

**Hudson Regional Health Commission
Commission Meeting
September 19, 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

C. Cirillo
G. Jeffas
J. Castro
S. Bastola
M. O'Reilly
J. Sarnas
C. Aguilera (Alternate)
N Tarantino
V. Rivelli
A. Mansilla

C. Nawrocki, Executive Director
J. Napolitano, Counsel
K. Blumenfeld, GASP
M. DeSena, Auditor (via teleconference)
G. Williams, Superintendent Mosquito Control
M. Leguizamon, CFO

Absent

K. Pincus
C. Madalena

Minutes of the meeting of June 20, 2019: were unanimously approved as written and submitted on motion by V. Rivelli, second J. Castro (Attachment I).

Announcements:

Mosquito Update

G. Williams gave an update to the board on mosquito control activities in Hudson County as well as other mosquito related issues throughout the state including West Nile virus and Eastern Equine Encephalitis.

Director's Report

C. Nawrocki discussed the September 2019 Director's Report. This report includes information for the last three months, including program updates, enforcement activities and mosquito data.

Narcan training

C. Nawrocki announced that Free Narcan training is available as part of a Rutgers University program. The training is open to the community and there are approximately 25 free kits included in the course. C. Butieb is the contact person from the Commission for assistance with setting up the training, and there are two currently scheduled for October 24 (Kearny) and November 19 (Secaucus).

EP Meeting Sept 27

C. Nawrocki announced the Health and Hospital Emergency Preparedness meeting is scheduled for September 27, this quarterly meeting is hosted by the Commission and Hudson County Office of Emergency Management (OEM).

GASP

K. Blumenfeld from Global Advisors on Smokefree Policy (GASP) presented information on current vaping laws and initiatives in New Jersey.

Expenditures Report for June 16, 2019 – September 15, 2019 was ratified upon motion by J. Castro, second A. Mansilla, and unanimously carried (Attachment II).

New Business:

2020 Budget and Resolution

C. Nawrocki presented the 2020 budget (Attachment III) which was also discussed and reviewed by the Personnel Finance Committee. The overall budget decreased by approximately 4.63% when compared to the 2019 budget, this is due to the fact that only six months of the grant from the New Jersey Department of Health (NJDOH) for Public Health Emergency Preparedness (PHEP) can be assumed. M. Leguizamon discussed changes in the 2020 budget compared to 2019 commission budget and answered questions from the board. The 2020 budget was approved and Resolution # 19-09-07 (Attachment IV) was unanimously approved on motion by J. Castro, second C. Madalena.

2018 Audit Report

The 2018 Audit Report was presented by M. DeSena via teleconference. 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 G. Jeffas, second A. Mansilla, the audit report was unanimously approved.

Budget Amendments

M. Leguizamon presented the amendments to the 2019 Budget (Attachment V). The board discussed the amendments and upon motion by V. Rivelli, second G. Jeffas, the amendments were unanimously approved.

Nominating Committee

J. Samas appointed J. Castro as the chair of the nominating committee for the election of new officers at the next board meeting for the two-year term starting in 2020.

EBL Agreements

The three-year interlocal agreements between the Commission and the Borough of East Newark and the Township of Weehawken regarding elevated blood lead investigations expire at the end of November. The new agreements (Attachment VI and VII) are from December 1, 201 to November 30, 2022 with the same terms. Upon motion by V. Rivelli, second J. Castro, the agreements were unanimously approved.

RFA for Public Health Capacity Operations (NJDOH)

C. Nawrocki discussed the Request for Applications (RFA) from the NJDOH regarding the "Strengthening Local Public Health Capacity Program – Operations" (Attachment VIII). This RFA is for public health programs that will enhance existing programs or implement innovative initiatives in the area of communicable disease outbreak preparedness and response. The board discussed this application and upon motion by V. Rivelli, second M. O'Reilly, the board unanimously approved the application and acceptance of the funding for this program.

Approval to dispose out of use vehicles

C. Nawrocki requested approval to sell 3 out of use vehicles (2005 Jeep Liberty, 2008 Toyota Prius, 2010 Ford Escape), the cost to repair each vehicle exceed the value. The board discussed the vehicles being sold on the GovDeals website, and upon motion by V. Rivelli, second J. Castro unanimously approved selling the vehicle on the site.

Recommendations from the Personnel Finance Committee:

C. Nawrocki discussed recommendations made by the Personnel and Finance Committee from the committee meeting held on September 16, 2019. The committee discussed level increases (within job titles) for some of the staff members, a part-time IT Assistant and new organizational chart.

Level Increases

These level increases within job title for 4 members of the environmental program were proposed due to the increase in workload and programs, and supervisory roles assumed over the past year or so for 2 of the staff members. The following level increases were discussed: Joren Madsen from Environmental Specialist level 1 to level 2, Rachna Misra from Environmental Specialist level 2 to level 3, Jomo Richards from Senior Environmental Specialist level 1 to level 2 and Nick Rivelli from Senior Environmental Specialist level 1 to level 2.

New position IT support

The committee also discussed hiring a part-time IT Assistant due to the increased demand for cybersecurity and the requirements of the Joint Insurance Fund (JIF). C. Nawrocki worked with M. Mayo, IT Specialist, to review all current projects and necessary steps to meet the requirements, and a part-time IT Assistant would be a solution.

Proposed Organizational Chart

All of the proposed level increases, supervisory roles, and the part-time IT Assistant were added to the existing Commission organizational chart (Attachment IX).

Upon motion by G. Jeffas, second M. O'Reilly, V. Rivelli abstained, the board unanimously approved all the recommendations of the Personnel Finance Committee including level increase for 4 environmental staff, hiring of a part-time IT Specialist and updates to the organizational chart.

There being no further business, J. Sarnas closed the meeting upon motion by J. Castro, second N. Tarantino, unanimously carried.

I Carrie Nawrocki, Director of the Hudson Regional Health Commission do hereby
Certify that the foregoing are true Minutes of a meeting held on September 14,
in witness whereof I have set my hand this 7th, day of
January 2020.

Carrie Nawrocki

Carrie Nawrocki
Executive Director