

**Hudson Regional Health Commission  
Commission Meeting  
November 29, 2018**

**MINUTES**

**Opening of the meeting:** The meeting was opened at 11:13am 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:**

J. Castro  
S. Bastola  
A. Mansilla  
C. Madalena  
M. O'Reilly  
J. Sarnas  
C. Aguilera (Alternate)  
N Tarantino  
C. Cirillo (Alternate)  
S. Barracato (Alternate)  
V. Rivelli  
G. Jeffas

C. Nawrocki, Director  
F. Febres, Counsel  
M. Leguizamon, CFO

**Absent:**

K. Pincus  
W. Zitt

**Minutes of the meeting of September 13, 2018:** were unanimously approved as written and submitted on motion by A. Mansilla, second C. Cirillo (Attachment I).

**Announcements:**

**RDS Exercise December 10**

A. Berdnik discussed the upcoming exercise of the Regional Distribution Site (RDS) on December 10. All municipalities will be participating and supplies will be distributed.

### **Tuberculosis Symposium**

C. Nawrocki discussed an upcoming symposium to be hosted by the Hudson County Department of Health and Human Services. The Tuberculosis Symposium will be held on March 22, 2019. Events will include speakers from Rutgers/ The Global Tuberculosis Institute who provide research and healthcare specifically to persons affected by tuberculosis. There will also be other related speakers and helpful information for health related professionals in the Hudson County community.

C. Nawrocki announced new appointments to the Board of Commissioners. Vincent Rivelli has been appointed by the Township of Weehawken as the primary board member. The City of Hoboken appointed Nancy Tarantino as the primary representative and Lynette Medieros as the alternate representative on the board.

Expenditures Report for Sept 1, 2018 – November 15, 2018 was ratified upon motion by G. Jeffas, second V. Rivelli, and unanimously carried (Attachment II).

### **New Business:**

#### **Change in Employee Handbook for JIF**

C. Nawrocki discussed changes to the Employee Handbook in accordance with the Suburban Essex Joint Insurance Fund (SEJIF) (Attachment III).

#### **Earned Sick Leave Law**

C. Nawrocki reported that due to the new state law, part time employees not otherwise eligible for sick leave time will now earn one hour of paid sick leave for every 30 hours worked, up to a maximum of 40 hours per year (Attachment IV).

#### **Meetings for 2019**

C. Nawrocki presented the proposed commission meeting schedule for the year 2019. All meetings are scheduled to take place at 595 County Ave, Secaucus, NJ.

*January 17, 10:00 am*  
*March 14, 10 am*  
*June 13, 10:00 am*  
*September 12, 10:00 am*  
*December 5, 11:00 am*

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

C. Nawrocki discussed the Suburban Essex Joint Insurance Fund (SEJIF) Risk Management Consultant Agreement with Brown and Brown Metro. The joint insurance fund requires all members to have a risk manager and the annual agreement (Attachment V).

#### **General Legal Counsel**

C. Nawrocki presented a summary of the opening of proposals for general legal counsel held on December 16, 2018 (Attachment VI). 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 Alfieri and Jacobs, LLC for services for February 1, 2019 through January 31, 2020. The proposed rate for legal services is \$195/Attorney per hour, and \$75/Paralegal work per hour. C. Nawrocki also informed the board that the Personnel and Finance Committee reviewed this proposal at their last meeting.

### **Guttenberg EBL Agreement**

The three year interlocal agreement between the Town of Guttenberg and the commission regarding elevated blood lead investigations expired at the end of November. The new agreement (Attachment VII) is from December 1, 2018 to November 30, 2021 with the same terms.

### **Committee Membership**

J. Sarnas discussed the Personnel and Finance Committee membership given the retirement of the Treasurer. He appointed N. Tarantino as the new Treasurer to finish the two year term.

### **COLA**

The board discussed a Cost of Living Adjustment for commission staff for the year 2019. A 2.75% COLA was approved, V. Rivelli abstained.

### **Budget Amendments 2018 and 2019**

M. Leguizamon presented amendments to the current (2018) budget and the approved 2019 budget (Attachment IX).

Upon motion by J. Castro, second C. Cirillo, the board unanimously approved the 2019 meeting schedule, the JIF Risk Management Consultant Agreement with Brown and Brown Metro, accepted the proposal from Cleary, Giacobbe, Alfieri and Jacobs, LLC, approved Resolution #18-11-04 (Attachment VIII), approved the Guttenberg EBL Agreement, appointment of N. Tarantino as Treasurer, the 2.75% COLA for 2019, and budget amendments for 2018 and 2019.

### **Personnel Finance Committee**

On behalf of the Personnel Finance Committee, C. Nawrocki gave a report of committee discussions and recommendations regarding personnel changes.

### **Clerk Typist Level**

The board approved adding a level to the Clerk Typist Position (Level 6) and increasing the hours worked in this title to be equal to the weekly hours worked by the other administrative staff (from 32.5 hours per week to 35 hours per week). They also discussed and approved promoting Donna Blois to this Level 6 as of December 1, 2018.

### **Mosquito Control Permanent Employee and Level Increases**

C. Nawrocki discussed the need for another full time mosquito inspector due to new demands on the program. The board approved hiring Peter Lequizamon, effective December 1, 2018, into a full time permanent position of Inspector of Mosquito Control Level 2, he was previously a seasonal employee in the mosquito program.

Additionally, the board approved promoting Maureen LoCascio, Michael Iverson, and Richard Corrente from Inspectors of Mosquito Control Level 3, to Inspectors of Mosquito Control Level 4 as of December 1, 2018.

Upon motion by J. Castro, second C. Cirillo, the board unanimously approved promoting Donna Blois to the new Level 6 Clerk Typist, hiring Peter Lequizamon as a permanent full time Inspector of Mosquito Control Level 2, and the promotion of Maureen LoCascio, Michael Iverson, and Richard Corrente to Level 4, Inspector of Mosquito Control.

There being no further business, upon motion by C. Madalena, second N. Tarantino, unanimously carried, the meeting was closed.