

**Hudson Regional Health Commission  
Commission Meeting  
September 10, 2014**

**MINUTES**

**Opening of the meeting:**

This meeting was opened at 10:07 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:**

J. Sarnas  
J. Castro  
F. Sasso  
S. Burracato (alternate)  
V. Rivelli  
K. Pincus  
V. Smith  
D. Drumeler  
G. Drasheff (10:15am arrival)

**Absent :**

A. Velazquez  
C. Santangelo  
C. Madalena  
J. Ehret

C. Nawrocki, Director  
J. Napolitano, Counsel

**Minutes of the meeting of June 11, 2014:** were unanimously approved as written and submitted on motion by F. Sasso, second V. Rivelli; D. Drumeler abstained.

**Expenditure Report for June 1 through August 31:** was ratified on motion by D. Drumeler, second J. Castro, unanimously carried (Attachment I).

**Announcements:**

**Director's Report**

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

V. Rivelli introduced Robert Wondolowski, the new Director of Municipal Services for the City of Bayonne.

**Old Business:**

None

**New Business:**

**Audit Report**

The F.Y. 2014 Audit Report (Attachment II) was presented by M. DeSena. On motion by V. Rivelli, second D. Drumeler the Board acknowledged and accepted the report as submitted.

#### **2015 Budget**

C. Nawrocki introduced the 2015 Budget Proposal and M. Leguizamon presented details of the budget justification to the Board (Attachment III). Upon discussion, the budget was approved as submitted and presented.

**Resolution # 14-09-11 (Attachment IV) approving annual budget for the Hudson Regional Health Commission for the year beginning January 1, 2015 and ending December 31, 2015 was unanimously approved on motion by V. Rivelli, second J. Castro.**

#### **JIF Resolution**

Membership in the Suburban Essex Joint Insurance Fund expires at the end of 2014.

**Resolution # 14-09-12 (Attachment V) for renewal of membership in the Suburban Essex Joint Insurance Fund was unanimously approved upon motion by D. Drumeler, second S. Burracato.**

#### **2014 Budget Amendments**

Amendments to the 2014 budget (Attachment VI) were presented by M. Leguizamon and unanimously approved upon motion by D. Drumeler, second F. Sasso.

#### **Resolution for SSBG Mosquito Program**

At the last Commission meeting, The Director was authorized to apply for, receive and administer the New Jersey Department of Environmental Protection (DEP) Grant for Controlling Mosquito Populations and Breeding Conditions Created by Superstorm Sandy. Subsequently, the DEP requested a resolution formalizing this approval.

**Resolution #14-09-14 (Attachment VII) to accept the mosquito control grant was unanimously approved upon motion by F. Sasso, second V. Rivelli.**

#### **CEHA Contract Resolution**

C. Nawrocki discussed the County Environmental Health Act contract for the elective programs from January 1, 2014 through December 31, 2014 for \$119,116. The formal agreement was received by the Commission following the last commission meeting.

**Resolution #14-09-13 (Attachment VIII) was unanimously approved upon motion by D. Drumeler, second J. Castro authorizing the Director to apply and execute the grant.**

#### **SSBG Sandy LINCIS Program**

Year 2 of the Social Services Block Grant (SSBG) for Post-Sandy Recovery: Leveraging Community Health Improvement Plans (CHIPs) at NJ's County Health Departments, began July 1, 2014. In August, an employee we had working on that grant left the Commission for a permanent position at another agency. Since we are in the second year of this two year grant, C. Nawrocki discussed the benefits of utilizing existing staff on an overtime basis to fulfill the grant work vs. hiring another employee for the remaining nine months. The board agreed to this

strategy of meeting the grant objectives and upon motion by F. Sasso, second D. Drumeler unanimously approved using overtime for existing staff for the remainder of this program.

#### **QPA**

The board was recently advised that the commission should consider having a Qualified Purchasing Agent (QPA) on staff, and agreed to pursue an 'in-house' option vs contracting for this service. After researching the qualifications and eligible staff to fill the position, it was determined that the Commission CFO, M. Leguizamon, would be qualified to take the exam. Preparation for the exam would include review classes costing no more than \$2600 for the exam in December 2014.

Upon motion by V. Rivelli, second J. Castro, unanimously carried, the board went into closed session.

Upon motion by D. Drumeler, second G. Drasheff, unanimously carried, the board went into open session.

After discussion, the board unanimously approved upon motion by D. Drumeler, second F. Sasso, the commission reimbursing M. Leguizamon for the review courses in regard to the QPA exam, upon passing the exam changing her title to CFO/QPA, and a salary increase of \$2,500 since this service will not need to be contracted outside of the commission.

#### **Finance/Personnel Committee**

All recommendations of the committee were previously discussed in the meeting.

There being no further business, upon motion by F. Sasso, second J. Castro, unanimously carried, the meeting was closed at 11:45.