

**Hudson Regional Health Commission
Commission Meeting
December 2, 2015**

MINUTES

Opening of the meeting: This meeting was opened at 10:25 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

V. Rivelli

K. Pincus

D. Drumeler

G. Drasheff

V. Smith

C. Madalena

C. Nawrocki

Absent:

R. Wondolowski

J. Ehret

A. Mansilla

Minutes of the meeting of September 9, 2015: were unanimously approved as written and submitted on motion by V. Rivelli, second D. Drumeler.

Announcements:

C. Nawrocki announced that the regular Director's Report will be completed prior to the January 2016 board meeting, this will allow the final quarter to end and for all the data to be compiled.

Expenditures Report for September 1 – November 30, 2015: was ratified on motion by D. Drumeler, second F. Sasso unanimously carried (Attachment I).

Old Business:

None

New Business:

Meeting Schedule 2016

The following dates were scheduled for 2016 meetings of the Board of Commissioners (Attachment II):

**January 13, 2016
March 9, 2016
June 14, 2016
September 14, 2016
December 14, 2016**

All meetings have a start time of 10:00 am with the exception of December 14, 2016, with a start time of 11:00 am. This will be formalized by resolution at the January meeting.

CEHA Resolution

C. Nawrocki presented the CEHA grant agreement between Hudson Regional Health Commission and the New Jersey Department of Environmental Protection (FY 2016) and discussed the alignment of all programs, core and elective, to the fiscal year. The grant agreement is for the amount of \$358,762 to fund program activities as set forth under the authority of the County Environmental Health Act.

**On motion by V. Rivelli, second V. Smith, unanimously carried
Resolution #15-12-14 authorizing the Director to apply for, receive, administer and execute the CEHA grant through June 2017 (Attachment III) was passed.**

Nominating Committee

Prior to this meeting J. Sarnas appointed J. Castro, C. Madalena and F. Sasso to the Nominating Committee for the election of new offices for the two year term 2016-2017. The slate of officers prepared and announced prior to this meeting follows:

**President: John Sarnas
Vice President: Vincent Rivelli
Treasurer: Frank Sasso**

There being no other nominations, the slate was unanimously approved on motion by J. Castro, second C. Madalena.

MRC Grant

C. Nawrocki discussed changes to funding for the Medical Reserve Corp (MRC) Program. For the past several years, the National Association of County and City Health Officials (NACCHO) funded approximately \$3,500 of the MRC program for local health departments, in New Jersey the majority of these programs were at the LINCS Agencies. This funding will no longer be available and the MRC Programs are now encouraged to apply for competitive grants for specific projects (with a maximum funding amount of

\$15,000). The Commission will be applying for this grant, however, recent teleconferences with the MRC Program indicate that this a highly competitive grant and less than 25% of the units will be funded for their projects.

General Legal Counsel

The Commission received one proposal (Attachment IV) for General Legal Counsel for the term of February 1, 2016 through January 31, 2017 from the following firm:

Cleary, Giacobbe, Alfieri and Jacobs, LLC
169 Ramapo Valley Road
Upper Level 105
Oakland, New Jersey 07436

Proposals were solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.1, et seq. On motion by F. Sasso, second J. Castro, the contract with Cleary, Giacobbe, Alfieri and Jacobs, LLC was unanimously approved.

Title Change/Steps

The board went into closed session to discuss personnel matters upon motion by V. Rivelli, second J. Castro, unanimously carried.

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

Upon motion by D. Drumeler, second V. Smith, the board unanimously approved a change in title from Health Educator to Health Educator/Planner for Monique Davis. In addition, one level was added to both the Health Educator/Planner Title and the Environmental Specialist Title, Level 3 both at \$81,900. This was unanimously approved on motion by J. Castro, second C. Madalena. The board also approved moving Monique Davis to Level 3, Health Educator/Planner upon motion by D. Drumeler, second J. Castro unanimously carried.

Additionally, the board approved moving Robert Sasso up one level, to Environmental Inspector, Level 5 upon motion by J. Castro, second K. Pincus, unanimously carried, F. Sasso abstained.

COLA

As per recommendation of the Personnel Finance Committee, the Board of Commissioners unanimously approved a 2.0% COLA for commission employees effective January 1, 2016 upon motion by D. Drumeler, second G. Drasheff; F. Sasso and V. Rivelli abstained.

There being no further business, upon motion by V. Rivelli, second J. Castro, unanimously carried, the meeting was closed at 11:15.

