

**Hudson Regional Health Commission
Commission Meeting
January 8, 2014**

MINUTES

Opening of the meeting:

The meeting was opened at 10:15 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
A. Velazquez

Absent:

J. Waks
C. Santangelo
V. Rivelli

C. Nawrocki, Director
J. Napolitano, Counsel

Minutes of the meeting of December 11, 2013: were unanimously approved as written and submitted on motion by D. Drumeler, second J. Ehret.

Announcements:

Director's Report

C. Nawrocki notified the board that she will have the 2013 Year End Director's Report completed by the end of January and send it out at that time.

Expenditures Report for December 1 – December 30: was approved on motion by D. Drumeler, second N. Guivas, unanimously carried (Attachment I).

Old Business:

New Business:

MRC Grant – Capacity Building Award

C. Nawrocki updated the Board on the status of the Medical Reserve Corp grant application. The Commission received a Notice of Award from the National Association of County and City Health Officials (NACCHO) for the amount of \$3,500 (Attachment II). The Director was authorized to accept and administer the 2013-2014 Capacity Building Award (CBA) for the Hudson Regional Health Commission Medical Reserve Corp, on motion by D. Drumeler, second A. Velazquez, unanimously carried.

Administrative Resolutions

Meeting Schedule:

Resolution 2014 (14-01-01) (Attachment III) Resolution Authorizing Schedule of Meetings for the Year 2014

Official Depositories:

Resolution 2014 (14-01-02) (Attachment IV) – Resolution Designating Official Depositories for the Year 2014

Official Newspapers:

Resolution 2014 (14-01-03) (Attachment V) – Resolution Designating Official Newspapers of the Commission for the Year 2014

General Legal Counsel:

Resolution 2014 (14-01-04) (Attachment VI) – Resolution Authorizing Appointment of General Legal Counsel

JIF Board Representatives:

Resolution 2014 (14-01-05) (Attachment VII) – Resolution Designating Board Representatives of the Suburban Essex Joint Insurance Fund

Auditor:

Resolution 2014 (14-01-06) (Attachment VIII) – Resolution Authorizing Appointment of Auditor

Resolutions 2014 (14-01-01) through Resolution 2014 (14-01-06) listed above were all approved on motion by F. Sasso, second G. Drasheff, unanimously carried.

Public Health Emergency Preparedness Update

M. Davis provided an update to the board on the Public Health Emergency Preparedness (PHEP) Program, including an update on planning for a Medical Need Shelter and regional work plans for preparedness.

C. Nawrocki updated the board on the current status of the funding for the PHEP program. As was announced in early 2013, the New Jersey Department of Health anticipates a substantial reduction in funding for this program. Due to the preparedness activities necessary in a county such as Hudson as a result of the risk factors associated with natural and manmade disasters, members of the board and the Director met with state representatives to propose a more risk based funding approach across the state for this program. Since that meeting in October, the Commission has not received any response; therefore, the Commission President will send a letter to the Commission Mary O'Dowd requesting a response.

There being no further business, the meeting was closed at 10:50 upon motion by D. Drumeler, second A. Velazquez, unanimously carried.

**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.

Revised

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 DECEMBER 15, 2013

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	For Payroll of 12/15 Salaries=69166.74 On Call=1280 OT=738.80 Fica/Med.=5481.13 Sui/Disa=16.36	74,408.93
ON LINE	State Hlth.Ben.Prog.	Med.125 (2072.14) HB (201.76) HB/act. Emp./Dec. (Con)=17275.32 (Con/Mos)=6590.87 (CDC 13/14)=3590.50 Dental/act./Dec. (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 for retirees/Dec. RF=1556.45 GG=2708.95 JL=2267.67 JM=1092.29	7,625.36
11395	The Star-Ledger	(Con) General Legal Counsel/HRHC=92.80 ((Con) Auditing Services/HRHC	
11396	Dell Marketing LP	(Con) Dell 311Ocn 8,000 Page Magenta Toner Cartridge	233.69
11397	ADP	(Con) Jurisdictional Flat Rate for 11/30/13	6.00
11398	Comcast Comm.Inc.	(CDC 13/14) Cable TV/Internet Services	90.19
11399	ADP	For Payroll of 12/15 (Con)=77.98 (Con/Mosq)=24.75 (CDC 13/14)=21.04	123.77
11400	Carrie Nawrocki	(Con)=41.50 (Con)=51.95 Committee Mtg./License Renewal	93.45
11401	Verizon	(Con)=515.81 (CDC 13/14)=105.65 #201-223-1133	621.46
11402	Johnson & Conway	(Con) Legal Fees	439.76
11403	Xerox Finan. Serv.	(Con) Lease Payment	171.02
11404	Anthony P.Mondaro	(Con) Consulting services under Hudson County OEM	375.00
11405	Robert Ferraiuolo	(Con) Medicare Prem. 12/1-12/31/2013	104.90
11406	Verizon	(Con) Fax account	16.66
11407	Electronic Off.Syst.	(CDC 13/14) Comprehensive Agreement Qtrly.Paymt.Plan	179.77
11408	Verizon Wireless	(Con)=392.30 (Con/Mosq)=105.37 (CDC 13/14) #9716078682	682.25
11409	NJEZPASS	(CDC 13/14) Acct.#2000115230666 (CDC Jeep & MG98161)	17.85
11410	WEX Bank	(Con)=746.76 (Con/Mosq)=162.52 Fuel	909.28
<u>R&C</u>			
1030	Gel Spice Co.	Refund for Fac.#0103001	500.00

"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 P. Sarnas, President

Carrie Nawrocki, MPH, HO
Executive Director
Epidemiologist

EXPENDITURES FOR DECEMBER 31, 2013

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 12/31 Salaries=69707.70 Med.Reimb=2385.46 OT=1847.32 Fica/Med=5102.27 Sui/Disa=12.08 Med.125 (2072.14) HB (201.76)	76,780.93
11411	Horizon BC/BS	(Con) HB(D.Drake) 3HZN14908550-U1 1/1-2/1/14	1,029.02
11412	Schnelder Lab.	(Con) 3 Day Metals EPA 7000B-Pb	72.00
11413	Purchase Power	(Con) #18411498860 Pitney Bowes	207.87
11414	Suburban Essex	(Con)=7469.38 (Con)=7239.17 Fourth Installment 2013	14,708.55
	Mun.Joint Insurance		
11415	Deff Marketing L.P.	(CDC 13/14) Latitude 15 5000 Series	1,035.66
11416	NJMCA c/o Camden County	(Con/Mosq) 2014 Membership Renewal	200.00
11417	Juan Nunez	(Con)=5.16 (Con)=6.50 Tolls/Fluid for Durango	11.66
11418	Poland Spring	(Con)=10.99 (Con)=86.80 Water	97.79
11419	Stewart Bus.Systems	(Con) Copies above allowance B&W Digital	36.65
11420	Royal Printing Serv.	(Blo/Chip) Business Cards (PT)	60.00
11421	Premiere Global Serv.	(CDC 13/14) Conference calling 11/13 - 12/12	1.39
11422	Horizon BC/BS	(Con) #3HZN83660740-U1 (TD) 1/1/2014 - 2/1/2014	98.14
11423	Monique Davis	(CDC 13/14)=30 (CDC 13/14)=151.94 Reimb.Internet Serv/Tolls	181.94
11424	Christina Butieb	(CDC 13/14)=84.24 (Blo/Chip)=29.96 (HPP 13/14)=19.22 (CDC 13/14)=78.34 Refresh.Mtg./Tolls/Cable/Modem	211.86
11425	Carrie Nawrocki	(CDC 13/14) Meetings/EZ Pass	24.32
11426	Pitney Bowes	(Con) Term Rental Charges	162.00
11427	Deborah R.Drake	(Con) Silver Script (TD)	35.30
11428	Deborah R. Drake	(Con) Medicare Part B	146.90
11429	Manuel Mayo	(Con) Gas	20.00
11430	Flash Lube	(Con) Full Service Oil Change/Dodge Dakota	20.95
11431	NJACCHO	(Con) 2014 Membership for NJACCHO (C.N.)	200.00
11432	Staples Credit Plan	(Con)=962.86 (Con/Mosq)=133.08 (CDC 13/14)=17.97 Acct.6035 5178 1863 0674 Supplies	1,113.91
11433	ADP	(Con)=77.98 (Con/Mosq)=24.75 (CDC 13/14)=21.04 For Payroll of 12/31/2013	123.77

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

December 20th 2013

Dear Carrie Nawrocki from Unit 0010 - Hudson Regional Health Commission

The National Association of County and City Health Officials (NACCHO) is pleased to inform you that your application for a 2013-2014 Capacity Building Award (CBA) was **approved** for \$3,500.00.

By accepting the CBA funding, you are agreeing to:

- Use your CBA funds as described in your award application and approved budget. Ensure that your budget is expended in accordance with all applicable guidelines, laws and executive orders. Monies under this award **shall not be used** for Food & Beverages, incentives/give-away/swag or promotional items.
- Update your unit's profile on the Division of Civilian Volunteer Medical Reserve Corps (DCVMRC) website, www.medicalreservecorps.gov, (including contact information, volunteer numbers, unit activities, and additional unit information) quarterly in alignment with the Federal fiscal calendar (Q1: October 1 - December 31, Q2: January 1 - March 31, Q3: April 1 - June 30 and Q4: July 1 - September 30).
- Participate in a Technical Assistance (TA) Assessments, when requested to do so by a MRC Regional Coordinator.
- Participate in award spending surveys, when requested to do so by NACCHO.
- Use CBA funds only for approved MRC related activities that assist in the development of the unit's capacity and sustainability and/or promote community resiliency as specified in the funding application. If future changes are required you are to submit proposed budget modifications to NACCHO for approval. Include your budget as it was submitted, an explanation of where you are moving money from/to and a date by which you will execute the work as you have proposed in your revision.
- Participate in special MRC projects (e.g., Network Profile Study, evaluations, surveys, etc.).

Please see <http://mrcnaccho.org> for guidance on using the CBA funding. Please keep in mind that:

- **CBA funding must be spent according to the budget description and line item budget submitted with your signed contracts.** Any changes to your proposed budget must be approved by NACCHO first. All budget modification requests must be emailed to mrc@naccho.org using the prescribed NACCHO budget forms. You should submit a copy of your approved budget, a narrative with a brief explanation of where you are moving monies from/to and a justification for doing so. We strongly recommend you use the "read receipt" feature and keep copies of all communications in your funding file.
- CBA funding is not a grant and therefore there is no deadline for spending down the funds, however, you should plan to spend down your funds in accordance with your CBA application and you should not plan to carry forward the money.

We look forward to your execution of the capacity building activities presented in your application. We strongly recommend that you capture information on how your CBA activities translate into building your unit's capacity or enhancing your community's resiliency through quantifiable metrics and measures and report the information quarterly as required to the DCVMRC. If you have any questions, please contact NACCHO MRC staff at mrc@naccho.org.

Thank you for your support and commitment to the Medical Reserve Corps mission.

Sincerely,



A Chevelle Glymph, MPH, CPM

Director, Community Preparedness and Resilience

National Association of County and City Health Officials (NACCHO)



Guidance on Successfully Submitting your MRC Award Contract:

Award contracts are due to NACCHO March 28, 2014. No contract extensions will be granted.

Submitting your award contracts to NACCHO:

1. Print **TWO (2)** copies of the contract. Each copy of the contract must be signed with an original signature of the individual authorized to sign contracts as identified in your original application.
2. You must specify your organization's full mailing address (STREET ADDRESS). **Note: Contracts and checks cannot be mailed to a PO Box.** Failure to provide a street address will result in non-delivery.
3. You **MUST** sign both the last page of the contract and the **Certification of Non-Debarment or Suspension** for your contract to be processed.
4. Mail **BOTH** signed copies of the contract and the Certification of Non-Debarment or Suspension to:

NACCHO MRC Team

National Association of County and City Health Officials

1100 17th St. NW

Seventh Floor

Washington, DC 20036

5. Upon receipt of contract documents, assuming there are no errors, award checks and countersigned contracts will be sent via FedEx within 45 business days.

Requesting Changes:

1. If you need to make changes to the **contact information** (i.e., Authorized Signer Name/Title, phone, EIN, address) you may do so by crossing out the incorrect information, hand-writing in the corrected information, and initialing next to all changes and submit as previously described.
2. If you have a need a change in the **contract language**, you must submit requested revision(s) in writing to mrc@naccho.org no later than **January 31, 2014**. No revisions will be made after the specified date and the award will be forfeited.

National Association of County and City Health Officials

AGREEMENT

**National Association of County and City Health Officials 1100 17th Street, NW, 7th Floor, Washington, DC
20036-4636 (202)783-5550 FAX (202)783-1583**

CONTRACT # MRC 14 -0010

This Agreement is entered into, effective as of the date of the later signature indicated below (the "Effective Date"), by and between the **National Association of County and City Health Officials ("NACCHO")**, with its principal place of business at 1100 17th St., N.W., 7th Floor, Washington, DC 20036, and **Hudson Regional Health Commission ("Organization")**, with its principal place of business at 595 County Avenue, Bldg One Secaucus New Jersey 07094

WHEREAS, NACCHO has received a grant from the Department of Health and Human Services (Grant # 5 MRCSG101005-04-00, CFDA # 93.008) (the "Grant") to build the capacity of local Medical Reserve Corps ("MRC") units;

WHEREAS, pursuant to the terms of the Grant, NACCHO has agreed, among other things, to provide support to MRC units and to encourage these units to provide certain information to the Office of the Surgeon General's Division of the Civilian Volunteer Medical Reserve Corps ("OSG/DCVMRC");

WHEREAS, Organization either houses or is itself an MRC unit that is registered in good standing with the OSG/DCVMRC;

WHEREAS, pursuant to the terms of the Grant, NACCHO desires to provide funding to Organization in exchange for Organization agreeing, among other things, to undertake the activities indicated in their capacity building application or oversee such activities and to provide certain information to the OSG/DCVMRC.

NOW, THEREFORE, NACCHO and Organization, intending to be legally bound, in consideration of the promises and mutual covenants and obligations contained herein, hereby agree as follows:

1. **ORGANIZATION'S OBLIGATIONS:** In consideration for the payment described in Section 3, below, Organization agrees, during the Term of this Agreement, to be an MRC Unit in Good Standing by meeting the following criteria below. If Organization houses an MRC Unit, Organization will ensure that the unit is an MRC Unit in Good Standing by meeting the following criteria below.

1. Have 501c(3) or comparable status or be housed in an organization capable of and willing to receive federal funds on its behalf;
2. Monitors and provide updates to the MRC Unit's profile on the MRC web site no less often than once every three months;
3. Provides the OSG/DCVMRC with regular updates of programs and plans;
4. Actively works towards National Incident Management System ("NIMS") compliance;
5. Agrees to participate in MRC Unit Technical Assistance assessments;

6. Utilizes capacity building award funds for approved purposes, and as indicated in their capacity building award application;
7. Maintains Registered status with the OSG/DCVMRC; and
8. Agrees to complete program/event/activity evaluations provided by NACCHO

2. **TERM OF AGREEMENT:** The term of the Agreement shall be begin on **December 20th, 2013** and shall continue until July 31, 2014 (the "Term").

3. **PAYMENT FOR SERVICES:** In consideration for the agreements by Organization set forth in Section 1, above, NACCHO shall pay Organization Thirty-five hundred Dollars (\$ 3,500.00). Payment will be made before the expiration of the Term of the Agreement.

4. **REVISIONS AND AMENDMENTS:** Any revisions or amendments to this Agreement must be made in writing and signed by both parties.

5. **ASSIGNMENT:** Organization may not assign this Agreement nor delegate any duties herein without the expressed written approval of NACCHO.

6. **INTERFERING CONDITIONS:** Organization shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Organization's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Organization of said duties and responsibilities under this Agreement.

7. **RESOLUTION OF DISPUTES:** The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Organization, the Executive Director of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Organization and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then-current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.

8. **ENTIRE AGREEMENT:** This Agreement contains all agreements, representations, and understandings of the parties and supersedes and replaces any and all previous understandings, commitments, or agreements, oral or written.

9. **PARTIAL INVALIDITY:** If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, that part, term or provision shall be restated to effectuate the parties' intentions, and the validity of the remaining portions or provisions shall not be affected.

10. **GOVERNING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law rules).

11. **COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS:** Organization's use of funds under this Agreement is subject to the directives of and full compliance with 45 C.F.R. Part 74 (Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Non-Profit Organizations, and Commercial Organizations) and OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations). It is the Organization's responsibility to understand and comply with all requirements set forth therein.

12. **DEBARRED OR SUSPENDED ORGANIZATIONS:** Pursuant to OMB Circular A-110, Organization certifies to the best of its knowledge that it is not presently and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension."

13. **AUDITING:** Organization agrees to permit independent auditors to have access to its books, records and financial statements for the purpose of monitoring compliance with this contract.

14. **NOTICE:** All notices under this Agreement shall be in writing and shall be sent via facsimile and first class mail, postage prepaid, to the addresses below. Either party may update its address by providing written notice to the other party pursuant to the terms of this provision.

TO NACCHO:

National Association of County and City Health Officials

Attn: Moira Tsanga

1100 17th Street, N.W., 7th Floor

Washington, DC 20036

Tel. (202) 507-4272

Fax (202) 783-1583

Email: mtsanga@naccho.org

TO ORGANIZATION:

Hudson Regional Health Commission

Carrie Nawrocki

Executive Director

595 County Avenue, Bldg One

Secaucus New Jersey 07094

2012231133

National Association of County and City Health Officials

AGREEMENT

**National Association of County and City Health Officials 1100 17th Street, NW, 7th Floor, Washington, DC
20036-4636 (202)783-5550 FAX (202)783-1583**

15. **AUTHORITY TO BIND PARTY:** Each party hereby represents and warrants that the person signing this Agreement on its behalf as the authority to bind such party.

NACCHO:

Authorized Signature:

By: _____

Name: Dawn P. Richardson, JD, MA

Title: Senior Director of Grants and Contracts

Organization: National Association of County and City Health
Officials

Address: 1100 17th Street, NW

7th Floor

Washington, DC 20036

Phone: 202-507-4264

Fax: 202-783-1583

EIN: 52-1426663

Date: _____

ORGANIZATION:

Authorized Signature:

By: _____

Name: Carrie Nawrocki

Title: Executive Director

Organization: **Hudson Regional Health Commission**

Address: 595 County Avenue, Bldg One

Secaucus, New Jersey 07094

Phone: 2012231133

Fax: 2015580691

EIN: 221923893

Date: _____

National Association of County and City Health Officials

AGREEMENT

**National Association of County and City Health Officials 1100 17th Street, NW, 7th Floor, Washington, DC
20036-4636 (202)783-5550 FAX (202)783-1583**

CERTIFICATION OF NON-DEBARMENT OR SUSPENSION

By my signature I attest that Hudson Regional Health Commission has not been debarred or suspended pursuant to OMB Circular A-110 and will not subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689 "Debarment and Suspension."

Signature of Authorized Certifying Official	Title
Organization	Date Signed

Application

Please select the MRC Award Applications(s) you wish to complete::
Capacity Building Awards Application

Terms & Condition

Please select your response from the options below::
I have read and I agree.

Administrative Information

Applicant's Information

First Name:
Monique
Last Name:
Davis
E-mail: mdavis@hudsonregionalhealth.org
Phone Number:
2012231133

Who should NACCHO contact for matters pertaining to the CBA?

First Name:
Carrie
Last Name:
Nawrocki
Email:
cnawrocki@hudsonregionalhealth.org
Phone Number:
2012231133

MRC Unit Information

MRC Unit Number: 0010
MRC Unit Name:
Hudson Regional Health Commission Medical Reserve Corps

Housing/Sponsoring Organization

Legal Name of Sponsoring Organization:
Hudson Regional Health Commission
Employer Identification Number:
221923893
Street Number and Name:

1908

14

595 County Avenue, Bldg One
City:
Secaucus
State:
New Jersey
Zip Code:
07094

Authorized Signatory for Organization

First Name:
Carrie
Last Name:
Nawrocki
Title:
Executive Director
Phone Number:
2012231133
Fax Number:
2015580691
Email:
cnawrocki@hudsonregionalhealth.org

Capacity Building Awards Application Questions

Indicate how you plan to use the Capacity Building Award to develop your MRC unit and/or enhance its capacity

- Professional Services Fees (contractors, printing services, accountants, etc.)
- Uniform, Equipment, Resources (e.g., "go-kits", computer equipment, medical supplies, etc.)
- Recognition, Recruitment, Outreach

Line Item Budget

Section 1: Administrative Costs and Fees

Section 2: Professional Service Fees

Item	Description	Qty.	Unit Cost/Rate	Total
Instant People Check	Background Check for Volunteers	100	4.75	475.00

Section 3: Facilities, Rentals and AV Fees

1909

Section 4: Uniforms, Equipment and Resources

Item	Description	Qty.	Unit Cost/Rate	Total
Fanny Packs	Used to store some medical supplies and personal items while in field	100	3.03	303.00
Magna Cart Ideal	Luggage cart for Medical Supply Duffel Bag	12	24.88	298.56
Adhesive Bandages 3/4x3	Bandage for Medical Supply Duffel Bag	10	2.69	26.90
Adhesive Bandages 1x3	Bandage for Medical Supply Duffel Bag	10	3.05	30.50
Spot Bandage 7/8"	Bandage for Medical Supply Duffel Bag	10	2.59	25.90
Junior Bandage 3/8x1 1/2"	Bandage for Medical Supply Duffel Bag	10	2.59	25.90
Butterfly Closure - Med	Bandage for Medical Supply Duffel Bag	1	4.45	4.45
Adhesive Bandage X-Lg	Bandage for Medical Supply Duffel Bag	10	4.39	43.90
Dynarex Cold Pack	Icepack for Medical Supply Duffel Bag	2	17.95	35.90
Sting-ease Swabs	Insect Bite medication for Medical Supply Duffel Bag	4	3.25	13.00
Ultra Tuff 11 x 14 Red Bag	Biohazard Disposal Bags - Box of 50	1	5.49	5.49
Ammonia Inhalants	Medical Duffle Bag Item for Fainting	5	2.89	14.45
Hydrogen Peroxide	Medical Duffle Bag Item	10	0.99	9.90
Conforming Bandage 1 x 75	Sterile Bandage for Medical Duffle Bag	4	8.68	34.72
Conforming Bandage 2 x 75	Sterile Bandage for Medical Duffle Bag	4	8.20	32.80
Conforming Bandage	Sterile Bandage for Medical Duffle Bag	4	10.78	43.12
Conforming Bandage	Sterile Bandage for Medical Duffle Bag	4	12.95	51.80
Conforming Bandage 6 x 82	Sterile Bandage for Medical Duffle Bag	4	19.05	76.20
Triangular Bandage	Bandage for Medical Duffle Bag	3	5.95	17.85
Shirts	Uniform Shirts for Field Deployment (S - XL)	55	9.77	537.35
Set Up Fee	Set Up Fee for Front Shirt Imprint	1	50.00	50.00
Shirts	Uniform Shirts for Field Deployment (XXL)	5	12.27	61.35
Set Up Fee	Printing Fee for Back of Shirt	1	105.00	105.00

Section 5: Training & Exercises

Section 6: Travel/Transportation Services

1910

Section 7: Recognition, Recruitment and Outreach

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Item	Description	Qty.	Unit Cost/Rate	Total
10 x 10 Tent	Canopy Tent with Walls for Recruitment; First Aid Station	1	516.96	516.96
Recruitment Ad	Newspaper Ad for Recruitment/Twitter Campaign	1	660.00	660.00

Grand total: 3500.00

Application Verification

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

Yes

I understand that this application cannot be re-opened for any reason.:

Yes

If awarded, Capacity Building Award funds will not be used to purchase promotional items or food and beverages.:

Yes

**RESOLUTION 2014
HUDSON REGIONAL HEALTH COMMISSION**

Resolution Authorizing Schedule of Meetings for the Year 2014

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

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

1. The regular meetings of the Hudson Regional Health Commission for the Year 2014 shall be in accordance with the attached schedule.
2. The Executive Director is authorized and directed to file with the Clerk of Hudson County and the Clerks of the member Hudson County municipalities a copy of the meeting schedule.
3. Copies of the meeting schedule shall be delivered to two newspapers serving Hudson County, one being the official newspaper of the Commission.
4. The Executive Director is hereby authorized and empowered to take whatever action is necessary and execute and documents that may be required, on behalf of the Commission, after consultation with legal counsel, to effectuate the purposes of this Resolution.

Date: January 8, 2014

Certification: 
Carrie Nawrocki, Executive Director

NOTICE OF PUBLIC MEETINGS

THE HUDSON REGIONAL HEALTH COMMISSION

In accordance with the State of New Jersey Open Public Meeting Act-Chapter 231-PL 1975, requiring public bodies to transmit notices of future meetings, we are hereby giving notice that for 2014, the regular meetings of the Hudson Regional Health Commission will be conducted at 10:00am at the Hudson Regional Health Commission, 595 County Avenue, Building 1, First Floor, Secaucus, New Jersey.

DATES:

January 8, 2014
March 12, 2014
June 11, 2014
September 10, 2013
December 10, 2014

Carrie Nawrocki
Executive Director
Hudson Regional Health Commission
Date: 12-24-13

RESOLUTION 2013
HUDSON REGIONAL HEALTH COMMISSION

Resolution Designating Official Depositories

WHEREAS, the Hudson Regional Health Commission (the "Commission") wishes to designate the official depositories of its accounts for the Year 2014; and

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

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

Date: January 8, 2014

Certification:


Carrie Nawrocki, Executive Director

**RESOLUTION 2014
HUDSON REGIONAL HEALTH COMMISSION**

Resolution Designating Official Newspapers of the Commission

WHEREAS, the Hudson Regional Health Commission (the "Commission") wishes to designate the official newspaper for the Year 2014; and

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

1. The Jersey Journal and the Star Ledger are designated as the official newspapers of the Commission for the Year 2014

Date: January 8, 2014

Certification: 
Carrie Nawrocki, Executive Director

RESOLUTION 2014
HUDSON REGIONAL HEALTH COMMISSION

Resolution Authorizing Appointment of General Legal Counsel

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

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

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

1. John A. Napolitano of The firm of Johnson & Conway, LLP is retained in accordance with its proposal dated December 11, 2013 as General Legal Counsel, commencing on February 1, 2014 for a period of one (1) year.
2. The Commission President, John Sarnas, is authorized and directed to execute a contract in accordance with the terms of this resolution.
3. This contract is awarded in compliance with the fair and open requirements of N.J.S.A. 19:44A-20.4 et seq.
4. Notice of this contract shall be published in the official Commission newspaper.

Date: January 8, 2014

Certification: 

Carrie Nawrocki, Executive Director

**RESOLUTION 2014
HUDSON REGIONAL HEALTH COMMISSION**

**Resolution to Designate Suburban Essex Joint Insurance Fund
Board Representative**

WHEREAS, the Hudson Regional Health Commission (the "Commission") is a member of the Suburban Essex Joint Insurance Fund; and

WHEREAS, the Suburban Essex Join Insurance Fund requires that from each member governing body a Commissioner and alternative be appointed;

NOW, THEREFORE the Board hereby appoints Carrie Nawrocki, Executive Director as the commissioner and Marisol Leguizamon as the alternate for the year 2014.

I do hereby certify that the foregoing is a true and exact copy of a Resolution adopted by the Hudson Regional Health Commission.



Carrie Nawrocki, Executive Director
Hudson Regional Health Commission

Date: January 8, 2014

RESOLUTION 2014
HUDSON REGIONAL HEALTH COMMISSION

Resolution Authorizing Appointment of the Commission Auditor

WHEREAS, there exists a need for the service of a Commission's Auditor for the Hudson Regional Health Commission (the "Commission") for the year 2013; and

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

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

1. The firm Desena and Company CPAs, LLC be appointed as the Commission's Auditor in accordance with its proposal dated December 11, 2013.
2. The Commission President, John Sarnas, is authorized and directed to execute a contract in accordance with the terms of this resolution.
3. This contract is awarded in compliance with the fair and open requirements of N.J.S.A. 19:44A-20.4 et seq.
4. Notice of this contract shall be published in the official Commission newspaper.

Date: January 8, 2014

Certification: _____

Carrie Nawrocki, Executive Director

I Carrie Nawrocki, Director of Hudson Regional Health Commission do hereby certify that the foregoing

are true minutes of a meeting held on 1/8/14, in witness whereof I have set my hand this

20th day of March, 2014

A handwritten signature in cursive script, appearing to read "Carrie Nawrocki", written over a horizontal line.

Carrie Nawrocki, Executive Director