

# **ESSEX REGIONAL HEALTH COMMISSION**

**204 Hillside Avenue, Livingston, NJ 07039**  
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**www.essexregional.org**  
**Carrie Nawrocki, Executive Director**

**Commission Meeting**  
**December 13, 2022**

## **Opening of the Meeting**

M. Raimo opened the meeting at 11:11 a.m. by declaring that it had been duly advertised in accordance with Chapter 231 of the New Jersey Open Public Meeting Act of 1975.

## **Attendance**

### **Present**

M. Raimo, President  
L. Anello  
W. Wallace  
T. DeNova  
C. Davenport  
K. Costello  
S. Ruffalo  
R. Jernick  
B. Vilcante  
S. Whyte  
C. Nawrocki, Director  
R. Budris, Deputy Director

### **Absent**

T. Restaino  
V. DeFilippo

## **Minutes of the Meeting of September 20, 2022**

The minutes were approved unanimously on a motion by T. DeNova and second by W. Wallace (Attachment 1).

## **Expenditure Report for September 16, 2022 through November 30, 2022**

The expenditure report was unanimously ratified on motion W. Wallace and a second L. Anello (Attachment 2).

## **Announcements**

It was announced that the 2021 Audit report will be pushed back to the next meeting.

## **New Business**

### **2023 Commission Meeting Dates**

The proposed Commission meeting dates were passed unanimously on a motion by C. Davenport and a second by K. Costello. The meeting dates are as follows:

Tuesday, February 21, 2023 (10:00 AM)  
Tuesday, April 18, 2023 (10:00 AM)  
Tuesday, June 20, 2023 (10:00 AM)  
Tuesday, September 19, 2023 (10:00 AM)  
Tuesday, December 12, 2023 (11:00 AM)

### **Risk Management Consultant Agreement**

C Nawrocki proposed that ERHC enter into the risk management agreement (Attachment 3) with Brown and Brown Metro, LLC. As required by the Suburban Metro Joint Insurance Fund, each covered entity must have a risk management agreement. A motion to enter into the agreement was made by K. Costello and seconded by T. DeNova and was approved unanimously.

### **Attorney Proposal**

C. Nawrocki presented the Professional Legal Services Agreement with Piro, Zinna, Cifelli, Paris & Genitempo, LLC (Attachment 4). The agreement was unanimously approved on a motion made by W. Wallace and a second by T. DeNova.

### **Uncollectable Accounts Receivable Write Off**

C. Nawrocki presented old account receivable assessments, having previously presented to Finance Committee (Attachment 5). These assessments are now uncollectable due to age. The motion to write off these bills was made by T. DeNova and second L. Anello and was approved unanimously.

### **Designation of Depositories**

Resolution #2022-12-02 (Attachment 6) designating State of New Jersey Management Fund and PNC Bank as the official depositories of the Commission was passed unanimously on a motion by C. Davenport and a second by K. Costello.

### **Designation of Official Newspaper**

Resolution #2022-12-03 (Attachment 7) designating the Star Ledger as the official newspaper of the Commission was passed unanimously on a motion by W. Wallace and a second by T. DeNova.

### **Essex County Health Officer's Association Update**

W. Wallace and C. Davenport provided an update. They discussed the new grant that is being administered via NJACCHO.

There being no further business the meeting was adjourned by M. Raimo at 11:32 am.

I, Carrie Nawrocki, Director of the Essex Regional Health Commission do hereby certify that the foregoing are the minutes of a meeting held on December 13, 2022.

In witness whereof I have hereunto set my hand on this 3rd day of February in the year 2023.

A handwritten signature in cursive script, appearing to read "Carrie Nawrocki".

Carrie Nawrocki, Executive Director