

**Hudson Regional Health Commission
Commission Meeting
March 21, 2024
10:00 am**

MINUTES

Opening of the meeting: This meeting was opened at 10:14 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:

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

M. Stinely, Counsel
C. Nawrocki, Director
M. Leguizamon, CFO

Absent:

S. Cavanaugh

Minutes of the meeting of January 18, 2024 were unanimously approved as written and submitted on motion by J. Castro, second A. McNair, with G. Jeffas abstaining. (Attachment I)

Announcements:

Mobile Vaccination Unit and VFC Program

C. Nawrocki updated the board on the status of the application for the Vaccines For Children Program (awaiting state approval/site visit) and plans for using a new mobile vaccination unit.

SLF Program 2024

G. Williams discussed the status of the current mosquito season and upcoming initiatives for mosquito control and spotted lantern fly treatment for the new year.

Director's Report

C. Nawrocki presented the Director's Report for January – (early) March 2024 with detailed information on Commission programs and events.

Expenditures Report for February 1, 2024-March 15, 2024 was ratified upon motion by V. Rivelli, second C. Cirillo, and unanimously carried. (Attachment II)

New Business:

Mobile Vaccination Unit Bid Request

C. Nawrocki shared the request for bids for an exam room mobile clinic. The submission date was posted for March 28, 2024 (Attachment III). The Director was authorized to accept the lowest and most responsive bid for the mobile unit on motion by V. Rivelli, second J. Castro, unanimously carried.

SLF Application Department of Agriculture

C. Nawrocki notified the board that the department of agriculture offered up to \$50,000 per county and \$20,000 per municipality for eligible expenses for treating spotted lanternflies, which includes pesticides, applications of pesticides, and paying independent applicators of pesticides. On motion by A. Mansilla, second P. Bellan-Boyer, the board unanimously approved the application for this funding (Attachment IV).

North Bergen EBL

The Interlocal Agreement between the Township of North Bergen and the commission for the three-year period of June 1, 2024 to May 31, 2027 was unanimously approved on motion by G. Jeffas, second V. Rivelli, with J. Castro abstaining (Attachment V).

CEHA Agreement 2023/24

C. Nawrocki presented the CEHA grant agreement with Resolution #24-03-07 (Attachment VI) between Hudson Regional Health Commission and the New Jersey Department of Environmental Protection (FY 2024) and discussed the alignment of all programs, core and elective, to the fiscal year. The grant agreement is for the amount of \$589,254 to fund program activities as set forth under the authority of the County Environmental Health Act. The application was approved in March 2023, however, the final grant totals were updated. Upon motion by V. Rivelli, second J. Castro, the Director was unanimously approved to enter into this agreement.

Auditor Appointment Resolution

Upon motion by V. Rivelli, second J. Castro, unanimously carried, Resolution #24-03-06 (Attachment VII) was approved authorizing the appointment of DeSena and Company for auditing services for the Commission for the year 2023.

Budget Amendments 2023 and 2024

M. Leguizamon presented the budget amendments for the 2023 and 2024 Commission budget (Attachment VIII). After discussion, the 2023 amendment was unanimously approved on motion

by V. Rivelli, second J. Castro, and 2024 amendment approved on motion by V. Rivelli, second A. McNair.

IT Contract

The board reviewed the proposal for IT services which was sent out on March 11th via email. MHM Tech Group submitted the only proposal. After discussion, upon by motion P. Bellan-Boyer, second G. Jeffas, the board unanimously accepted this proposal, entering into the agreement with an annual threshold amount \$125,000 for June 2024 to May 2025 (Attachment IX).

Interlocal Service Agreement 2023/2024

C. Nawrocki updated the board that the IT specialist needed 15 additional hours to complete a project, therefore changes were made to the 2023/2024 agreement, (Resolution #24-03-08) (Attachment X). This resulted in a \$1,500 increase to the maximum amount of \$45,000, for a new contract total of \$46,500. This decision was unanimously approved on motion by A. McNair, second V. Rivelli.

Interlocal Service Agreement 2024/2025

C. Nawrocki advised the board of the new IT agreement for 2024/2025, in which services will not exceed \$1,000 per month, with a maximum of 10 hours per month as maintenance and emergencies (Attachment XI). Some of these including antivirus, network monitoring, security compliance standards, etc. On motion by A. McNair, second C. Cirillo this decision was unanimously approved.

State Equipment Lease Agreement Resolution 2024

C. Nawrocki advised the Board of the agreement in which the NJ State Mosquito Control Commission is required to use state-owned equipment for mosquito control purposes, Resolution #24-03-09 (Attachment XII). This was unanimously approved, on motion by J. Castro, second V. Rivelli.

Employee Handbook Revisions

C. Nawrocki discussed revisions made to the Employee Handbook with the board. These revisions were necessary, as the handbook had not been updated in a few years and did not reflect the current policies used by HRHC. This decision was unanimously approved on motion by J. Castro, second V. Rivelli.

Closure of the Meeting

Being no further business, the meeting was closed at 11:00 am on motion by J. Castro, second V. Rivelli, unanimously carried.

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

are true minutes of a meeting held on March 21, 2024, in witness whereof I have set my hand

this 21st day of March.

Carrie Nawrocki

Carrie Nawrocki
Executive Director