 Dental/act.emp.(Con)=954.05 (Con/Mos)=401.07 (CDC 13/14)=173.61	27,456.69 1,528.73
On Line	State Health Benefits	HB retiree/Oct. RF=1556.45 GG=2708.95 JL=2267.67 JM=1092.29	7,625.36
11306	Xerox Financial Services	(Con) Lease Payment Inv.#102766 9/22-10/21	171.02
11307	Mirion Tech.Inc.	(Con) Lif Chip Hard Ring Large(Black)	483.00
11308	Verizon Wireless	(Con)=384.61 (Con/Mos)=106.03 (CDC 13/14)=185.21 Acct.#282537737-00001	675.85
11309	Verizon	(Con)=497.02 (CDC 13/14)=101.80 201-223-1133	598.82
11310	Dell Marketing LP	(Con)=59.49 (Con)=217.55 Exchange Roller Kit/Dell 311 Ocn 3115cn Fuser Maintenance Kit	277.04
11311	Artic Ice Mfg.	(Con/Mos) Dry Block Ice=Inv.#130930	100.00
11312	Johnson & Conway	(Con) Legal Fees/Sept.	1,234.23
11313	US Postal Service	(Con) Postage refill	200.00
11314	Christina Butieb	(CDC 13/14) Travel expense/meetings	110.57
11315	Hudson Reporter Assoc.	(CDC 13/14) Display Advertising HR/JCR/NBR/SR/UCR	660.60
11316	Stan A. Huber Consul.	(Con) Leak Testing of Radioactive Sealed Sources(s)	40.00
11317	Comcast Commun.Inc.	(CDC 13/14) Bundled Services/Cable/Internet	90.19
11318	Carlos Rodriguez	(Con) Meetings/Trenton (tolls/parking)	51.85
11319	NJ Dept. of Treasury	(Con/Mos) Pesticide Licensing, valid through 10/31/14 GW/GC/MI/ML/RC/PT	430.00
11320	Schneider Lab.Inc.	(Con) 3 Day Metals EPA 7000B-Pb	108.00
11321	ADP	(Con)=84.59 (CDC 13/14)=22.83 (Con/Mos)=26.85 For Payroll of 10/15	134.27
11322	Verizon	(Con)=10.83 (CDC 13/14)=2.22 Select Service	13.05
11323	Division of State Police	(Con) Lud MD/Radeye PRD	260.00
11324	Institute for Professional Development	(Con) Training/"Budget Update from the Div. of Local Gov) Oct.25, 2013	99.00
11325	NJLM	(Con) Training/"Labor Negotiations Primer/Understanding Collective Negotiations/Oct. 30, 2013	100.00
11326	USA Mobility Wireless	(Con) Inv.#W8408051J	27.41
11327	NJEZPASS	(CDC 13/14) (CDC Jeep) Acct.#2000115230666	5.00
11329	Robert Ferraluolo	(Con) Medicare Premium PmL 10/1 - 10/31	104.90
11330	Premiere Global Serv.	(CDC 13/14) Conferencing Services	46.54
11331	Dell Marketing LP	(Con) UPS APC 1300VA-LCD 120V BR1300G BATTERY Back-up Inv.XJ7RC3R46	175.74

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**HUDSON REGIONAL HEALTH COMMISSION  
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John Samas, President

Carrie Nawrocki, MPH, HO  
Executive Director Epidemiologist

**EXPENDITURES FOR SEPTEMBER 30, 2013**

<b><u>CHECK #</u></b>	<b><u>PAYEE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
On Line	HRHC Payroll Acct.	For Payroll of 9/30 Salaries=69222.15 Med.Reimb.=2385.46 OT=936.19 Fica/Med=5383.21 Sui/Dlsa=63.31 Med.125 (2072.14) HB (201.76)	75,716.42
11288	USA Mobility Wireless	(Con) Inv.#W84080511 Acct.#8408051-4	27.41
11289	Horizon BC/BS	(Con) Prem. Payment 10/1 - 11/1 (TD)	93.47
11290	Poland Spring	(Con)=9.99 (Con)=70.11 Water	80.10
11291	Schneider Laboratories	(Con) 3 Day Metals EPA 7000B-Pb	63.00
11292	Stewart Bus.Systems	(Con) Copies above allowance B&W Digital/Toner	24.50
11293	Carrie A. Nawrocki	(Con) Finance Comm.Lincs Meeting/ICP Meeting	51.45
11294	Wexbank	(Con)=882.80 (CDC 13/14)=115.87 (Con/Mos)=303.49 Fleet Products/Acct.#369-900-044-8	1,302.16
11295	Gregory Williams	(Con/Mosq) Cell phone reimbursement May/Aug.	80.00
11296	ADP	(Con) State fee for month ending 8/31 (Increase)	7.00
11297	Christina Butleb	(CDC 13/14)=126.36 (CDC 13/14)=15.03 Cable/Modem/Lincs Workshop Mtg./Christ Hosp.Meeting	141.39
11298	Anthony Mondaro	(Con) Consulting services under the direc.of OEM	375.00
11299	Xerox Financial Serv.	(Con) Lease Payment Model: 5845APT	171.02
11300	Preimere Global Serv.	(CDC 13/14) Conference Calling/#003270590260	33.48
11301	Artic Ice Mfg.	(Con) Dry Block Ice Inv.#130831	100.00
11302	Deborah R. Drake	(Con) Silver Script ID:G27000231 /Sept. (TD)	35.30
11303	ADP	(Con)=77.98 (Con/WNV)=24.75 (CDC 13/14)=21.04 For Payroll of 9/30	123.77
11304	Horizon BC/BS	(Con) Premium Pmnt. For Policy 3HZN14908550-U1 10/1-11/1 Deborah R. Drake	1029.02
11305	DeSena & Company	(Con) Audit period ending 12/31/2012	11,000.00

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John Samas, President

Carrie Nawrocki, MPH, HO  
Executive Director Epidemiologist

## EXPENDITURES FOR SEPTEMBER 15, 2013

CHECK #	PAYEE	DESCRIPTION	AMOUNT
On Line	HRHC Payroll Accl.	For Payroll of 9/15 Salaries=88682.63 OT=205.92 OnCall=1190 Fica/Med=5193.04 Su/Disa=67.77 Med.135(2072.14) H.B.(201.76)	73,045.46
On Line	State Hlth.Ben.Program	HB/act. Emp.(Con)=17275.32 (Con/Mos)=6590.87 (CDC 13/14) =3590.50 Dental/act.emp.(Con)=954.05 (Con/Mos)=401.07 (CDC 13/14)=173.61	27,456.69 1,528.73
On Line	State Hlth.Ben.Program	HB retirees/SepL RF=1558.45 GG=2708.95 JL=2267.67 JM=1092.29	7,625.36
11270	Verizon	(Con)=18.05 (CDC 13/14)=7.74 #19689	25.79
11271	N.J.State Police Calibration Labor	(Con) Calibration of Equipment	270.00
11272	Schneider Lab.	(Con)=126 3 Day Metals EPA #917466 (Con)=63 3 Day Metals EPA #918038	189.00
11273	National Sportswear	(Con) Men's/Ladies Challenger Jackets	369.00
11274	Xerox Financial Serv.	(Con) Lease Payment 8/22-9/21	171.02
11275	Rutgers Sciences-Noise	(Con) Recertification Visual Emission 9/12 and 9/24	240.00
11276	West Caldwell Callb.	(Con) Quest Sound Level Meter/Octave Band Filter/Calibrator	637.50
11277	Johnson & Conway	(Con) Legal Fees/August	550.82
11278	Professional Gov.Educ.	(Con) Marisol Leguizamon: Debt MngL & Issuance	90.00
11279	Professional Gov.Educ.	(Con) Marisol Leguizamon: Tax Calculations Workshop	90.00
11280	Gregory Williams	(Con/Mosq) AMCA workshop dues	130.00
11281	Electronic Office SysL	(CDC 13/14) Comprehensive Agreement Qtrly. PmLPlan	166.70
11282	ADP	(Con)=77.98 (Con/Mosq)=24.75 (CDC 13/14)=21.04 For Payroll of 9/15/13	123.77
11283	Flash Lube	(Con) Jeep Eagle/Liberty MG64126	20.95
11284	Fedex	(Con) Inv.#2-393-77196 Transportation Charges	163.71
11285	Comcast Commun.Inc.	(CDC 13/14) Cable TV Services/High Speed Internet	90.19
11286	Verizon Wireless	(Con)=274.86 (Con/Mos)=106.93 (CDC 13/14)=186.91 Inv.#9710995019	568.70

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**RESOLUTION 2013**  
**HUDSON REGIONAL HEALTH COMMISSION**

**Resolution - Personnel Actions**

**WHEREAS**, due to the reduction in staff of the Hudson Regional Health Commission (the "Commission"), certain employees have undertaken additional responsibilities; and

**WHEREAS**, the Commission wishes to promote these employees to the classification appropriate with these additional responsibilities and increase their salaries in accordance with the Commission's salary schedule; and

**WHEREAS**, the following employees are promoted into the following classifications:

Jomo Richards, Environmental Specialist	Level 4
Juan Nunez, Environmental Specialist	Level 3
Nicholas Rivelli, Environmental Specialist	Level 3

**NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE HUDSON REGIONAL HEALTH COMMISSION** that the employees named in this resolution are hereby promoted and salaries increased in accordance with the Commission's salary schedule effective January 1, 2014.

Date:

**RESOLUTION 2013  
HUDSON REGIONAL HEALTH COMMISSION**

**Resolution to Implement Cost of Living Adjustment**

**WHEREAS**, the Hudson Regional Health Commission's (the "Commission) Personnel and Finance Committee has recommended a cost of living adjustment for the Commission's employees of 0.5%; and

**NOW THEREFORE BE IT RESOLVED THAT THE MEMBERS OF THE HUDSON REGIONAL HEALTH COMMISSION** hereby approve and authorize a cost of living adjustment of 0.5% for all employees effective January 1, 2014.

Date:

Resolution #13-12-16

**RESOLUTION 2013**  
**HUDSON REGIONAL HEALTH COMMISSION**

**Resolution to Implement Salary Increase**

**WHEREAS**, pursuant to Chapter 78 PL 2011, the Hudson Regional Health Commission (the "Commission") employees are required to contribute to the cost of their health benefits; and

**WHEREAS**, the County of Hudson approved an increase in salary for its employees of 2% to offset a portion of the employees' contributions, effective January 2012; and

**WHEREAS**, the Commission employees have not received a similar increase or a cost of living adjustment since 2010 and the Commission, consistent with the County's action, wishes to increase the Commission employees' salaries by 2%; and

**NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE HUDSON REGIONAL HEALTH COMMISSION** that effective January 1, 2014, the Commission employees shall receive a salary increase of 2%.

Date:

*Financial Statements*

Hudson Regional Health Commission

December 31, 2012

Attachment VI

**HUDSON REGIONAL HEALTH COMMISSION  
AUDIT REPORT  
DECEMBER 31, 2012**

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**DeSena & Company**

**Certified Public Accountants, LLC**

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

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

### INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying basic financial statements of Hudson Regional Health Commission (Hudson), as of December 31, 2012, and for the year ended December 31, 2012, as listed in the table of contents. These financial statements are the responsibility of Hudson's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of Hudson as of December 31, 2012, and the results of its operations and the cash flows of its General Fund and Penalty Enforcement Fund for the year then ended in conformity with accounting principals generally accepted in the United States of America.

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

The Management's Discussion and Analysis and the other required supplementary information pages 3 through 6 and 18 through 31, respectively are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

## Attachment VI

In accordance with *Government Auditing Standards*, we have also issued a report dated September 27, 2013 on our consideration of Hudson's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

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

  
DeSENA & COMPANY

East Hanover, New Jersey  
September 27, 2013

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, Executive Director

**Managements Discussion and Analysis Report**

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

**Authority**

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

**Board of Commissioners**

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

**Management-Staffing**

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

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

**Programs and Services**

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

Environmental Health  
Public Health  
Mosquito Control

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

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

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

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## Attachment VI

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

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

### **Financial Status and Assessment of Long Term Operational Liability**

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

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

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

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

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

As of 12/31/12, the Commission's fund balance of the Consolidated Funds was \$262,578 and unamortized deferred revenue, \$955,761.

### **Projections and Critical Issues**

Over the past several years the Commission has dramatically increased its scope of activities. In addition to increased demands on our CEHA Program such as an increased workload from the NJDEP (UST and ER) we have both LINC/S/BT Programs (inclusive of Jersey City), and Mosquito Control. We have a variety of revenue sources, authority and jurisdictions, but with great and growing responsibility and challenging fiscal vulnerabilities. If we include each municipality, our 2012 budget includes over twenty independent sources of revenue, each to varying degrees vulnerable to abrupt discontinuance. The Commission will not attain a level

of stability normally associated with traditional governmental entities, unless it becomes part of an established level of government, such as the County.

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

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

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

In anticipation of rising costs for medical benefits the Board took a major action in 2005 by discontinuing the post-retirement medical benefit for new employees hired after January 1 2005, thus permanently capping its liability in terms of eligible employees.

It should be noted that to its credit in an effort to utilize highly conservative fiscal practices, the Commission has established a reserve fund for post-retirement medical benefits. By prevailing accounting standards it is not required to so: rather it is required only to reflect the liability in the notes to the audit report.

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

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

## Attachment VI

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

### **Contacting the Commission's Management**

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

## Attachment VI

**HUDSON REGIONAL HEALTH COMMISSION  
FUNDS BALANCE SHEET / STATEMENT OF NET ASSETS  
DECEMBER 31, 2012**

	General Fund	Environmental Quality Enforcement Fund	Penalty Enforcement Fund	Adjustments	Statement of Net Assets
<b><u>Assets</u></b>					
Cash & Equivalents	\$ 158,842	\$ 25,083			\$ 183,925
Cash Management Fund	1,999,098	446,333	\$ 96,726		2,542,157
Accounts Receivable Grants & Contracts	356,058				356,058
Accounts Receivable Municipalities	77,219				77,219
Accounts Receivable Fines		2,376,517			2,376,517
Capital Assets net of Accumulated Depreciation (Note 10)				143,240	143,240
					-
<b>Total Assets</b>	<b>\$ 2,591,217</b>	<b>\$ 2,847,933</b>	<b>\$ 96,726</b>	<b>\$ 143,240</b>	<b>\$ 5,679,116</b>
<b><u>Liabilities &amp; Reserves</u></b>					
Accounts Payable	\$ 139,081				139,081
Accrued Salaries	1,834				1,834
Payroll Taxes & Deductions Payable	12,628				12,628
Unearned Registration Fees	955,761				955,761
Unearned Notice Violations		\$ 2,376,517			2,376,517
Reserve Post Retirement Benefits	946,342				946,342
Reserve for Expenditures HCIA Equipment	7,869				7,869
Reserve Expend CRI	207,857				207,857
Advances Ironman Foundation	504				504
Advance NJ Lead Grant	6,250				6,250
Advance NJ CDCXI	50,513				50,513
Due Hudson County Improvement Authority		291,662			291,662
<b>Total Liabilities &amp; Reserves</b>	<b>\$ 2,328,639</b>	<b>\$ 2,668,179</b>	<b>\$ -</b>		<b>\$ 4,996,818</b>
<b><u>Fund Balances / Net Assets</u></b>					
Unreserved	\$ 262,578			\$ 143,240	\$ 405,818
Reserved		\$ 179,754	\$ 96,726		\$ 276,480
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 2,591,217</b>	<b>\$ 2,847,933</b>	<b>\$ 96,726</b>	<b>\$ 143,240</b>	<b>\$ 5,679,116</b>
<b><u>Net Assets:</u></b>					
Invested in Capital Assets					\$ 143,240
Unrestricted General Fund					262,578
Restricted Penalty Enforcement					96,726
Restricted EQEF Fund					179,754
<b>Total Net Assets</b>					<b>\$ 682,298</b>

See accompanying notes to financial statements.

## Attachment VI

**HUDSON REGIONAL HEALTH COMMISSION  
STATEMENT OF GOVERNMENT FUND REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES / STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2012**

	Environmental Activities	Public Health Activities	(EQEF) Environmental Activities	Total	Adjustments Note A	Statement of Activities
<b><u>Revenues</u></b>						
Registrations	\$ 319,587					
Municipal	247,360					
USEPA	96,281					
RTK	17,575					
NJDEPCHEA	222,568					
NJ Lead Program	12,500					
EQEF			\$ 88,117			
HCIA	129,387					
County	854,593					
EBL Municipal	11,300					
Interest	802					89
Miscellaneous	8,397					
Ironman Foundation		\$ 148				
Rutger University		7,500				
HCIA	2,729					
HOME	6,936					
Jersey City Lead	3,500					
CDC X & XI		410,376				
<b>Total</b>	<b>\$ 1,933,523</b>	<b>\$ 418,022</b>	<b>\$ 88,206</b>	<b>\$ 2,439,751</b>		<b>\$ 2,439,751</b>
<b><u>Expenses</u></b>						
Personnel	\$ 2,259,171					
Office	18,364		\$ 30			
Travel	25,194					
Contractual	66,049					
Equipment	13,861					
Other	23,178					
Grants & Contracts for Services:						
Ironman Foundation		\$ 148				
Rutgers		7,500				
CDC X & XI		410,376				
Depreciation					\$ 55,856	
Capital Outlay					(3,375)	
<b>Total</b>	<b>\$ 2,405,817</b>	<b>\$ 418,022</b>	<b>\$ 30</b>	<b>2,823,869</b>	<b>\$ 52,481</b>	<b>2,876,350</b>
<b>Excess Revenues(Expenditures)</b>	<b>\$ (472,294)</b>	<b>\$ -</b>	<b>\$ 88,176</b>	<b>\$ (384,118)</b>	<b>\$ (52,481)</b>	<b>\$ (436,599)</b>
<b>Changes In Net Assets</b>						
Fund Balances/Net Assets:						
Beginning of Year						1,118,844
Transfer from EQEF to General Fund						(100,000)
Transfer general Fund from EQEF						100,000
Interest Income Penalty Enforcement						54
Rounding						(1)
<b>End of Year</b>						<b>\$ 682,298</b>

See accompanying notes to financial statements.

# Attachment VI

## HUDSON REGIONAL HEALTH COMMISSION STATEMENT OF CASH FLOWS DECEMBER 31, 2012

<b>Cash Flows From Operating Activities:</b>		
Excess of Expenditures over Revenues		\$ (436,599)
Interest Income Penalty Enforcement		51
<b>Adjustments to reconcile Excess of Revenues Over Expenditures to Net Cash Provided by Operating Activities:</b>		
Increase Post Retirement Benefits	\$ 134,456	
Increase in Receivables	(59,806)	
Decrease Prepaid Expense	1,283	
Increase in Accounts Payables	6,347	
Increase in Payroll Taxes & Deductions	11,497	
Decrease in Unearned Registration Fees	(199,212)	
Increase Payable HCIA	98,084	
Depreciation	55,856	
Increase in Accrued Salaries	431	
Decrease in Reserves	(1,005)	
Increase Advance Grant Payments	57,267	
Additions to Fixed Assets	(3,375)	
Rounding	5	
		<u>101,828</u>
<b>Net Cash Used by Operating Activities</b>		<u>\$ (334,720)</u>
<b>Net Decrease in Cash &amp; Cash Equivalents</b>		<u>\$ (334,720)</u>
<b>Cash - Beginning of Period</b>		<u>3,060,802</u>
<b>Cash - End of Period</b>		<u><u>\$2,726,082</u></u>

See accompanying notes to financial statements.

**Hudson Regional Health Commission  
Notes to Financial Statements  
December 31, 2012**

Note 1

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

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

Note 2

Agreement with Hudson County Improvement Authority (HCIA)

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

Note 3

Registration and Certification Fees are recognized ratably over the registration period from January 1, 2011 to December 31, 2015. Registration fees collected during the twelve month period of January 1, 2012 to December 31, 2012 were collected for the 2011 registration period and income was recognized thru December 31, 2012.

Note 4

Substantially all of the Commission's employees participate in the Public Employee's Retirement System (PERS). This system is sponsored and administered by the New Jersey Division of Pensions and Benefits. The Public Employee Retirement System is considered a cost sharing multiple employer plan. The contribution policy is set by New Jersey State Statutes and contributions are required by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. PERS provides for employee contribution of 6.78% starting with the

**Hudson Regional Health Commission  
Notes to Financial Statements  
December 31, 2012**

Note 4 (Continued)

payroll of 7/15/13 of employees annual compensation, as defined. Employers are required to contribute at an actuarially determined rate in PERS. The actuarially determined contribution includes funding for the cost-of-living adjustments and noncontributory death benefits. The commission offers a 457(b) Deferred Compensation Plan to its employees. Under this plan employee contributions are made pre-tax and are accumulated tax deferred. The plan is administered by Valic Retirement Services, and AXA Equitable.

Note 5

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

Note 6

Separation Agreement with D. Drake

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



## Attachment VI

### **Hudson Regional Health Commission Notes to Financial Statements December 31, 2012**

#### Note 7

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

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

#### Note 8

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

#### Note 9

##### Line of Credit

On February 1, 2005 the Commission established a Variable Rate Nondisclosable Revolving Line of Credit with PCNC Bank, National Association in the amount of \$200,000. The primary purpose of the line is for Working Capital. The rate of interest is calculated by using the highest Prime Rate as published in the "Money Rates" section of the Wall Street Journal plus the margin of 1%. The line of Credit was renewed on February 1, 2012, with an expiration date of February 1, 2014.

## Attachment VI

### Hudson Regional Health Commission Notes to Financial Statements December 31, 2012

#### Note 10

##### Capital Assets

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

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

	Net Balance 12/31/11	Additions 2012	Net Balance 12/31/12
Cost of Capital Assets	\$1,199,885	\$ 3,375	\$1,203,260
Accumulated Depreciation	<u>1,004,164</u>	<u>55,856</u>	<u>1,060,020</u>
Total	\$195,721	\$(52,481)	\$143,240

#### Note 11

##### Vacation/Comp Time

The Commission does not have the policy of accruing for unused vacation ,comp time, or sick leave. As of December 31, 2012 the amounts earned but not paid amounted to approximately :

Sick Time	\$373,843
Comp Time	8,703
Vacation Time	<u>47,332</u>
Total	<u>\$429,878</u>

#### Note 12

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

## Attachment VI

**Hudson Regional Health Commission  
Notes to Financial Statements  
December 31, 2012**

**Note 13****Contracts for Service and Grant Agreement Contracts**

The Commission has entered into Contracts for Services with:

MUNICIPAL	1/1/13-12/31/13	\$ 219,860
USEPA/CEHA 2012/2013	1/1/13-6/30/13	48,146
USEPA/CEHA 2013/2014	07/01/13-12/31/13	48,146
CEHA/UST	1/1/13-12/31/13	52,500
CEHA/NJDEP	1/1/13-12/31/13	196,470
CEHA/IDLING	1/1/13-12/31/13	10,000
RTK 2012/2013	1/1/13-6/30/13	8,788
RTK 2013/2014	07/01/13-12/31/13	8,787
HCIA	1/1/13-12/31/13	133,269
COUNTY	1/1/13-12/31/13	1,110,971
EBL: Bayonne 2012/2013	1/1/13-6/30/13	900
EBL: Bayonne 2013/2014	07/01/13-12/31/13	900
Harrison 2012/2013	1/1/13-07/31/13	350
Harrison 2013/2014	8/1/13-12/31/13	250
Hoboken 2012/2013	1/1/13-05/31/13	250
Hoboken 2013/2014	07/01/13-12/31/13	350
Kearny 2012/2013	1/1/13-02/28/13	200
Kearny 2013/2014	3/1/13-12/31/13	1,000
N. Bergen 2012/2013	1/1/13-02/28/13	500
N. Bergen 2013/2014	3/1/13-12/31/13	100
Union City 2012/2013	1/1/13-02/28/13	1,200
Union City 2013/2014	3/1/13-12/31/13	6,000
West New York 2012/2013	1/1/13-1/31/13	250
West New York 2013/2014	2/2/13-12/31/13	2,750
EQEF	1/1/13-12/31/13	179,000
DEFERRED REVENUE R&C	1/1/13-12/31/13	318,587
MISC. REVENUE	1/1/13-12/31/13	19,097
MRC 2013	1/1/13-7/31/13	4,000
MRC IRONMAN	1/1/13-12/31/13	504
JUC LEAD	1/1/13-12/31/13	681
CDC 2012/2013	1/1/13-6/30/13	188,639
CRI-CDC 2012/2013	1/1/13-6/30/13	63,920
HPP 2012/2013	1/1/13-6/30/13	4,400
CDC 2013/2014	07/01/13-12/31/13	137,363
CRI-CDC 2013/2014	07/01/13-12/31/13	53,626
HPP 2013/2014	07/01/13-12/31/13	2,273
RUTGERS' DEPLOYED WARFIGHTER	01/01/13-6/30/13	3,750
RUTGERS' DEPLOYED WARFIGHTER	07/01/13-12/31/13	3,750
STATE LEAD GRANT 2012/2013	1/1/13-6/30/13	12,500
STATE LEAD GRANT 2013/2014	07/01/13-12/31/13	12,500
HCIA EQEF RESEVE	1/1/13-12/31/13	7,869
TOTAL		<u>\$ 2,864,396</u>

**Hudson Regional Health Commission  
Notes to Financial Statements  
December 31, 2012**

Note 14

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

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

Note 15

Other Post-Employment Benefits ("OPEB")

Plan Description

On September 12, 2007, the Commission passed Resolution # 06-05-04, to provide other post-retirement healthcare benefits to all full time employees hired prior to January 1, 2005. During 2011 and 2012 contributions were made to the reserve established for post retirement health benefits, bringing the reserve to a total fund of \$943,342. This funding arrangement terminated with Board Resolution on June 12, 2013 meeting. The Commission decided to fund its post-retirement health care benefits on a pay as you go basis.

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

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

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

**Hudson Regional Health Commission  
Notes to Financial Statements  
December 31, 2012**

Note 15

Other Post-Employment Benefits ("OPEB")

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

Funding Policy

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

Contributions to pay for the health premiums of participating retirees in the SHBP are billed to the Commission on a monthly basis. The Commission's contributions to the SHBP for the years ended December 31, 2009, 2010, 2011 and 2012 were \$17,784, \$22,773, \$52,697 and \$75,184 respectively, which equaled the required contributions for each year. There were approximately 1, 2, 3 and 4 retired participants eligible at December 31, 2009, 2010, 2011 and 2012 respectively.

Note 16

Other

As of December 31, 2012 the Commission had uninsured cash balances totaling \$2,542,157 in the New Jersey Cash Management Fund. Other operating cash accounts deposited in banks may also go over the FDIC insured limit of \$250,000 when reimbursement checks are received from the State of New Jersey.

## Attachment VI

### **Hudson Regional Health Commission Notes to Financial Statements December 31, 2012**

#### Note 17

On July 2, 2013, Hudson Regional Health Commission entered into a seven year contract with the County of Hudson to provide New Jersey Environmental Health Act Services. The compensation under the contract is as follows:

2013	\$1,110,971
2014	\$1,333,165
2015	\$1,533,140
2016	\$1,563,803
2017	\$1,595,079
2018	\$1,626,980
2019	<u>\$1,659,520</u>
Total	<u>\$10,422,658</u>

The Shared Service Agreement shall commence on January 1, 2013 and continues through December 31, 2019. The County, however, may unilaterally terminate this Shared Services Agreement at any time by giving written notice to the Commission.

#### Note 18

The Commission's Employees participate in the State of new Jersey's Health Insurance Plan. As of July 15, 2013 contributions will be based on percentage of Salary Range. Employee contributions are pre-tax under a Section 125 plan.

Attachment VI

SUPPLEMENTARY INFORMATION

## Attachment VI

HUDSON REGIONAL HEALTH COMMISSION  
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND  
YEAR ENDED DECEMBER 31, 2012

Category	Budgeted Amounts		Actual Amounts
	Original	Final	Budgetary Basis (See Note A)
<b>Personnel</b>			
Salaries	\$ 1,570,000	\$ 1,482,587	\$ 1,413,435
Payroll Taxes	136,552	136,900	115,168
Overtime	15,000	24,384	18,118
On Call	17,000	17,000	13,830
Health benefits	240,000	240,000	234,352
Retiree Health Benefits	104,000	104,000	92,615
Dental Plan	21,000	21,000	15,906
Public Employee Retirement System	218,000	218,000	187,690
Workers Comp.	32,000	31,884	27,760
Post Retirement Benefits	-	128,132	128,132
Temporary	14,000	14,213	14,165
<b>Total</b>	<b>\$ 2,367,552</b>	<b>\$ 2,418,080</b>	<b>\$ 2,259,171</b>
<b>Grant Programs</b>			
MRC NACCHO 2012	\$ 5,000	\$ -	\$ -
MRC Ironman	-	147	148
Rutgers Deployed Warfighters	-	7,500	7,500
Rutgers Dev. Appl. Tech.	-	(1,302)	-
CDC X & XI	254,655	410,375	410,375
HCIA EQEF	9,607	1,021	-
<b>Total</b>	<b>\$ 269,262</b>	<b>\$ 417,741</b>	<b>\$ 418,021</b>
<b>Office</b>			
Office Supplies	\$ 15,000	\$ 15,000	\$ 7,498
Office Equipment	15,000	4,000	2,034
Postage	6,000	6,000	3,830
Copier Lease/Mainl.	4,000	4,000	3,228
Publications/Subscription	4,800	4,800	1,144
Legal Advertisement	2,000	2,000	478
Cooler Rent	560	560	154
<b>Total</b>	<b>\$ 47,360</b>	<b>\$ 36,360</b>	<b>\$ 18,364</b>
<b>Travel</b>			
Conventions/Meetings	\$ 5,000	\$ 5,000	\$ 2,907
Auto Maintenance	12,000	12,000	5,218
Gasoline	18,000	18,000	17,010
Mileage Reimbursement	1,500	1,500	59
<b>Total</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>\$ 25,194</b>
<b>Contractual</b>			
Insurance	\$ 28,000	\$ 28,000	\$ 20,270
Auditor	19,500	20,050	18,476
Legal	20,000	28,000	22,929
Payroll Service	3,500	3,500	2,874
Weather Emergency Oper.	1,500	1,500	1,500
<b>Total</b>	<b>\$ 72,500</b>	<b>\$ 79,050</b>	<b>\$ 66,049</b>
<b>Equipment</b>			
General Supplies	\$ 9,000	\$ 10,302	\$ 6,643
Equipment Maintenance	9,000	9,000	3,843
Equipment	20,000	20,000	3,375
<b>Total</b>	<b>\$ 38,000</b>	<b>\$ 39,302</b>	<b>\$ 13,861</b>
<b>Other</b>			
Training	\$ 4,000	4,000	\$ 3,925
Communications	22,000	22,000	12,083
Medical Surv.	6,500	6,500	553
Laboratory	7,000	7,000	3,448
Commission Meetings	1,500	1,500	681
Miscellaneous	2,000	2,000	187
Bank Service Fees	750	750	310
Reserve for Emergency Operation	5,000	-	-
Membership/License	1,500	2,000	1,993
<b>Total</b>	<b>\$ 50,250</b>	<b>\$ 45,750</b>	<b>\$ 23,178</b>
<b>Total Expenditures</b>	<b>\$ 2,881,424</b>	<b>\$ 3,072,783</b>	<b>\$ 2,823,838</b>

See accompanying notes to financial statements.



## Attachment VI

**HUDSON REGIONAL HEALTH COMMISSION  
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND  
YEAR ENDED DECEMBER 31, 2012**

	Budgeted Amounts		Actual Amounts
	Original	Final	Budgetary Basis (See Note A)
<u>Estimated Revenue</u>			
Municipal	\$ 274,860	\$ 247,360	\$ 247,360
USEPA	96,292	96,292	96,292
RTK	17,575	17,575	17,575
CEH/NJDEP	190,333	193,011	193,011
CEHA/UST	38,888	29,555	29,555
HCIA	129,387	129,387	129,387
County	854,593	854,593	854,593
EBL: Bayonne	1,800	2,850	2,850
Harrison	600	350	350
Hoboken	600	600	600
Kearney	1,200	1,800	1,800
N. Bergen	600	300	300
Union City	7,200	4,200	4,200
West NY	3,000	1,200	1,200
Reserve	895,234	626,732	626,732
Deferred Revenue R&C	-	319,587	319,587
HRHC-EQEF	100,000	100,000	100,000
CDC XI 2012/2013	-	154,891	154,891
CDC 2011/2012	254,655	254,463	254,463
HPP 2012/2013	-	1,021	1,021
FEMA	-	12,348	-
MRC NACCHO 2012	5,000	-	-
Iron Man	-	147	146
Rutgers Deployed Warfighter	-	7,500	7,500
State Lead	-	12,500	12,500
HCIA EQEF	9,607	1,021	-
Jersey Fire Department Lead	-	3,500	3,500
Total Revenues	<u>\$ 2,881,424</u>	<u>\$ 3,072,783</u>	<u>\$ 3,059,413</u>
Excess Revenues / Expenditures			<u>\$ 235,575</u>

See accompanying notes to financial statements.

# Attachment VI

## HUDSON REGIONAL HEALTH COMMISSION BUDGETARY COMPARISON SCHEDULE BUDGET TO GAAP RECONCILIATION- GENERAL FUND YEAR ENDED DECEMBER 31, 2012

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

		<u>General Fund</u>
<u>Sources/Inflows of resources</u>		
Actual amounts (budgetary basis) "available for appropriation" from the Budgetary Comparison Schedule		\$ 3,059,413
Difference - budget to GAAP:		
Reserve Appropriation is not considered a current year revenue for financial reporting purposes	\$ (626,732)	
Reserve Appropriation is not considered a current year revenue for financial reporting purposes	(100,000)	
Revenues considered a current year revenue for financial reporting purposes:		
Interest Income	802	
Miscellaneous Revenue-Mileage	7,649	
NJ State	328	
Miscellaneous Revenue-Other	198	
HC Prosecutor's Office	222	
HCI Hazardous Waste	2,729	
HOME	6,936	(707,868)
		<u></u>
Total Revenues as reported on the statement of revenues, expenditures and changes in fund balances Governmental Funds/ Statement of Activities		<u>\$ 2,351,545</u>
<u>Uses/Outflows of Resources</u>		
Actual Amounts (budgetary Basis) "total charges to appropriations" from Budgetary Comparison Schedule		\$ 2,823,838
Rounding		\$ 1
Differences - Budget to GAAP:		
Government funds report Capital outlays as expenditures. However, in the Statement of Activities, the cost of these assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which Depreciation exceeded Capital Outlay in the current period		<u>52,481</u>
Total Expenditures as reported on the Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds/Statement of Activities		<u>\$ 2,876,320</u>

See accompanying notes to financial statements.

## Attachment VI

### HUDSON REGIONAL HEALTH COMMISSION SCHEDULE OF GRANTS & CONTRACTS RECEIVABLE DECEMBER 31, 2012

NJ Dept. of Environmental Protection (CEHA)	\$ 54,245
NJ Dept. of Environmental Protection (USEPA)	24,073
NJ Dept. of Health & Senior Services (County Right to Know)	8,787
HOME-Hudson County	6,936
NJ Dept. of Environmental Protection (CEHA) (UST)	14,778
Hudson County	213,648
Hudson County Improvement Authority	32,347
Hudson County Improvement Authority	<u>1,244</u>
Total	<u>\$ 356,058</u>

See accompanying notes to financial statements.

Attachment VI

**HUDSON REGIONAL HEALTH COMMISSION  
SCHEDULE OF ACCOUNTS RECEIVABLE MUNICIPALITIES  
DECEMBER 31, 2012**

Jersey City	\$ 21,986
Bayonne	35,608
Weehawken	1,319
West New York	5,298
Harrison	1,265
Hoboken	4,327
Kearney	4,416
Union City	<u>3,000</u>
Total	<u>\$ 77,219</u>

See accompanying notes to financial statements.

# Attachment VI

## HUDSON REGIONAL HEALTH COMMISSION SCHEDULE OF FEDERAL & STATE FINANCIAL ASSISTANCE FOR THE YEAR ENDED DECEMBER 31, 2012

Grantor/Pass Through Grantor/Program Title	Federal	Program or	Federal	State	Expenditure	
	CFDA Number/ Contract Number	Award Amount	Revenue Recognition	Revenue Recognition	2011	2012
<b><u>Federal Awards</u></b>						
US Environmental Agency Air Pollution/Clean Air Act	66.001	\$ 96,291	\$ 96,291			\$ 96,291
NJ Dept. of Health & Senior Services: Hlper (Lincs Agencies)						
8/10/12-6/30/13	93.069	\$ 412,870	155,911			155,911
8/10/11-8/9/12	93.069	\$ 407,449	254,463		\$ 152,986	254,463
CLPP & Healthy Homes Homes Grant						
7/1/12-6/30/13	48.0209	\$ 25,000	12,500			12,500
Rutgers University/USDA Agricultural Research Service						
4/20/12-9/30/14	12.360	\$ 15,000	<u>7,500</u>			<u>7,500</u>
Total Federal Awards			<u>\$ 526,665</u>		<u>\$ 152,986</u>	<u>\$ 526,665</u>
<b><u>State of NJ Awards</u></b>						
NJ Dept. of Environmental Protection County Environmental Health Act	CEHA					
1/1/12-12/31/12	EN12-018	\$ 222,566		\$ 222,566		\$ 222,566
NJ Dept. of Health & Senior Services: County Right to Know	92-2231-RTK-00					
7/1/12-6/30/13		\$ 17,575		8,788		8,788
7/1/11-6/30/12		\$ 17,575		<u>8,788</u>	\$ 8,778	<u>8,788</u>
Total State Awards				<u>\$ 240,142</u>	<u>\$ 8,778</u>	<u>\$ 240,142</u>

See accompanying notes to financial statements.

## Attachment VI

**HUDSON REGIONAL HEALTH COMMISSION  
AIR POLLUTION CONTROL PROGRAM SUPPORT  
CLEAN AIR ACCT. SEC 105  
YEAR ENDED DECEMBER 31, 2012**

	<u>Budget</u>	<u>Expenditures 2011</u>	<u>Expenditures 2012</u>	<u>Audited Expenditures</u>	<u>Questioned Costs</u>
Project Period 7/1/11 - 6/30/12	<u>\$ 96,291</u>	<u>\$ 48,146</u>	<u>\$ 48,146</u>	<u>\$ 96,292</u>	<u>-</u>
Project Period 7/1/12 - 6/30/13	<u>\$ 96,291</u>		<u>\$ 48,146</u>	<u>\$ 48,146</u>	<u>-</u>

See accompanying notes to financial statements.

# Attachment VI

## HUDSON REGIONAL HEALTH COMMISSION NJ DEPARTMENT OF HEALTH & SENIOR SERVICES HIPER (LINCS AGENCIES) PHILEP (LINCS AGENCIES) 2013 YEAR ENDED DECEMBER 31, 2012

	<u>Budget</u> <u>8/10/12-6/30/13</u>	<u>Expended</u> <u>12/31/2012</u>	<u>Audited</u> <u>Expenditures</u>	<u>Questioned</u> <u>Costs</u>
<u>Cost Category</u>				
Personnel Costs	\$ 243,318	\$ 109,516	\$ 109,516	\$ -
Fringe Benefits	90,375	39,090	39,090	
Consultant	3,522			
Equipment	19,771			
<u>Other Cost Categories</u>				
Office Expenses & Related Cost	11,000	3,495	3,495	
Program Expense & Related Costs	31,425	1,021	1,021	
Travel, Conferences & Meetings	<u>13,459</u>	<u>2,789</u>	<u>2,789</u>	
 Total	 <u>\$ 412,870</u>	 <u>\$ 155,911</u>	 <u>\$ 155,911</u>	 <u>\$ -</u>

See accompanying notes to financial statements.

# Attachment VI

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

	<u>Budget</u> <u>8/10/11-8/9/12</u>	<u>Expended</u> <u>12/31/2011</u>	<u>Expended</u> <u>12/31/2012</u>	<u>Audited</u> <u>Expenditures</u>	<u>Questioned</u> <u>Costs</u>
<u>Budget Categories</u>					
Personnel Costs					
Salaries & Wages	\$ 279,997	\$ 109,605	\$ 169,617	\$ 279,221	\$ -
Fringe Benefits	105,144	37,213	72,806	110,020	-
Consultant/ Professional Services	4,074		4,074	4,074	
<u>Other Cost Categories</u>					
Office Expenses & Related Cost	10,141	3,542	4,814	8,355	-
Travel, Conferences & Meetings	<u>8,093</u>	<u>2,626</u>	<u>3,153</u>	<u>5,779</u>	<u>-</u>
Total	<u>\$ 407,449</u>	<u>\$ 152,986</u>	<u>\$ 254,464</u>	<u>\$ 407,449</u>	<u>\$ -</u>

See accompanying notes to financial statements.



Attachment VI

INDEPENDENT AUDITOR'S REPORTS

Attachment VI

HUDSON REGIONAL HEALTH COMMISSION  
USDA-AGRICULTURE RESEARCH SERVICE  
CFDA #12.360  
AUTODESEMMINATION OF PYRIPROXYFEN  
AGAINST MOSQUITOS THAT TRANSMIT DENGUE  
YEAR ENDED ENDED DECEMBER 31, 2012

	<u>Budget</u>	<u>Expended</u>	<u>Audited Expenditures</u>	<u>Questioned Costs</u>
Project Period 4/2012 - 9/30/14	<u>\$ 15,000</u>	<u>\$ 7,500</u>	<u>\$ 7,500</u>	<u>-</u>

See accompanying notes to financial statements.

# Attachment VI

## HUDSON REGIONAL HEALTH COMMISSION GRANT #DFHS13CHD018 CLPP & HEALTHY HOMES GRANT YEAR ENDED ENDED DECEMBER 31, 2012

	<u>Budget</u>	<u>Expenditures 12/31/2012</u>	<u>Audited Expenditures 12/31/2012</u>	<u>Questioned Costs</u>
Project Period 7/1/12 - 6/30/13				
Salaries & Wages	\$ 16,045	\$ 8,022	\$ 8,022	\$ -
Fringe Benefits	<u>8,955</u>	<u>4,478</u>	<u>4,478</u>	<u>-</u>
Total	<u>\$ 25,000</u>	<u>\$ 12,500</u>	<u>\$ 12,500</u>	<u>\$ -</u>

See accompanying notes to financial statements.

# Attachment VI

## HUDSON REGIONAL HEALTH COMMISSION STATE OF N.J. DEPARTMENT OF ENVIRONMENTAL PROTECTION (CEHA) GO# EN12-018 YEAR ENDED DECEMBER 31, 2012

	<u>Final Approved Budget</u>	<u>Expended 12/31/2012</u>	<u>Audited Expenditures</u>	<u>Questioned Costs</u>
<u>Term 1/1/12- 12/31/12</u>				
<u>Cost Category</u>				
Personnel				
Salaries	\$ 185,023	\$ 185,023	\$ 185,023	
<u>Other Costs</u>				
Pesticides Inspector	\$ 7,988	\$ 7,988	\$ 7,988	
UST Pilot Project	29,555	29,555	29,555	
	<u>\$ 37,543</u>	<u>\$ 37,543</u>	<u>\$ 37,543</u>	<u>\$ -</u>
Total	<u>\$ 222,566</u>	<u>\$ 222,566</u>	<u>\$ 222,566</u>	<u>\$ -</u>

See accompanying notes to financial statements.

# Attachment VI

HUDSON REGIONAL HEALTH COMMISSION  
NJ DEPARTMENT OF HEALTH AND SENIOR SERVICES  
COUNTY RIGHT TO KNOW  
GRANT #92-2231-RTK-00  
YEAR ENDED DECEMBER 31, 2012

	<u>Final Budget</u>	<u>Expended 12/31/2011</u>	<u>Expended 12/31/2012</u>	<u>Audited Expenditures</u>	<u>Questioned Costs</u>
<u>July 1, 2011 - June 30, 2012</u>					
Personnel Cost	<u>\$ 17,575</u>	<u>\$ 8,788</u>	<u>\$ 8,788</u>	<u>\$ 17,575</u>	<u>\$ -</u>
<u>July 1, 2012 - June 30, 2013</u>					
Personnel Cost	<u>\$ 17,575</u>	<u>\$ -</u>	<u>\$ 8,788</u>	<u>\$ 8,788</u>	<u>\$ -</u>

See accompanying notes to financial statements.

Attachment VI

HUDSON REGIONAL HEALTH COMMISSION  
2012 IRONMAN US CHAMPIONSHIP GRANT  
YEAR ENDED DECEMBER 31, 2012

<u>Date</u>	<u>Purpose</u>	<u>Amount</u>	<u>Expended 2012</u>	<u>Unearned</u>
10/18/2012	Medical Reserve Corps	\$ 650	\$ 146	\$ 504

See accompanying notes to financial statements.

Attachment VI

INDEPENDENT AUDITOR'S REPORTS



**DeSena & Company**

**Certified Public Accountants, LLC**

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

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

## INDEPENDENT AUDITOR'S REPORT

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

We have audited the financial statements of Hudson Regional Health Commission, (Hudson) as of and for the year ended December 31, 2012 and have issued our report thereon dated September 27, 2013. We conducted our audit in accordance with generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

#### Internal Control Over Financial Reporting

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

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

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



## Attachment VI

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

### Compliance and Other Matters

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

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



DeSENA & COMPANY

East Hanover, New Jersey  
September 27, 2013


**DeSena & Company**
**Certified Public Accountants, LLC**

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

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

## INDEPENDENT AUDITOR'S REPORT

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

#### Compliance

We have audited the compliance of Hudson Regional Health Commission (Hudson) with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal and state programs for the year ended December 31, 2012. Hudson's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

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

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

In our opinion, Hudson complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal and state programs for the year ended December 31, 2012.

Internal Control Over Compliance

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

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

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

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

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

  
DeSena & Company

East Hanover, New Jersey  
September 27, 2013

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

*Part 1 - Summary of Auditor's Results*

**Financial Statement Section**

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

**Federal Awards Section**

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

I) Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
93.069	PHILEP LINCS Agencies
66.001	Air Pollution Clean Air Act
12.360	USDA Agriculture Research Service
46.0209	CLPP and Healthy Homes Grant

Attachment VI

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED December 31, 2012**

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

**State Awards Section**

- J) Dollar threshold used to determine Type A programs \$300,000
- K) Auditee qualified as low-risk auditee? Xyes   no   n/a
- L) Type of auditor's report on compliance for major programs Unqualified
- M) Internal control over compliance:
- 1) Material weakness(es) identified?   yes Xno   n/a
- 2) Were reportable condition(s) identified that were not considered to be material weaknesses?   yes Xno   n/a
- H) Any audit findings disclosed that are required to be reported in accordance with N.J. OMB Circular 04-04?   yes Xno   n/a
- I) Identification of major programs:

Contract Number(s)

N/A

Name of State Program

N/A

Attachment VI

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

*Part 2 - Schedule of Financial Statement Findings*

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

NONE

Attachment VI

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2012

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

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

NONE

## Attachment VII

RESOLUTION NUMBER: 105-13

**BOROUGH OF EAST NEWARK  
COUNTY OF HUDSON, STATE OF NEW JERSEY****RESOLUTION: DESIGNATING JOHN SARNAS AS REPRESENTATIVE ON  
THE HUDSON REGIONAL HEALTH COMMISSION FOR THE BOROUGH OF  
EAST NEWARK**INTRODUCED BY COUNCILMEMBER: TIGHESECONDED BY COUNCILMEMBER: LUCAS

WHEREAS, the Borough of East Newark is a municipality within Hudson County; and

WHEREAS, the Hudson Regional Health Commission is a legal commission responsible for environmental and health related programs; and

WHEREAS, each Municipality within Hudson County is required to be represented on the HRHC by its bylaws.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of East Newark, County of Hudson, State of New Jersey that John Sarnas of the Kearny Board of Health, 645 Kearny Avenue, Kearny, New Jersey 07032 be and is hereby appointed to represent the Borough of East Newark on the Hudson Regional Health Commission.

ROLL CALL:	AYES	NAYS	ABSTAIN	ABSENT
LUCAS	X			
SALAS	X			
SERAFFIN				
SILVA				X
TIGHE	X			
ZINCAVAGE	X			

I HEREBY CERTIFY THAT THE ABOVE RESOLUTION WAS APPROVED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF EAST NEWARK AT A PUBLIC MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF EAST NEWARK HELD ON NOVEMBER 13, 2013.

  
ROBERT B. KNAPP, ACTING BOROUGH CLERK

I HEREBY APPROVE THE ABOVE RESOLUTION ON THIS THE 13<sup>TH</sup> DAY OF NOVEMBER, 2013.

  
JOSEPH R. SMITH, MAYOR



## 2013 BUDGET

DECEMBER 11, 2013 BUDGET AMENDMENTS/TRANSFERS REQUEST

<b>Budget Category</b>	<b><u>Amount</u></b>	<b><u>Charged to</u></b>
<b>Appropriation</b>		
Retiree's Benefit	700.00	Cons
Autot Maintenance	4,000.00	Cons
Equipment	(6,000.00)	Cons
Equipment Maintenance	1,000.00	Cons
Membership/License	300.00	Cons
<b>TOTAL</b>	<u>0.00</u>	

<b>Budget Category</b>	
<b>Revenue</b>	
CEHA	500.00
RESERVE	(500.00)
<b>TOTAL</b>	<u>0.00</u>

Appropriation: to account for underestimated Retiree Benefit, Auto Maintenance, Equipment Maintenance and Membership/License expenses  
 Revenue: To account for CEHA grant amount increase of \$500

**RESOLUTION 2013**  
**HUDSON REGIONAL HEALTH COMMISSION**

**Resolution to Execute Interlocal Agreement with Bayonne**  
**For Sale of Vehicle**

**WHEREAS**, by previous agreement, the City of Bayonne (the "City") purchased and supplied a vehicle to the Hudson Regional Health Commission (the "Commission") for use by the Commission for Commission business, including, but not limited to, additional services performed in Bayonne, pursuant to the agreement; and

**WHEREAS**, the agreement for these additional services between the City and the Commission has expired and the Commission no longer requires the use of the vehicle and the Commission wishes to transfer ownership of the vehicle to the City for the nominal sum of one dollar; and

**NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE HUDSON REGIONAL HEALTH COMMISSION** that the sale of the vehicle, a 2001 Dodge Durango, Vin#1B4HS28N51F6447750, to the City of Bayonne is hereby authorized and approved; and

**BE IT FURTHER RESOLVED**, that the Executive Director is hereby authorized and directed take all reasonable and necessary action to fulfill the terms of this resolution.

Date:

Attachment X

**OPENING OF BIDS**  
**FOR**  
**AUDITING SERVICES**  
**DECEMBER 5, 2013**  
**11:00A.M.**

Those Present: Carrie Nawrocki, Executive Director  
Marisol Leguizamon, Chief Financial Officer  
Michele Casale, Administrative Assistant

Hudson Regional Health Commission received two (2) sealed Bid Packages in accordance with N.J.S.A. 19:44A-20.5 et seq.

Submitted by:

1) Holman Frenia Allison, P.C.  
912 Highway 33, Suite 2  
Freehold, New Jersey 07728  
Telephone: 732-409-0800  
Fax: 732-866-9312  
Contact: Robert W. Allison, CPA, RMA  
[ballison@hfacpas.com](mailto:ballison@hfacpas.com)  
**BID NOT TO EXCEED \$25,000**

2) DeSena & Company  
Certified Public Accountants, LLC  
100 Eagle Rock Avenue, Suite 110  
East Hanover, New Jersey 07936  
Telephone: (973) 602-3300  
Fax: (973) 602-3317  
[john@desenacpa.com](mailto:john@desenacpa.com)  
**BID NOT TO EXCEED \$22,000**

Attachment X

**Both Companies submitted the requested proposal packages:**

Transmittal Letter and Executive Summary  
Firm Profile  
Firm Principals  
Non-Profit Clients  
Audit Approach  
Firm Registration, Insurance, Peer Review and  
Affirmative Action Certificate Application

Attachment XI

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

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

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

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

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

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

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

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

---

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

Conduct all investigations within the time period specified by NJDHSS.

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

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

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

---

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

**THE TOWN OF WEST NEW YORK WILL:**

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

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

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

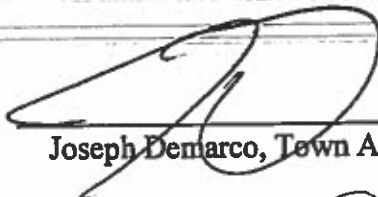
Comply with NJDHSS reporting requirements using LeadTrax database.

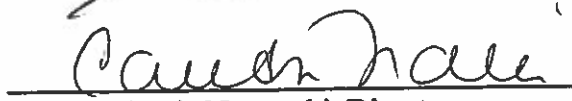
Upon presentation of a voucher, The Town will pay the Commission \$600 for each environmental lead investigation, inclusive of clearance inspection and laboratory costs where warranted. Each residential unit inspected in a multi-family building shall constitute a separate investigation.

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

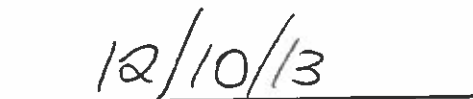
It is further agreed, that the Commission reserves the right to seek Medicaid reimbursement where applicable and to retain the full amount of funds reimbursed.

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

  
\_\_\_\_\_  
Joseph Demarco, Town Administrator

  
\_\_\_\_\_  
Carrie Nawrocki, Director  
Hudson Regional Health Commission

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

## Attachment XII

### Addendum to the LINC'S Attachment C

#### New Funding from Social Services Block Grant (SSBG)

Year 1: 7/1/13 → 6/30/14

#### INTENT/PURPOSE

Superstorm Sandy made landfall in New Jersey on October 29, 2012. The storm caused unprecedented damage to New Jersey's housing, business, infrastructure, health, social service and environmental sectors. Superstorm Sandy made it clear that governmental public health continues to have a significant role in emergency response. After the initial response, there is a long-term need to ensure that the outstanding health, behavioral health, and social service needs of Superstorm Sandy survivors are identified and addressed

This initiative falls under CDC's Public Health Preparedness Capability 1: Community Preparedness.

The NJDOH will provide \$121,024 to each of New Jersey's nine most impacted counties: Atlantic, Bergen, Cape May, Essex, Hudson, Middlesex, Monmouth, Ocean and Union. These funds will support at least one full-time equivalent (FTE) via direct salary or contract to administer the program within that county. Likewise, the remaining twelve counties and the City of Newark will each receive \$25,000 to support staff assigned to this project. They will be required to complete Function 1 and Objective 2 in Function 4. It is anticipated that their gaps will be fewer and responsibilities in Functions 2, 3, and 4 will be less involved. This will be discussed with NJDOH staff after the Assessment has been completed. Engaging local health departments throughout the process will be critical to success of this SSBG initiative and is a primary requirement of this supplemental funding for all awardees.

NOTE: This new SSBG funding must be tracked separately from the other funds in Attachment C and will have its own column and identity within SAGE.

#### PROGRAM REQUIREMENTS

The PHEP Benchmark is to Build/Sustain Functions 1-4 within the National Standards.

##### Function 1 – Determine risks to the health of the jurisdiction

Goal – To develop a plan to connect individuals who continue to experience the impact of Superstorm Sandy to health and well-being long-term recovery services.

Objective – By April 30, 2014, in collaboration with key governmental and non-governmental agencies, grantees will complete an assessment of unmet needs of affected individuals and ensure that the health and well-being needs of individuals impacted by Superstorm Sandy are addressed.

##### Requirements:

1. Convene Focus Groups with residents from the most impacted communities within the county
  - 1.1 Assess the unmet recovery needs of impacted individuals, and connect to needed resources,

## Attachment XII

where appropriate; and

1.2 Assess awareness of resources, including NJ 211 and NJ Register Ready, among affected individuals; connect where appropriate.

2. Conduct local key informant interviews (w/ health, mental health, and social services stakeholders) to uncover any remaining gaps in recovery infrastructure as it pertains to the health and well-being of individuals.
3. In counties with multiple health departments, work collaboratively with local health department staff to address unmet recovery needs. Document collaborative activities.
4. Survey the impacted population regarding their awareness of resources (including NJ 211 and NJ Register Ready) as well as their unmet recovery needs. This involves developing a basic survey, determining appropriate sample size and methodologies (i.e. - US mail, telephone, door to door, etc.), conducting survey, and then synthesizing results.
5. Use an electronic system to record, and track all data pertaining to individuals assessed and assisted.
6. Summarize the critical findings from the focus groups, key informant interviews, and community surveys into a "Superstorm Sandy Health and Well-Being Assessment Report" which documents the results, illustrates the gaps in resources/delivery of resources, and identifies the populations to target for outreach efforts

### Function 2 - Build community partnerships to support health preparedness

### Function 3 - Engage with community organizations to foster public health, medical and mental/behavioral health social networks

Goal – To identify gaps in the health and well-being recovery services provided by governmental and non-governmental entities to individuals impacted by Superstorm Sandy.

Objective – By May 31, 2014, in collaboration with key governmental and non-governmental agencies, grantees will develop a "Long-Term Health and Well-Being Recovery Plan" for addressing existing gaps in recovery infrastructure.

#### Requirements:

1. Consolidate information pertaining to:
  - existing recovery resources and
  - identified resource/delivery gaps.
2. Provide recommendations on how existing resource gaps can be closed
3. Identify methods to reach target populations
4. Provide an evaluation component to assess the implementation of the plan

### Function 4 – Coordinate training or guidance to ensure community engagement in preparedness efforts

Goal – Provide educational outreach to individuals impacted by Superstorm Sandy.



## Attachment XII

**Objective 1 – By June 30, 2014, in collaboration with key governmental and non-governmental agencies, grantees will begin implementation of the Long-Term Sandy Health and Well-Being Recovery Plan.**

### **Requirements:**

1. Share resources with NJ 211 via NJDOH staff
2. Document how resource gaps are being addressed
3. Document methods used to reach target populations
4. Document target populations reached
5. Keep records up to date
6. Upload information to SharePoint as directed by NJDOH

**Objective 2 – By June 30, 2014, attend one of the NJ Poison Information and Education System (NJPIES) regional train-the-trainer presentations on emergency preparedness/response with special focus on poison prevention and control.**

### **Requirements:**

1. Ensure that two individuals, one grant funded staff member plus one additional person (i.e., an MRC Volunteer) attend the regional NJ Poison Information and Education System (NJPIES) train-the-trainer sessions which will be scheduled between April 1, 2014 and June 30, 2014.
2. Trained staff will then be required to conduct community outreach presentations in the following grant year.

### **Suggested Key Organizations (not an exhaustive list)**

1. Local Health Departments
2. NJ Dept of Human Services – Mental Health Emergency Services
3. Regional Healthcare Coalitions
4. Department of Human Services
5. Department of Children and Families
6. Statewide Parent Advocacy Network
7. United Way
8. NJ Council of Churches
9. County Government Agencies (e.g., Area Agencies on Aging, Office of Emergency Management, Mental Health, etc.)
10. Maternal and Child Health Consortia
11. Advocates for Children of NJ
12. NJ Childcare Association
13. NJ Volunteers Active in Disasters (NJVOAD)
14. American Red Cross
15. County Access and Functional Needs Coordinators
16. Federally Qualified Health Centers (FQHCs)

## Attachment XII

17. NJ Group for Access and Integration Needs in Emergencies and Disasters (NJGAINED)
18. Case Management/Care Units

Hudson Regional Health Commission  
Finance/Personnel Committee Meeting  
December 6, 2013

MINUTES

Attendance: F. Sasso, Chair, J. Sarnas, J. Castro, V. Rivelli  
J. Napolitano, Counsel, C. Nawrocki, Director

- Expenditure Reports: September 1 – November 30, 2013  
The Committee reviewed and approved the expenditure reports.

- Nominating Committee – Slate of Officers  
The Nominating Committee prepared the proposed slate of officers below for the upcoming election for the next two year term:

President – John Sarnas  
Vice President – Vincent Rivelli  
Treasurer - Frank Sasso

- Budget Amendments 2013  
The Committee approved the budget amendments presented for 2013.

- Vehicle for City of Bayonne  
In 2001, the City of Bayonne provided the Commission with additional funding towards the special services agreement for the Environmental Specialist and to purchase a vehicle for this use. In a recent meeting with the city, this vehicle was requested to return to Bayonne. J. Napolitano will prepare a resolution for the next board meeting selling the vehicle to the City of Bayonne.

- Proposals: Legal Counsel and Auditor  
The Commission received on proposal for legal counsel and two for auditing services. The committee reviewed all proposals and recommends Johnson and Conway, LLP for legal services and DeSena and Company for auditing services.

- Employee Disciplinary Action  
The committee discussed personnel matters.

- Essex Regional Health Commission potential contract  
C. Nawrocki was contacted by R. Budris, the Interim Director at Essex Regional Health Commission regarding the Board's interest in entering into an Intergovernmental Services Agreement for administrative/Health Officer services as it had in place during the tenure of the previous Director. The Committee agreed to explore a contract with Essex Regional.

I Carrie Nawrocki, Director of the Hudson Regional Health Commission do hereby  
Certify that the foregoing are true Minutes of a meeting held on 12/11/13,  
in witness whereof I have set my hand this fourteenth, day of  
January 2014.



Carrie Nawrocki  
Executive Director