

**Hudson Regional Health Commission
Commission Meeting
June 10, 2015**

MINUTES

Opening of the meeting:

This meeting was opened at 10:24 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
A. Mansilla
V. Smith
C. Madalena

Absent

J. Ehret

R. Wondolowski

C. Nawrocki, Director
J. Napolitano, Counsel

Minutes of the meeting of March 11, 2015: were unanimously approved as written and submitted on motion by J. Castro, second F. Sasso.

Announcements:

Director's Report

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

Bergen-Hudson Chronic Disease Coalition

Stacey Legg from the coalition was introduced and announced her new position of Health Educator with the Bergen County Department of Health Services and her involvement with the Bergen-Hudson Chronic Disease Coalition.

Expenditures Report for March 1 – May 31, 2015: was ratified on motion by V. Rivelli, second J. Castro, unanimously carried (Attachment I).

Old Business:

None

New Business:

Disposal of Equipment/Supplies

Upon motion by D. Drumeler, second G. Drasheff, unanimously carried. C. Nawrocki was authorized to discard or sell the equipment/supplies enumerated in Attachment II, as appropriate, via the GovDeals auction site.

CEHA Resolution

C. Nawrocki presented Resolution #15-06-09 (Attachment III) for the CEHA grant agreement between Hudson Regional Health Commission and the New Jersey Department of Environmental Protection. The grant agreement is for the amount of \$83,786 to fund program activities as set forth under the County Environmental Health Act for January 1, 2015 through June 30, 2015.

On motion by F. Sasso, second V. Smith, unanimously carried Resolution #15-06-09 (Attachment III) authorized the Director to apply for, receive and administer the CEHA Grant.

Grants July 2015-June 2016:

C. Nawrocki presented the following grant applications and was authorized to apply for, take receipt of, expend funds, and administer the grants on motion by D. Drumeler, second F. Sasso, unanimously carried.

County Environmental Health Act Program (Attachment IV)

Right To Know Program (Attachment V)

Lead Program (Attachment VI)

Public Health Emergency Preparedness Program- CDC (Attachment VII)

Agreement with ERHC to Provide Financial Services

C. Nawrocki presented a proposed shared services agreement between Hudson Regional Health Commission and Essex Regional Health Commission for financial services. She explained that the Personnel and Finance Committee had met to discuss this request from Essex Regional, and the committee supported providing these services on a month to month basis, as needed, for \$1,000. Since the contract specifies the services are specifically of the CFO, Marisol Leguizamon, the committee recommended 50% of the monthly fee be paid to Ms. Leguizamon. (Attachment VIII).

Upon motion by C. Madalena, second K. Pincus, unanimously carried, the Director was authorized to enter into the Interlocal Shared Services Agreement for Temporary Services (Attachment VIII) with Essex Regional Health Commission.

EBL Agreements: Secaucus & Bayonne

Upon motion by V. Rivelli, second A. Mansilla, unanimously carried, the Director was authorized to enter into the Interlocal Agreements with the Town of Secaucus and the City of Bayonne for conducting elevated blood lead (EBL) investigations (Attachment IX and Attachment X).

PHENSC Coordinator

C. Nawrocki discussed the increased responsibilities within the title of LINCS Coordinator in the Public Health Emergency Preparedness Program, which had recently been reviewed at the Personnel Finance Committee Meeting. The committee recommended creating a new level to this title with a salary of \$74,165. The board unanimously approved, upon motion by D. Drumeler, second V. Rivelli, adding Level 4 to the LINCS Coordinator position with a salary of \$74,165.

The board went into closed session upon motion by D. Drumeler, second F. Sasso unanimously carried.

The board went into open session upon motion by J. Castro, second V. Rivelli, unanimously carried.

The board unanimously approved, upon motion by V. Smith, second A. Mansilla, the promotion of Christina Butieb-Bianco to LINCS Coordinator Level 4.

Budget Amendments

C. Nawrocki presented the budget amendments in Attachment XI. Upon motion by D. Drumeler, second J. Castro, the amendments were unanimously approved.

Electronic Record Keeping

C. Nawrocki discussed the need for the commission to begin to store records electronically due to space limitations and legal requirements for maintaining records. Following discussion, the Director was authorized to enter into an agreement with Accses NJ CNA Services for no more than \$10,000 in the calendar year 2015 to initiate the process of transferring paper records into an electronic archive. (Attachment XII).

State Contracts

Resolution #15-06-10 (Attachment XIII) was unanimously approved upon motion by F. Sasso, second C. Madalena, authorizing contracts with certain approved state contract vendors for contracting units pursuant to N.J.S.A. 40A:11-12a.

Vehicle

C. Nawrocki discussed the purchase of a 2016 Ford Explorer from Beyer Ford, an approved state contact vendor. In the 2015 budget, \$40,000 towards vehicle purchase was approved, at this time only one vehicle, the Ford Explorer will be purchased at \$24,708.

JIF Risk Manager Contract

Resolution #15-06-11 (Attachment XIV) was unanimously approved upon motion by D. Drumeler, second V. Rivelli, appointing Brown and Brown as the Commission's Risk Management Consultant in accordance with the Suburban Essex Joint Insurance Fund bylaws.

There being no further business, the meeting was closed at 11:20 am on motion by K. Pincus, second F. Sasso, unanimously carried.