

ESSEX REGIONAL HEALTH COMMISSION

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Carrie Nawrocki, Executive Director

Commission Meeting

February 18, 2020

Opening of the Meeting

L. Anello opened the meeting at 10:17 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
V. DeFilippo
W. Wallace
T. DeNova
C. Davenport
C. Hellwig
K. Costello
T. Restaino
V. Kuteyi
C. Nawrocki, Director
R. Budris, Deputy Director

Absent

S. Portuese
C. Britton
K. Alsbrook

Minutes of the Meeting of December 10, 2019

The minutes were approved unanimously on a motion by W. Wallace and second by C. Hellwig (Attachment 1).

Expenditure Report for December 1, 2019 through January 31, 2020

The expenditure report was unanimously ratified on motion T. DeNova and a second V. DeFilippo (Attachment 2).

Announcements

C. Nawrocki announced that W. Wallace is the new chair of the Personnel and Finance Committee.

C. Nawrocki announced that in April, the Commission is scheduled to receive an audit by the New Jersey Department of Health (NJDOH) Office of Local Public Health (OLPH).

C. Nawrocki announced that there would be an MRC Stop the Bleed Training on March 25th.

C. Nawrocki offered to Commission towns to provide coverage for the Communicable Disease Reporting and Surveillance System (CDRSS) when needed since the Coronavirus is requiring continual coverage and response.

C. Nawrocki announced that the Commission has been providing assistance to the NJDOH for dealing with travelers returning from China who were being quarantined but needed transportation.

New Business

Budget Amendments

C. Nawrocki presented budget amendments for 2020 (Attachment 3). They were approved unanimously on a motion by K. Costello and a second by C. Davenport.

Cost of Living Adjustment

At the recommendation of the Personnel and Finance Committee, a motion for a 2% (Retroactive to January 1, 2020) COLA was passed unanimously on a motion by W. Wallace and a second by T. DeNova.

New Jersey Environmental Health Association Annual Conference

L. Anello and C. Nawrocki announced that the annual conference is upcoming and that the Commission covers the expense of each Commission town's Health Officer and one Registered Environmental Health Specialist (REHS). This problem is an excellent way to get all the education credits needed to maintain health licenses and certifications.

ERHC's Joint Insurance Fund Name Change

C. Nawrocki explained the Suburban Essex Joint Insurance fund (which the Commission is a member) is changing its name to the Suburban Metro Joint Insurance fund. Resolution 20200105 (Attachment 4) was passed unanimously on a motion by M. Raimo and a second by K. Costello.

Employee Status Change

C. Nawrocki discussed the need to change the status of the part-time administrative assistant to a full-time position. This change was reviewed by and approved by the Personnel and Finance committee. A motion for the change to full time effective March 1, 2020 was passed unanimously on a motion by T. Restaino and a second by M. Raimo.

Educational Services Commission of New Jersey Co-Op Membership

C. Nawrocki discussed the need to join this government purchasing cooperative due to the state purchasing contract lacking vehicles to purchase and the need for the Commission to replace 2 vehicles. A motion to apply for membership was passed unanimously on a motion by C. Davenport and a second by T. Denova.

Selling of ERHC Vehicles

C. Nawrocki updated the board that the Ford Focus requires a new transmission which costs more than the book value of the vehicle and the 17 year-old Jeep Liberty which has a handling issue that makes it unsafe. The Commission will use a government auction site to sell these vehicles. The motion to sell the vehicles was passed unanimously on a motion by M. Raimo and a second by T. DeNova.

Purchase Replacement Vehicles

A motion to purchase replacement vehicles was passed unanimously on a motion by W. Wallace and a second by C. Hellwig.

Essex County Health Officer's Association Announcement

V. Defilippo announced that there will be a meeting at the Verona Community center on March 19th.

There being no further business the meeting was adjourned by L. Anello at 11:02 AM

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 18, 2020.

In witness whereof I have hereunto set my hand on this 1st day of June in the year 2020.

Carrie Nawrocki, Executive Director