

# **ESSEX REGIONAL HEALTH COMMISSION**

**204 Hillside Avenue, Livingston, NJ 07039**  
**PHONE (973) 251-2059 FAX (973) 251-2779**  
**www.essexregional.org**  
**Carrie Nawrocki, Executive Director**

**Commission Meeting**  
**December 12, 2023**

## **Opening of the Meeting**

M. Raimo opened the meeting at 11:13 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  
V. DeFilippo  
H. Henry  
K. Costello  
A. Monaco  
S. Whyte  
P. Dillon  
M. O'Reilly (arrived 11:15)  
M. Leguizimon  
C. Nawrocki, Director  
R. Budris, Deputy Director

### **Absent**

T. DeNova  
C. Davenport

## **Minutes of the Meeting of September 19, 2023**

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

## **Expenditure Report for September 16, 2023 through November 30, 2023**

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

## **Announcements**

C. Nawrocki announced a new member of the board of commissioners representing East Orange, Horace Henry.

## **New Business**

### **Audit 2022**

John DeSena of DeSena and Company provided the commission's audit report for 2022. There were no irregularities noted. A motion to accept the audit was made by D. VeFilippo and a second by K. Costello and passed unanimously.

### **2023 Auditor Proposal**

C. Nawrocki presented the 2023 audit proposal from DeSena (Attachment 3). She stated that they have prepared the commission's financial statements for many years and they have the specialized knowledge of grants needed and their work has been outstanding. Resolution #2023-12-04 (Attachment 4) was unanimously approved on a motion made by M. O'Reilly and a second by S. Whyte.

### **Budget Amendments**

M. Leguizimon presented amendments for the 2023 budget (Attachment 5). A motion to accept the budget amendments was made by A. Monaco and seconded by L. Anello. The motion passed unanimously.

### **Multiple Yearly Resolutions for 2024**

The following resolutions were passed unanimously on a motion by K. Costello and a Second by V. Defilippo.

#### **Resolution #2023-12-04 2024 Authorizing Schedule of Meetings (Attachment 6)**

Tuesday, February 20, 2024 (10:00 AM)  
Tuesday, April 16, 2024 (10:00 AM)  
Tuesday, June 18, 2024 (10:00 AM)  
Tuesday, September 17, 2024 (10:00 AM)  
Tuesday, December 10, 2024 (11:00 AM)

#### **Resolution #2023-12-05 Appointing Risk Management Consultant (Attachment 7)**

A resolution to enter into a risk management agreement (Attachment 8) with Brown and Brown, is required by the commission's membership in a Suburban Metro Insurance Fund.

#### **Resolution #2023-12-06 Designating Legal Services (Attachment 9)**

This resolution authorizes the commission to enter into an agreement with Piro, Zinna, Cifelli, Paris, Genitempo (Attachment 10) for legal services for 2024.

#### **Resolution #2023-12-07 Designating Official Depositories (Attachment 11)**

This resolution authorized the commission to use the State of NJ Cash Management Fund and PNC Bank as the two official depositories.

#### **Resolution #2023-12-08 Designating Official Newspaper (Attachment 12)**

The Star Ledger is the designated official newspaper by resolution.

**Cost of Living Increase (COLA)**

The Finance and Personnel Committee recommended a 3% COLA for 2024. This increase was approved unanimously on a motion by W. Wallace and a second by A. Monaco.

**Report From Nominating Committee and Election of Officers**

K. Costello, chair of the nominating committee presented the committee nominations of M. Raimo (President), W. Wallace (Vice President), and T. DeNova (Treasurer). The floor was opened to nominations. Being none made, nominations were closed. The slate of officers were unanimously elected on a motion by V. DeFilippo and a second by S. Whyte.

**Title Change**

C. Nawrocki presented the recommendations of the Finance and Personnel Committee that the commission's Environmental Specialist (H. Shamon) be promoted to the Senior Environmental Specialist, Level 4. This title change was passed unanimously on a motion by W. Wallace and a second by M. O' Reilly.

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

The was nothing new to report from the association.

There being no further business the meeting was adjourned by M. Raimo at 11:47 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 12, 2023.

In witness whereof I have hereunto set my hand on this 20th day of February in the year 2024.



Carrie Nawrocki, Executive Director