

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REORGANIZATION MEETING

Tuesday, February 28, 2017

OPEN SESSION: 1 hr. 45 min. 20 sec.

CALL TO ORDER:

President Roman called the meeting to order at 6:04 p.m. He then led the Regional Board of Health in the salute to the flag. President Roman next read the "Open Public Meeting Act Statement".

ROLL CALL:

Fair Haven – Theresa Casagrande (arrived 6:06 pm), Little Silver – Dr. Tim Sullivan, Ocean Twp – Vinnie Buttiglieri, Sea Bright – Dr. Meg Fisher, Sea Girt – Jay Amberg, Shrewsbury Borough – Paul Roman, Spring Lake – Liz Finnerty, Tinton Falls – John Mack, Wall Twp – Keri Pagnoni

Upon completion of the roll call, the Secretary reported that a quorum was present.

ABSENT:

Boro of Brielle, Boro of Highlands, Boro of Monmouth Beach, Boro of Red Bank, Boro of Rumson, Boro of Spring Lake Heights, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry – Secretary/Health Officer, Ashley Malandre, Esq., Heather Frketich, Office Coordinator, Rachel Bixby, student of Allied Health & Sciences High School currently interning at MCRHC

MINUTES OF LAST MEETING:

OPEN SESSION:

January 24, 2017

John Mack motioned to approve the Open Session Minutes of December 13, 2016, seconded by Liz Finnerty.

VOTE: Unanimous Little Silver, Sea Girt and Sea Bright abstaining

CLOSED SESSION:

January 24, 2017

Note: Have been delayed – will be presented for vote at the March 28th Board meeting.

COMMUNICATIONS:

Congratulations are in order as the Health Officer announced that he is honored to be receiving the NJ Environmental Health Association's President's award on March 6, 2017 in Atlantic City.

The word from the NJDOH is that performance evaluations of NJ local health departments who have either completed PHAB accreditation or are in the process of PHAB accreditation will be exempt from these evaluation site visits.

HEALTH OFFICER'S REPORT:

David Henry introduced Rachel Bixby, a student of the Allied Health & Sciences High School in Neptune, NJ who is currently interning with MCRHC. In addition to her research and update of e-cig activity throughout the state, she has chosen to attend our meeting to experience MCRHC's governing body in action.

The February 2017 Health Officer's Report (reflecting January 2017 activity), the January 2017 Conferences & Meetings, January 2017 CDRSS Report and the 4th Quarter 2016 Vitals and Year End Summary were previously mailed/e-mailed. The January 2017 Public Health Nursing report is available in tonight's folders.

HANDOUTS: 2017 Spring Free Rabies Clinic Schedule; Health Promotion and Communication Strategy; COOP Plan; NJ Health Matters: Shereen Semple has been named Director of the Office of Local Public Health at the NJDOH; NACCHO 2016 National Profile of Local Health Departments; as well as materials on Resilience Planning for NJ Coastal Communities; NJSPOTLIGHT Op-Ed: Working Together to address health challenges posed by NJ Climate Changes

ACCREDITATION: Introduction to Commission Training

HANDOUTS: Performance Management Plan; The Public Health Performance Management System Framework
Social Media Policy Handbook MCRHC Social Media Action Plan

Mr. Henry reported on:

All Accreditation documents were uploaded and submitted to PHAB by the deadline. It took staff long hours, perseverance and teamwork and invaluable per diem contributions. Mr. Henry credits the all-out dedication of many of his staff members and numerous interns over the months with making this happen. PHAB comments and corrective action requests will be made and a site visit scheduled within the 6-9 months. Former Health Officer Sandy Van Sant can be considered the visionary who handed off the planning and execution of this process to Dave Henry who gave excellent insight in a description he included in this month's HO Report.

The Health Officer related an update on the calculated effectiveness of this season's flu vaccine which has been determined to be 48% effective. He also mentioned that we remain in a high flu activity time period.

HEALTH OFFICER's REPORT (continued):

Part 1 Performance Management

He reviewed the connection between the NJ Practice Standards, Strategic Plan, QI Plan and Performance Management Plan and spoke briefly on goals for measurable improvement, collecting data and charting progress.

MCRHC already has several layers of reporting in existence in the form of Administrative Staff Meetings, REHS Staff Meetings and Full Staff Meetings. He provided an open invitation to Commission members to any of our upcoming staff meetings in order to view steps taken in the continuing and developing accreditation process.

Discussion arose regarding instituting a quality improvement/performance management move of instituting monthly or quarterly town reports (originally suggested by Health Officer and Office Coordinator April/May of 2016). Goal: While this reporting system already in place for our towns with local boards of health and a few other towns, all Commissioners and municipal officials should be aware of what MCRHC/REHS activities occur in their town.

Part 2 Social Media Policy

This document is being worked on and patterned after St Marion County, CA and King County, WA. A reworked draft version will be presented prior to the next meeting for Commission approval. Finalized procedures incorporated into the Personnel Policy.

Theresa Casagrande stated it is very important to the Commissioners that all postings need to be of appropriate content and directly related to LHD/MCRHC goals and mission. Information shared via social media should be void of any political overtones and less retweeting of others opinions.

The Policy presented for pre-meeting review did not contain a section speaking to "content" which is an oversight.

Tighten reigns – review is necessary and caution is always required when granting access to post on MCRHC's social media tools. Social media postings have OPRA viability.

A comment on the Action Form also provided for preview was that in reality it will not be utilized in every case of social media posting – too cumbersome for the nature of several of this media's channels.

A final draft of this policy to include revisions based on Commissioner input will be presented for approval vote in March.

Very recently, encouragement was received by all NJ LHDs with a 1st major victory step – Governor announced a \$10 million proposed State Health Department funding/budget line for environmental health evaluations and nurse case management. An army of people worked on this and hope it is passed, becoming a solid reality.

Dr. Fisher motioned to accept the Health Officer's report, seconded by John Mack.

VOTE: Unanimous

AUDIT COMMITTEE:

A copy of the latest audit (2015) was delivered by Robert A. Hulsart & Company. It will be e-mailed to all Commissioners and posted on our website tomorrow. Page 40 shows no recommendations were made/necessary. No state filing is required.

A Commission vote to memorialize acceptance of this document will be taken at the March meeting. Theresa Casagrande asks that the 2016 report be completed by the new CPA firm, Suplee, Clooney & Company in a timelier manner.

CFO REPORT:

No Report

TREASURER'S REPORT:

Presented by Liz Finnerty, Treasurer. She briefly reviewed the Statement of Accounts for period ending January 31, 2017.

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

- 1) The Budget & Finance Committee continues to review fee assessment methodology and syntax issues between the town contracts, town fee assessment resolution and audit document language. Attorney Padula has also been reviewing this matter.

PAYMENT OF BILLS:

Theresa Casagrande commented

Commission is of the opinion that the Health Educator should be out in the community providing education to the public. She did not feel that all billed items related to Health Education (ex. press release on 80th anniversary). The Health Officer responded that he saw all items as applicable to her job, relating to Accreditation and the Health Promotion Plan which is a state annual requirement and reminded everyone that the health educator also serves our fellow Consortium members – we pay 60% of her services.

After brief discussion, the statement was made that the Health Educator's workload should remain health education focused and not spent on any auxiliary items.

Vinnie Buttiglieri motioned to pay the February 2017 bills in the amount of \$144,203.79. The motion was seconded by Theresa Casagrande.

PAYMENT OF BILLS (continued):

ROLL CALL VOTE:

Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Tinton Falls	Yes
Sea Girt	Yes	Wall Twp	Yes
Sea Bright	Yes		

VOTE: 9 Ayes, 0 Nays, 0 Abstain
Motion carries.

WEBSITE CONTRACT RENEWAL: The City Connections annual contract for renewal beginning January 1, 2017 and ending December 31, 2017 in the amount of \$2,600.00 was approved by majority vote on January 24, 2017.

Attorney Padula pointed out the wording in Item #1, DESCRIPTION OF SERVICES. He requested it be revised due to its vague nature regarding how many updates would be considered "too many" resulting in additional cost to MCRHC. The Health Officer addressed the concern with the vendor.

As shown in a printout of the new page of the City Connections 2017 Contract with MCRHC, the section now reads "the price is fixed at \$2,600 for a maximum of 300 updates.

HUMAN RESOURCES COMMITTEE:

- 1) With regret, President Roman has accepted the resignation of Dr. Tim Sullivan as Human Resources Committee Chair as well as Human Resources Committee Member. Dr. Sullivan will remain as the Little Silver Borough Commissioner.
- 2) To fill this position, President Roman is appointing Vincent Buttiglieri as the new Human Resources Committee Chair. He has the credentials, is aware of the issues to be confronted this year, and has been a long time active member of the Commission representing Ocean Township. Any records that the former chair was reviewing have been turned back over to the Health Officer.

Commissioner Casagrande stated that all records used by committee members need to be copies; originals remaining in the MCRHC office.

CLOSED SESSION:

At 6:49 pm, Theresa Casagrande motioned to enter Closed Session for the purpose of discussions of contract lease negotiations. The motion was seconded by John Mack.

Rachel Bixby exited the meeting at this time.

Vinnie Buttiglieri motioned to exit Closed Session at 6:53 pm, seconded by Liz Finnerty.

Ms. Bixby rejoined the meeting.

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE: No Report

OLD BUSINESS:

VNA NEGOTIATIONS

CONTRACT FOR PUBLIC HEALTH NURSING SERVICES - Visiting Nurse Association of Central NJ –

An agreement is in place so we can cover town's needs with additional rates for TB DOT and lead case management, negotiations with the VNA continue working toward development of a revised uniform services rate and hopes for a better economy of scale for all MCRHC towns to contract with the VNA

New state mandates – just not sure how many cases of TB, STD, Lead, Zika or Ebola we will be faced with in the future.

Discussions continue with the VNA's Colleen Nelson and Dr. Kristin McCoy.
Next meeting scheduled in the next 2-3 weeks. The Red Bank VNA operation is in the process of moving to the Vonage complex in Holmdel.

Goal remains that more quantitative numbers are being sought as a clear description of non-funded Medicare, Medicaid grant services.

MCRHC is pushing the agenda for a collaborative rate for our towns. Some 2017 contracts are currently left unsigned.

COOP (Continuity of Operations) PLAN

Meets with approval of John Mack and the Operations Committee
Comment: Change beginning date of plan to current year - 2017

A formal approval vote will be held at the March 28, 2017 meeting.

Dr. Fisher motioned for MCRHC to approve the Health Promotion Plan, seconded by John Mack.

VOTE: Unanimous

Resolution 2017-7

Internetworx IT Support Services

This resolution awarding a contract for computer system support services was deferred from the January 24, 2017 meeting pending fee determination as follows:

OLD BUSINESS (continued):

An hourly rate of \$102.00/hour to be charged January 1, 2017 – June 30, 2017
An hourly rate of \$107.00/hour to be charged July 1, 2017 – December 31, 2017

Vinnie Buttiglieri motioned for the Commission to approve the IT support contract with Internetworkx at the designated fee schedule above, seconded by Liz Finnerty.

ROLL CALL VOTE:

Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Tinton Falls	Yes
Sea Girt	Yes	Wall Twp	
Sea Bright	Yes		

VOTE: 9 Ayes, 0 Nays, 0 Abstain
Motion carries.

CLIENT ALERT from Cleary Giacobbe Alfieri Jacobs LLC: Public bodies must provide a “RICE” Notice to all employees referenced in an agenda, regardless of whether closed session discussion occurs. President Roman stated it is of great importance that all Commission members have a thorough understanding of this ruling.

NEW BUSINESS:

HEALTH PROMOTION and COMMUNICATION STRATEGY – This was previously e-mailed to the Commission members for review. This plan addresses the major health concerns identified in our County, describes types of health promotion and health education actions utilized by MCRHC and the planning thereof and will be used in conjunction with tools and resources available from other major state and national public health organizations. The Commission requests a plan date change from 2016-2020 to 2017 – 2020.

Resolution 2017-14

Performance Management System

Dr. Fisher motioned for the Commission to approve the Resolution memorializing the continuing support for MCRHC’s Performance Management System prepared as a vital piece of the Accreditation process, seconded by Dr. Sullivan.

ROLL CALL VOTE:

Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Tinton Falls	Yes
Sea Girt	Yes	Wall Twp	Yes
Sea Bright	Yes		

NEW BUSINESS (continued):

VOTE: 9 Ayes, 0 Nays, 0 Abstain
Motion carries.

Social Media Policy – discussed previously in the Health Officer’s Training session.
A final draft of this policy to include revisions based on Commissioner input will be presented to the Board for approval vote in March.

ORGANIZATION CHART

2017 Organizational Chart was distributed by the Commission Secretary. As additional changes have been requested, the chart will be updated and reprinted for the next meeting.

MCRHC PROPOSED ORDINANCE 17-06:

(Currently MCRHC Ordinance Version 16-06)

At the January 24, 2017 Reorg and Regular Meeting the Health Officer presented proposed amendments to Ordinance 17-06, currently Ordinance 16-06 establishing and fixing fees for non-food inspection services. The changes included added fees to section 1.3 targeting Private Recreational Bathing Facilities (non-private) for town collection and under section 1.7 the New Jersey Smoke Free Air Act a fee is being incorporated for the (renewal of notice of claim of exemption) to be collected by MCRHC.

There being no public present, Theresa Casagrande motioned for the Commission to adopt Ordinance 17-06. The motion was seconded by John Mack.

ROLL CALL VOTE:

Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Tinton Falls	Yes
Sea Girt	Yes	Wall Twp	Yes
Sea Bright	Yes		

VOTE: 9 Ayes, 0 Nays, 0 Abstain
Motion carries.

The adoption notice will be announced in the Asbury Park Press.
The effective date of the Ordinance will be April 6th, 2017.

PUBLIC COMMENT PERIOD:

No Public present.

PRESIDENT'S REPORT:

Plaques received by MCRHC in recognition of its 80th anniversary last October from the NJ State Assembly and the Monmouth County Freeholders have been added to the Conference Room wall.

President Roman penned an article on MCRHC's 80th anniversary celebration in 2016. It should appear in the NJLBOHA and the NJPHA newsletters.

Shereen Semple, Epidemiologist at NJDOH has been named the new Director of the Office of Local Public Health, taking over for Mike Lockett.

Another handout was an extraction from the 2016 National Profile of Local Health Departments., the MCRHC being profiled as a mid-range size with a population jurisdiction of \$200,000 and 21 towns.

The Health Officer requested that Board members leave their hardcopies of Accreditation documentation in their folders for future reference. Theresa Casagrande wished to make it standard policy that Commissioners retain e-mail copies of documents with individual printed copies provided on an "as requested" basis for staff time and cost savings.

There being no further business, the meeting adjourned at 7:22 pm on a motion by John Mack, seconded by Liz Finnerty.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, MARCH 28, 2017 at 6:00 P.M. at the Regional's headquarters located at American Red Cross building 1540 West Park Avenue – Suite # 1, Tinton Falls, New Jersey.

Respectfully submitted,

Heather L. Frketich

Heather L. Frketich
COMMISSION SECRETARY

Reviewed by

David A. Henry

David A. Henry
HEALTH OFFICER