

**Hudson Regional Health Commission  
Commission Meeting  
March 17, 2022  
11:00 am**

**MINUTES**

**Opening of the meeting:** This meeting was opened at 11:15 AM 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:**

**Physically Present:**

N. Tarantino  
J. Castro  
M. O'Reilly  
J. Sarnas  
V. Rivelli  
A. Mansilla  
C. Madalena  
A. McNair

A. DeQuina, Deputy Director  
J. Napolitano, Counsel

**Present via Zoom:**

C. Cirillo  
C. Aguilera  
M. Leguizamon, CFO

**Absent:**

HJ Boor  
G. Jeffas  
C. Nawrocki, Director

**Minutes of the meeting of January 20, 2022** were unanimously approved as written and submitted on motion by J. Castro, second A. McNair. (Attachment I)

**Announcements:**

**Director's Report**

J. Sarnas presented the Director's Report for January – early March 2022 with detailed information on Commission programs and events.

**Expenditures Report for January 16, 2022 to February 28, 2022** was ratified upon motion by C. Madalena, second V. Rivelli, and unanimously carried. (Attachment II)

**New Business:**

**Auditor Proposal**

The personnel and finance committee reviewed the proposal from the auditor this week.

Last year the price was \$26,000 plus \$500 for submission of the Data Collection form to the federal clearing house, this year it is \$35,000 plus the \$500 for the clearing house.

According to the auditor, the increase is due to the increase in federal funding we receive. In addition we have more grants now, and a separate report must be prepared for each grant. There is also an increase in software licensing and program costs associated with the audits.

Upon motion by M. O'Reilly, second A. Mansilla, the auditor's proposal was unanimously approved. (Attachment III)

**Out of use items to be discarded (or sold)**

These items are obsolete laboratory equipment for HazMat that has since been upgraded/replaced.

Upon motion by V. Rivelli, second N. Tarantino, the recommendations were unanimously approved. (Attachment IV)

**Budget Amendments 2021**

There are minor amendments equaling \$1,031.

The EBL revenue adjusts for how many EBL cases were anticipated versus how many were actually done in the year.

Upon motion by J. Castro, second N. Tarantino, the 2021 Budget Amendments were unanimously approved. (Attachment V)

**ITS Contract**

The Hudson Regional Health Commission issued an RFP on January 29, 2022 requesting proposals from experienced vendors to operate, maintain, and manage the Commission's Information System and Telecommunications Network. Proposals were due March 2, 2022. The Commission received two proposals.

The proposal review committee met on March 11, 2022. The committee evaluated the two proposals received based on technical, management, substantive, responsibility and cost-related criteria. Each submission was independently evaluated, and selection was made based on responsiveness, responsibility and experience, and cost.

The committee found that based on the proposals, MHM Tech Group's proposal better addressed the Commission's needs based on its experience and familiarity with the Commission's systems, specifically software applications integral to the Commission business.

Upon motion by A. McNair, second V. Rivelli, award of the ITS Contract to MHM Tech Group was unanimously approved. (Attachment VI)

**Closure of the Meeting**

Being no further business, the meeting was closed at 11:29 on motion by J. Castro, second V. Rivelli, 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 March 17, 2022

in witness whereof I have set my hand this 9 day of Sept, 2022.



Carrie Nawrocki  
Executive Director