

Catastrophic Illness in Children Relief Fund Commission
Open Minutes
July 9, 2019
140 E. Front Street
2nd Floor
Trenton, NJ 08625

The meeting was called to order by J. Prontnicki at 11:01 AM. J. Prontnicki announced that in compliance with the New Jersey Open Public Meetings Act, the specifics as to time and place of this meeting were sent to the Office of the Secretary of State and the Department of Personnel for filing and posted on the official bulletin boards provided by those offices for notice of public meetings. Also, notices were prepared for two newspapers to inform the public of this meeting. J. Prontnicki conducted a roll call of members as follows:

Present: Note: All members participated by teleconference.

Janice Prontnicki, Chairperson
Ellen DeRosa, Vice-Chairperson
Ralph J. Condo
Dawn Mergen
Phyllis Shanley Hansell
Carl Underland
Anthony Valenzuela

Excused:

Steve Shultz
Howard Weinberg

Guest:

Nicole Williams-Park, DAG (On behalf of DAG Jaeger)

Staff:

Christian Heiss, Executive Director
Janet Valentin-Forte, Secretary to the Commission

Approval of Open Minutes of June 12, 2019 Meeting:

E. DeRosa made a motion to approve the open minutes of June 12, 2019, which was seconded by R. Condo. All Commission members voted in favor.

Approval of Closed Minutes of June 12, 2019 Meeting:

P. Shanley Hansell made a motion to approve the closed minutes of June 12, 2019, which was seconded by E. DeRosa. All Commission members voted in favor.

Adoption of Agenda:

R. Condo made a motion to adopt the proposed meeting agenda, which was seconded by E. DeRosa. All Commission members voted in favor.

Closed Session:

E. DeRosa made a motion to go into closed session to review and discuss second-level appeals, personnel matters, and a new application. The motion was seconded by P. Shanley Hansell. All Commission members voted in favor.

Second-Level Appeals:

R. Condo made a motion to approve and send the draft letter, without amendments, regarding the second-level appeals #197232017 and #206272018. P. Shanley Hansell seconded the motion. All Commission members voted in favor.

Personnel Matters:

E. DeRosa made a motion to approve the Executive Director's Job Expectations, as drafted, which was seconded by P. Shanley Hansell. All Commission members voted in favor.

New Application:

P. Shanley Hansell made a motion providing direction regarding a new application which presented some atypical information, which was seconded by R. Condo. All Commission members voted in favor.

Accelerated Payment Process:

R. Condo made a motion to adopt the process and draft letter, with amendments, requesting early submission of W9 forms (Request for Taxpayer Identification Number and Certification, which was seconded by E. DeRosa. All Commission members voted in favor.

Adjournment:

A motion to adjourn the meeting was made by E. DeRosa and seconded by P. Shanley Hansell. All Commission members voted in favor. The meeting was adjourned at 11:38am.