

**Hudson Regional Health Commission
Commission Meeting
January 15, 2016**

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
F. Sasso
V. Rivelli
K. Pincus
D. Drumeler
G. Drasheff
V. Smith
C. Madalena
A. Mansilla

C. Nawrocki
J. Napolitano

Absent

J. Castro
J. Ehret

Minutes of the meeting of December 2, 2015 were unanimously approved as written and submitted on motion by H. Boor, second V. Rivelli; A. Mansilla abstained (Attachment I).

Announcements:

City of Bayonne

C. Nawrocki announced the City of Bayonne sent a letter to the commission regarding the appointment of Vincent Rivelli as the Health Officer for Bayonne. Mr. Rivelli will represent Bayonne on Hudson Regional Health Commission to replace R. Wondolowski who has resigned.

Director's Report

C. Nawrocki presented the 2015 Year End Director's Report with detailed information on Commission programs and events in the previous year. This report is prepared for the members of the Board and is also sent to the Hudson County Administration (Attachment II).

Expenditures Report for December 1 – December 31, 2015 was ratified on motion by D. Drumeler, second K. Pincus unanimously carried (Attachment III).

Old Business:

New Business:

Administrative Resolutions

Resolution #16-01-01 (Attachment IV) Resolution Authorizing Schedule of Meetings for the Year 2016

Resolution #16-01-02 (Attachment V) Resolution Designating Official Depositories for the Year 2016

Resolution #16-01-03 (Attachment VI) Resolution Authorizing Official Newspapers for 2016

Resolution #16-01-04 (Attachment VII) Resolution Authorizing Appointment of General Legal Counsel

Resolution #16-01-05 (Attachment VIII) Resolution Designating Suburban Essex Joint Insurance Fund Board Representative

Resolution #16-01-06 (Attachment IX) Resolution Authorizing Contracts with Certain Approved State Contract Vendors

Resolution #16-01-01 through Resolution #16-01-06 listed above were all unanimously approved on motion by F. Sasso, second D. Drumeler.

Weather Center Services

Upon motion by D. Drumeler, second G. Drasheff, unanimously carried, the Director was authorized to enter into the Agreement for Consultant Services with the Harrison Weather Center for the year 2016 (Attachment X).

Auditor Proposal

The board considered a proposal from DeSena and Company for auditing services for the year 2015 (Attachment XI). This was a proposal was submitted under the “unfair and open” provisions of the law and proper attending certification has been submitted. After discussion, on motion by C. Madalena, second G. Drasheff, unanimously carried, the proposal by DeSena and Company was approved.

C. Nawrocki also informed the board that the system of quality control for accounting and auditing practice for the year ending February 28, 2015 of DeSena and Company was recently reviewed in accordance with the Standards of Performing and Reporting on Peer Reviews. DeSena and Company received a peer review rating of pass, and was found to have complied with all applicable professional standards in all material aspects.

Bank Changes

C. Nawrocki informed the board that on October 28, 2015 the Commission received notification from Bank of America that the Commission account must be closed by January 26, 2016. The reason for this account closing was that Bank of America was not gaining enough business from the commission and they encouraged “consolidating the commission banking relationship with our primary bank”. The board approved opening another account with PNC Bank. Additionally, the board discussed the insurance limit of \$250,000 and how this was unavoidable risk.

Budget Amendments 2015

Amendments to the 2015 budget (Attachment XII) were presented by C. Nawrocki and after discussion, they were unanimously approved upon motion by D. Drumeler, second F. Sasso.

Budget Amendment 2016

One amendment to the 2016 budget (Attachment XIII) were discussed presented by C. Nawrocki and discussed by the board, and were unanimously approved upon motion by D. Drumeler, second H. Boor.

Updated Salary Schedule

C. Nawrocki presented an updated salary schedule (Attachment XIV) to the board. At the June 15, 2011 Board of Commissioner’s meeting, a salary schedule was approved with many levels within titles to be determined (Attachment XV). At their meeting on January 5, 2016, the Personnel Finance Committee reviewed a new salary schedule with all of the incomplete levels updated with salaries based on figures historically associated with these positions. The only deletion to the current salary schedule was the removal of Level 6 to the Administrative Assistant title.

Upon motion by D. Drumeler, second F. Sasso, the board unanimously approved the updated salary schedule.

There being no further business, upon motion by V. Rivelli, second F. Sasso, unanimously carried, the meeting was closed at 11:35.