

**Hudson Regional Health Commission
Commission Meeting
JUNE 20, 2019**

MINUTES

Opening of the meeting:

The meeting was opened at 10:15am 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. Castro
S. Bastola
M. O'Reilly
J. Sarnas
C. Aguilera (Alternate)
N Tarantino
V. Rivelli
A. Mansilla
C. Madalena

W. Zitt
K. Pincus
G. Jeffas

C. Nawrocki, Executive Director
J. Napolitano, Counsel

Minutes of the meeting of March 21, 2019 were unanimously approved as written and submitted on motion by V. Rivelli, second A. Mansilla (Attachment I).

Announcements:

HRHC Website

C. Nawrocki demonstrated the updated commission website which will go live July 2019.

Director's Report

C. Nawrocki discussed the June 2019 Director's Report. This report includes information for the first six months of 2019 , including program updates, enforcement activities and mosquito data.

Expenditures Report for March 31, 2019 through June 15, 2019 was ratified upon motion by S. Bastola, second C. Madalena, and unanimously carried (Attachment II).

New Business:

Grants July 2019-June 2020

New Jersey Department of Health Grants July 2019-June 2020

C. Nawrocki discussed upcoming grants from the New Jersey Department of Health (NJDOH) for the FY 2020, and provided a summary of each grant. The board reviewed letters of intent/letters of confirmation of grant award from the NJDOH for the Right to Know Program (Attachment III) and the Public Health Emergency Preparedness Program (Attachment IV). C. Nawrocki provided the cost summary for the application for the Lead Grant (Attachment V), however the application is still in the review process at the NJDOH.

Upon motion by N. Tarantino, second A. Mansilla, the Director was unanimously approved to apply for, receive and administer the three grants from the NJDOH.

New Jersey Department of Environmental Health – CEHA July 2019-June 2020

C. Nawrocki discussed the FY 2020 grant application for the County Environmental Health Act (CEHA) Program with the NJDEP for the FY 2020 (Attachment VI). This application includes anticipated funding for all core and elective programs. The core programs include: Air Enforcement, Solid Waste Enforcement, Water Enforcement, Noise and Hazardous Substance Emergency Response. Elective programs include: Pesticides and Motor Vehicle Idling. Upon motion by N. Tarantino, second A. Mansilla, the Director was unanimously approved to apply for, receive and administer the CEHA grant.

Personnel Finance Committee Update

On behalf of N. Tarantino, Committee Chair, C. Nawrocki gave an update from the Personnel Finance Committee meeting.

On May 23, the committee met and discussed proposed staffing changes at the commission specifically with the administrative staff. The changes can be summarized in the organizational chart update (Attachment VII). These changes include title changes and updated job descriptions for the Clerk Typist to Office Clerk, and Administrative Assistants to Human Resource Administrative Assistant and Purchasing Administrative Assistant. The new titles reflect the type of work done by the administrative staff as can be seen in the updated job descriptions as well (Attachment VIII). Additionally, the salary levels for Office Clerk would be condensed from a 6 levels originally in the Office Clerk title to 4 levels.

The final proposed change was for the part-time position of Senior Lab Technician to be changed to a full-time position of Administrative Assistant with an updated job description (Attachment IX).

Upon motion by V. Rivelli, second, M. O' Reilly the proposed staffing changes were unanimously approved.

Approval to sell out of use vehicle

C. Nawrocki requested approval to sell a 2010 Ford Escape that is out of service, the cost to repair exceeds the value of the vehicle. The board discussed this vehicle being sold on the GovDeals website, and upon motion by V. Rivelli, second C. Madalena unanimously approved selling the vehicle on the site.

There being no further business, at 10:46 am the meeting was unanimously closed on motion by J. Castro, second V. Rivelli.

I Carrie Nawrocki, Director of the Hudson Regional Health Commission do hereby
Certify that the foregoing are true Minutes of a meeting held on June 20, 2019,
in witness whereof I have set my hand this 7th, day of
January 2020.

Carrie

Carrie Nawrocki
Executive Director