

**Hudson Regional Health Commission
Commission Meeting
December 12, 2024
11:00 am**

MINUTES

Opening of the meeting: This meeting was opened at 11:12 AM by President J. Sarnas who declared it had been advertised in accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

Attendance:

J. Sarnas
A. McNair
J. Castro
V. Rivelli
T. Siciliano (alternate)
N. Tarantino
S. Tattoli (alternate)
G. Jeffas
A. Mansilla
B. Manso

J. Napolitano, Counsel
C. Nawrocki, Director
M. Leguizamon, CFO
G. Williams, Superintendent

Absent:

C. Cirillo
P. Bellan-Boyer
S. Cavanaugh

Minutes of the meeting of September 19, 2024 were unanimously approved as written and submitted on motion by J. Castro, second G. Jeffas (Attachment I)

Announcements:

New Board Member representing Town of Harrison (Attachment II)

Expenditures Report for September 16, 2024-November 30, 2024 was ratified upon motion by V. Rivelli, second N. Tarantino, and unanimously carried. (Attachment III)

Old Business:

Mosquito (Use of boat) and SLF Report

G. Williams updated the board on the mosquito program as well as future plans for addressing areas of concern regarding spotted lantern fly populations next year.

New Business:**2023 Audit Report**

The 2023 Audit Report (Attachment IV) was presented by C. Nawrocki. Upon motion V. Rivelli, second N. Tarantino the audit report was unanimously approved.

2024 Audit Engagement Letter

The board considered a proposal from DeSena and Company for auditing services for the fiscal year-2024 (Attachment V). This was a professional services proposal being considered on a non-bid basis. After discussion, on motion by V. Rivelli, second G. Jeffas, unanimously carried, the proposal by DeSena and Company was approved.

Employee Handbook and Personnel Policy and Procedures Manual

C. Nawrocki presented the updated Employee Handbook and Personnel Policy and Procedure Manual. These documents were sent via email to the board as well. Upon motion by N. Tarantino, second from J. Castro. The handbook and manual were unanimously approved.

Year of 2025**2025 Commission Meetings Schedule**

C. Nawrocki presented the proposed commission meeting schedule for the year 2025. All meetings are scheduled to take place at 595 County Ave, Secaucus, NJ. The final schedule was unanimously approved on motion by V. Rivelli, second A. McNair (Attachment VI) and shall be as follows:

January 16, 2025 10:00 A.M
March 20, 2025 10:00 A.M
June 19, 2025 10:00 A.M
September 18, 2025 10:00 A.M
December 11, 2025 11:00 A.M

General Legal Counsel Proposal

C. Nawrocki presented a summary of the opening of proposals for general legal counsel held on December 5th (Attachment VII). Proposals were solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.1, et. Seq. The Commission received one proposal from Cleary Giacobbe Alfieri Jacobs LLC for the period Feb 1, 2024 through January 31, 2025. The proposed rate for legal services is \$210/per hour for attorneys and \$75.00 per hour for paralegal work. C. Nawrocki also informed the Board that the Personnel and Finance Committee reviewed this proposal at their last meeting. Upon motion by V. Rivelli, second from A. McNair, the Board unanimously accepted the proposal from Cleary Giacobbe Alfieri Jacobs LLC.

2024 COLA

The Board discussed a Cost of Living Adjustment (COLA) for 2025 (Attachment VIII), previously reviewed and recommended by the Personnel Finance Committee, and upon motion from V. Rivelli, second A. McNair, approved a 2.0% COLA for all permanent Commission employees.

JIF Risk Management Consultant Agreement

C. Nawrocki presented the agreement with Suburban Metro Joint Insurance Fund (SMJIF) Risk Management Consultant Agreement with Brown and Brown Metro (Attachment IX). This was reviewed by the Personnel Finance Committee last week as required for our Joint Insurance Fund which requires all members to have a risk manager and an annual agreement. The resolution was approved unanimously upon motion by V. Rivelli, second A. McNair.

Equipment Disposal- Two Niton XLP 306A XRF Analyzers (S/N 24232 and 24234)

C. Nawrocki discussed the disposal of analyzers used in the environmental lead program. The equipment being disposed contains sealed radioactive sources which must be replaced every three years due to half-life being diminished (Attachment X). The Commission has transitioned to newer XRF analyzers (acquired through lead grant funding) which use an x-ray tube, not a sealed source, and do not require resourcing. Because the old equipment contains a radioactive source, it will not be sold on Municibid, but will be returned to the original manufacturer for proper disposal. Upon motion by G. Jeffas, second from V. Rivelli this was unanimously approved.

Personnel and Finance Committee Recommendations- Handout

At 11:37 A.M., the board went into closed session to discuss recommendations from the committee upon motion by V. Rivelli, second G. Jeffas, unanimously carried.

At 11:50 A.M. the board went into open session upon motion by V. Rivelli, second J. Castro, unanimously carried.

Upon motion by A. McNair, second A. Mansilla, the following title changes were unanimously approved:

In the Mosquito Program, eliminate the Field Operations Supervisor title, create Mosquito Biologist Title.

Eliminate Field Operations Supervisor Title

Level 1 68,598

Level 2 73,742

Level 3 79,271

New Mosquito Biologist Title

Level 1 \$58,000

Level 2 \$65,000

Level 3 \$72,000

Update Purchasing/Human Resources/Accounting Administrative Assistant levels within titles.

Previous Purchasing/HR/Accounting Administrative Assistant Title

Level 1 58,786

Level 2 61,406

Level 3 69,774

Level 4 78,148

Level 5 81,990

New Purchasing/HR/Accounting Administrative Assistant Title

Level 1: 59,000

Level 2: 62,500

Level 3: 68,000

Level 4: 72,500

Level 5: 78,148

Level 6: 81,990

Update IT Specialist title levels.

Previous Information Technology (IT) Specialist Title

Level 1 59,512

Level 2 70,848

Level 3 82,439

Level 4 84,911

Level 5 96,206

Level 6 106,975

New Information Technology (IT) Specialist Title

Level 1 70,848

Level 2 82,439

Level 3 84,911

Level 4 90,000

Level 5 95,000

Level 6 100,000

Level 7 106,975

Upon motion by J. Castro, second J. Sarnas, moving the following employees into the title/levels was unanimously approved.

M. Soliman – Mosquito Biologist, Level 2

S. Espaillat – Administrative Assistant Human Resources, Level 4

L. Martin – Administrative Assistant Accounting, Level 4

N. Alonso – Administrative Assistant Accounting, Level 6

E. Caballero – IT Specialist, Level 4

There is no further business, the meeting was adjourned at 11:53 A.M on motion by V. Rivelli, second N. Tarantino.

I, Carrie Nawrocki, Director of Hudson Regional Health Commission do hereby certify that the foregoing
are true minutes of a meeting held on December 12, 2024, in witness whereof I have set my hand
this 19th day of March 2025.

A handwritten signature in cursive script, appearing to read "Carrie Nawrocki", written above a horizontal line.

Carrie Nawrocki
Executive Director