

**Hudson Regional Health Commission  
Commission Meeting  
December 11, 2025  
11:00 AM**

**MINUTES**

**Opening of the meeting:** This meeting was opened at 11:17 AM by Vice-President V. Rivelli who declared it had been advertised in accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

**Attendance:**

**Present:**

J. Sarnas  
A. McNair  
C. Cirillo  
J. Castro  
V. Rivelli  
P. Bellan-Boyer  
T. Siciliano (alternate)  
N. Tarantino  
A. Mansilla  
B. Manso  
S. Tattoli (alternate)  
G. Jeffas  
M. Scutt

M. Brown (alternate Counsel)  
J. DeSena, Auditor (via phone)  
C. Nawrocki, Director  
M. Leguizamon, CFO

**Absent:**

S. Cavanaugh

**Minutes of the meeting of September 18, 2025** were unanimously approved as written and submitted on motion by G. Jeffas, second P. Bellan-Boyer, abstained J. Sarnas, N. Tarantino (Attachment I).

**Announcements:**

**Contact List**

C. Nawrocki shared a contact list of all local health departments to ensure accuracy. Some edits were made. The final list will be shared with Hudson County Chest Clinic and hospital partners.

**Protect Me with 3+ Posters**

C. Nawrocki let the Board know that the Commission received Pretect Me with 3+ vaccination posters.

**Expenditures Report for September 16, 2025 – November 30, 2025** was ratified upon motion by G. Jeffas, second V. Rivelli, and unanimously carried (Attachment II).

**Old Business:**

None

**New Business:**

**2025 Audit Engagement Letter**

The Board considered a proposal from DeSena and Company for auditing services for the fiscal year- 2025 (Attachment III). This was a professional services proposal being considered on a non-bid bias. After discussion, on motion by P. Bellan-Boyer, second V. Rivelli, unanimously approved.

**Year of 2026**

**Commission Meeting Schedule**

C. Nawrocki presented the proposed Commission Meeting schedule for the year of 2026. All meetings are scheduled to take place at 595 County Ave, Secaucus, NJ or via Zoom if necessary. The final schedule was unanimously approved on motion by V. Rivelli, second J. Castro (Attachment IV) and shall be as follows:

**January 22, 2026 10:00 am**

**March 19, 2026 10:00 am**

**June 18, 2026 10:00 am**

**September 17, 2026 10:00 am**

**December 10, 2026 11:00 am**

**General Legal Counsel Proposal**

C. Nawrocki presented a summary of the opening of proposals for general legal counsel held on December 3<sup>rd</sup> (Attachement V). Proposals were solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.1, et. Seq. The Commission received one proposal from Cleary Giacobbe Alefieri Jacobs LLC for the period of Feb. 1, 2026 through January 31, 2027. The proposed rate for legal services is \$215/ per hour for attorneys and \$80.00 per hour for paralegal work. Upon motion by V. Rivelli, second J. Castro, the Board unanimously accepted the proposal from Cleary Giacobbe Alfieri Jacobs LLC.

### **2026 COLA**

As per recommendation of the Personnel Finance Committee, the Board of Commissioners unanimously approved 3% COLA (Cost-of-Living Adjustment) for Commission employees effective January 1, 2026 upon motion C. Cirillo, second G. Jeffas (Attachment VI).

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

C. Nawrocki presented (Attachment VII), Risk Management Consultant's Agreement with Brown and Brown Metro. This Joint Insurance Fund (JIF) requires all members to have a risk manager and an annual agreement. The resolution was approved unanimously upon motion by V. Rivelli, second J. Castro.

### **EBL Agreement Kearny**

The Interlocal Agreement between the Township of Kearny and the commission for the three-year period of March 1, 2026 to Feb. 28, 2029 was unanimously approved on motion by G. Jeffas, second A. Mansilla, with A. McNair abstaining (Attachment VIII).

### **Nominating Committee Slate of Officers**

#### **2026-2027 Election of Officers**

Prior to this meeting J. Sarnas appointed A. McNair to chair the Nominating Committee for the election of new offices for the two-year term 2026-2027. The slate of officers prepared and announced follows:

**President: John Sarnas**  
**Vice President: Vincent Rivelli**  
**Treasurer: Janet Castro**

There being no other nominations, the slate was unanimously approved on motion by N. Tarantino, second G. Jeffas.

### **Personnel and Finance Committee Recommendations**

#### **Proposed Promotions:**

Upon motion by N. Tarantino, second G. Jeffas, the Board unanimously approved the recommendations of the committee with step increases and title changes effective January 1, 2026 for the following commission employees:

- J. Richards: Program Coordinator Level 1 to Level 2
- N. Rivelli: Program Coordinator Level 1 to Level 2
- J. Madsen: Environmental Specialist Level 3 to Level 4
- L. Lafalaise: Environmental Specialist Level 2 to Level 3

There being no further business, upon motion by V. Rivelli, second G. Jeffas, unanimously carried, the meeting was closed at 12:15 p.m.

I, Carrie Nawrocki, Director of Hudson Regional Health Commission do hereby certify that the foregoing

are true minutes of a meeting held on December 11, 2025 in witness whereof I have set my hand

this 22 day of January 2026.



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Carrie Nawrocki  
Executive Director