

# ESSEX REGIONAL HEALTH COMMISSION

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Carrie Nawrocki, Executive Director

## Commission Meeting

December 10, 2019

### Opening of the Meeting

L. Anello 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

L. Anello, President

M. Raimo

V. DeFilippo

W. Wallace

T. DeNova

J. Fonzino (alternate)

R. Roe

C. Hellwig

K. Costello

S. Portuese

C. Nawrocki, Director

R. Budris, Deputy Director

#### Absent

T. Restaino

C. Britton

V. Kuteyi

N. Agosto Fili6n

### Minutes of the Meeting of September 17, 2019

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

### Expenditure Report for September 16, 2019 through November 30, 2019

The expenditure report was unanimously ratified on motion M. Raimo and a second V. DeFilippo (Attachment 2).

### Announcements

L. Anello announced that Candice Davenport will be the new Health Officer for Maplewood (replacing the retiring R. Roe) and will also be the new primary board member for Maplewood starting January 1<sup>st</sup>, 2020.

C. Nawrocki and R. Budris briefed the Commissioners on the Radon awareness grant and how the free radon test kits will be distributed to Essex County residents.

### **New Business**

#### **2020 Commission Meeting Dates**

The proposed Commission meeting dates were passed unanimously on a motion by C. Hellwig and a second by W. Wallace. The meeting dates are as follows:

Tuesday, February 18, 2020 (10:00 AM)  
Tuesday, April 21, 2020 (10:00 AM)  
Tuesday, June 16, 2020 (10:00 AM)  
Tuesday, September 15, 2020 (10:00 AM)  
Tuesday, December 15, 2020 (11:00 AM)

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#### **Officer Elections**

K. Costello, the chair of the nominating committee presented the slate of officer nominations below:

L. Anello, President;  
W. Wallace, Vice President  
T. DeNova, Treasurer

There were no additional nominations from the floor. The slate was elected unanimously on a motion by V. DeFilippo and a second by C. Hellwig.

#### **Risk Management Consultant Agreement**

A motion to enter into the risk management agreement (Attachment 3) with Brown and Brown was passed by an unanimous vote on a motion by K. Costello and a second by R. Roe. C. Nawrocki discussed this contract is required by our Joint Insurance fund and stated that the cost remains unchanged as a fixed percentage of the fund's premium.

#### **Epi Grant Part-Time Temporary Position**

C. Nawrocki discussed the need to create and fill a part time position to assist with the deliverables of the New Jersey Department of Health Strengthening Local Public Health Capacity Operations that the commission was awarded (job description and announcement Attachment 4). A motion was made to create and authorize the filling of this position by K. Costello and was seconded by R. Roe. The motion passed unanimously.

#### **Attorney Proposal**

C. Nawrocki presented the Professional Legal Services Agreement with Piro, Zinna, Cifelli, Paris & Genitempo, LLC (Attachment 5). This proposal had been reviewed and

approved by the Finance and Personnel committee. A motion to accept the agreement was passed unanimously on a motion made by M. Raimo and a second by S. Portuese.

**Auditor Proposal**

C. Nawrocki presented the proposal for auditor services from DeSena and Company (Attachment 6). A motion to accept the proposal was approved unanimously on a motion by C. Hellwig and a second by M. Raimo.

**Designation of Depositories**

Resolution #19-12-02 (Attachment 7) designating State of New Jersey Management Fund and PNC Bank as the official depositories of ERHC was passed unanimously on a motion by V. DeFilippo and a second by S. Portuese.

**Designation of Official Newspaper**

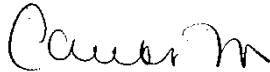
Resolution #19-12-03 (Attachment 8) designating the Star Ledger as the official newspaper of the Commission was passed unanimously on a motion by R. Roe and a second by M. Raimo.

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There being no further business the meeting was adjourned by L. Anello at 11:35 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 10, 2019.

In witness whereof I have hereunto set my hand on this 31st day of January in the year 2020.



Carrie Nawrocki, Executive Director