

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, August 22, 2017
(Open Session: 1 hr. 9 min. 3 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. He then read the "Open Public Meeting Act Statement".

ROLL CALL:

Brielle – Jim Langenberger, Little Silver – Dr. Tim Sullivan, Ocean Twp. – Vinnie Buttiglieri, Red Bank – Mike Natelli, Sea Bright – Dr. Meg Fisher (arrived 6:43 pm), Shrewsbury Boro – Paul Roman, Spring Lake – Liz Finnerty (arrived 6:04 pm), Spring Lake Heights -(Dr. Len Giles; Wall Twp. – Keri Pagnoni

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

ABSENT:

Boro of Fair Haven, Boro of Highlands, Boro of Monmouth Beach, Boro of Rumson, Boro of Sea Girt, Boro of Tinton Falls, Boro of West Long Branch

OTHERS PRESENT:

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

President Roman took a moment to pay tribute to William Voelkel of Wall Township, longtime Jersey Shore Medical Center EMS Coordinator who recently passed.

MINUTES OF LAST MEETING:

OPEN SESSION:

July 25, 2017

Jim Langenberger motioned to approve the Open Session Minutes of July 25, 2017, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

COMMUNICATIONS:

None

HANDOUTS: Pubic Health Question of the Month: Why is the beach/pool/spa or hot tub I am interested in using closed by the health department? Answer can be found at mcrhc.org

HEALTH OFFICER'S REPORT:

The August 2017 Health Officer's Report (covering July activity), the July 2017 Conferences & Meetings, July 2017 CDRSS Report, July 2017 Public Health Nursing report, July Financials and 2nd Quarter 2017 Vital Statistics were previously mailed/e-mailed.

The Health Officer also reviewed/updated the following topics:

- 1) He attended the Annual Monmouth County OEM Local Planning Council Meeting. Mr. Henry serves as the governmental Public Health Chair for the County.
- 2) Infection Control Practitioner Meeting with nurses from Monmouth County Hospitals.
- 3) The Health Officer continues to move ahead with automation plans, including minimal software purchases and pilot tests to perform retail food, pool Inspections, Immunization Audits on I pads. The goal is to reach 100% digital automation of inspections as well as electronic OPRAs down the line.

LEGISLATIVE NEWS:

- 4) Child blood lead level action threshold decrease from 10 to 5 micrograms per deciliter: There is a difference of opinion between the state and NJ Health Officers regarding parameters for distribution of the 10 million dollars that has been dedicated to the increased workload and expenses to be incurred by each local health department (training, equipment, case volume, etc.). While the Health Officers would like to see funds distributed on an "as need" basis. The State Public Health Council is viewing a competition based system of disbursement. Considerations briefly discussed:

If warranted purchase of 2nd lead meter (best scenario – same meter county-wide), - maybe through a cooperative process.

Investigator training (LHD is responsible for investigation and case management

Facilities to perform venipunctures

Determination of venus vs. capillary (less confirmatory) method of reading blood lead levels

Reimbursement as collected by pediatrician medical offices

Commission: Federal funds need to be allotted to follow whatever we do

NJDOH is requesting more communication and better relationships between LHDs and medical providers to get the word out.

HEALTH OFFICER'S REPORT (continued):

- 5) Upcoming changes to Communicable Disease Reporting Surveillance System (CDRSS) will require an amount of user retraining
- 6) STDs – steady cases – no immediate plan to push workload down to the LHDs
- 7) Middletown Shared IT Services – Health Officer explained that a mutual modification (to remove shared IT services) has become necessary as original plan not been put into operation due to difficulties on their end. It is no longer fiscally prudent.

Mr. Henry forwarded an August 15th memo to the Commissioners addressing the following:

Middletown/MCRHC Shared IT Services: Following an update from the Health Officer of the situation with the service originally agreed to by both parties which has remained undelivered due to circumstances discussed with the Town Administrator, Dr. Sullivan motioned to prepare an amended shared services agreement with Middletown, removing the provision for IT services. Upon Commission vote, an assessment of \$3,000 (the former credit arranged for the service) will be incorporated into Middletown Township's fourth quarter billing. The motion was seconded by Jim Langenberger.

ROLL CALL VOTE:

| | | | |
|---------------|-----|---------------------|-----|
| Brielle | Yes | Shrewsbury Boro | Yes |
| Little Silver | Yes | Spring Lake | Yes |
| Ocean Twp | Yes | Spring Lake Heights | Yes |
| Red Bank | Yes | Wall Twp | Yes |

VOTE: 8 Ayes, 0 Nays, 0 Abstain
Motion carries.

The Health Officer will put this amount toward a new server which should total approximately \$4,000.00 at this point in time.

Vice-President Giles motioned to accept the Health Officer's Report, seconded by Dr. Sullivan.

VOTE: Unanimous

AUDIT COMMITTEE:

The Audit Committee members (President Roman, CFO Gallagher and Commissioner Michael Natelli met with the audit firm of Suplee, Clooney & Company represented by J. Swisher and A.J. Sabine on August 8, 2017 with Mr. Henry also attending. Preliminary review was stated.

CFO REPORT:

No Report

TREASURER'S REPORT:

Liz Finnerty, Treasurer presented the report. She briefly reviewed the Statement of Accounts for period ending July 31, 2017.

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

No Report

PAYMENT OF BILLS:

Vice-President Giles motioned to pay the August 2017 bills in the amount of \$161, 015.55; motion was seconded by Vinnie Buttiglieri.

ROLL CALL VOTE:

| | | | |
|---------------|-----|---------------------|-----|
| Brielle | Yes | Shrewsbury Boro | Yes |
| Little Silver | Yes | Spring Lake | Yes |
| Ocean Twp | Yes | Spring Lake Heights | Yes |
| Red Bank | Yes | Wall Twp | Yes |

VOTE: 8 Ayes, 0 Nays, 0 Abstain
Motion carries.

HUMAN RESOURCES COMMITTEE:

At 6:33 pm, Human Resources Chair Vinnie Buttiglieri motioned to enter Closed Session for the purpose of a discussion of Staffing. The motion was seconded by Jim Langenberger.

VOTE: Unanimous

Heather Frketich exited the meeting.

_____ motioned to exit Closed Session, seconded by _____
at 6:42 pm.

Heather Frketich rejoined the meeting.

HUMAN RESOURCES COMMITTEE (continued):

Vinnie Buttiglieri motioned to authorize the Health Officer to advertise for required positions in conjunction with Human Resources Committee input, based on impending retirements. The motion was seconded by Dr. Sullivan.

ROLL CALL VOTE:

| | | | |
|---------------|-----|---------------------|-----|
| Brielle | Yes | Shrewsbury Boro | Yes |
| Little Silver | Yes | Spring Lake | Yes |
| Ocean Twp | Yes | Spring Lake Heights | Yes |
| Red Bank | Yes | Wall Twp | Yes |

VOTE: 8 Ayes, 0 Nays, 0 Abstain
Motion carries.

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE:

Facility updates

The Health Officer continues to work with staff to move ahead with additional office security/safety repair and upgrade priorities as part of rent abatement funds.

OLD BUSINESS:

Discussions with **VNA** continue in the hopes of moving forward to produce numbers for all of our towns to consider as part of the upcoming 2018 budget process, whether or not they currently use VNA, pay them as a pass-through via MCRHC or pay them directly.

The Health Officer previously described the continuing discussions as collaboration for a more defined level of nursing services. An additional positive outcome would be better rates for more uniform participation by MCRHC towns as a whole.

RESOLUTION 2017-27

An upgrade of the MCRHC e-mail exchange server was 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. Research about alternative options with MCRHC's IT Service Provider (InterNetworx) determined that the **MCRHC E-mail upgrade** from server based cloud hosted exchange was the best option. Cost \$5.99 per e-mail user address per month. Resolution 2017-27 is being presented this evening to memorialize authorization of this change.

OLD BUSINESS (continued):

Dr. Fisher pointed out a language error in the text of the resolution which indicated the \$5.99 monthly fee was per e-mail. The correction requested was for it to read per e-mail user/address.

Vinnie Buttiglieri motioned to approve Resolution 2017-27 "Resolution Authorizing Cloud Based E-Mail Exchange AS AMENDED. The motion was seconded by Liz Finnerty.,

ROLL CALL VOTE:

| | | | |
|---------------|-----|---------------------|-----|
| Brielle | Yes | Shrewsbury Boro | Yes |
| Little Silver | Yes | Spring Lake | Yes |
| Ocean Twp | Yes | Spring Lake Heights | Yes |
| Red Bank | Yes | Wall Twp | Yes |
| Sea Bright | Yes | | |

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

E – CIGARETTE DRAFT ORDINANCE

1.) Setting Licensing Fees for Electronic Smoking Device Establishments

Following Commissioner input, the Health Officer revised the original version of a proposed Ordinance entitled "Setting Licensing Fees for Electronic Smoking Device Establishments" which was e-mailed to all town administrators and all Commission members On June 20th. The intention was to gage the volume of support and commitment as well as the amount of disapproval within our jurisdiction. The responses received did not support the ordinance and many responses remain pending.

The Health Officer's revision was appreciated for the fact that it was more public health oriented and indicated lowered fees. After some discussion President Roman and the Health Officer received no objection to e-mail the new version out to the towns with a memo describing the changes to find out if the new verbiage gathers any different or positive responses. Once replies have been received upon explanation and reading of the revised version, the Commission will go with the consensus of the towns it covers.

Dr. Sullivan reiterated the same objections that existed previously:

It would not limit access to the product

It is not a countywide effort

It will increase MCRHC staff workload, calculated on need per town or evenly distributed among towns?

HANDOUT: A Nicotine -Focused Framework for Public Health (New England Journal of Medicine)

OLD BUSINESS (continued)

Some small, some large NJ towns are going forward with Ordinances.

TOBACCO AGE OF SALE: Legislation to increase the age of sale of cigarettes (including e-cigs) from 19-21 to be effective November 2017. Lead time needed for implementation.

ACCREDITATION UPDATE: The staff is gearing up and meeting on a more scheduled basis to address resubmission – Deadline date February 18, 2018.

Working with PHAB Liaison on status and details of the County CHA and CHIP. All staff Committee meetings (Administrative, REHS, Safety & Security and Communications) are open to any Commissioner. Attendance is encouraged and desired. The work of these subgroups has already proven to address both operational and accreditation standpoints.

NEW BUSINESS

Proposed MCRHC ORDINANCE 2017-4 – An Ordinance Amending a Code Regulating Food and Beverage Vending Machines and Fixing Fees for Licensing Thereof, and Penalties for Violations Thereof.

An amended version of the existing Food and Beverage Vending Machine Ordinance was included in the August pre-meeting e-mailed to the Commission members for their review.

The Health Officer and staff felt that discussion/reading of this Ordinance is currently necessary to review its implementation and cost-effectiveness. The program has brought in approximately \$7,000 of revenue annually over the past 6 years, however, it covers very few of our towns, as some MCRHC towns license the machines within their municipalities and other MCRHC towns do not choose to. It was more applicable when vending machine contents held more perishable food oriented items other than canned or packaged goods. The industry has also been inundated with many more third party providers resulting great difficulty and time spent by the staff to track down responsible parties and follow up on fees owed. Administration of the program is complicated for several reasons, one being that the placement of machines changes all too often.

The Health Officer is conducting a QI evaluation of the licensing program by researching the topic with other health departments and towns.

Suggested options: terminate the licensing program as it is not jurisdiction wide, charge fees, track machine serial numbers, charge fees per vendor, not per machine. Continued discussion of the item will be carried over to the September 26th meeting. Input from our attorney and towns is needed to determine the future direction.

PUBLIC COMMENT PERIOD:

No Public present.

PRESIDENT'S REPORT:

HANDOUTS:

American Journal of Public Health: Defining the Functions of Public Health Governance

APHA: 9a statement from the APH President) Public Health: We're all in this together, no matter how we say it

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

Great News! New Jersey's Kevin Sumner, Health Officer of Middlebrook Regional Health Commission is the new President Elect of the National Public Health Association (APHA).

There being no further business, the meeting adjourned at 7:18 pm on a motion by President Roman, seconded by Liz Finnerty.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, September 26, 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