



NORTH HUDSON
COMMUNITY ACTION CORPORATION



Board of Directors Meeting Agenda
August 27, 2024– 5:00 p.m.

Giovanni D. Ahmad, Chairperson
Joan M. Quigley, President/CEO

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

II. Roll Call

III. Approval of Meeting Minutes: July 23, 2024

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

Federally Qualified Health Centers

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

- a. **RFQ:** Architect Services
- b. **RFQ:** Auditing Services
- c. **RFQ:** Insurance Brokerage Services
- d. **RFQ:** Legal Services (Employment)
- e. **RFQ:** Legal Services (General)
- f. **RFQ:** Local and Long-Distance Phone Service Provider
- g. **RFQ:** Laboratory Services
- h. **RFQ:** 340B In House Pharmacy Services

WIC-Aid for Women Infant & Children

- Hudson County

V. Consent Agenda (Policies & Procedures)

Head Start/Early Head Start

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

- a. **AD-HR-07:** Post Offer Pre-Employment Health Requirements (**Updated**)
- b. **CS-IC-27:** Recall Process of Positive Biological Indicator (**Revised**)
- c. **CS-IC-28:** Biological Indicators Monitoring Process (**Revised**)
- d. **CS-IC-29:** Ultrasonic Cleaner Functionality Test (**Revised**)
- e. **CS-IC-30:** Off-Site Transportation Sterile and Contaminated Instruments (**Revised**)
- f. **CS-IC-31:** Cleaning/Maintenance of Sterilizers (**Revised**)
- g. **CS-HIM-06:** Storage and Maintenance of Addictive Services Health Records (**Revised**)
- h. **CS-HIM-09:** Health Record Retention and Destruction (**Revised**)
- i. **CS-CS-20:** Review of Critical Laboratory Values (**Revised**)

Discounts on Medications

Emergency Assistance

Employment & Job Counseling

Housing Counseling/Tenant Advocacy

Immigration & Naturalization

Social Services for Seniors



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

- a. Finance Monthly Report
- b. **Review/Approve:** Hackensack Lease Agreement
- c. **Review/Approve:** Draft Pension Audit

VII. Correspondence (Rosa Ayala, Secretary)

VIII. Regular Business

- a. President's Report (Joan M. Quigley, President/CEO)
- b. National Health Center Week 2024 Proclamation

IX. Executive Vice President Report (Rebecca Acosta, Executive Vice President)

- a. Executive Vice President Report

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

- a. Appointment/Reappointments
- b. CMO Report
- c. American Cancer Society Appreciation Certificate
- d. Infection Control and Prevention Plan
- e. **Review HRSA Compliance Manual (Chapter 1-7)**
 - Chapter 1: Health Center Program Eligibility
 - Chapter 2: Health Center Program Oversight
 - Chapter 3: Needs Assessment
 - Chapter 4: Required and Additional Health Services
 - Chapter 5: Clinical Staffing
 - Chapter 6: Accessible Locations and Hours of Operation
 - Chapter 7: Coverage for Medical Emergencies During and After Hours

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

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

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

- a. Head Start Monthly Report

XIII. Human Resources (Dawn Castella, Vice President of Human Resources)

- a. Employment Monthly Report

XIV. Corporate Compliance (Bart Mongelli, Esq.)

XV. New Business

XVI. Discussion

XVII. Public Comments

XVIII. Adjournment