

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
February 24, 2015

Opening of the Meeting:

L. Anello opened the meeting at 10:18 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
B. Wallace
V. DeFilippo
V. Kuteyi
J. Fonzino
T. Denova
C. Britton
S. Portuese
T. Restaino
R. Roe
K. Costello

C. Nawrocki, Director
R. Budris, Deputy Director

Absent:

Newark (vacant)
R. Evans
A. Nazir

Presentation by GASP: Karen Blumenfeld presented to the Commission their latest anti-smoking activities and requested the Commission sign a letter of support for an anti-smoking initiative for Essex County Parks. The Commission agreed to send a letter of support.

Minutes of the Meeting of December 16, 2014

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

Expenditures of the period December 1, 2014 thru February 1, 2015

Were unanimously ratified on motion M. Raimo, seconded by V. DeFilippo. (Attachment 2)

Announcements

There were no announcements.

Old Business:

There was no old business.

New Business:

Bid for Auto Maintenance: R. Budris and C. Nawrocki discussed that ERHC would be going out to bid for auto maintenance services. The contract would be for a 2 year period.

New Jersey Environmental Health Association Conference: L. Anello reminded the commissioners that ERHC would cover expenses of the Commission town's health officer and up to one registered environmental health specialist to attend the conference so they could acquire needed continuing education credits. This was a line item that had been voted on in this year's budget. It was also decided that 2 inspectors could attend in lieu of one health officer and one registered environmental health specialist.

Medical Needs Sheltering Planning Meeting Update: R. Roe discussed the progress of this committee. Mike Festa would be scheduling a meeting with the County executive so that a site for the County's Medical Needs Shelter could be established.

Essex County Public Health Reserve Corps: C. Nawrocki updated the commissioners on the activities of the Medical Reserve Corps

Essex County CEHA Contract: A motion was passed unanimously to enter in to a contract agreement with the County of Essex to provide County Environmental Health

Act services (Attachment 3). The motion was made by V. DeFilippo and seconded by C. Britton.

Approval of Updated Job Descriptions: R. Budris presented three updated job descriptions to the Commission. Senior Environmental Specialist, Environmental Specialist, Environmental Inspector and Office Manager were presented (Attachment 4). The updated job descriptions were approved unanimously on a motion by B. Wallace and a second by K. Costello.

Sick Leave Policy Waiver: Due to extraordinary circumstances C. Nawrocki requested a temporary wavier of the minimum time increment for sick leave usage for the Office Manager. The waiver was unanimously approved on a motion by V. DeFilippo and a second by C. Britton.

There being no further business the meeting was adjourned by L. Anello at 12:15 after a unanimous vote on a motion by B. Wallace and a second by M. Raimo.

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, 2014.

In witness whereof I have hereunto set my hand on this twenty second day of April, 2015

Carrie Nawrocki, Director