

ESSEX REGIONAL HEALTH COMMISSION

204 Hillside Avenue, Livingston, NJ 07039

PHONE (973) 251-2059 FAX (973) 251-2779

www.essexregional.org

Carrie Nawrocki, Executive Director

**Commission Meeting
September 25, 2018**

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

Present

L. Anello, President

M. Raimo

W. Wallace

T. DeNova

R. Roe

C. Hellwig

N. Agosto Filión

V. DeFilippo

K. Costello

S. Portuese

M. Leguizamon (left 11:27)

C. Nawrocki, Director

R. Budris, Deputy Director

M. DeSena (left 10:45)

Absent

T. Restaino

C. Britton

V. Kuteyi

Minutes of the Meeting of June 19, 2018

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

Expenditure Report for June 16, 2018 through September 15, 2018

The expenditure report was unanimously ratified on motion V. DeFilippo and a second by C. Hellwig (Attachment 2).

Announcements

None

Old Business

C. Nawrocki announced that her partial HO coverage of Newark was coming to a close. C. Hellwig discussed how Irvington and Newark are in the process of signing a shared service agreement where C. Hellwig would provide HO coverage for Newark.

New Business

2017 Audit Report

M. DeSena of DeSena and Company Certified Public Accountants presented the commission's 2017 audit report. M. DeSena reported that the audit has a clean opinion. The audit report was unanimously accepted on a motion by K. Costello and a second by S. Portuese.

2018 Budget Amendments

M. Leguizamon presented budget amendments for 2018 (Attachment 3). Many of the changes reflected receiving the 2018/2019 PHEP (Public Health Emergency Preparedness) grant in July. It also reflected the funds lost when the NJ DEP eliminated the Commission's UST program. The amendments were unanimously approved on a motion by V. DeFilippo and a second by M. Raimo.

2019 Budget

The 2019 commission budget was presented to the board (Attachment 4). Resolution #18-09-03 (Attachment 5) adopting the 2019 budget was passed unanimously on a motion by W. Wallace and a second by K. Costello.

JIF Required changes to the Employee Handbook and Policy and Procedures Manual

Changes to the Employee Manual and Policy and Procedure manual were presented to the commissioners (Attachment 6). The motion to accept the changes was made by W. Wallace with a second by M. Raimo, unanimously carried.

There being no further business the meeting was adjourned by L. Anello at 11:39 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 25, 2018.

In witness whereof I have hereunto set my hand on this 4th day of December in the year 2018.

Carrie Nawrocki, Director