

**Commission Meeting Agenda**  
**June 15, 2011**

**Opening of the meeting: Declaration that it had been duly advertised in Accordance with the Open Public Meetings Act, Chapter 231 of the laws of 1975.**

**Attendance:**

**Minutes of the meeting of April 20, 2011:**

**Announcements:**

**Old Business:**

**Resolution of Appointment  
Jersey City Agreement  
Bayonne Agreement**

**New Business:**

**Report and Recommendation of the Finance/Personnel Committee  
Revised Table of Organization and Salary Schedule  
Revised Job Specifications  
Revised By Laws**

**Budget Amendments:**

**JIF Resolution**

**Auto Service Contract**

Commission Meeting  
June 15, 2011

The meeting was opened: at 10:10am by President R. Censullo who declared that it had been duly advertised in Accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

Attendance:

R. Censullo, J. Ehret, K. Comer, G. Drasheff, H. Boor, F, Sasso, D. DeClemente, D. Drumeler, J. Sarnas,

R. Ferraiuolo, Director  
J. Napolitano, Counsel

Absent:

V. Rivelli  
J. Waks  
E. Grosvenor

Minutes of the meeting of April 20, 2011 were unanimously approved as written and submitted on motion by D. DeClemente, second F. Sasso.

Announcements:

R. Ferraiuolo apprised the Board of problems with Jersey City holding up payments to HRHC. H. Boor indicated that he thought it had to do with Reliable. R. Ferraiuolo summarized the Commissions' track record regarding Reliable which he felt was extremely responsible. He indicated that there was a meeting scheduled and he would keep the Board current.

He pointed out that there was a secondary problem in that the Commission still did not have a formal agreement with the City to do its lead program as Harry Melendez has requested. The Commission was presently performing inspections based upon interim authority the Board have given the Director at the last meeting. Now, there seemed to be a question about whether or not all payments were being held up, for no clear reason.

Upon discussion about the importance and potential public health impact of the EBL Program, on advice of Counsel, motion by D. Drumeler, second G. Drasheff, unanimously carried, the Director was authorized to continue inspections, provided a letter was received from an appropriate city officials requesting said assistance and providing reasonable assurance of payment.

Old Business:

On motion by F. Sasso, second H. Boor Resolutions 11-06-1 and 11-06-2, appointing C. Nawrocki Executive Director/ Health Officer and A. DeQuina Deputy Director were unanimously approved (see Attachment I & II).

Jersey City Agreement (Attachment III)

On motion by D. Drumeler, second G. Drasheff, unanimously carried, the Director was authorized to extend for one year(7/1/11-6/30/12) an agreement with the Jersey City Fire Department to have J. Monkowski conduct Haz/mat training for a sum of \$10,000/yr for four hours/week.

Bayonne Agreement:

R. Ferraiuolo updated the Board on the status of negotiations with the City of Bayonne for the services of J. Monkowski. The issue had to do with assumption of cost for post retirement medical benefits. He reported that in his estimation to this point there was no solution at hand.

After discussion it was the consensus of the Board that the Director write to the City Administration and advise them that in the absence of a satisfactory and fair resolution of this matter, the Commission was not favorably disposed to a continuation of the agreement.

New Business:

Report of the Finance/Personnel Committee: (Attachment IV & V)

R. Ferraiuolo reported the recommendation of the Committee on behalf of Chairman Sasso.

He began with the proposal to eliminate the \$1,200 educational stipend for all employees as an austerity measure.

A new longevity schedule was proposed going forward as reflected in the F/P Committee meeting package. (Attachment V).

Gloria Mincey had submitted a request for part time status effective January 1, 2012. Because the Board was going to go into closed session, it deviated from the agenda to allow for a brief presentation by the North Jersey Community Action Program regarding a county wide grant application, to build upon and expand public health infrastructure programming.

Vincent Argola and a consultant gave a presentation regarding a grant that would.

On motion by F. Sasso, second J. Ehret, unanimously carried, the Board went into closed session to discuss the recommendation of the Committee.

On motion by F. Sasso, second J. Ehret, unanimously carried, the Board came back into open session.

On motion by K. Comer, second F. Sasso, unanimously carried, the following recommendations were approved by the full Board:

Longevity stipends going forward would be in accordance with the recommendation.. 2,4,6,8,and 10% at 5,10,15,20,and 25 years respectively, no retroactive adjustments would be made, but as employees reached threshold years their levels of longevity would be adjusted to reflect the revised schedule.

Education Stipend of \$1,200/yr would be discontinued going forward- no retroactive adjustments.

Request by G. Mincey to work part time effective after 12/31/11 was approved at 3 days/ week.

The revised salary schedule and job specifications (Attachment VI) were approved, including a 6<sup>th</sup> step \$5000 increment in the title Administrative Asst.

Budgetary authority for M. Casale to move to level 6 at the indicated increment upon G. Mincey going to p/t was granted.

Effective 7/1/11- the revised Table of Organization (Attachment VII) was approved with the amendment that Commission Counsel would be reflected as a non staff lateral line to the Executive Director.

11/12 Lincs Grant: In response to the notification of approximately 23% cut in the LINCS Grant and an uncertainty as to the allocation that would be authorized for the HO/EPI title, the Director was authorized to appropriate up to 50% of the time for the IT Coordinator to the consolidated budget and up to 50% of the cost of C. Butieb .Under this arrangement a portion of her time would be allocated to the environmental program under Deputy Director A. De Quina. Reduction and/or elimination of existing p/t personnel was authorized to offset reduction in the LINCS Grant. These included A. McNair, D. Beesley, and J. Lepis. It was agreed that in the case of A. McNair residual MRC funds would be used to extend her engagement and she would be encouraged to seek ancillary grant funding to possible fund a position for her.

Revised by Laws: (Attachment VIII) On motion by D. Drumeler, second J. Sarnas, unanimously approved the revised By Laws were approved as submitted.

Budget Amendments: (Attachment IX)

R. Ferraiuolo explained the requested budget amendments. He stated that most were straight forward. In response to a question about the HCIA he explained that it was a carry forward from a one time appropriation of \$25,000 to defray legal and computer related cost related directly to the HCIA.

Mosquito Control: Authority for a budget amendment for two additional seasonal field people for the Mosquito Control Program was requested in the amount of \$15,000.

On motion by D. Drumeler, second D.DeClemente, unanimously carried, the amendments as set forth in attachment IX were approved.

There was general discussion about the mosquito program, and a suggestion for a committee to be formed to address County- wide concerns regarding stagnant water, etc.

JIF Appointment:

On motion of D. Drumeler, second DeClemente, unanimously carried, C. Nawrocki was appointed to the SEJIF to serve as Commissioner on behalf of the Commission and M. Leguizamon was affirmed as alternate. It was agreed that a formal resolution would be adopted at the next meeting.

R. Ferraiuolo explained that the recently approved state contracted vendor for auto repairs was not working out well for oil changes and associated minor service and requested authority for an exception to the approved agreement so that staff could just quickly take the vehicles to a "Jiffy Lube" a similar establishment, rather than tie up the vehicle for a full day.

On motion by D. Drumeler, second D. DeClemente, unanimously carried, the Director was authorized to have oil changed and associated minor services done at a different contractor provided that prices were at or below the contracted rate, or three informal quotes were secured.

Lead program: There was a general discussion about the status of the lead (EBL) efforts throughout the County, particularly in the wake of the most recent regulatory amendments. R. Ferraiuolo summarized some of the problems the Commission was encountering where in certain cases public officials were requesting that the Commission go beyond its contractual scope of duties to conduct functions more related to case management, relocation, abatement etc. R. Censullo discussed issues such as lack of staffing and potentially excessive relocation costs that would be incurred by Municipalities.

It was the consensus of the Board that the Commission should not take any actions beyond those specified by respective Agreements. It was agreed that a meeting would be convened to discuss the issues in more detail and establish a notification/contract procedure for each health department.

Eagle Recycling:

J. Napolitano gave a brief presentation on the efforts of his law firm on behalf of North Bergen and in conjunction with the Commission to enforce relevant solid waste regs, up to and including injunctive relief.

On motion by D. DeClemente, second F. Sasso, the meeting was adjourned at 11:45am.

**RESOLUTION 2011**  
**HUDSON REGIONAL HEALTH COMMISSION**

**Resolution Authorizing Appointment of Carrie Nawrocki to the Position of  
Executive Director and Health Officer**

**WHEREAS**, there presently exists a vacancy in the position of Executive Director and Health Officer for the Hudson Regional Health Commission as a result of the pending retirement of Executive Director Robert Ferraiuolo; and

**WHEREAS**, the Personnel and Finance Committee has interviewed candidates to replace Mr. Ferraiuolo; and

**WHEREAS**, the Committee has determined that Carrie Nawrocki possesses the necessary experience, education and licenses to fulfill the duties and obligations of the Executive Director and Health Officer; and


**WHEREAS**, the Commission, having discussed the matter and interviewed Ms. Nawrocki, wishes to appoint Ms. Nawrocki to the position of Executive Director and Health Officer; and

**NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE HUDSON REGIONAL HEALTH COMMISSION** that Carrie Nawrocki is hereby appointed to the position of Executive Director and Health Officer.

**BE IT FURTHER RESOLVED** that Ms. Nawrocki, as Executive Director and Health Officer, shall have all the duties, obligations and responsibilities as set forth in the Commission's bylaws and job description and as required by statute.

Date: 6-29-11

Certification-----

  
Robert Ferraiuolo  
Director

**RESOLUTION 2011  
HUDSON REGIONAL HEALTH COMMISSION**

**Resolution Authorizing Appointment of Angela DeQuina as Deputy Director**

**WHEREAS**, there presently exists a vacancy in the position of Deputy Director for the Hudson Regional Health Commission as a result of the retirement of Deputy Director Gary Garetano; and

**WHEREAS**, the Personnel and Finance Committee has interviewed candidates to replace Mr. Garetano; and

**WHEREAS**, the Committee has determined that Angela DeQuina possesses the necessary experience, education and licenses to fulfill the duties and obligations of the Deputy Director; and

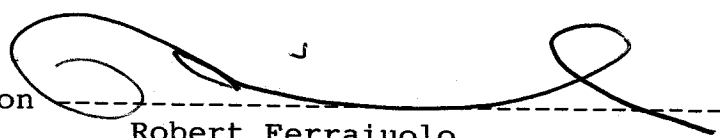
**WHEREAS**, the Commission, having discussed the matter and interviewed Ms. DeQuina wishes to appoint Ms. DeQuina to the position of Deputy Director; and

**NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE HUDSON REGIONAL HEALTH COMMISSION** that Angela DeQuina is hereby appointed to the position of Deputy Director.

**BE IT FURTHER RESOLVED** that Ms. DeQuina, as Deputy Director, shall have all the duties, obligations and responsibilities as set forth in the Commission's bylaws and job description and as required by statute.

Date: 6-29-11

Certification \_\_\_\_\_



Robert Ferraiuolo  
Director

**Agreement for the Provision of Specialized Training  
to the Jersey City Fire Department  
by the  
Hudson Regional Health Commission**

**WHEREAS**, the City of Jersey City (the "City") is a member in good standing of the Hudson Regional Health Commission (the "Commission"); and

**WHEREAS**, among other services, the Commission provides to the City services related to emergency response and hazardous substance control; and

**WHEREAS**, the Jersey City Fire Department (the "Department") has requested that specialized training and related assistance related to Haz/Mat/CBRNE be provided to the Department by the Commission.


**NOW THEREFORE**, it is agreed as follows:

The Commission shall make available to the Jersey City Fire Department for purposes of training and related services the services of a Commission employee for a period of four hours/week for fifty-two weeks. The parties anticipate that the Program Coordinator, James Monkowski, shall be the trainer to the extent he is available.

In consideration for this service, the Jersey City Department shall pay the Commission the sum of \$10,000.00, payable quarterly or as otherwise agreed to by the parties.

The term of the agreement shall be for one year commencing July 1, 2011 and ending June 30, 2012. Either party may terminate the agreement upon thirty days written notice.

The Jersey City Fire Department agrees to indemnify and hold harmless the Hudson Regional Health Commission from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, attorneys fees and other expenses or liabilities of every kind and character arising out of or relating to the Commission's (including its employees and agents) performance of the Agreement.

  
Robert Ferraiuolo, Director  
Hudson Regional Health Commission

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Battalion Chief Borrelli  
Jersey City Fire Department



Attachment IV

**Finance/Personnel Committee Meeting**  
**June 8, 2011**

**Present**

- F. Sasso
- J. Sarnas
- R. Censullo

R. Ferraiuolo

Robert Ferraiuolo requested clarification as to longevity for C. Nawrocki, A. DeQuina and M Leguizamon. He indicated that it was unclear from his notes on the last meeting, but he recorded it in the minutes as best he could.

The clarification was as follows:

As was the case for them, (Committee Members) C. Nawrocki and A. DeQuina would receive no stipends for special functions or on call or any other form of supplemental compensation (the only exception being the stipend for medical benefits as permitted by the State). Furthermore, they would not be entitled to compensatory time; however, as all employees, they would be entitled to longevity. It was understood in these positions hours could be irregular and often in excess of 35 hours/week, but because much more was expected of them, as exempt employees in these two specific titles, they would not be required to keep the same regular hours as specified in the handbook for the rest of the staff. Language to that effect would be included in the new job spec.

In the case of Marisol (CFO), her hours/demands would be more predictable. She too would be awarded longevity pay but would not be formally afforded the same flexibility in work hours as the Executive Director and Deputy Director. She would however, be eligible for comp time when extra hours were required, such as during the audit and other exigent circumstances.

The proposed salary schedule was amended to reflect the true base salary for C. Nawrocki and A. DeQuina. Effective July 1, 2011 their total compensation including longevity would be \$120,000 and \$110,000 respectively. Base compensation for M. Leguizamon (CFO) would be \$97334, equivalent to the Superintendent of Mosquito Extermination.

**LONGEVITY SCHEDULE-EDUCATIONAL STIPEND**

Attachment IV

The Committee recommended that the educational stipend of \$1,200/year (for holding a Masters) be eliminated retroactively and that the longevity schedule be amended as follows:

	<u>Present</u>		<u>Recommended</u>
*	<u>Year of Service</u>	<u>%</u>	<u>%</u>
	5	2.5	2
	10	5.0	4
	15	7.5	6
	20	10.0	8
	25	--	10

This change would be forward projected for future longevity awards.

**ADMINISTRATIVE STAFF:**

In recognition of her long and faithful service to the Commission and the assumption that she would be assuming additional duties in the wake of administrative staff going on part time status, it was unanimously agreed that an additional level would be added to the title of Administrative Assistant in the amount of \$5,000, and M. Casale be approved for that level.

A request for G. Mincey to reduce her schedule to part time (3 days/week) effective January 1, 2012 was approved.

With the foregoing amendments the revised Table of Organization, salary schedule and job specs were unanimously approved.

**By Laws –**

R. Censullo recommended that Article IV Section 8 be revised to make clear that the Director is a 'non voting' ex officio' Member of the Board. Inclusive of this change, the By Laws were unanimously approved for recommendation for adoption.

**LINCS CUTS –**

R. Ferraiuolo summarized the impact of a 23% cut to the LINCS Grant. He indicated that he could not present a proposed budget at this time because we did not yet know what position the NJDHSS was going to take with respect to the C. Nawrocki-HO/EPI situation, but it could be assumed that 1) Annie would lose her part/time position as Partnership Coordinator and it appeared that 1) full/time employee would have to be reduced to part/time.

Several options were discussed in detail. Ultimately, it was agreed that if necessary C. Butieb would be moved partially to Environmental and thus picked up by the general budget and her duties would be assumed by other members of the 'LINCS Team'. It was agreed that it would be recommended that the part/time position of D.

Attachment IV

Beesley be eliminated and that of J. Lepis be reviewed. Anny would be kept on as long as possible with the use of MRC funds and any other independent grant funding the Commission was able to secure.

**Amendments to Mosquito Control Program**

A request by R. Ferraiuolo for a budget transfer in the amount of \$15,000 to hire two additional seasonal employees for mosquito control was approved.

Prepared by RF 6/10/11

**Recommendations of 6/8/2011 Finance/Personnel Committee**

Longevity/stipends: -All employees will receive longevity  
-Executive Director and Deputy Director will receive no comp time, stipends or supplementary compensation

Education Stipend of 1200/year:  
- Eliminated retroactively effective July 1, 2011

Longevity Pay: - Effective July 1, 2011 schedule spread out over 25 years as indicated – adjustments to be made going forward – no retro pay reductions

Volunteer RIF: -Request by G. Mincey to go to P/T (3 days/week) effective 1/1/12 approved

Step 6 (5000) added to A/Asst title:  
- approved for M.Casale effective 1/1/12 for assuming additional duties in wake of RIF and in recognition of service.

Revised T/O and Job Specs Approved:

- Notations:
- Reduced supervisory responsibilities of PC title with eye toward phase out by attrition
- Flexibility in hours for ED, DD
- Expanded eligibility and consolidated salary range for Env Specialist

LINCS Cuts 23% anticipated:

- Authorized strategy for RIF upon commencement of grant cycle (Approximately Aug 15, 2011) upon exhaustion of available residual MRC funds and in the absence of new or additional grant funds, loss of P/T Partnership Coordinator A. McNair
- Predicted upon pending authorization and absent additional grant support from NJDHSS – some combination of moving CN off LINCS or some percentage of C. Butieb to Environmental Staff
- Elimination of P/T staff, D. Beesley and possibly J. Lepis

Revised By Laws: - Approved

2 Seasonal Mosquito control Inspectors (through Sept 15) approved:  
- 15,000 amendment approved

Attachment VI

**BASE SALARY SCHEDULE FY 2010-2011**

**CATEGORY**

**TITLE**

**BASE SALARY**

**Management and Support Functions**

**Director (35 hrs.)** 117,073

**Deputy Director (35 hrs.)** 107,317

**Chief Financial Officer (35 hrs.)**

Level 1 70,267

Level 2 73,462

Level 3 79,367

Level 4 82,630

Level 5 84,050

Level 6 97,334

**Information Techonology (IT) Specialist**

Level 1 To Be Determined

Level 2 To Be Determined

Level 3 74,956

**Lab Tech**

41,911

**Senior Lab Tech**

54,680

**Clerk Typist**

Level 1 34,114

Level 2 35,820

Level 3 37,527

Level 4 39,232

Level 5 40,940

**Administrative Assistant (35 hrs.)**

Level 1 45,803

Level 2 47,843

Level 3 54,364

Level 4 60,887

Level 5 63,880

Level 6 To Be Determined

**Mosquito Program**

**Inspector, Mosquito Extermination**

Level 1 34,114

Level 2 37,526

Level 3 40,340

Level 4 43,365

**Field Operations Supervisor, Mosquito Extermination**

Level 1 53,446

Level 2 57,455

Level 3 61,764

**Superintendent, Mosquito Extermination**

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Level 1	To Be Determined
Level 2	To Be Determined
Level 3	90,437
Level 4	94,961
Level 5	97,334

**LINCS Program**

**LINCS Coordinator, Partnership Coordinator**

Level 1	47,757
Level 2	56,857
Level 3	66,155

**Health Educator**

Level 1	To Be Determined
Level 2	To Be Determined
Level 3	To Be Determined
Level 4	To Be Determined
Level 5	74,956

**Public Health Nurse**

Level 1	71,846
Level 2	74,839
Level 3	77,833

**Epidemiologist**

Level 1	To Be Determined
Level 2	To Be Determined
Level 3	76,444

**CEHA and Lead Program**

**Environmental Field Technician  
Inspector (P/T 25.28 - 32.98)**

Level 1	43,577
Level 2	49,359
Level 3	51,487
Level 4	53,613
Level 5	56,858

**Environmental Specialist**

Level 1	47,758
Level 2	56,858
Level 3	58,958
Level 4	62,058
Level 5	66,155

**Senior Environmental Specialist**

Level 1	71,483
Level 2	74,634

**Program Coordinators**

AIR/LEAD/LINCS NOISE/SOLID WASTE/RTK/CBRN Level 1	79,367
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Level 2	81,680
Level 3	84,050

Level 3: Must have two years tenure in the PC Title & be responsible for staff of two or more or have five years in title. (Approved 9/12/2006)

**Compliance and Enforcement Coordinator**

Level 1	79,367
Level 2	81,680
Level 3	84,050

**NOTE:** Levels shall be granted at the discretion of the Director with budgetary approval by the Board of Commissioners.

**Temporary Personnel**

Field Hourly Rate 17.64  
Clerk Hourly Rate 13.66

**\$1200 Education Stipend**

A. McNair  
M. Davis  
J. Demjanick  
G. Mincey  
J. Monkowski  
G. Williams

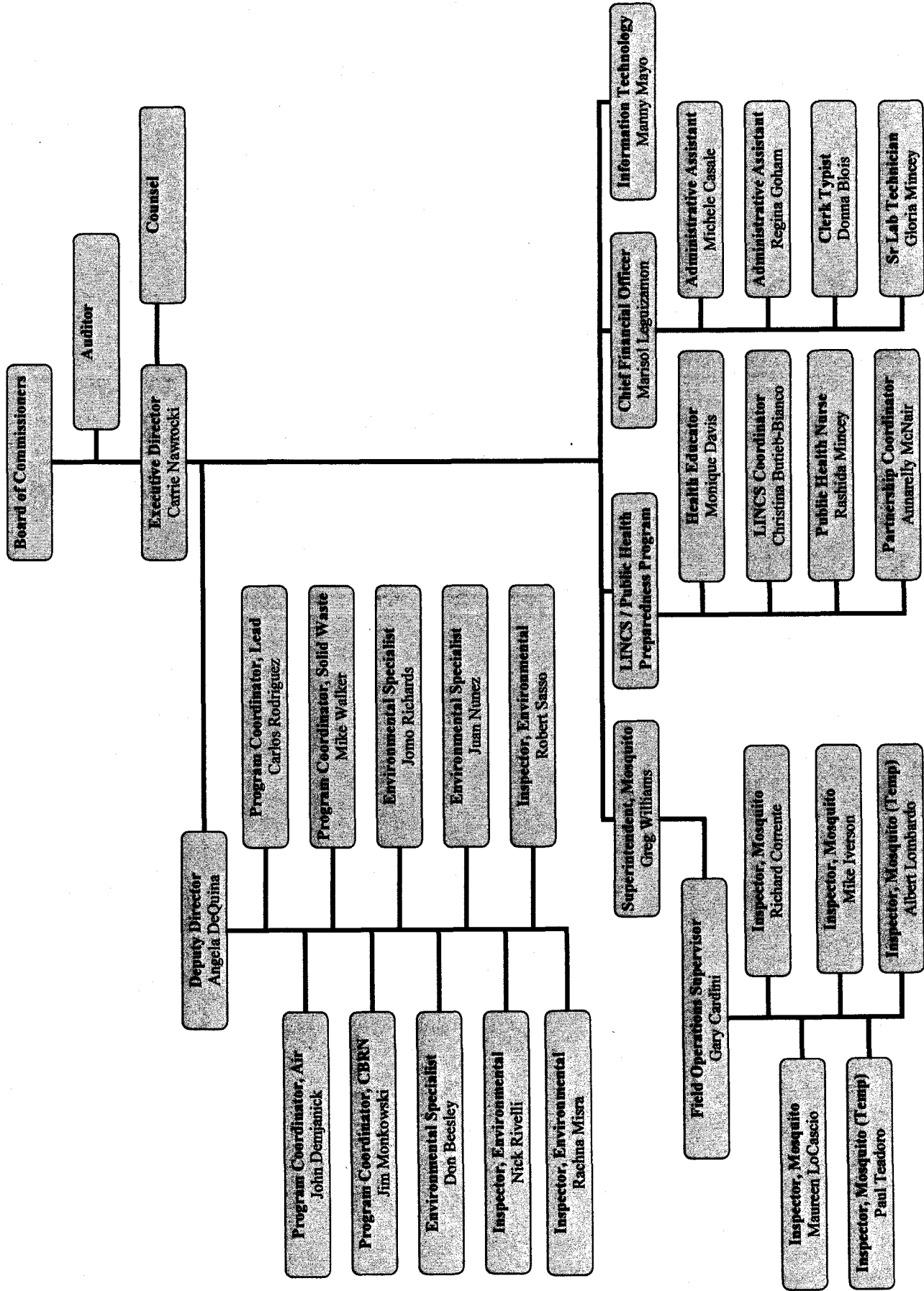
**Longevity Increase**

After five years - 2.5%  
After ten years - 5.0%  
After fifteen years - 7.5%  
After twenty years - 10.0%

**On Call**

**Primary**  
\$20.00 or 1 hour compensatory time-off for weekdays  
\$40.00 or 2 hour compensatory time-off for weekends and holidays.  
**Secondary**  
\$10.00 weekdays  
\$20.00 weekends and holidays

# Hudson Regional Health Commission





BY-LAWS

HUDSON REGIONAL HEALTH COMMISSION

ARTICLE I

Name, Statutory Authorization and Purposes

- SECTION 1 This organization shall be known as the "Hudson Regional Health Commission" (hereinafter the "Commission").
- SECTION 2 This Commission is established and operates pursuant to NJSA 26:3-83 to 94, and under authority of NJSA 26:3A2-21 et seq., NJSA 26:2C-22, and NJSA 26:13-1 et seq.
- SECTION 3 The purposes of the Commission are:
- a) Establishment of a regional health commission and the promulgation of administrative, employment and operational policies with regard thereto in accordance with applicable statutory and regulatory standards as set forth in the NJSA and NJAC.
  - b) Formulation of proposed Ordinances or Codes for the control of environmental pollution, and amendments thereto for consideration by member municipalities.
  - c) Establishment of Commission Offices.
  - d) Preparation of annual budgets and procuring revenue relating thereto from member municipalities and other sources.
  - e) Promotion of other activities designed to reduce or eliminate environmental pollution and protect the public health.

ARTICLE II

Membership and Representation

- SECTION 1 Each participating municipality shall be represented on the Commission by two (2) Commissioners:
- a) One shall be the Licensed Health Officer of the participating municipality, or if there be no Licensed Health Officer, such person as designated by the

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Board of Health, or the governing body acting as the Board of Health; and,

- b) One shall be a representative of the Board of Health of the participating municipality, or such person designated by the governing body acting as the Board of Health.
- c) Except that if more than seven (7) municipalities participate each participating municipality shall be represented on the commission by one (1) Commissioner, who shall be the Licensed Health Officer of the participating municipality, or if there be no Licensed Health Officer, such person as designated by the Board of Health, or the governing body acting as the Board of Health.
- d) Each individual Commissioner shall be vested with one vote.

SECTION 2

Each Participating municipality shall designate in writing to the Commission Secretary the names of its Commissioner and an Alternate to the Commission. The Commissioner shall represent the participating municipality on the Commission, and in his/her absence, the Alternate shall act in his/her place instead. The names of the Commissioner and Alternate may be changed from time to time by the participating municipality, but no changes shall be effective until the delivery to the Commission Secretary of a written designation by the participating municipality.

ARTICLE III

Meetings, Quorum and Voting

SECTION 1

Regular meetings of the Commission shall be quarterly or as otherwise determined by the Board of Commissioners (hereinafter the "Board"). The specific date, time, and place of such meetings shall be designated by the Commission or by the President of the Commission in the event the Commission makes no designation.

SECTION 2

The first regular meeting of each year shall be the organizational meeting.

SECTION 3

Special meetings of the Commission may be called by the President, when deemed necessary.

SECTION 4

Commissioners and Alternates shall be notified of all Commission meetings by regular mail, or electronically directed to their respective last known addresses, and mailed at least five (3) days prior thereto.

SECTION 5

Except as provided in Section 8, a quorum for the transaction of Commission business shall consist of the actual presence of the Commissioners or

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Alternates representing more than one half of the total Commission membership.

- SECTION 6 Except as otherwise provided in these by-laws, the "Hudson Regional Health Commission Employee Handbook" or rules and regulations governing employment as duly adopted and amended by the Board, all actions of the Commission shall be determined by a majority vote of those in attendance at a designated meeting.
- SECTION 7 No proxy voting shall be permitted.
- SECTION 8 Under special circumstances, as approved by the Commission President, on a limited case by case basis, attendance and voting may be by teleconference, provided that all votes are taken by roll call only.
- SECTION 9 In recognition that the Commission does not meet on a monthly basis, the Director is authorized to make expenditures in accordance with budgetary authority to be reported and ratified at the next Commission meeting.
- SECTION 10 If an emergent matter requires Board approval prior to the next scheduled meeting, the Director may solicit and obtain approval by email of a majority of the Board which shall be authority for the Director to take the requested action; provided information that is relative to the request for approval shall be clearly set forth and emailed to the full Board and that a minimum of 5 days be permitted for a response. Upon approval or disapproval, an email summarizing the responses received shall be sent to all Board members. All emails associated with such actions shall be retained by the Director both electronically and in hard copy.

## ARTICLE IV

### Officers

- SECTION 1 Officers of the Commission shall be: President, Vice-President, and Treasurer.
- SECTION 2 The Officers shall be elected at the last regular meeting of the expiring term. Newly elected Officers shall take office on the first meeting of the new term following such date and shall continue for two (2) years thereafter or until their successors are elected and installed.
- SECTION 3 Officers shall receive no compensation for their services except for reimbursement of expenses as may be from time to time determined by the Commission.
- SECTION 4 The President shall preside over all Commission meetings and shall be an ex-

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officio member of all Committees. As Commissioner, he shall continue to represent the participating municipality which designated him/her and shall engage in all voting of the Commission.

- SECTION 5 The Vice-President shall preside over Commission meetings in the absence of the President. In the absence of the President and Vice-President the Treasurer shall preside.
- SECTION 6 Except as herein provided, the officers shall exercise the customary duties incident to their respective offices.
- SECTION 7 If the office of the President shall become vacant, the Vice-President shall assume the vacated office for the balance of the term. Any other vacancy may be filled by the Commission for the balance of the term.
- SECTION 8 The Director of the Hudson Regional Health Commission shall be the Secretary to and non voting ex-officio member of the Commission. The Director shall be responsible for the preparation of the agenda for all meetings. The agenda shall consist of all matters normally reported to or approved by Commission action, and all items requested to be listed for action or discussion by any Commission member or the Director.

ARTICLE V

Nomination and Elections

- SECTION 1 At the meeting preceding an election, the President shall appoint a Nominating Committee of at least three (3) members.
- SECTION 2 The Nominating Committee shall prepare a slate of Officers each of whom shall either be a Commissioner at the time of selection or shall have been designated to be a Commissioner prior to the election and further provided that each nominee shall have agreed to serve if elected.
- SECTION 3 The slate of officers shall be set forth in the notice of the regular Commission meeting in which the election is to be held.
- SECTION 4 Additional nominations may be made at the Commission meeting provided that the qualification and acceptance requirements of Section 2 of this Article are satisfied.
- SECTION 5 Paper ballots shall be used for the voting for any office for which there is more than one candidate.

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ARTICLE VI

Finances

- SECTION 1 The fiscal year of the Commission shall commence January 1 of each year.
- SECTION 2 The Director shall:
- a) Oversee the duties of the Chief Financial Officer who shall be responsible for all financial records and procedures including general ledger, quarterly reports, cash disbursements, budgetary, investments, cash management, internal control and purchasing.
  - b) Establish and maintain the necessary fund accounts in the name of Hudson Regional Health Commission. All funds shall be maintained in a FDIC member bank or NJ CASH MANAGEMENT FUND.
  - c) Make inter-fund transfers from reserves to any of the other programs or funds in accordance with Board delegated authority or budgetary approvals.
- SECTION 3 Withdrawal of Commission funds shall be by check requiring two signatures. Checks shall be signed by the Treasurer, or in his/her absence the President or Vice-President, and the Director or in his/her absence the President or Vice-President, provided inter-fund electronic transfer shall be permitted. Petty cash funds may be authorized from time to time by the Commission and such funds withdrawn by check.
- SECTION 4 All expenditures of the Commission shall be documented by invoice, purchase order, voucher, contract, bill and/or a record of disbursement by check or cash from all accounts.
- SECTION 5 The books and records of the Director shall be audited annually by a Certified Public Accountant selected by the Commission.

ARTICLE VII

Committees

- SECTION 1 Except as provided in section 2, committees shall be appointed by the President at the beginning of each term.
- SECTION 2 There shall be one standing committee denominated the Finance/Personnel Committee.

Attachment VIII

The Committee shall be composed of the Commission Treasurer and two (2) Board members appointed by the Treasurer for terms of indefinite duration.

The duties of the Committee shall be to:

- a) Oversee the budgetary process and submit recommendations regarding budgetary/personnel matters. Such recommendations shall be submitted to the Board President to be placed on the agenda for action at regular Commission meetings.
- b) Formulate and oversee fiscal policy respecting general financial management and investment of monetary assets.
- c) Assume responsibility for accounting and reporting procedures to be carried out by the Director. The Director shall prepare and submit to the Committee reports and statements as prescribed by the Committee.
- d) Receive reports from and consult with the Commission auditor regarding the general status of Commission fiscal affairs and findings and reports by outside auditors.
- e) Members of the Finance Committee shall be authorized to sign checks.

SECTION 3 Special Committees may be appointed from time to time by the President for terms of specified or indefinite duration.

SECTION 4 Action of all committees shall be subject to the approval of the Commission.

SECTION 5 Committee meetings for purposes of performing Commission business shall be conducted as required and specified by the Committee Chairman.

ARTICLE VIII

Adoption and Amendment

SECTION 1 These By-Laws shall become effective upon approval by majority vote of the Commissioners or Alternates present and voting thereon.

SECTION 2 These By-Laws may be amended by the majority vote of the Commissioners or Alternates present and voting thereon; on the condition that notice in writing of the proposed Amendment shall be given to the members five (5) business days prior to the meeting when the vote on the Amendment will be taken.

Attachment VIII

I, Robert Ferraiuolo, Director, certify that this is a true copy of the By-Laws of the Hudson Regional Health Commission as amended by majority vote of the Board of Commissioners.

Signature  6/30/11  
Robert Ferraiuolo, Director

6/10/2011

2011 BUDGET AMENDMENTS REQUEST

<u>Budget Category</u>	<u>Amount</u>	<u>Charged to</u>
Appropriation		
Salary	(35,136.00)	Cons
Temporay Employee	12,383.00	Cons
Payroll Taxes	8,277.00	Cons
Health Insurance	(7,873.00)	Cons
Health Ins. Retiree	10,759.00	Cons
Dental	(82.00)	Cons
PERS	39,503.00	Cons
Consultant-garetano	(25,000.00)	Cons
HCIA EQEF Carry over from 2010 to 2011	9,673.00	HCIA
MRC RESERVE	1,327.00	MRC
CDC IX 2010/2011 Carry over from 2010 to 2011	26,395.00	CDC IX
CRI-CDC 2010/2011 Carry over from 2010 to 2011	13,656.00	CDC IX
UASI Grant	29,786.00	UASI
RUTGERS TRIAL & EDUC. WORKSHOP Carry over from 2010 to 2011	632.00	RUTGERS
RUTGERS DEV. APPL. TECH Carry over from 2010 to 2011	1,910.00	RUTGERS
<b>TOTAL</b>	<b><u>86,210.00</u></b>	

<u>Budget Category</u>	<u>Amount</u>	<u>Charged to</u>
Revenue		
Cons Reserve	71,609.50	Cons
CEHA/NJDEP	(4,955.00)	Cons
CEHA/UST	(31,112.00)	Cons
ERHC	(32,711.50)	Cons
HCIA EQEF Carry over from 2010 to 2011	9,673.00	HCIA
MRC RESERVE	1,327.00	MRC
CDC IX 2010/2011 Carry over from 2010 to 2011	26,395.00	CDC IX
CRI-CDC 2010/2011 Carry over from 2010 to 2011	13,656.00	CDC IX
UASI Grant	29,786.00	UASI
RUTGERS TRIAL & EDUC. WORKSHOP Carry over from 2010 to 2011	632.00	RUTGERS
RUTGERS DEV. APPL. TECH Carry over from 2010 to 2011	1,910.00	RUTGERS
<b>TOTAL</b>	<b><u>86,210.00</u></b>	

Salary decrease to reflect impact of Director retirement

Temporary Salary increase to reflect hiring of two temporary mosquito control inspector

Payroll Taxes increase reflects FICA, SUI increase due to Director's serance pay and hiring of two temporary employees

Health & Dental Insurance Decrease & H.I. Retiree increase reflect the impact of Director's retirement.

PERS increase to reflect PERS actual bill for the sate fiscal year 2010/2011-2011/2012

Consultant-Garetano Decrease to reflect terminated of contract

HCIA EQEF to reflect HCIA EQEF unspent balance carried over from 2010 (Computer/Legal)

CEHA/NJDEP decrease to reflect a contract adjustment received on May 2011

ERHC reflect a contract adjustment due to retirement of Director.



I Robert Ferraiuolo, Director of the Hudson Regional Health Commission do hereby  
Certify that the foregoing are true Minutes of a meeting held on June 15, 11,  
in witness whereof I have set my hand this 30<sup>th</sup>, day of  
June 2011.



**Robert Ferraiuolo**  
**Director**