

**Hudson Regional Health Commission
Commission Meeting
February 8, 2018**

MINUTES

Opening of the meeting:

This meeting was opened at 10:15 am by President J. Sarnas who declared it had been advertised in accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

Attendance:

Present:

S. Bastola
J. Castro
C. Madalena
A. Mansilla
V. Rivelli
K. Pincus
J. Sarnas

C. Nawrocki, Director
J. Napolitano, Counsel
M. Davis, Health Educator/Risk Communicator (10:30am-10:45am)

Absent:

G. Jeffas
G. Diaz
J. Ehret
G. Drasheff
V. Rivelli
F. Sasso

Minutes of the meeting of December 14, 2017: were unanimously approved as written and submitted on motion by A. Mansilla, second C. Madalena (Attachment I).

Announcements:

C. Nawrocki presented the 2017 Year End Director's Report. This report includes annual program statistics as well as narrative of all programs.

Expenditures Report for December 1, 2017 – January 31, 2018 was ratified upon motion by V. Rivelli, second J. Castro, and unanimously carried (Attachment II).

New Business:

Emergency Preparedness ORR

M. Davis provided an update to the board on the Public Health Emergency Preparedness (PHEP) Program and the Operational Readiness Review (ORR). The ORR is an assessment by the Centers for Disease Control that evaluates state and local planning and operational functions.

The ORR focuses on medical countermeasures, such as distributing and dispensing medications and vaccines during a public health emergency. The PHEP staff have been working closely with the New Jersey Department of Health (NJDOH) as well as the local health departments in preparation for the ORR.

JIF Indemnity Agreement

C. Nawrocki discussed the Indemnity and Trust Agreement (Attachment III) between the Suburban Essex Joint Insurance Fund (SEJIF) and the commission. The three year contract and resolution for membership in the SEJIF were approved at the last meeting, every member of the fund is obligated to execute this agreement.

MRC Grant

The board reviewed the National Association for City and County Health Officers (NACCHO) Challenge Award application for the Medical Reserve Corp (MRC) (Attachment IV). The commission applied for \$7500 from NACCHO for a project supporting HAM radio training for volunteers and other local partners in preparation of an emergency.

County Agreement/LAB

The board reviewed Resolution #18-02-02 (Attachment V) authorizing a memorandum of understanding with Hudson County for administrative assignment of the Director of Public Health Laboratory.

NJDOH Lead Grant

C. Nawrocki discussed the final grant award from the NJDOH for an additional \$202,000 to cover the additional costs of the lead program associated with the changes in lead regulations and the anticipation of additional cases. The funding will cover overtime and equipment for this program only (Attachment VI).

CEHA Agreement (Resolution #18-2-1)

C. Nawrocki discussed the County Environmental Health Act (CEHA) Agreement between the commission and the New Jersey Department of Environmental Protection (NJDEP) for all core and elective programs for FY 2018 (Attachment VII). The application was approved at the June 2017 meeting of the board of commissioners, however, the final documents were not received from the NJDEP until this year. The total amount is \$358,362, which is essentially level funding (\$100 less than FY 2017).

North Bergen EBL

The three year interlocal agreement with the township of North Bergen and the commission regarding conducting elevated blood lead investigations will expire in May 2018. The new agreement (Attachment VIII) is from June 1, 2018 to May 31, 2021 with the same terms.

Mosquito Project

The board discussed the draft agreement between the New Jersey Institute of Technology (NJIT) and the commission for \$10,080 over two years for the consulting services of the Superintendent of Mosquito and Vector Control on a project to develop a new system to identify and count mosquitos in flight (Attachment IX).

Changes in Handbook

C. Nawrocki discussed a change in the Employee Handbook (Section 4.5) Confidential Medical Information HIPAA Policy. The one change to this section was the addition of a procedure to prevent unauthorized access to or disclose of protected health information that is received, stored or transmitted electronically (Attachment X).

Discarding out of Use Equipment

C. Nawrocki requested approval to discard out of use equipment (Attachment XI), the board discussed these items being sold on the GovDeals website.

Budget Amendments 2017 and 2018

The board discussed and amendments to the 2017 budget and the 2018 budget (Attachment XII).

Upon motion by V. Rivelli, second J. Castro, the board unanimously approved entering into the SEJIF Indemnity Agreement, the Hudson County Lab Agreement, the NJDOH Lead Program, the CEHA Program (Resolution #18-2-1), North Bergen EBL Agreement, NJIT Mosquito Project, changes in the handbook, discarding out of use equipment as listed, and amending the budget as presented.

There being no further business for the board, the meeting was unanimously closed upon motion by K. Pincus, second C. Madalena at 11:35am.