

**Hudson Regional Health Commission
Commission Meeting
December 14, 2023
11:00 AM**

MINUTES

Opening of the meeting: This meeting was opened at 11:14 AM by Vice President V. Rivelli who declared it had been advertised in accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

Attendance:

A. McNair
C. Cirillo
J. Castro
V. Rivelli
G. Jeffas
P. Bellan-Boyer
T. Siciliano
N. Tarantino
A. Mansilla
B. Manso

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

Absent:

S. Cavanaugh
J. Sarnas

Minutes of the meeting of September 21, 2023: were unanimously approved as written and submitted on motion by G. Jeffas, second A. McNair (Attachment I).

Expenditures Report for September 1, 2023- November 30, 2023: was ratified upon motion by C. Cirillo, second N. Tarantino, and unanimously carried (Attachment II).

Announcements:

New Appointment to Personnel Finance Committee

C. Nawrocki announced the new member N. Tarantino to the Personnel Finance Committee, appointed by J. Sarnas.

West New York - Board Member Appointment

C. Nawrocki announced that the Commission received correspondence from the Town of West New York appointing B. Manso as the primary board member for the Commission (Attachment III).

Old Business:

None.

New Business:

The 2022 Audit Report will be presented in the next meeting on January 18, 2024 at 10:00 AM.

2023 Audit Engagement Letter

The board considered a proposal from DeSena and Company for auditing services for the fiscal year-2023 (Attachment IV). This was a professional services proposal being considered on a non-bid basis. After discussion, on motion by A. Mansilla, second J. Castro, unanimously carried, the proposal by DeSena and Company was approved.

2023 Budget Amendments

M. Leguizamon presented amendments to the 2023 budget (Attachment V). Upon motion by P. Bellan-Boyer, second N. Tarantino, the amendments were unanimously approved.

Year of 2024:

2024 Commission Meetings Schedule

C. Nawrocki presented the proposed Commission meeting schedule for the year 2024. All meetings are scheduled to take place at 595 County Ave, Secaucus, NJ or via zoom if necessary. The final schedule was unanimously ratified on motion by A. McNair, second G. Jeffas (Attachment VI) and shall be as follows:

January 18, 2024 10:00 a.m.

March 21, 2024 10:00 a.m.

June 20, 2024 10:00 a.m.

September 19, 2024 10:00 a.m.

December 12, 2024 11:00 a.m.

General Legal Counsel Proposal

C. Nawrocki presented a summary of the opening of proposals for general legal counsel held on December 4th (Attachment VII). 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 Jacobs LLC for the period Feb 1, 2024 through January 31, 2025. The proposed rate for legal services is \$210/per hour for attorneys and \$75.00 per hour for paralegal work. Upon motion by A. McNair, second from G. Jeffas, the Board unanimously accepted the proposal from Cleary Giacobbe Alfieri Jacobs LLC.

2024 COLA

As per recommendation of the Personnel Finance Committee, the Board of Commissioners unanimously approved a 2.0% COLA for Commission employees effective January 1, 2024 upon motion by A. McNair, second G. Jeffas, and unanimously carried.

JIF Risk Management Consultant Agreement

C. Nawrocki presented the Resolution #24-01-13 (Attachment VIII), "Risk Management Consultant's Agreement" with Brown and Brown Metro. This joint insurance fund requires all members to have a risk manager and an annual agreement. The resolution was approved unanimously upon motion by A. McNair, second G. Jeffas.

Cities Readiness Initiative (CRI) Unspent

C. Nawrocki discussed the remaining funds of \$200,462 from the New York City Readiness Initiative funding, that has been designated to cover costs of the emergency preparedness program. The personnel finance committee met and reviewed these unspent funds and recommends using them to cover the costs for emergency preparedness not covered by the NJDOH/CDC grant. Upon motion by B. Manso, second J. Castro, this decision was unanimously approved.

Uncollectable Registration Fees

C. Nawrocki reported to the board that the personnel finance committee met and reviewed a list of outstanding registration fees considered uncollectable, to be removed from our accounts receivable. This includes 4 cycles totaling \$226,700. On motion by P. Bellan-Boyer, second C. Cirillo, this decision was unanimously approved.

Personnel and Finance Committee Recommendations

Proposed Promotions:

Upon motion by A. Mansilla, second T. Siciliano, the Board unanimously approved the recommendations of the committee with step increases and title changes effective January 1, 2024 for the following commission employees:

- C. Rodriguez : Program Coordinator Level 3 to Level 4 (newly-created)
- J. Nunez: Environmental Specialist Level 4 to Level 5
- R. Russo: Environmental Specialist Level 2 to Level 3

Public Health Warehouse Coordinator Title and Job Description:

The Public Health Warehouse Coordinator position and job description with a base salary of \$60,000 was approved via email back in February, with a start date of March 1, 2023, upon motion by B. Manso, second J. Castro this action was approved and ratified.

Nominating Committee Slate of Officers

2024-2025 Election of Officers

Prior to this meeting J. Sarnas appointed A. McNair, P. Bellan-Boyer, and N. Tarantino to the Nominating Committee for the election of new offices for the two-year term 2024-2025. The slate of officers prepared and announced follows:

President: John Sarnas
Vice President: Vincent Rivelli
Treasurer: Janet Castro

There being no other nominations, the slate was unanimously approved on motion by G. Jeffas, second J. Castro.

There being no further business, upon motion by P. Bellan-Boyer, second J. Castro, unanimously carried, the meeting was closed at 12:00 PM.

I, Carrie Nawrocki, Director of Hudson Regional Health Commission do hereby certify that the foregoing

are true minutes of a meeting held on December 14, 2023, in witness whereof I have set my hand

this 2 day of January 2024.



Carrie Nawrocki
Executive Director