

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, April 25, 2017  
Open Session: 1hr. 3 min. 5 sec.

CALL TO ORDER:

President Roman called the meeting to order at 6:01 p.m. He then led the Regional Board of Health in the salute to the flag. Secretary Henry read the "Open Public Meeting Act Statement".

ROLL CALL:

Brielle – Jim Langenberger, Fair Haven - Theresa Casagrande, Little Silver – Dr. Tim Sullivan, Red Bank – Mike Natelli, Sea Bright – Dr. Meg Fisher (arrived 6:13 pm; departed 7: 03 pm), Sea Girt – Jay Amberg, Shrewsbury Boro – Paul Roman, Spring Lake Heights - Dr. Len Giles, 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 Highlands, Boro of Monmouth Beach, Township of Ocean, Boro of Rumson, Boro of Spring Lake, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry – Secretary/Health Officer, Steve Gallagher, CFO, Ashley Malandre, Esq., Heather Frketich, Office Coordinator

President Roman called for a moment of silence to be observed in honor of Gary R. Nemshick, Sr. REHS, who passed away earlier this month. The staff had prepared a small memorial to commemorate their lost co-worker.

President Roman read wording prepared by staff which spoke to the history of Mr. Nemshick's tenure with MCRHC as well as to his contributions, kindness and courage through to his last day. The resolution better determined to take the form of a Proclamation calls for the Health Officer and staff to remember Gary with:

- A moment of silence every April 5<sup>th</sup>
- A designated "Gary Nemshick Day" every November 10<sup>th</sup>

President Roman advised the Commissioners present as to the health related reasons for his absence last month. He thanked everyone for their kind gestures during that very difficult time. They were grateful that he is on the path to recovery and wished him well going forward.

MINUTES OF LAST MEETING:

OPEN SESSION:

March 28, 2017

Vice-President Giles motioned to approve the Open Session Minutes of March 28, 2017, seconded by Michael Natelli.

VOTE: Wall, Tinton Falls, Little Silver, Sea Girt, Shrewsbury and Fair Haven abstained.

VOTE: Unanimous by all others present.

CLOSED SESSION:

March 28, 2017

Minutes not yet available.

COMMUNICATIONS:

Pilgrim Baptist Church sent thank you letter for MCRHC's attendance at GO RED event in February.

OP-Ed piece from NJDOH Governor's \$10 million funding in support of handling the work associated with lowering standard blood lead level of a child requiring action. This included a quote from Health Officer David Henry. President Roman mentioned that a limited amount of extra funds was expected to be available to help with the dissemination of Public Health Services on the local level. The Local health Departments have not been the recipient of former public health funds for many, many years.

Dr. Sullivan briefly discussed in-school testing of children (sink testing) revealing high blood lead levels – there are no provisions to pay for this testing. He suggested a possible communication to the schools/PTAs to advise of recommendation for parents to take their children to own physician. Dr. Fisher stated that pediatricians follow age timelines to screen children and that water obtained in school facilities is not a potentially high source of lead poisoning. The Health Officer added that if a school tests positive for lead in the water, the students and faculty are not allowed to access to the sinks/fountains are not allowed.

National Minority Health Month Program was held in Monmouth University's Pozycki Hall earlier today from 8:30 a.m. to 11:30 a.m. with an attendance of 60 +.

A Governor's Proclamation designating April Minority and Multi-Cultural Health Month.  
And 2) Proclamation of Public Health Week

HEALTH OFFICER'S REPORT:

The March 2017 Conferences & Meetings, March 2017 CDRSS Report, March 2017 Public Health Nursing report and March Financials were previously mailed/e-mailed. .

The department is busy prepping for summer months including opening of bathing beaches, and what is expecting to be a very heavy mosquito season.

HEALTH OFFICER'S REPORT (continued):

2017 County Health Rankings published by Robert Wood Johnson Foundation – Monmouth County is 5 in regard to Health Factors and 7 in regard to Health Outcomes.

Cottage food bill to allow baked goods preparation in private homes is stalled in Senate. NJLBOH, NJEHA, NJHOA in cooperation with NJLMN are all in opposition. There would be great difficulty in accessing private homes for inspection in the case of complaints.

There is an ongoing investigation of a Wall Township facility against which there are approximately 40 allegations of infections resulting from knee injections performed at their site. MCRHC has very limited jurisdiction but is part of a multiagency group working to determine cause and most importantly public health wise – to break the chain of infection.

John Mack motioned to accept the Health Officer's report, seconded by Jay Amberg.

VOTE: Unanimous

AUDIT COMMITTEE: (see CFO Report)

CFO REPORT: (Note): hard copy budget documents were provided

Steve Gallagher, CFO, briefly reviewed highlights of the MCRHC 2015 Audit performed by Robert A. Hulsart, CPA

- 1) Last page – showed no recommendations which indicates that correct financial procedures are being utilized.
- 2) Opinions of the Auditors: unqualified no material defects
- 3) Statement of actuarial liability pension payments of employees for future included
- 4) Comparison of surplus between 2014 year end and 2015 year end is 22,000 to 250,000 respectively. The CFO strongly suggests a surplus between 20-35% of budget to provide for contingencies.
- 5) CFO Intends to have 2016 Audit (to be performed by Suplee, Clooney & Company, CPA to begin in June or July 2017.

Bottom Line: Our financial position is starting to improve. Movement is in a positive direction.

Dr. Fisher motioned for the Commission to approve Resolution 2017-16 the Year End 2015 Audit, seconded by John Mack.

ROLL CALL VOTE:

Brielle	Yes		
Fair Haven	Yes	Sea Girt	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Red Bank	Yes	Spring Lake Heights	Yes
Sea Bright	Yes	Tinton Falls	Yes
		Wall Township	Yes

VOTE: 10 Ayes, 0 Nays, 0 Abstain  
Motion carries.

TREASURER'S REPORT:

Presented by the CFO in the absence of Liz Finnerty, Treasurer. He briefly reviewed the Statement of Accounts for period ending March 31, 2017.

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

PAYMENT OF BILLS:

Theresa Casagrande posed the following questions:

- 1) JIF bill – paid in entire amount? Isn't it usually paid in installments?

Response: It is the 2<sup>nd</sup> of 2 payments

- 2) Professional legal services line item year to date total (\$6,300.00) is of concern - \$16,700 budgeted

Response: Ho is watching it carefully.

- 3) Health Educator Invoice – a repeated comment of the HE job function as she does not feel that all items listed directly relate to Health Education in the Community, including social media work and meeting attendance?

Response: The Health Officer continues to back all of her work stating that invoiced items align with the scope of work detailed in her contract and that her interaction with staff is necessary to complete the same. 60% of her salary is covered by MCRHC, the remainder by the Monmouth Regional Health Consortium.

President Roman interjected that these are legitimate concerns that need to be monitored in a better way. The Commission requests a clearer idea of what her mandated services does for us. It is not a question of being required; it is an issue of how effective the impact is going forward.

Toward this end...The Health Officer advised that the first meeting of the Communications Committee was held recently to help create more uniform and consistent messaging across the various media used to reach the public with knowledge of our services and important health awareness. The Committee consists of David Henry, Health Officer/PIO, Heather Frketich, Office Coordinator and Concetta Polonsky, Regional Health Educator. Cohesive scheduling components, baselines to monitor performance measures will be looked at by this team.

In explanation, the pension annual appropriation actuarial based amount is 2 ½ to 3 years behind what the normal membership is. It is budgeted.

Vice-President Giles motioned to pay the April 2017 bills in the amount of \$278,168.48; motion was seconded by Theresa Casagrande.

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Red Bank	Yes	Tinton Falls	Yes
Sea Bright	Yes	Wall Township	Yes

VOTE: 10 Ayes, 0 Nays, 0 Abstain  
Motion carries.

HUMAN RESOURCES COMMITTEE:

Note: William Simmons was previously approved as a per diem REHS and has begun work at MCRHC to help support the Red Bank workload.

MCRHC currently has two per diem REHS's to handle the workflow in the interim before a new hire can be made.

The position opening for REHS-1 has been submitted to NJLMN (cost \$155.00), NJACCHO, NJEHA in addition to being posted on the MCRHC website.

Closing date for applications is May 15, 2017. Anticipated start date June 1, 2017.

2017 Organization Chart was redistributed to Commission members after several additional changes were submitted by members.

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE: No Report

OLD BUSINESS:

Theresa Casagrande motioned to enter Closed Session for the purpose of Contract Negotiations, seconded by Dr. Fisher at 6:48 pm.

VOTE: Unanimous

Mr. Gallagher departed the meeting.

At 6:56 pm Dr. Fisher motioned to exit Closed Session, seconded by John Mack.

2017-2020 SOCIAL MEDIA POLICY: (deferred to the May meeting as an accompanying Resolution is needed).

Theresa Casagrande expressed the opinion that the 4 page revised policy, (even though shortened from a previous version), remains too complex for this size organization as social media is characterized by quick common sense decisions.

The vote is on hold while other policies (some submitted by our Commissioners/towns are reviewed by the Health Officer.

E – CIGARETTE DRAFT ORDINANCES President Roman announced there will be No Action tonight on these documents prepared by an MCRHC intern that were handed out at the March meeting.

1. Setting Licensing Fees for Electronic Smoking Device Establishments
2. Banning the Sale of Flavored Electronic Nicotine Delivery Systems

OLD BUSINESS (continued):

Attorney Malandre very briefly addressed the item. More research and more internal discussion is recommended by our legal counsel. The proposed e-cig flavoring regulations, in particular, may be setting more of a precedent than the organization intends.

The Health Officer when asked to restate the primary goal of such legislation He responded: to discourage youth to begin smoking, with a secondary effect of a revenue generator.

NEW BUSINESS:

APPROVAL TO REPLACE REAR OFFICE DOOR. Finalized estimates still pending. A third quote is needed as there was a big discrepancy between the first two.

An additional improvement being sought is the evening/smoothing of the flooring and carpet replacement in several spots to avoid a potential unsafe situation for employees and health department visitors. Quotes for this job need to be revisited as an initial one for the full floor area was extremely high. The Health Officer mentioned a list of approximately four improvements/upgrades that he will address within the proposed parameters of the new lease (still in negotiations). The items carry safety-oriented priority. The Commissioners would like to receive a list of the desired improvements prior to the next meeting.

PUBLIC COMMENT PERIOD:

No Public present.

PRESIDENT'S REPORT:

- 1) NJLBOHA Membership Cards were handed out.
- 2) VNA – no recent contact, but VNA is ready to meet and provide more of the info that has been requested.
- 3) NJACCHO handout (previous meeting) – serious problem to erupt from public health federal funding decrease to fall on taxpayers.
- 4) Christie Administration National Healthcare Decision Day – Preferences for End of Life Care POLST (Practitioner Orders for Life Sustaining Treatment) replaces the former DNR orders
- 5) Article on our 80<sup>th</sup> Anniversary made headlines/was published in NJLBOH, NJPHA Newsletters

FINANCIAL DISCLOSURE STATEMENT Reminder: Statutory deadline is April 30, 2017. This year filers have until May 30<sup>th</sup> until fines are levied.

QUARTERLY TOWN ACTIVITY REPORTS have been forwarded to the Commissioners and Town Administrators who do not already receive this reporting. A few questions have been asked. We welcome ways to communicate further with our towns.

There being no further business, the meeting adjourned at 7:10 pm on a motion by Vice-President Giles, seconded by Jim Langenberger.

VOTE: Unanimous

**Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, May 23, 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 Frketich*

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Heather Frketich  
Office Coordinator

Reviewed by

*David A. Henry*

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David A. Henry  
HEALTH OFFICER