

**Hudson Regional Health Commission
Commission Meeting
December 6, 2011**

MINUTES

The meeting was opened at 10:15 am by President R. Censullo who declared it has been advertised in accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

Attendance:

Present:

R. Censullo
J. Sarnas
J. Castro
E. Grosvenor
F. Sasso
A. Velazquez
H. J. Boor
C. Nawrocki, Director
J. Napolitano, Counsel

Absent:

G. Drasheff
V. Rivelli
J. Waks
D. Drumeler
J. Ehret
H. Melendez

Minutes of the meeting of October 5, 2011: were unanimously approved as written and submitted on motion by H. J. Boor, second F. Sasso (Attachment I).

Announcements:

R. Censullo announced that he would be representing the Town of Harrison on the Board of Commissioners, as he has been appointed the Health Officer for the town, as of December 1, 2011. The Commission has been given a copy of this resolution from the Town of Harrison Board of Health (Attachment II). J. Castro represents the Town of North Bergen at this meeting.

R. Censullo also announced that A. Velazquez was appointed to the Board of Commissioners to represent the City of Union City. His appointment was made on October 18, 2011 by the Mayor and Board of Commissioners of the City of Union City. The Commission has been given a copy of this resolution (Attachment III).

C. Nawrocki announced that the Director's Report for October 2011-December 2011 was located in the meeting packet (Attachment IV). This report, presenting the current status of Commission programs, is prepared for the members of the Board and is also sent to the Hudson County Administration.

Expenditure Report for the month of September 2011- November 15, 2011: was unanimously approved as presented on motion by E. Grosvenor, second F. Sasso (Attachment V).

Old Business:

Nominating Committee:

The slate of officers was reported by the Committee Chair, V. Rivelli, and was distributed to the Board in advance of the meeting. The new officers take office at our first meeting in 2012 and continue for a two year term.

President
Richard Censullo
Vice President
John Sarnas
Treasurer
Frank Sasso

There being no other nominations, the slate was unanimously approved on motion by E. Grosvenor, second J. Castro.

Update on meeting with HCIA:

C. Nawrocki reported on the meeting with HCIA, as a follow up to the Auditor's recommendation at the last Commission meeting. This meeting was to discuss default judgments and the attempts to collect penalty money for those who did not show up at court. HCIA representatives explained this is costly and difficult to collect, and shared a new strategy for collection. If they are unable to collect the money, however, a letter will be prepared for the Commission to keep in our records and for the audit report.

Flexible Spending Account:

This benefit was offered to Hudson Regional Health Commission staff and at this time none of the employees have chosen to use this type of account. We have set up the account in case any employees choose to enroll in the future.

New Business:

Commission Meeting Schedule for 2012:

The meeting schedule was discussed and the following dates were proposed: January 11, March 14, June 13, September 12, and December 12. A memo will be sent to the full Board for approval of these dates.

Union City Commissioner:

See "Announcements"

2011 Budget Amendments:

C. Nawrocki advised the Board that the Finance/Personnel Committee had reviewed and approved the proposed amendments to the 2011 budget (Attachment VI). The amendments as submitted in the attachment and presented were unanimously approved by E. Grosvenor, second H. J. Boor.

Report and Recommendation of the Finance/Personnel Committee

F. Sasso, Chair, requested that C. Nawrocki give the report on his behalf. The committee met on October 19, 2011 and November 30, 2011 (Attachment VII). Discussion included the following items.

Bayonne Agreement:

In November, a meeting was held with the City Of Bayonne regarding the current contract for a dedicated Environmental Health Specialist for the city. It was not clear if the city will be renewing this contract when it expires in June 2012. Expectations of the current agreement were reviewed, and it was agreed that the distribution of hours for this dedicated employee will change in order for the employee to be present at the Commission for more hours per week.

General Legal Counsel:

The committee reviewed the two proposals for General Legal Counsel (Attachment VIII). The contract is for February 1, 2012 through January 31, 2013. The committee recommendation to the board was to accept the proposal from Johnson & Conway, LLP.

On motion by E. Grosvenor, second F. Sasso, the proposal submitted by Johnson & Conway was unanimously approved.

Administrative Assistant Level 6:

The committee discussed possible advancement of one of the Commission's Administrative Assistants to Level 6 in that title. In June, budgetary authority was given to the Director for this classification based on the expectation that an increase in workload may occur when another administrative staff member goes part time in January. The committee agreed that due to budgetary constraints, the decision should be deferred pending a review of increased duties. The board approved the committee's recommendation to defer this promotion until further evaluation, upon motion by J. Sarnas, second F. Sasso.

Actuary Review:

As a follow up to the Auditor's recommendation that the Commission consider an actuary review to evaluate costs of post retirement benefits, the committee discussed this issue with J. Napolitano. He will look into this further; the issue was tabled for further review.

Overtime Cap:

C. Nawrocki brought to the committee the issue of capping overtime pay to \$2,000 per employee annually in an effort to reduce costs. According to Commission policy regarding overtime, the Executive Director shall authorize the mode of payment based upon budgetary and other factors related to the best interest of the Commission. The committee recommended that overtime costs be strictly evaluated, evenly distributed when possible, and form of reimbursement be considered to keep costs to \$2,000 per employee.

On motion by E. Grosvenor, second J. Castro, the Board unanimously approved the recommendations of the Committee (as attached).

There being no other business, the meeting was adjourned at 11:20 on motion by J. Castro, second A. Velazquez.

**Hudson Regional Health Commission
Commission Meeting
October 5, 2011
MINUTES**

The meeting was opened at 10:10 am by President R. Censullo who declared it has been advertised in accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

Attendance:

Present:

R. Censullo
J. Sarnas
K. Comer
G. Drasheff
F. Sasso
D. DeClemente
H. J. Boor
V. Rivelli
J. Waks
D. Drumeler

Absent:

J. Ehret
E. Grosvenor
H. Melendez

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

Minutes of the meeting of June 15, 2011 were unanimously approved as written and submitted on motion by J. Sarnas, second D. DeClemente.

Audit Report 2010:

The F.Y. 2010 Audit Report was presented by M. DeSena. She gave the Commission a clean unqualified opinion. She commented on the growing costs of post retirement benefits. After discussions about the audit report, it was agreed that the Personnel Finance Committee would consider the recommendation for an actuarial review.

The report for F.Y. 2010 was unanimously approved and accepted on motion by F. Sasso, second H. J. Boor.

The Expenditure Report for the period of April 1, 2011- August 31, 2011 (Attachment I) was unanimously approved as presented on motion by D. Drumeler, second J. Sarnas.

Attachment I

Old Business:

JIF Resolution – Designation of Commissioner:

Resolution 11-10-03 (Attachment II) designating the Executive Director, C. Nawrocki as the Commissioner and Marisol Leguizamon as the alternate for the year 2011 for the Suburban Essex Joint Insurance Fund was unanimously approved on motion by D. Drumeler, second D. DeClemente.

April 2011 Commission meeting minutes revision:

C. Nawrocki announced a revision to the meeting minutes from the April 2011 Commission meeting needed to be made. In the minutes, there was a request for 3 amendments for the year 2010, this was a typographical error. The budget amendments were for the year 2011. This revision was unanimously approved on motion by H. Boor, second F. Sasso.

New Business:

Nominating Committee:

R. Censullo appointed V. Rivelli (chair), G. Drasheff and D. DeClemente as the Nominating Committee for the election of new officers at the next Board meeting.

Budget 2012:

C. Nawrocki introduced the 2012 Budget proposal and M. Leguizamon detailed the budget justification to the Board (Attachment III). Upon discussion, the budget was approved as submitted and presented.

Resolution 11-10-04 (in Attachment III) Resolution approving annual budget for the Hudson Regional Health Commission for the fiscal year beginning January 1, 2012 and ending December 31, 2012 was unanimously approved on motion by J. Sarnas, second, V. Rivelli.

JIF Resolution – Renewal of Membership:

Resolution 11-10-05 (Attachment IV) Resolution for Renewal of Membership in the Suburban Essex Municipal Joint Insurance Fund was unanimously approved on motion by J. Sarnas, second K. Comer.

2011-2012 MRC Grant (Attachment V) On motion by D. Drumeler, second V. Rivelli, unanimously carried, the Director was authorized to apply for, take receipt of and execute the grant in the indicated amount of \$5000 in accordance with applicable grantor requirements.

2011 Budget Amendments (Attachment VI) C. Nawrocki advised the Board that the Finance/Personnel Committee had reviewed and approved the proposed amendments to the 2011 budget. M. Leguizamon presented the list of these amendments. Upon discussion, the amendments as submitted in the attachment and presented were unanimously approved by F. Sasso, second J. Sarnas.

1355

1411

Attachment I

Report of Personnel Finance Committee (Attachment VII)

F. Sasso, Chair requested that C. Nawrocki give the report on his behalf. The committee met on August 2, 2011 and September 7, 2011.

EBL Agreements: The presentation included an update on the Elevated Blood Lead Agreements between Hudson Regional Health Commission and the individual municipalities. Changes would be made to the current agreement, which would be applied moving forward as the current contracts expire. One major change would affect the payment schedule for the towns. The original flat fee would not be included. Municipalities would only be charged fees per inspection. Other changes can be found in the attachment, including a table of responsibilities that delineates which agency is responsible for which specific requirements of the lead program. This table would be attached to the new agreement.

Bayonne Agreement: The committee also discussed the current agreement with the City of Bayonne which expires in June 2012. Further discussion was tabled with the full Board. J. Wax indicated he would like to meet with the committee in the coming weeks to discuss this agreement.

Eligibility for health insurance stipend: The committee agreed that the Executive Director and Deputy Director were eligible for the medical insurance stipend, in lieu of health benefits, from the Commission. This issue was raised by former Director Ferraiuolo after his retirement. The clarification was made and the full Board agreed that although these positions were not eligible for other stipends, this was a separate issue and therefore the Executive Director and Deputy Director were eligible for the medical insurance stipend.

Recommendations from the Committee were approved by the Board on motion by J. Sarnas, second H. Boor.

Mosquito Control: G. Williams gave the Board an update on the current mosquito control program and efforts in the County.

Revised By-Laws: A revision was made to the Commission By-Laws (Attachment VIII). Article III, Section 4 states that Commissioners and Alternates shall be notified of all Commission meetings by regular mail, or electronically directed to their respective last known addresses, and mailed at least three (3) days prior thereto. There was a typographical error that has been corrected. This correction to the By-Laws was unanimously approved as submitted in the attachment on motion by J. Sarnas, second H. Boor.

It was announced that this would be Commissioner Karen Comer's last Board meeting as she is retiring as of December. The Board congratulated her, thanked her for the many years of service, and wished her well. President R. Censullo presented a plaque.

There being no further business, the meeting was adjourned at 12:05 on motion by K. Comer, second V. Rivelli.

Attachment II

TOWN OF HARRISON
HUDSON COUNTY
BOARD OF HEALTH

WHEREAS, pursuant to New Jersey State law, *N.J.S.A. 26:3-1*, et seq., the Board of Health of the Town of Harrison ("Board of Health" or "Board") is empowered to appoint a Health Officer to be its general agent to, *inter alia*, plan, develop, coordinate, and direct the work program of the Town of Harrison Health Department and direct the enforcement of public health within the Town; and

WHEREAS, on December 1, 2011, the current Health Officer, Karen Comer, will be retiring; and

WHEREAS, in order to cover the duties of a Health Officer in the most economical way possible, the Board is pursuing an interlocal/shared services agreement with the Township of North Bergen whereby North Bergen's Health Officer, Richard J. Censullo, will provide Health Officer services to the Board; and

WHEREAS, pending finalization of the terms of the interlocal/shared services agreement, North Bergen/Mr. Censullo has agreed to have Mr. Censullo assume the duties of Health Officer for the Board, on a temporary basis and until further notice, starting on December 1, 2011 for a fee of \$1 per year; and

WHEREAS, the Board desires to engage Mr. Censullo as set forth above; and

WHEREAS, the above was discussed and adopted by the Board at its regular meeting of October 11, 2011, and this Resolution is a written memorialization of same.

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Town of Harrison, in the County of Hudson, State of New Jersey, that Richard J. Censullo shall assume the duties of Health Officer for the Board starting December 1, 2011, on a temporary basis and until further notice, for a fee of \$1 per year, pending final approval of the Board after meeting with Richard J. Censullo, and pending finalization of the terms of an interlocal/shared services agreement between the Board of the Township of North Bergen.



Arthur Pettigrew, Acting President

Dated: 12/2/11



Brian P. Stack
Mayor

City of Union City

Department of Public Safety
3715 Palisade Avenue
Union City, New Jersey 07087

(201) 348-5745/5755
Fax: (201) 348-5728

October 3, 2011

Mr. Richard Censullo
Chairman
North Hudson Regional Health Commission
595 County Road
Secaucus, NJ 07094

Mr. Censullo:

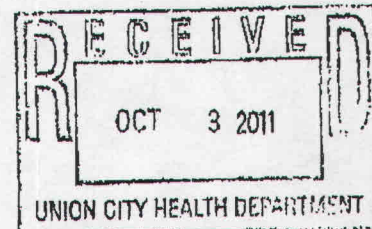
I write to nominate Mr. Alejandro Velazquez, who resides at 4410 New York Avenue, Apt. 2X in Union City, to the Hudson Regional Health Commission. Currently, Mr. Velazquez serves as Housing and Health Inspector with the City of Union City.

Furthermore, I have witnessed the exemplary work of Mr. Velazquez and I am impressed by his knowledge of local health issues. I am certain that Mr. Velazquez will be a strong addition to your honorable Commission.

If I may be of further testament to the prospective value of Mr. Velazquez, please do not hesitate to call me.

Sincerely,

Brian P. Stack
Mayor

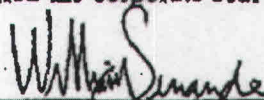


**CITY OF UNION CITY
HUDSON COUNTY, NEW JERSEY**

BE IT RESOLVED by the Mayor and Board of Commissioners of the City of Union City in the County of Hudson that Alejandro Velazquez is hereby appointed as the designated individual to serve on behalf of the City of Union City as Commissioner on the Hudson Regional Health Commission effective immediately and until such time that he may be replaced.

NOW THEREFORE, BE IT FURTHER RESOLVED by the Mayor and Board of Commissioners of the City of Union City in the County of Hudson that the City Clerk is authorized to send a certified copy of this resolution to the Hudson Regional Health Commission.

I, WILLIAM SENANDE, Municipal Clerk of the City of Union City in the County of Hudson, New Jersey, DO HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution adopted by the Board of Commissioners of the City of Union City, Hudson County, New Jersey, at a meeting held on October 18, 2011. IN WITNESS WHEREOF, I, the said Municipal Clerk, have hereunto set my hand and affixed the corporate seal of the said City, this October 18, 2011.



WILLIAM SENANDE

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
MEADOWVIEW COMPLEX
595 COUNTY AVENUE, BUILDING 1, SECAUCUS, NEW JERSEY 07094
TEL. (201) 223-1133 FAX (201) 223-0122

Richard J. Censullo, President

Carrie Nawrocki, Director

DIRECTOR'S REPORT

**Hudson Regional Health Commission
October 2011- December 2011**

Local Information Network and Communications System (LINCS) Program

During these past months, the LINCS staff assisted local health care partners in preparing the community for influenza by distributing over 13,000 pieces of literature (handbooks and pocket guides) to local health departments, hospitals, federally qualified health centers, libraries, colleges/universities and the Office of Disability Services. Additionally, over 25 braille guides on pandemic influenza were distributed to these partners, as appropriate.

The LINCS staff also conducted outreach, upon request, with preparedness presentations at a Senior Health Fair as well as at the HOPES CAP, Inc in Hoboken.

Disease surveillance statistics:

- 67 alerts of illness were reviewed and responded to through the EpiCenter syndromic surveillance system
- 8 alerts of increased emergency room admissions and or visits were investigated through the state Emergency Department surveillance system

The table below presents the LINCS messages sent to our public health partners by category through December 1, 2011.

	Alert	Advisory	Update	Information	Total
1st Quarter Totals	0	1	12	36	49
2nd Quarter Totals	2	2	16	42	61
3rd Quarter Totals	2	2	16	42	61
4th Quarter Totals	2	2	16	42	61
Total	6	7	60	162	232

“SERVING BAYONNE, EAST NEWARK, GUTTENBERG, HARRISON, HOBOKEN,
JERSEY CITY, KEARNY, NORTH BERGEN, SECAUCUS,
UNION CITY, WEEHAWKEN, WEST NEW YORK.”

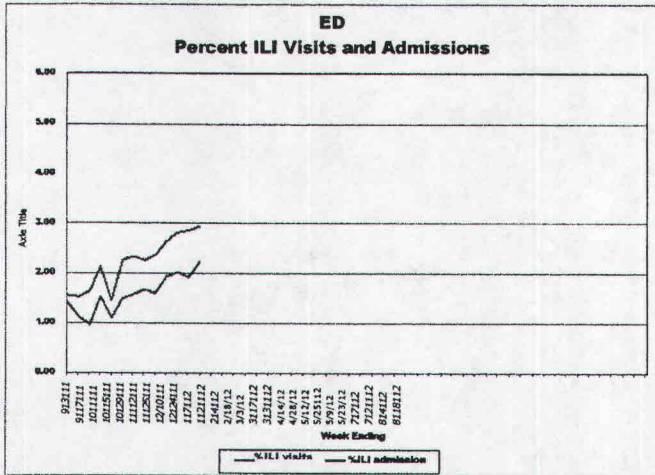
Attachment IV

Hudson Regional Health Commission collects and coordinates Hudson County data as part of the statewide Influenza-Like Illness Surveillance System. Data are collected from hospitals, schools and long term care facilities on a weekly basis. The graphs below present the statewide surveillance data.

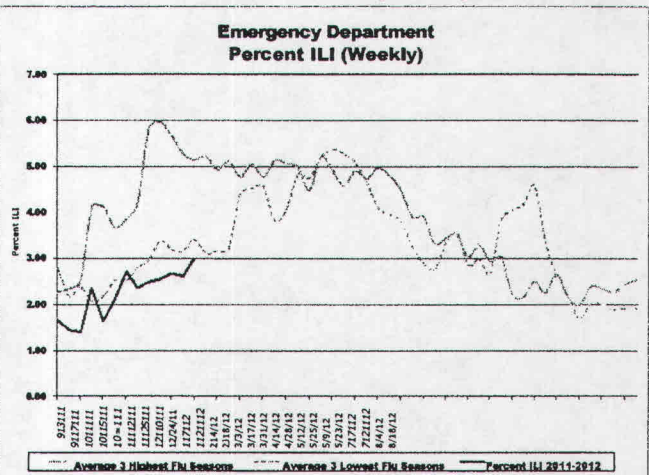
Influenza-like Illness Surveillance – New Jersey as of 11/30/11

Emergency Department

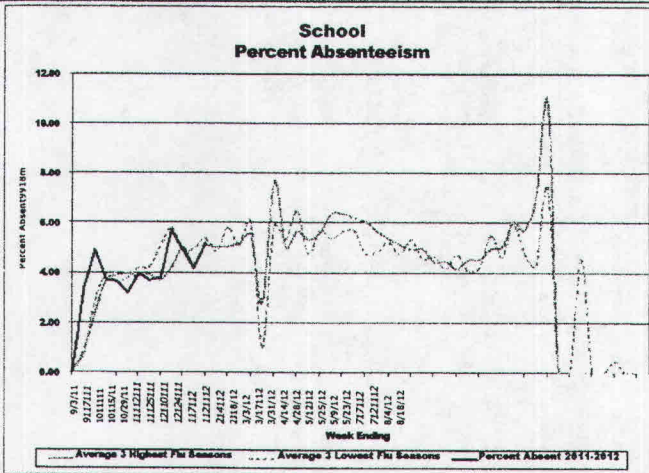
Daily Visits and Admission



Visits – Tuesday Only



School Absenteeism



Long Term Care Facility

