

**Hudson Regional Health Commission
Commission Meeting
June 11, 2014**

MINUTES

Opening of the meeting:

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

Attendance:

Present:	Absent :
J. Sarnas	J. Waks
J. Castro	C. Santangelo
F. Sasso	C. Madalena
S. Burracato (alternate)	D. Drumeler
V. Rivelli	G. Drasheff
K. Pincus	J. Ehret
H. J Boor (alternate)	A. Velazquez

C. Nawrocki, Director
J. Napolitano, Counsel

Minutes of the meeting of March 12, 2014: were unanimously approved as written and submitted on motion by J. Castro, second F. Sasso. K. Pincus abstained.

Announcements:

Director's Report

C. Nawrocki announced the Hudson Regional Health Commission Director's Report for all programs for March through mid-June was in the meeting package.

Mosquito Program Projects

G. Williams presented information on the UAV (unmanned aerial vehicle) developed and tested by the Commission Mosquito Control Program.

New Commissioner for Kearny

Ken Pincus, newly appointed Health Officer for Kearny, was introduced to the Board as the Commissioner for the Town.

Expenditures Report for March 1 through May 30, 2014: was ratified on motion by V. Rivelli, second F. Sasso, unanimously carried (Attachment D).

Old Business:

None

New Business:
PHEP Grant

C. Nawrocki presented the Request for Application for the Local Core Capacity for Public Health Emergency Preparedness Grant from the New Jersey Department of Health (NJDOH) (Attachment II). The grant in the amount of \$335,146 covers the period of July 1, 2014 through June 30, 2015. There is a reduction in funding of approximately \$50,000 from the previous year. The Board discussed this cut in funding from the state health department and the level of emergency preparedness that is still required to be maintained in Hudson County. C. Nawrocki reviewed the actions that were taken with the NJDOH, including meetings with grant administrators and a letter to the Commissioner of Health to voice these concerns.

Upon motion by H. J. Boor, second J. Castro, unanimously carried, the Director was authorized to apply for, receive and administer the Local Core Capacity for Public Health Emergency Preparedness Grant from the New Jersey Department of Health for July 1, 2014 through June 30, 2015.

Municipal Court

Upon motion by V. Rivelli, second F. Sasso, unanimously carried, the Director was authorized to enter into a shared services agreement with the Town of Secaucus to institute and prosecute violations of the Air Pollution Control Code of the Hudson Regional Health Commission in the Municipal Court of the Town of Secaucus (Attachment III).

North East Coalition Project – Everbridge

C. Nawrocki discussed the Commission's involvement in the Northeast Regional Healthcare Emergency Preparedness Coalition, as required by the Public Health Emergency Preparedness Grant from the NJDOH. The state health department established five regional coalitions to serve as a collaborative network of private and public health agencies including healthcare organizations, public health agencies, and public and private sector response partners for emergency preparedness planning. The Northeast region includes the counties of Bergen, Essex and Hudson. The three capabilities identified to be enhanced through the coalition are: Emergency Operation Coordination, Mass Care and Medical Surge. All projects are reviewed and must be approved by an Executive Committee at the state health department.

This year each coalition was granted \$400,000 for regional projects. One of the proposed projects is Everbridge, a communications system used by many of the healthcare partners. The coalition approved the purchase of this project with the granted funds for the Local Information Network Communications System (LINCS) Agencies in the region.

Upon motion by S. Burracato, second J. Castro, unanimously carried the Director was authorized to enter into the agreement with Everbridge, Inc. (attachment IVa).

Budget Amendments

C. Nawrocki presented the budget amendments (Attachment IV). Following discussion, upon motion by H. J. Boor, second J. Castro, unanimously carried the budget amendments were approved.

Sandy DDBG-DR Mosquito Grant

The Director was authorized to apply for, receive and administer the New Jersey Department of Environmental Protection Grant for Controlling Mosquito Populations and Breeding Conditions Created by Superstorm Sandy, as identified in the New Jersey Community Development Block Grant Disaster Recovery Action Plan upon motion by V. Rivelli, second F. Sasso, unanimously carried (Attachment V).

SSBG Sandy CHIP Grant:

Upon motion by J. Castro, second, F. Sasso, unanimously carried, the Director was authorized to apply for, receive and administer the Social Services Block Grant (SSBG) for Post-Sandy Recovery: Leveraging Community Health Improvement Plans (CHIPS) at NJ's County Health Departments (Attachment VI).

SSBG Sandy CHIP Position:

C. Nawrocki discussed the SSBG Grant work and the position of the PHEP Program Representative as related to the program. The board unanimously approved creating a salary schedule for this position, upon motion by J. Castro, second F. Sasso. The salary steps follow:

**Level 1: \$34,967
Level 2: \$38,464
Level 3: \$41,349
Level 4: \$44,449**

The board unanimously approved promoting Paul Teodoro, the PHEP Program Representative to Level 2 effective immediately upon motion by V. Rivelli, second H. J. Boor.

Lead Grant – Sandy SSBG:

C. Nawrocki discussed the NJDOH supplemental lead grant, Sandy SSBG Lead Screenings, for \$50,000 for the grant period of July 1, 2014 through June 30, 2015 (Attachment VII). After reviewing the letter of intent and grant request for applications (RFA), the board agreed to only commit to a portion of the work in the RFA. The commission would not commit to additional environmental sampling unless it was related to a case of childhood lead poisoning. This will be reflected in the grant application to the NJDOH.

Upon motion by J. Castro, second V. Rivelli, unanimously carried, the Director was authorized to apply for the grant from the NJDOH for Sandy SSBG Lead Screenings.

Policy and Procedure Manual:

The Personnel/Finance Committee discussed and reviewed the Policy and Procedure Manual that will be used for management staff at the Commission prior to the meeting. The manual was also sent to the board in advance.

Upon motion by V. Rivelli, second J. Castro, the board unanimously approved the Policy and Procedure Manual as presented.

Finance/Personnel Committee

On behalf of F. Sasso, Committee Chair, C. Nawrocki presented the minutes to the Finance Personnel Committee meeting held on June 4, 2104.

Being no further business, on motion by J. Castro, second F. Sasso, unanimously carried, the meeting was closed at 11:20.