

**Hudson Regional Health Commission  
Commission Meeting  
September 24, 2020**

**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. Madalena  
N Tarantino  
V. Rivelli

C. Nawrocki, Executive Director  
J. Napolitano, Counsel  
M. Leguizamon, CFO

**Absent**

K. Pincus  
V. Rivelli  
A. Mansilla

**Minutes of the meeting of June 11, 2020:** were unanimously approved as written and submitted on motion by V. Rivelli, second M. O'Reilly (Attachment I).

**Announcements:**

**Director's Report**

C. Nawrocki discussed the September 2020 Director's Report. This report includes information for the last three months, including program updates, enforcement activities and mosquito data.

**Expenditures Report for June 1, 2020 – September 15, 2020** was ratified upon motion by J. Castro, second C. Madalena, and unanimously carried (Attachment II).

**New Business:**

**2020 Budget and Resolution**

C. Nawrocki presented the 2021 budget (Attachment III) which was also discussed and reviewed by the Personnel Finance Committee. The overall budget increased by approximately 9.62% when compared to the 2020 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 2021 budget compared to 2010 commission budget and answered questions from the board. The 2021 budget was approved and Resolution # 20-09-09 (Attachment IV) was unanimously approved on motion by N. Tarantino, second J. Castro.

**2019 Audit Report**

The 2019 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 G. Jeffas, second S. Bastola, the audit report was unanimously approved.

**Budget Amendments**

M. Leguizamon presented the amendments to the 2012 Budget (Attachment V). The board discussed the amendments and upon motion by C. Cirillo, second G. Jeffas, the amendments were unanimously approved.

**Recommendations from the Personnel Finance Committee:**

C. Nawrocki discussed recommendations made by the Personnel and Finance Committee in regards to the COVID response and the new COVID positions funded by the NJDOH:

- A. Berdnik to fill the COVID Coordinator position increasing salary one level within the HERC/Planner position
- Add extra salary level for C. Butieb and change title to PHENSC/MRC Coordinator to reflect the work she is doing
- Move A. Pugliese to COVID Data Manger/Epi position
- Move A. Simon to COVID Social Support Coordinator position
- Hire HERC to fill open position
- Hire G. Garetano as Public Health Advisor for COVID response

All changes were also incorporated into the table of organization and approved unanimously on motion by M. O'Reilly, second S. Bastola.

Upon motion by N. Tarantino, second G. Jeffas the meeting was unanimously closed at 11:05.

**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 VI).

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.