

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, July 25, 2017
(Open Session: _57min 55 sec)

CALL TO ORDER:

President Roman called the meeting to order at 6:00 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, Monmouth Beach Joe Nardone, Ocean Twp. – Vinnie Buttiglieri, Red Bank – Mike Natelli, Sea Bright – Dr. Meg Fisher (arrived 6:07 pm), Shrewsbury Boro – Paul Roman, Spring Lake – Liz Finnerty, Tinton Falls – John Mack (arrived 6:04 pm), Wall Twp. – Keri Pagnoni

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

ABSENT:

Boro of Highlands, Boro of Rumson, Boro of Sea Girt, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry – Health Officer, Paul LaSalle, Esq., Heather Frketich, Office Coordinator/Commission Secretary

MINUTES OF LAST MEETING:

OPEN SESSION:

June 27, 2017

Dr. Sullivan motioned to approve the Open Session Minutes of June 27, 2017, seconded by Jim Langenberger.

VOTE: 9-0-1 Spring Lake and Fair Haven abstain

COMMUNICATIONS:

Health Officer David Henry and PHN Shereen Naqvi will be recognized as co-authors of an article on septic arthritis article to appear in CDC's MMWR (coming out this week). Mr. Henry will forward it on to the Commission members when it is released.

HANDOUTS: Free Rabies Clinic Fall 2017 Schedule

HEALTH OFFICER'S REPORT:

The July 2017 Health Officer's Report (covering June activity), the June 2017 Conferences & Meetings, June 2017 CDRSS Report, June 2017 Public Health Nursing report and June Financials were previously mailed/e-mailed.

Amanda Hinton, a Rutgers Public Health Intern attended several public health programs and assisted with many projects this summer and is welcome back at any time should she want to return on an official school authorized internship session.

Dr. Fisher's recent Zika Presentation in Monroe was extremely informative as to the state status regarding virus statistics at this time.

No mosquitos found supporting the Zika virus and varying levels of disability seen in Zika affected areas.

49 pregnant women with cases in 2017 – no newborns

A CDC grant to follow to monitor services needed by those affected MCHD has hired a nurse via this funding.

Continuing recommendations to the most affected populations (pregnant women, or women planning pregnancy and their partners) – use protection and avoid travel.

The Health Officer also reviewed/updated the following topics:

- 1) The Borough of Deal has opened a new section of public beach this year. It will be added into the Coastal Monitoring Program for water quality testing to be performed.
- 2) The Health Officer previously reported on a high bacteria count in the Highlands beaches - the source determined to be a crushed sewer pipe. Beaches are reopen after an extensive investigation by NJ DEP, NJDOH, MCHD, MCRHC and Highlands Borough.
- 3) Little Silver cell phone tower collaboration
- 4) Through the Regional Public Health Emergency Preparedness Group (consisting of the counties of Monmouth, Union, Ocean and Middlesex) MCRHC has acquired a vaccine refrigerator which has the ability to hold temp up to 4 days without power to result in less need to move vaccine around during emergency situations.

LEGISLATIVE NEWS:

- 5) Child blood lead level action threshold decrease from 10 to 5: Parameters for distribution of the 10 million dollars dedicated to increased workload and expenses to be incurred by each local health department (training, equipment, case volume, etc.) will be discussed at a meeting with State Health Department next week.
- 6) There is NJLM opposition to legislation allowing local boards of health to be disbanded - a bill proposal in the state legislature written to permit governing bodies in municipalities with populations of 20,000 or less to act as their own boards of health. Any ruling passed to this effect could only result in even less time dedicated and a more limited focus on public health.

HEALTH OFFICER'S REPORT (continued):

- 7) A bill to prohibit chewing tobacco on school grounds passed the state assembly committee
- 8) NJ is 3rd state to pass legislation to raise the legal age for purchase of tobacco (including e-cigarettes) from 19 to 21 years of age effective this November.
- 9) The Health Officer, Administrative Assistant and Public Health Nurse continually assess MCRHC's Fall Flu Vaccine Clinic operation and cost effectiveness. There continues to be a great deal of competition/choices for the public to receive this service as pharmacies get their vaccine supply early. He reminded those present that flu vaccine can be obtained at our weekly in-house clinics throughout the fall and winter.

OPERATIONS Items Completed:

- 10) Flooring repair to smooth a tripping hazard in the front desk area and sectional carpet replacement
- 11) installation/painting of the new back door has been completed. The Health Officer will continue to work with staff to move ahead with additional office security/safety upgrade priorities as part of rent abatement funds.
- 12) Additionally, the current Health Officer and the previous Health Officer have been deposed for a current lawsuit.
- 13) Four public health plans completed. Original NJACCHO grant distribution amount \$1500. Actual amount received by MCRHC = \$2320.

Vinnie Buttiglieri motioned to accept the Health Officer's Report, seconded by Liz Finnerty.

VOTE: Unanimous

AUDIT COMMITTEE:

President Roman expressed plans for the Audit Committee members to meet in regard to the 2016 audit process prior to Labor Day.

CFO REPORT:

Please refer to Old Business Resolution 2017-26. New Revenue Item

TREASURER'S REPORT:

Liz Finnerty, Treasurer presented the report. She briefly reviewed the Statement of Accounts for period ending June 30, 2017.

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

Legal Services Budget Line: CFO Steve Gallagher advised that he will handle any transfer needed due to overspending of this line at the end of the year. The Commissioners request President Roman to revisit this item with the CFO, as their belief is that an emergency appropriation is the correct procedure upon exceedance of a budget line during the year.

The Health Officer explained unexpected expenses from the lawsuit (which MCRHC has settled) deductible amount. Also MCRHC attorneys provided representation for staff depositions during a separate suit against Local 97 Union of which MCRHC was not a defendant. Attorney LaSalle explained this is common procedure.

PAYMENT OF BILLS:

Liz Finnerty motioned to pay the July 2017 bills in the amount of \$140, 279.06; motion was seconded by Theresa Casagrande.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp	Yes	Wall Twp.	Yes
Red Bank	Yes		

VOTE: 11 Ayes, 0 Nays, 0 Abstain
Motion carries.

HUMAN RESOURCES COMMITTEE: No Report

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE: No further Report. Facility updates were commented on in the Health Officer's Report earlier in the meeting.

OLD BUSINESS:

Latest Meeting held with **VNA** at MCRHC included attendance by the VNA's accounting division; Health Officer and President Roman in attendance.
Slow progress, but forward movement is occurring still the same.

OLD BUSINESS (continued):

The Health Officer described the continuing discussions collaboration for a more defined level of nursing services. The other non-county Health Officers are in agreement with MCRHC's efforts/goals. Any resulting plan to incorporate the agreed upon formula and offer to MCRHC towns as a whole (to proceed only with their concurrence) would happen in time for the 2018 contract.

E-MAIL EXCHANGE SERVER – At the June 27 Commission meeting, the Health Officer presented the Commissioners with documentation of an important issue requires immediate attention. An upgrade of the MCRHC e-mail exchange server is highly recommended by our IT support due to recently recurring problems attributed to older, inefficient software that utilizes ample storage space. Spam and downtime have become major issues. The best proactive move for us is to switch to a cloud-hosted exchange e-mail to eliminate any further time and costs to continually provide temporary fixes to the current system. The Commissioners asked about alternative options (ex. g-mail @ \$5.00 per e-mail per month). Further research with MCRHC's IT Service Provider (InterNetworkx) has determined that the **MCRHC E-mail upgrade** from server based cloud hosted exchange is the best option. Cost \$5.99 per e-mail per month. A resolution will be prepared for the August meeting to memorialize authorization of this change

At the May 23, 2017 meeting, the Commissioners were asked to speak to their town officials to get their take on our proposed 2 step

E – CIGARETTE DRAFT ORDINANCES

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

The Commissioners requested that the Health Officer forward them a guidance e-mail explaining the points of discussion and background information they will be passing on to help gauge the volume of support and commitment as well as the amount of disapproval within our jurisdiction.

On June 20th, an e-mail was forwarded by the Office Coordinator per request of the Health Officer to all town administrators and all Commission members addressing this issue. Four to five negative responses have been received, but the majority of responses are still pending. The Commissioners suggested a follow-up e-mail be sent prior to the August meeting to gather more responses.

Opinion was expressed that movement or enforcement would only be supported on a county-wide basis. The only related action being addressed by the MCHD appears to be a level of tightening regulations for smoking lounges.

Previously e-mailed articles: San Francisco, CA's Restriction of Flavored Tobacco Sales And Manalapan, NJ's Registration of Cigar Bars, Lounges and Tobacco Retail Establishments

OLD BUSINESS (continued):

HEALTH EDUCATION ANNUAL REPORT

Ms. Polonsky prepared her 2016 Annual Report and it was e-mailed to the Commission approximately one month ago. President Roman asked for any final comments/questions.

Theresa Casagrande is still concerned that all invoiced items should not be categorized as "Health Education" related. She wants management to be cautious as we are paying for these contracted services on an hourly basis.

TOBACCO AGE OF SALE: Proposed legislation intended to increase the age of sale of cigarettes (including e-cigs) from 19-21 now has now been signed by the Governor. Federal Government to do enforcement for NJ. (also mentioned during HO Report)

ACCREDITATION UPDATE: The Health Officer and several staff members attended a full day PHAB workshop in Somerset County which was geared to documentation guidance for current NJ local health department applicants. The staff is gearing up and meeting on a more scheduled basis to address resubmission – Deadline date February 18, 2018.

RESOLUTION 2017-26

To amend the 2017 budget for a new item of revenue and appropriation Original NJACCHO Public Health Preparedness (PHEP) Grant 2017 distribution amount \$1500 (addressed in Resolution 2017-15) Actual amount received by MCRHC = \$2320.

Theresa Casagrande motioned to approve the new item of revenue, seconded by Liz Finnerty.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp	Yes	Wall Twp.	Yes
Red Bank	Yes		

VOTE: 11 Ayes, 0 Nays, 0 Abstain
Motion carries.

NEW BUSINESS:

RESOLUTION 2017-24

To authorize adoption of a policy to provide for the mandatory direct deposit of net pay for all MCRHC employees

The MCRHC Bookkeeper proposed this as a result of a change to NJ State Law and a minor time/cost savings.

NEW BUSINESS (continued):

John Mack motioned to approve the mandatory direct deposit of employee paychecks effective January 1, 2018, seconded by Dr. Sullivan.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp	Yes	Wall Twp.	Yes
Red Bank	Yes		

VOTE: 11 Ayes, 0 Nays, 0 Abstain
Motion carries.

RESOLUTION 2017-25

To authorize renewal of agreement with the MCHD for public health shared services partnership (LINCS)

Theresa Casagrande motioned to approve the LINCS agreement renewal with the Monmouth County Health Department, seconded by Vinnie Buttiglieri.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp	Yes	Wall Twp.	Yes
Red Bank	Yes		

VOTE: 11 Ayes, 0 Nays, 0 Abstain
Motion carries.

PUBLIC COMMENT PERIOD:

No Public present.

PRESIDENT'S REPORT:

President Roman briefly addressed actions at the federal level in regard to legislation that would hard hit the CDC and its fallback effect to LHDs.

HANDOUT: APHA article Public Health Workers Need to be More Prepared for Disasters from the APHA

PRESIDENT'S REPORT (continued):

Per President Roman and the Health Officer, while MCRHC staff has received a good deal of training and are not deficient by law, there is still more to do. Additional training needs are ongoing and being addressed through the Workforce Development/COOP portions of the Accreditation process.

November 4 – 8, 2017 is the APHA Annual Conference in Atlanta, GA

The City of Long Branch recently adopted a cat licensing ordinance.

PUBLIC HEALTH QUESTION OF THE MONTH: If my dog bites someone, will it be taken away? Answer can be found on mcrhc.org.

There being no further business, the meeting adjourned at 6:56 pm on a motion by John Mack, seconded by Jim Langenberger.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, August 22, 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

Heather Frketich
Office Coordinator/Commission Secretary

Reviewed by

David A. Henry

David A. Henry
HEALTH OFFICER