



**NORTH HUDSON**  
COMMUNITY ACTION CORPORATION

Board of Directors Meeting Agenda

June 25, 2024– 5:00 p.m.



**I. Call to order** (Giovanni D. Ahmad, Chairperson)

**II. Roll Call**

**III. Approval of Meeting Minutes:** May 28, 2024

**IV. Executive Chair Report** (Giovanni D. Ahmad, Chairperson)

**V. Consent Agenda (Policies & Procedures)**

Giovanni D. Ahmad, Chairperson

Joan M. Quigley, President/CEO

**Federally Qualified Health Centers**

- Englewood
- Garfield
- Hackensack
- Harrison
- Jersey City
- Secaucus
- Passaic
- Union City
- West New York

**WIC-Aid for Women Infant & Children**

- Hudson County

**Head Start/Early Head Start**

- Kearny
- North Bergen
- Union City
- West New York

**Discounts on Medications**

**Emergency Assistance**

**Employment & Job Counseling**

**Housing Counseling/Tenant Advocacy**

**Immigration & Naturalization**

**Social Services for Seniors**

- a. **CS-HIM-02:** Health Record Documentation Guidelines (**Revised**)
- b. **CS-HIM-04:** Purging and Inactivating Patients Chart (**Revised**)
- c. **CS-HIM-05:** Health Record Review (**Revised**)
- d. **CS-CS-15:** Same Day Appointments (**Revised**)
- e. **CS-DE-01:** Administration of Local Anesthetic for Dental Procedures (**Revised**)
- f. **CS-DE-02:** Clinical Practice Guidelines for Pediatric Dental Visits 9-36 months of Age (**Revised**)
- g. **CS-DE-03:** Collaborative Dental Care for Head Start Program (**Revised**)
- h. **CS-DE-04:** Collection of Amalgam Waste/Disposal of Recyclable Waste (**Revised**)
- i. **CS-DE-05:** Dental Assistant Checklist (**Revised**)
- j. **CS-DE-06:** Dental Cases Lab Tracking (**Revised**)
- k. **CS-DE-07:** Dental Chair Maintenance (**Revised**)
- l. **CS-DE-08:** Dental Medical History and Clearance (**Revised**)
- m. **CS-DE-09:** Dental Post-Surgical Procedure Instructions (**Revised**)
- n. **CS-DE-10:** Dental Services (**Revised**)
- o. **CS-DE-11:** Emergency Dental Same Day Appt. (**Revised**)
- p. **CS-DE-12:** Hazard Communication Education and Training for Dental Staff (**Revised**)
- q. **CS-DE-13:** Informed Consent for Dental Surgery (**Revised**)
- r. **CS-DE-14:** Informed Consent for Root Canal Treatment (**Revised**)
- s. **CS-DE-15:** Maintaining the Integrity of X-Ray Shields (**Revised**)
- t. **CS-DE-16:** Maintenance & Servicing of Dental Headpieces (**Revised**)
- u. **CS-DE-17:** Maintenance of Radiographic Peri-Pro X-Ray Film Processor (**Revised**)



- v. **CS-DE-18:** Maintenance of Suction Lines (**Revised**)
- w. **CS-DE-19:** Missed Appointment for Dental Services (**Revised**)
- x. **CS-DE-20:** Operation of X-Ray Duplicating Machine (**Revised**)
- y. **CS-DE-21:** Proper Disposal of Radiographic Developer Solutions (**Revised**)
- z. **CS-DE-22:** Proper Intraoral Radiograph Technical, Exposure and Processing (**Revised**)
- aa. **CS-DE-23:** Radiographic Re-takes Procedure (**Revised**)
- bb. **CS-DE-24:** Referral of Dental Patient with High Blood Pressure to Medical Provider for BP Confirmation and Follow-up (**Revised**)
- cc. **CS-DE-25:** Releasing of Radiographs to Patients/Providers (**Revised**)
- dd. **AD-HR 21:** Criminal Background Investigation (**Updated**)
- ee. **AD-HR-36:** Recruitment and Selection Process (**Updated**)
- ff. **AD-HR-45:** Head Start Teacher(s) Credentials & Requirements (**Updated**)
- gg. **AD-HR-46:** Early Head Start Caregiver(s) Credentials & Requirements (**Updated**)
- hh. **AD-HR-51:** Volunteers (**Updated**)
- ii. **AD-HR-53:** Terminations (**Updated**)
- jj. Employee Handbook (**Updated**)

**VI. Finance Chair Report** (Anthony N. Dragona, Treasurer)

- a. Finance Monthly Report
- b. **Resolution:** Fiscal Year (FY) 2025 Expanded Hours  
Between NHCAC and HRSA. Funding opportunity designed to expand access to health center services by increasing health center operating hours to meet identified patient and community needs.  
FY2025 Projected Funding: up to \$500,000 annually
- c. **Resolution:** Substance Abuse Outpatient Grant (Renewal)  
Between NHCAC and New Jersey Department of Children and Families. Funding opportunity designed to meet the treatment needs of persons with substance abuse problems in Union City, West New York, North Bergen, Guttenberg, Weehawken, Secaucus, Kearny, Harrison and East Newark whose English proficiency is limited, thus barring them from use of most treatment programs that are exclusively in English.  
FY2025 Projected Funding: \$44,047

**VII. Correspondence** (Rosa Ayala, Secretary)

**IX. Regular Business**

- a. President's Report (Joan M. Quigley, President/CEO)

**X. Executive Vice President Report** (Rebecca Acosta, Executive Vice President)

- a. Executive Vice President Report
- b. National Health Center Week Flyers (Passaic, Englewood & West New York)

**XI. Health Center Report** (Dr. Rita Knause, Vice President of Medical Affairs/CMO)

- a. Appointment/Reappointments
- b. CMO Report

**XII. Quality Committee Report** (Linda Habermann-Ward, Quality Committee Chairperson)

- a. UDS: 1st Quarter Comparison Report 2023 & 2024

**XIII. Social Services** (Rosemary J. Lavagnino, Vice President of CAP)

- a. Social Service Monthly Report
- b. Department Head Reports

**XIV. Head Start/Early Head Start Report** (Monica Charris-Tabares, Vice President of HS/EHS)

- a. Head Start Monthly Report
- b. School Calendars (2024-2025)
- c. Policy Council Minutes (April 2024)

**XV. Human Resources** (Dawn Castella, Vice President of Human Resources)

**XVI. Employment Monthly Report**

**XVII. Corporate Compliance** (Bart Mongelli, Esq.)

**XVIII. New Business**

**XIX. Discussion**

**XX. Public Comments**

**XXI. Adjournment**