

**Catastrophic Illness in Children Relief Fund Commission**  
**Open Minutes**  
**June 12, 2019**  
**140 E. Front Street**  
**2<sup>nd</sup> Floor**  
**Trenton, NJ 08625**

The meeting was called to order by J. Prontnicki at 10:56 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:**

Janice Prontnicki, Chairperson  
Ellen DeRosa, Vice-Chairperson  
Ralph J. Condo  
Dawn Mergen  
Phyllis Shanley Hansell  
Anthony Valenzuela  
Howard Weinberg (left at 11:50am)

**Excused:**

Steve Shultz  
Carl Underland

**Guest:**

Ragner Jaeger, DAG  
James McGhee, DAG

**Staff:**

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

**Flag Salute:** Lead by J. Prontnicki

**Closed Session:**

E. DeRosa made a motion to go into closed session to review and discuss appeals, which was seconded by H. Weinberg. All Commission members voted in favor.

**Appeals:**

ID#193362016 – E. DeRosa made a motion to direct the Attorney General’s office to request that the Court remand the appeal to the Commission so the Commission may reconsider the appeal at the next meeting and find that the reasonable and customary expenses for therapeutic services are eligible expenses. R. Condo seconded the motion. All Commission members voted in favor.

ID#196042017 – R. Condo made a motion to release the letter explaining the reasons the Commission determined expenses for HBOT are not eligible expenses to the family. E. DeRosa seconded the motion. All Commission members voted in favor.

**Approval of Open Minutes of April 10, 2019 Meeting:**

E. DeRosa made a motion to approve the open minutes of April 10, 2019, which was seconded by P. Shanley Hansell. All Commission members voted in favor.

**Approval of Closed Minutes of April 10, 2019 Meeting:**

E. DeRosa made a motion to approve the closed minutes of April 10, 2019, which was seconded by P. Shanley Hansell. All Commission members voted in favor.

**Executive Director’s Report:**

Executive Director Heiss informed Commission members of the new processes being implemented in the state office and said his impression is that the transition has been smooth. He explained that the state office is using a calendar for better project management, i.e., conferences, home visits. He reported that the state office has had discussions with technology vendors to move from reliance on paper to digital documents. Executive Director Heiss summarized efforts to enhance privacy and security protections and stated that the state office is exploring a Portal system for applications and began discussions with RSM.

**Reports of Standing Committees:**

**Service Eligibility and Medical Advisory Committee, Personnel and Finance Committee, Family Advisory Committee, Bylaws Committee, Legislative Committee:**

P. Shanley Hansell made a motion to accept the Committee reports as presented, to be typed up in memo form and finalized by the chair of each committee, seconded by E. DeRosa. All Commission members voted in favor.

**Conflict of Interest Statement and Code of Ethics and Conduct:**

J. Prontnicki directed the Commission to review the Conflict of Interest Statement and Code of Ethics and Conduct included within the Commission members' meeting packets.

**Budget:**

A. Valenzuela made a motion to accept the Commission's Fiscal Year 2020 budget as presented; R. Condo seconded the motion. The motion carried unanimously.

**Annual Reports:**

Commission directed Executive Director Heiss to draft a memo to accompany each of the finalized annual reports. The finalized Annual Reports and memo should be included in the August meeting materials.

**2019-2020 Meeting Schedule:**

R. Condo made motion to accept the meeting schedule as presented. E. DeRosa seconded, and the motion passed unanimously.

**Nominations Committee:**

Nominations were made verbally and voting ballots were disseminated and submitted anonymously. 7 votes were submitted and counted, electing J. Prontnicki as Chairperson and E. DeRosa as Vice-Chairperson.

**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 1:36pm.