

# **ESSEX REGIONAL HEALTH COMMISSION**

**204 Hillside Avenue, Livingston, NJ 07039**

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**www.essexregional.org**

**Carrie Nawrocki, Executive Director**

## **Commission Meeting**

**December 15, 2015**

### **Opening of the Meeting:**

L. Anello opened the meeting at 11:12 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  
V. DeFilippo  
J. Fonzino (alternate)  
R. Roe  
K. Costello  
S. Bastola  
T. DeNova  
S. Portuese  
W. Wallace (arrived 11.22)

C. Nawrocki, Director  
R. Budris, Deputy Director  
G. Garetano (left 11:30)

### **Absent:**

C. Britton  
T. Restaino  
R. Evans  
Irvington- Vacant

### **Minutes of the Meeting of September 22, 2015**

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

## **Expenditures of the period September 1, 2015 thru November 30, 2015**

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

### **Announcements**

G. Garetano was introduced as ERHC's new Public Health Emergency Preparedness Coordinator. G. Garetano gave a brief presentation on the full scale POD exercise that will be conducted in Livingston on January 14, 2016.

### **Old Business**

None

### **New Business**

#### **JIF Agreement Renewal and Resolution**

On motion by R. Roe, second T. DeNova, the board unanimously passed Resolution #12-05-15 (Attachment 3) renewing membership in the Suburban Essex Joint Insurance Fund and entering into the three year agreement beginning January 1, 2016 and ending January 1, 2019 (Attachment 4).

#### **JIF Risk Management Consultant Agreement**

On motion by R. Roe, second K. Costello, the board unanimously approved the Risk Management Agreement with Brown and Brown Metro Inc to provide risk management consulting services for one year as required in the bylaws of the Suburban Essex Joint Insurance Fund (Attachment 5).

#### **2016 ERHC Commissioner Meeting Schedule**

Upon motion by V. DeFilippo, second W. Wallace, the board unanimously approved the following schedule for the year 2016:

February 16, 2016  
April 19, 2016  
June 21, 2016  
September 20, 2016  
November 15, 2016  
December 13, 2016

All meetings are to start at 10:00 am with the exception of the December meeting which will start at 11:00 am

### **Budget Resolution**

C. Nawrocki presented the 2016 Budget for the Commission (Attachment 7). Resolution #12-04-15 (Attachment 6) was unanimously passed on motion by W. Wallace, second S. Bastola approving the 2016 budget.

### **Budget Amendment**

The board unanimously passed the following amendments to the 2015 budget (also in Attachment 8) on motion by W. Wallace, second by M. Raimo.

Increase legal by \$2000, funds from Reserve \$2000  
Increase Office Cleaning \$1000 funds from Reserve \$1000  
Increase Hudson Regional Health Commission CFO contract \$8000, funds from Reserve \$8000

### **Vote for 2016-2017 ERHC Officers**

The nominating committee presented the following slate of officers for upcoming two year term:

L. Anello- President  
R. Roe- Vice President  
T. DeNova- Treasure

There being no nominations from the floor L. Anello closed nominations. The slate of officers was passed unanimously on a motion V. DeFilippo and a second by W. Wallace.

### **Cost of Living Adjustment**

Upon motion by K. Costello, second V. DeFilippo, a 2.0% cost of living adjustment was unanimously approved for all commission staff who have successfully completed their probationary period. Those still in probation will receive a retroactive increase upon successful completion of their probationary period. This motion will be followed up with a resolution at the next Commission meeting.

### **Contract with the County of Essex**

C. Nawrocki presented the shared services agreement between Essex Regional Health Commission and Essex County Health Department for County Environmental Health Act (CEHA) Services (Attachment 9). This agreement was previously sent to the Commissioners via email, and covers the 18 month period of January 1, 2015 through June 30, 2016. Upon motion by W. Wallace, second, R. Roe, the board unanimously approved the contract.

### **Legal Services**

The board reviewed the Professional Legal Services Agreement between Essex Regional Health Commission and Piro, Zinna, Cifelli, Paris & Genitempo, LLC for the year 2016 (Attachment 11). Upon motion by K. Costello, second V. DeFilippo, Resolution #15-12-03 was unanimously passed, designating Piro, Zinna, Cifelli, Paris & Genitempo as legal counsel for the Commission.

### **Official Newspaper**

Resolution #15-12-02 (Attachment 12) designating the Newark Star-Ledger as the Commission's official newspaper was passed unanimously on a motion by M. Raimo, second W. Wallace.

### **Official Depositories**

Resolution #15-12-01 (Attachment 13) designating official depositories for the Commission was unanimously passed on a motion by R. Roe, second V. DeFilippo.

### **MRC Funding**

C. Nawrocki informed the commissioners that the federal funding for the Medical Reserve Corps (MRC) has been ended. In its place, the National Association of City and County Health Officials (NACCHO) is directing units to an existing competitive grant for special projects. The Commission MRC unit will be looking to apply for this grant with a project related to the Medical Needs Shelters.

### **Special Projects Committee Update**

W. Wallace reported that V. Dave had completed a clean surface water grant that would aid Commission towns. He also reported the success of the Commission provided trainings for continuing education credits. The report also included the use of carbon monoxide detectors when inspecting facilities in Commission towns and maintenance guidelines for fuel burning units provided to operators during source registration inspections.

### **Contract Extension for Public Health Consultant**

The board discussed the potential six month extension of the contract with Epi Intel & Health Research Planning LLC. Upon motion by R. Roe, second V. DeFilippo, the board unanimously agreed to extend the contract the additional six months through July 2016.

There being no further business the meeting was adjourned by L. Anello at 12:02 p.m. by a unanimous vote on a motion by A. Nazir, second 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 December 15, 2015.

In witness whereof I have hereunto set my hand on this 29th day of January, 2016

Carrie Nawrocki, Director