

# **ESSEX REGIONAL HEALTH COMMISSION**

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**Carrie Nawrocki, Executive Director**

**Commission Meeting**

**September 22, 2015**

## **Opening of the Meeting:**

L. Anello opened the meeting at 10:12 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:**

L. Anello, President

M. Raimo

W. Wallace

V. DeFilippo

J. Fonzino

C. Britton

T. Restaino

R. Roe

K. Costello

S. Bastola

A. Nazir (arrived 10:28)

C. Nawrocki, Director

R. Budris, Deputy Director

## **Absent:**

R. Evans

T. Denova

S. Portuese

## **Minutes of the Meeting of June 23, 2015**

The minutes were approved unanimously on motion by V. DeFilippo and seconded by C. Britton. (Attachment 1)

## **Expenditures of the period June 16, 2015 thru August 31, 2015**

The Expenditure report was unanimously ratified on motion M. Raimo, seconded by V. DeFilippo. (Attachment 2)

## **Announcements**

C. Nawrocki introduced Dr. Shatrughan Bastola as the new Health Officer and ERHC Commissioner for the city of Newark.

**Presentation by the Auditors:** Marie DeSena of DeSena and Company Public Accountants presented the 2014 annual audit report and gave an unqualified opinion. (Attachment 3)

## **Old Business**

None

## **New Business**

### **Elimination of the Chief Enforcement Officer Title and Change to the Program Coordinator Title**

The board discussed the vacant title of Chief Enforcement Officer and the title Program Coordinator. Upon motion by S. Bastola, second K. Costello, the board unanimously approved the change in Program Coordinator title to Environmental Program Coordinator as well as removal of the title Chief Enforcement Officer from the ERHC organizational chart. (Attachment 4)

### **Establish Salary Steps for the Environmental Program Coordinator Title**

A motion was passed unanimously to appoint Ted Pilas to the new Environmental Program Coordinator position, to establish salary steps for the new Environmental Program Coordinator position (attachment 5) and to start T. Pilas at the 3<sup>rd</sup> step. The motion was made by J. Fonzino and seconded by A. Nazir.

### **Establish the Position of Public Health Emergency Preparedness Coordinator**

The board discussed a job description and salary steps for the Public Health Emergency Coordinator position (Attachments 6 and 7). On a motion by J. Fonzino and second by W. Wallace, the job description and salary steps were approved and the Director was authorized to fill the position.

## **Budget Introduction**

The budget (Attachment 8) was introduced to the Commission for review by the Commissioners.

### **Budget Amendment**

A budget amendment (Attachment 9) was passed unanimously on a motion by W. Wallace and a second by C. Britton. This budget change is to cover the cost of the Commission's Public Health Consultant. The amount of \$27,800 will be moved from reserve and into the line item of Contract: Epi Intel and Health.

### **Nominating Committee**

L. Anello appointed the nominating committee for the upcoming two year term of commission officers. The committee will be chaired by S. Portuese, and include K. Costello and C. Britton.

### **MRC Activities and Possible Activation**

C. Nawrocki presented the MRC activities year to date (Attachment 10) and informed the board that the state has requested the MRC be put on standby in anticipation of the Pope's visit to Philadelphia.

### **NACCHO Update**

W. Wallace gave an update on the activities at the state level. He discussed the Ebola grants, a health officer's exam steering committee, position paper on hookah bars, proposed bill requiring DEP to purchase contaminated properties, proposed bills on tethering and sheltering of outdoor dogs and fencing and position paper on feral cats.

### **Consultant Report**

C. Nawrocki presented a report (Attachment 11) on the activities of the ERHC Public Health Consultant.

There being no further business the meeting was adjourned by L. Anello at 11:28 am by a unanimous vote on a motion by A. Nazir and a second by K. Costello.

I Carrie Nawrocki, Director of the Essex Regional Health Commission do hereby certify that the foregoing are the minutes of a meeting held on September 22, 2015.

In witness whereof I have hereunto set my hand on this 8th day of December, 2015

Carrie Nawrocki, Director