

**Hudson Regional Health Commission  
Commission Meeting  
September 13, 2018**

**MINUTES**

**Opening of the meeting:**

**the meeting was opened at 10:13am 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  
A. Mansilla  
C. Madalena  
M. O'Reilly  
K. Pincus  
J. Sarnas  
C. Aguilera (Alternate)  
N Tarantino (Alternate)  
H. J. Boor (Alternate)  
C. Cirillo (Alternate)  
S. Barracato (Alternate)

C. Nawrocki, Director  
J. Napolitano, Counsel  
M. DeSena, Auditor  
J. DeSena, Auditor  
M. Leguizamon, CFO

**Absent:**

S. Bastola  
V. Rivelli  
G. Diaz  
F. Sasso  
W. Zitt  
F. Sasso  
G. Jeffas

**Minutes of the meeting of June 8, 2017:** were unanimously approved as written and submitted on motion by H. J. Boor, second J. Castro, C. Cirillo abstained (Attachment I).

**Announcements:**

**Director's Report**

C. Nawrocki presented the September 2018 Director's Report. This report includes information for the first nine months of 2018, including program updates, enforcement activities and mosquito data.

**Expenditures Report for June 16, 2018 – August 31, 2018** was ratified upon motion by V. Rivelli, second J. Castro, and unanimously carried (Attachment II).

**New Business:**

**2017 Audit Report**

The 2017 Audit Report was presented by M. DeSena. She gave the Commission a clean unqualified opinion. M. DeSena discussed the report in detail and answered several questions. She commented that the Commission's financial records were in excellent order. Upon motion by J. Sasso, second C. Cirillo, the audit report was unanimously approved.

**Budget Amendments**

M. Leguizamon presented the amendments to the 2018 Budget (Attachment III). The board discussed the amendments and upon motion by H. J. Boor, second A. Mansilla, the amendments were unanimously approved.

**2019 Budget**

C. Nawrocki presented the 2019 budget (Attachment IV) which was also discussed and reviewed by the Personnel Finance Committee. The overall budget increased by approximately 5.95%. M. Leguizamon discussed changes in the 2019 budget compared to 2018 commission budget. The 2019 budget was approved and Resolution # 18-9-2 (Attachment V) was unanimously approved on motion by S. Barracato, second H. J. Boor.

**RDS Exercise and POD Update**

A. Berdnik distributed folders to each town representative that contained Point of Dispensing (POD) Core Management Team lists. She discussed the importance of having these lists completed, as the Commission needs them for the CDC ORR (Operational Readiness Review) audit, and asked that each town fill out the form and return them to her. She explained that the POD Core Management Teams need to be identified so that, in the event of a bio-terrorism emergency, towns are aware of their staff that are designated to set up a POD and distribute prophylactic medication to the affected population.

**Discarding Out of Use Equipment**

C. Nawrocki requested approval to discard out of use equipment (Attachment VI), the board discussed these items being sold on the GovDeals website and unanimously approved selling and discarding as appropriate upon motion by M. O'Reilly, second C. Madalena.

**Request from Bayonne**

C. Nawrocki discussed a request from the City of Bayonne for temporary coverage as they are looking to fill the vacant Health Officer position. The board discussed and considered this request and at this time the board decided to not provide this coverage since this is not typically the kind of work the Commission conducts and it may set a precedent.

Being no further business, upon motion by M. O'Reilly, second A. Mansilla, the board unanimously closed the meeting at 11:19am.