

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
September 19, 2023

Opening of the Meeting

M. Raimo opened the meeting at 10:15 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
L. Anello
T. DeNova
K. Costello
C. Davenport
B. Vilcant
P. Dillon
A. Monaco
M. Reilly
S. Whyte
C. Nawrocki, Director
R. Budris, Deputy Director
M. Leguizamon, CFO

Absent

V. DeFilippo
W. Wallace

Minutes of the Meeting of June 20, 2023

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

Expenditure Report for June 15, 2023 through September 15, 2023

The expenditure report was unanimously ratified on a motion by L. Anello and second by C. Davenport (Attachment 2).

Announcements

C. Nawrocki introduced Michele Reilly as the new Heath officer for Nutley and the new representative on the ERHC Board of Commissioner representing Nutley.

Old Business

None

New Business

New Cleaning Services Contract

In June, the commission received notice that the current cleaning company would no longer provide cleaning services. The commission solicited bids which were reviewed by the Finance and Personnel Committee who recommended GML Cleaning Services costing less than the previous company (Attachment 3). Due to the time constraints the board initially approved the contract via email in July. A motion was made to formally approve the new contract on a motion by A. Monaco and a second by L. Anello. The motion passed unanimously.

Budget Amendments

The amendments to the 2023 budget (Attachment 4) were presented to the board by M. Leguizamon. The amendments were unanimously approved on a motion by B. Vilcant and a second by L. Anello.

2024 Budget

The 2024 commission budget justification (Attachment 5) and budget (Attachment 6) were presented to the board by M. Leguizamon. Resolution #2023-09-03 (Attachment 7) adopting the 2024 budget was passed unanimously on a motion by K. Costello and a second by S. Whyte.

Contract with Essex County for CEHA Services

C. Nawrocki presented the signed contract from Essex County for County Environmental Health Act services for the previous grant cycle (Attachment 8). The commission formally voted to accept the contract with a unanimous vote from a motion by B. Vilcant and a second by C. Davenport.

Contracts for REHS Services Pilot Program

C. Nawrocki updated the commissioners on the program with West Orange and Maplewood to provide REHS services. The contracts for both municipalities were also presented (Attachments 9 and 10). The motion to approve these contracts was passed unanimously on a motion by A. Monaco and a second by B. Vilcant.

Proposed Pay Increases and Additional LHOC

C. Nawrocki presented to the Commission proposed pay increases for the Assistant to the CFO (new level 5, \$68,000), the Inspector (new level 7, \$63,000 with \$5,000 stipend for REHS pilot program) and the Infectious Disease Preparedness Generalist (new level 2, \$75,000). There was also a proposal to hire a new Local Health Outreach Coordinator (LHOC) to backfill the grant position vacated by the reassigned inspector. These increases and hire had previously been reviewed and approved by the Finance and Personnel Committee. The increases passed unanimously on a motion by formally voted to accept the contract with a unanimous vote from a motion by K. Costello and a second by B. Vilcant.

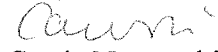
Nominating Committee

K. Costello was appointed chair of the nominating committee (for 2024/2025 ERHC officers) by M. Raimo. L. Anello and V. DeFillipo were also appointed to the committee. The appoints were approved unanimously on a motion by B. Vilcant and a second by C. Davenport.

There being no further business the meeting was adjourned by M. Raimo at 10: 55 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 September 19th, 2023.

In witness whereof I have hereunto set my hand on this 5th day of December in the year 2023.


Carrie Nawrocki, Executive Director