

**Hudson Regional Health Commission
Commission Meeting
September 8, 2016**

MINUTES

Opening of the meeting:

This meeting was opened at 10:11 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

K. Pincus

D. Drumeler

V. Smith (and H. J. Boor, Alternate)

C. Madalena

A. Mansilla

J. Castro

G. Drasheff

G. Diaz

Absent

V. Rivelli

J. Ehret

C. Nawrocki, Executive Director

J. Napolitano, Counsel

M. Davis, Health Educator Risk Communicator (10:15am-10:25am)

A. Barron, Public Health Intern (10:15am -10:25am)

M. DeSena, Auditor (10:15am -10:40am)

J. DeSena, Auditor (10:15am -10:40am)

Minutes of the meeting of June 30, 2016 were unanimously approved as written and submitted on motion by F. Sasso, second D. Drumeler (Attachment I).

Announcements:

Director's Report

C. Nawrocki presented the Director's Report for June 2016- September 2016. This report includes quarterly program statistics as well as a narrative of all programs.

West New York-Board Member Appointment

C. Nawrocki introduced the newest member of the Board of Commissioners, Gina Miranda Diaz. Ms. Diaz was appointed to the Board on August 18, 2016 (Attachment II).

Emergency Preparedness Update

M. Davis provided an update on recent emergency preparedness efforts including the distribution of Zika Virus Pregnancy Prevention Kits from the New Jersey Department of Health. She also discussed to option for local health departments to co-host educational activities such as “flu-bingo” with the commission in preparation of the upcoming flu season. Ms. Davis introduced Ashley Barron to the board. Ms. Barron is a public health intern from New Jersey City University.

Expenditure Report for June 15, 2016 – August 31, 2016 was ratified upon motion by J. Castro, second K. Pincus unanimously carried (Attachment III).

Old Business:

None

New Business:

2015 Audit Report

The 2015 Audit Report was presented by M. DeSena. She gave the Commission a clean unqualified opinion. M. DeSena discussed the report in detail and answered several questions. She commented that the Commission’s financial records were in excellent order. Upon motion by F. Sasso, second D. Drumeler, the audit report was unanimously approved.

2016 Budget Amendments

M. Leguizamon presented the amendments to the 2016 Budget (Attachment IV). The board discussed the amendments and upon motion by F. Sasso, second C. Madalena, the amendments were unanimously approved.

2017 Budget

C. Nawrocki presented the 2017 budget (Attachment V) which was also discussed and reviewed on September 6, 2016 by the Personnel Finance Committee. The overall budget increased by approximately 2%. M. Leguizamon discussed changes in the 2017 budget compared to 2016 commission budget. The 2017 budget was approved and Resolution # 16-9-12 (Attachment VI) was unanimously approved on motion by A. Mansilla, second G. Drasheff.

Agreement HRHC/ERHC Financial Services

C. Nawrocki presented a proposed shared services agreement between Hudson Regional Health Commission and Essex Regional Health Commission for financial services (Attachment VI). In June, 2015 the commission entered into a temporary agreement for these services. Since the staffing situation at Essex Regional has changed, Essex Regional has requested a permanent contract with the Commission beginning on January 1, 2017. The Personnel Finance Committee met to discuss this shared services agreement and is in support of the commission entering into the agreement. Since the contract specifies the services are specifically of the CFO, Marisol Leguizamon, the committee recommended 50% of contract amount be paid to Ms. Leguizamon. Upon motion by A. Mansilla, second D. Drumeler, Resolution #16-9-13 (Attachment VII), approving the Shared Services Agreement with Essex Regional Health Commission for Chief Financial Officer, was unanimously passed.

EBL: West New York, Weehawken, East Newark

Upon motion by G. Drasheff, second V. Smith, unanimously carried, the Director was authorized to renew the three year Interlocal Agreements with West New York (expiring January 2017), Weehawken (expiring November 2016) and East Newark (expiring November 2016) for conducting elevated blood lead investigations (Attachment VIII).

Commission Vehicles

C. Nawrocki discussed the current status of the commission vehicles and requested approval for selling two vehicles. The 2005 Dodge Status is out of use and the 2004 Jeep Liberty continues to require expensive repairs. She additionally requested approval to purchase a 2016 Ford Explorer to replace the out of use vehicles. Upon motion by G. Diaz, second D. Drumeler, C. Nawrocki was unanimously authorized to sell the aforementioned vehicles and purchase a 2016 Ford Explorer.

Personnel Policy and Procedures Manual Updates

C. Nawrocki discussed changes to Commission Personnel Policy and Procedures Manual (Attachment IX). As per the Suburban Essex Joint Insurance Fund, updates need to be made by October 1, 2016. Upon motion by G. Drasheff, second D. Drumeler, these changes were unanimously approved.

There being no further business, the meeting was closed at 10:45 upon motion by D. Diaz, second D. Drumeler, unanimously carried.