

ESSEX REGIONAL HEALTH COMMISSION

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Carrie Nawrocki, Executive Director

Commission Meeting

February 27, 2018

Opening of the Meeting

L. Anello opened the meeting at 11:20 a.m. by declaring that it had been duly advertised in accordance with Chapter 231 of the New Jersey Open Public Meeting Act of 1975.

Attendance

Present

L. Anello, President

M. Raimo

W. Wallace

T. DeNova

R. Roe

S. Portuese

N. Rondon

C. Hellwig

C. Nawrocki, Director

R. Budris, Deputy Director

G. Garetano (11:20 am – 11:50am)

Absent

T. Restaino

V. DeFilippo

V. Kuteyi

K. Costello

J. Fonzino

C. Britton

Minutes of the Meeting of December 12, 2017

The minutes were approved unanimously on a motion by S. Portuese and second by T. DeNova (Attachment 1).

Expenditure Report for December 1, 2017 through February 15, 2018

The expenditure report was unanimously ratified on motion M. Raimo and seconded by W. Wallace (Attachment 2).

Announcements

C. Nawrocki announced that Christopher Hellwig is now the Health Officer for the City Irvington and will represent the city on the board of commissioners.

New Business

Emergency Preparedness Presentation

G. Garetano gave a presentation on public health emergency preparedness that covered the following topics:

- CDC grant requirements
- Public Points of Distributions
- Closed Pods and efforts to recruit more private entities to create more of these sites in the county

MRC Grant

C. Nawrocki announced that the Commission was awarded a competitive grant of \$2500 from the National Association of City and County Health Officers (NACCHO) for the Medical Reserve Corp (MRC) to strengthen the unit over the next year through recruitment and training. Resolution # 18-02-01 (Attachment 3) accepting the NACCHO/MRC Grant was passed unanimously on a motion by T. DeNova and a second by W. Wallace.

Budget Amendments

A list of budget amendments (Attachment 4) was discussed and passed unanimously on a motion by W. Wallace and a second by M. Raimo.

Updated Job Descriptions

Updated job descriptions for Program Coordinator- Environmental Programs, Environmental Specialist, Epidemiologist/Health Educator, Deputy Director, and Administrative Assistant to the CFO (Attachment 5) were presented and unanimously approved on a motion by W. Wallace and a second by C. Hellwig.

NJ Environmental Health Association Conference

C. Nawrocki reminded the Commissioners that ERHC would reimburse the expense of any Commission Health Officers and one Registered Environmental Health Specialist (REHS) from each member municipality who attends the New Jersey Environmental Health Association (NJEHA) Conference.

Special Committee Update

W. Wallace provided updates on the possible changes to the home-baked goods regulations along with a White Paper from the New Jersey Association of County and City Health Officers (NJACCHO). He also provided an update on the efforts to legalize cannabis and the legislative public health considerations.

There being no further business the meeting was adjourned by L. Anello at 12:36 PM

I, Carrie Nawrocki, Director of the Essex Regional Health Commission do hereby certify that the foregoing are the minutes of a meeting held on February 27, 2017.

In witness whereof I have hereunto set my hand on this 2nd day of June in the year 2018

Carrie Nawrocki, Director