

ESSEX REGIONAL HEALTH COMMISSION

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Carrie Nawrocki, Executive Director

Commission Meeting

February 21, 2023

Opening of the Meeting

M. Raimo opened the meeting at 10:38 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

M. Raimo, President

V. DeFilippo

L. Anello

K. Costello

W. Wallace

C. Davenport

V. Kuteyi

W. Jernick

S. Ruffalo

C. Nawrocki, Director

R. Budris, Deputy Director

Via Phone

M. Leguizamon

M. DeSena (departed 11:08)

J. DeSena (departed 11:08)

Absent

T. Restaino

B. Vilcant

T. DeNova

S. Whyte

Minutes of the Meeting of December 13, 2022

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

Expenditure Report for December 1, 2022 through February 15, 2023

The expenditure report was unanimously ratified on motion W. Wallace and a second by K. Costello (Attachment 2).

Announcements

C. Nawrocki announced that ERHC hired a new Infectious Disease Preparedness Generalist under the Strengthening Local Public Health Capacity Grant. H. Nzouedjeu is getting her degree in epidemiology in May. Her role will be to assist the Commission towns.

New Business

2020 Audit Report

J. Desena and M. DeSena of DeSena and Company Certified Public Accountants presented the Commission's 2021 audit report (via phone). M. DeSena reported that the audit has a clean opinion. The audit report was unanimously accepted on a motion by C. Davenport and a second by V. DeFilippo.

COLA Increase

C. Nawrocki presented a proposal to provide a cost of living raise to employees of 2.5%. This 2.5% increase was recommended by the Finance and Personnel Committee. The motion was passed unanimously on a motion by V. DeFilippo and a second by W. Wallace.

New Jersey Environmental Health Association Annual Conference

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 program is an excellent way to get all the education credits needed to maintain health licenses and certifications. A motion for this program was made by K. Costello and seconded by W. Wallace. This motion was approved unanimously.

Budget Amendments for 2022 and 2023

C. Nawrocki presented and explained the budget amendments for 2022 and 2023 (attachments 3 and 4), with M. Leguizamon available via phone for questions. The amendments were passed unanimously on a motion by L. Anello and a second by C. Davenport.

NJACCHO Enhancing Local Public Health Infrastructure Grant

C. Nawrocki discussed ERHC applying for the NJACCHO Enhancing Local Public Health Infrastructure Grant. A motion to apply for the grant was made by V. DeFilippo and seconded by W. Wallace. The motion was passed unanimously.

Update from the Essex County Health Officer's Association

W. Wallace and C. Davenport updated the group that there will be an educational program. This FDA run program will involve safe food handling standards.

There being no further business the meeting was adjourned by M. Raimo at 11:24 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 23, 2023.

In witness whereof I have hereunto set my hand on this 15th day of May in the year 2023.

A handwritten signature in cursive script, appearing to read "Carrie Nawrocki".

Carrie Nawrocki, Executive Director