



**NORTH HUDSON**  
COMMUNITY ACTION CORPORATION



**Board of Directors Meeting Agenda**  
September 24, 2024– 5:00 p.m.

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**

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

**II. Roll Call**

**III. Approval of Meeting Minutes:** August 27, 2024

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

- a. **Resolution:** Award Auditing Services (2025-2026)  
**Wielkotz & Company, LLC**
- b. **Resolution:** Award Laboratory Services (2025-2026)  
**LabCorp**
- c. **Resolution:** Award Local and Long-Distance Phone Service Provider (2025-2026)  
**Vocal IP**

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

- a. **AD-HR-43:** Personal Days (**Updated**)
- b. **AD-HR-48:** Sick Leave (**Updated**)
- c. **CS-CS 01:** Handling and Documenting Medical Emergencies (**Revised**)
- d. **CS-CS 20:** Review of Critical Laboratory Values (**Revised**)
- e. **CS-CS 41:** Tracking of Laboratory Diagnostic Test Values (**Revised**)
- f. **O-HK-01:** Cleaning and Disinfecting of Exam Rooms (**New**)
- g. **O-HK-02:** Cleaning and Disinfecting Of Bathrooms (**New**)
- h. Employee Handbook

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

- a. Finance Monthly Report
- b. **Resolution:** 2024 New Jersey State Navigator Grant  
NHCAC desires to apply for and obtain the 2024 New Jersey State Navigator Grant (DOBI 2024-001) from the New Jersey Department of Banking (NJDOBI) and Insurance for approximately \$111,269 to provide the following services: To support the work of organizations that offer assistance to consumers to shop for and enroll in coverage on the New Jersey State-Based Health Exchange and help them apply for financial help.



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

**VIII. Regular Business**

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

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

- a. Executive Vice President Report (**Handout**)

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

- a. Appointment/Reappointments
- b. CMO Report
- c. **Review HRSA Compliance Manual (Chapter 1-7)**
  - Chapter 8: Continuity of Care and Hospital Admitting
  - Chapter 9: Sliding Fee Discount Program
  - Chapter 10: Quality Improvement / Assurance
  - Chapter 11: Key Management Staff
  - Chapter 12: Contracts and Sub-awards
  - Chapter 13: Conflict of Interest
  - Chapter 14: Collaborative Relationships

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

- a. Social Service Monthly Report
- b. School Meal Application Flyer (English & Spanish)
- c. 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**