

**Hudson Regional Health Commission  
Commission Meeting  
December 9, 2020**

**MINUTES**

**Opening of the meeting:** The meeting was opened at 10:09am 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:**

J. Castro  
J. Sarnas  
N Tarantino  
A. Mansilla  
C. Madalena  
G. Jeffas  
S. Bastola  
M. O'Reilly  
K. Pincus  
A. Mansilla  
V. Rivelli

C. Nawrocki, Executive Director  
J. Napolitano, Counsel

Absent:  
C. Cirillo

**Minutes of the meeting of September 24, 2020:** were unanimously approved upon motion by V. Rivelli, second G. Jeffas with one edit regarding attendance.

**Expenditures Report for September 30, 2020 – November 30, 2020** was unanimously ratified on motion by C. Madalena, second J. Castro.

**Old Business:**  
None

**New Business:**  
2021 Commission Meetings Schedule

C. Nawrocki presented the proposed commission meeting schedule for the year 2021. All meetings are scheduled to take place at 595 County Ave, Secaucus, NJ or via zoom if necessary (Attachment V).

*January 21, 2021 10:00 am*

*March 18, 2021 10:00 am*

*June 17, 2021 10:00 am*

*September 16, 2021 10:00 am*

*December 9, 2021 11:00 am*

**JIF Risk Management Consultant Agreement and Resolution**

C. Nawrocki presented resolution #20-12-09 and discussed the Suburban Essex Joint Insurance Fund (SEJIF) Risk Management Consultant Agreement with Brown and Brown Metro. The joint insurance fund requires all members to have a risk manager and the annual agreement (Attachment IV).

**CEHA Resolution**

C. Nawrocki presented Resolution #20-12-10, Grant Agreement between Hudson Regional Health Commission and the State of New Jersey by and for the Department of Environmental Protection (Attachment V). This resolution is for the FY 2021 County Environmental Health Grant (CEHA). Upon motion by J. Castro, second V. Rivelli, unanimously carried, the Director was approved to enter into this agreement.

**General Legal Counsel**

C. Nawrocki presented a summary of the opening of proposals for general legal counsel held on December 5, 2019 (Attachment VI). Proposals were solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.1, et seq. The commission received one proposal from Cleary Giacobbe Alfieri and Jacobs, LLC for services for February 1, 2021 through January 31, 2022. The proposed rate for legal services is \$195/Attorney per hour, and \$75/Paralegal work per hour. C. Nawrocki also informed the board that the Personnel and Finance Committee reviewed this proposal. Upon motion by M. O'Reilly, second N. Tarantino, the board unanimously accepted the proposal.

**Auditor Proposal**

The board considered a proposal from DeSena and Company for auditing services for year 2020 (Attachment VII). This was a professional services proposal being considered on a non-bid basis, and was previously reviewed by the Personnel and Finance Committee. Upon motion by G. Jeffas, second V. Rivelli the proposal was unanimously accepted.

**2021 COLA**

The board discussed a cost of living adjustment (COLA) for the year 2021, and upon motion by G. Jeffas, second S. Bastola (V. Rivelli recused) the board unanimously approved a 1.3 % COLA and .7% bonus for all Commission employees for the year 2021 (Attachment VIII).

**2020 and 2021 Budget Amendments**

M. Leguizamon presented amendments to the 2020 Budget and the 2021 Budget, after discussion and review, the board unanimously approved the budget amendments upon motion by A. Mansilla, second J. Castro (Attachment IX).

**EBL Bayonne and Union City**

The Elevated Blood Level (EBL) Environmental Investigation Agreements were unanimously renewed for Bayonne and Union City upon motion by J. Castro, second V. Rivelli (Attachment X).

**Extension of unused Vacation**

C. Nawrocki notified the board that several commission employees have not used their allocated vacation days for the year 2020 due to the COVID 19 pandemic. All employees reported to work every day they were needed. C. Nawrocki requested all employees be permitted to carry over vacation days they would typically lose due to current policy, for one additional year. Upon motion by N. Tarantino, second M. O'Reilly, this request was unanimously approved.

There being no further business, upon motion by V. Rivelli, second J. Castro, unanimously carried, the meeting was closed at 11:35 a.m.