

ESSEX REGIONAL HEALTH COMMISSION

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Carrie Nawrocki, Executive Director

Commission Meeting

September 20, 2016

Opening of the Meeting

L. Anello opened the meeting at 10:20 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

L. Anello, President

M. Raimo

V. DeFilippo

J. Fonzino (alternate)

K. Costello

S. Bastola

R. Roe

T. Restaino

T. DeNova

C. Nawrocki, Director

R. Budris, Deputy Director

Marie DeSena (departed after audit presentation)

Absent

W. Wallace

C. Britton

S. Portuese

East Orange and Newark (vacant)

Presentation by the Auditors

Marie DeSena of DeSena and Company Public Accountants presented an unqualified opinion of the 2015 annual audit report to the Commission (Attachment 1). Following discussion by the board, the audit report was accepted by a unanimous vote on a motion by K. Costello and a second by T. DeNova.

Minutes of the Meeting of June 21, 2016

The minutes were approved unanimously on a motion by M. Raimo and seconded by V. DeFilippo (Attachment 2).

Expenditure Report for June 1 through September 15, 2016

The Expenditure Report was unanimously ratified on motion T. Restaino and seconded by T. DeNova (Attachment 3).

Announcements

C. Nawrocki presented an activity update report from the Commission's Public Health Consultant for review.

C. Nawrocki announced that Commission received one proposal for public health consultant from Epi Intel & Health Research Planning LLC, the contract began on August 1, 2016.

C. Nawrocki announced that Shatrughan Bastola is now the health officer for Township of Irvington and was appointed to the Board of Commissioners for the township.

C Nawrocki announced that R. Evans retired from the East Orange Health Department. ERHC wished her well in her future endeavors.

Old Business

None

New Business

Contract with the County of Essex to provide CEHA services

The annual contract to provide CEHA services for the county of Essex was presented by C. Nawrocki. The contract runs from the fiscal year July 1st 2016 to June 30th 2017 (Attachment 4). A motion was made by S. Bastola for ERHC to enter into this contract and the motion was seconded by R. Roe. The motion was passed with a unanimous vote.

Reorganization Due To Retirement

With the retirement of ERHC's office manager in the first quarter of 2017, a reorganization plan was presented to the Commissioners. It would replace the current office manager position with a contract for a part time CFO from Hudson Regional Health Commission and ERHC would hire a part time assistant to the CFO. To enact these changes, the following motions were made:

- 1) Resolution 2016-9-01 adopted on a motion by T. Restaino and seconded by V. DeFilippo to enter into a shared services agreement with Hudson Regional Health Commission to obtain CFO services (Attachment 5). The resolution was adopted unanimously.
- 2) A motion was made by T. Restaino and seconded by M. Raimo to create a new part time job position of Administrative Assistant to the CFO (job description will be presented at the December meeting) and to approve a new organization chart (Attachment 6).

2017 ERHC Budget

C. Nawrocki presented the ERHC 2017 budget (Attachment 7). The board reviewed the budget. Following discussion, the budget resolution 2016-09-02 was adopted unanimously on a motion by K. Costello and a second by S. Bastola.

Adoption of the Revised Policy and Procedure Manual

In keeping with the requirements of ERHC's Joint Insurance Fund requirements a revised policy and procedure manual was adopted (Attachment 8) unanimously on a motion by T. DeNova and a second by R. Roe.

Report from Special Projects Committee

W. Wallace forwarded notes from his involvement in NJACCHO, that were shared with the Commissioners in attendance.

There being no further business the meeting was adjourned by L. Anello at 11:10 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 September 20, 2016.

In witness whereof I have hereunto set my hand on this 5th day of December in the year 2016

Carrie Nawrocki, Director