

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, September 26, 2017
(Open Session: 45 min, 32sec)

CALL TO ORDER:

President Roman called the meeting to order at 6:07 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, Fair Haven, Theresa Casagrande, Little Silver – Dr. Tim Sullivan, Red Bank – Mike Natelli, Shrewsbury Boro – Paul Roman, Spring Lake – Liz Finnerty, Spring Lake Heights -Dr. Len Giles; Tinton Falls – John Mack

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 Sea Bright, Boro of Sea Girt, Township of Wall, 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:

August 22, 2017

Jim Langenberger motioned to approve the Open Session Minutes of August 22, 2017, seconded by Dr. Tim Sullivan.

VOTE: Unanimous of those who were present (FH abstains)

CLOSED SESSION:

August 22, 2017

* One correction – President Roman was in attendance although he was not listed. Dr. Sullivan motioned to approve the Closed Session Minutes of August 22, 2017, seconded by Vice-President Giles.

VOTE: Unanimous

COMMUNICATIONS:

The Health Officer is a panel speaker at tomorrow's Climate Adaptation in relation to Public Health program to be held in Hillsborough, NJ.

HEALTH OFFICER'S REPORT:

The September 2017 Health Officer's Report (covering August activity), the August 2017 Conferences & Meetings, August 2017 CDRSS Report, report, August Financials were previously mailed/e-mailed. The August 2017 Public Health Nursing report is in tonight's folders.

The Health Officer also reviewed/updated the following topics:

- 1) He attended a Health Fair at Seabrook Village in Tinton Falls on August 10th which was well attended.
- 2) He attended the GPHP Meeting on August 15th – discussion of TB, Lead, STDs and the Monmouth Public Health Consortium (MPHC) with the Colts Neck, Long Branch, Manalapan and Freehold Health Departments as partners with MCRHC. Funding of our Communicable Disease Investigator and Health Educator positions are shared by the members of this group. The current CD Investigator will be retiring at the end of 2017. Mr. Henry will work with the input of the MPHC during the interviewing process for a replacement.
- 3) He attended a Public Health Council Meeting in Trenton. This little known council is advisory in nature and reviews Ordinances at the state level.
- 4) He attended a NJTV Community Health Program in Asbury Park representing the GPHC/MPHC. More participation in the development of the CHIP was urged.
- 5) He will forward a link to the Commissioners and Town Administrators to a Rutgers video presentation in which he is interviewed on the subject of climate adaptation and its implication to public health in NJ

LEGISLATIVE NEWS:

- 6) The State's new lead standards went into effect on September 18, 2017 for any NEW lead cases. Child blood lead level action threshold decrease from 10 to 5 micrograms per deciliter. Projection from staff from available data is that we might expect 5 to 7 cases this year in large part dependent on the screening and sampling activities from pediatricians and the NJDOH. REHS staff is participating in license training or renewal – funding distribution formula is still pending.
- 7) New proposed public bathing code is being reviewed by staff for the impacts various changes will have. All comments from NJ Health Officers and public health partners are due by October 6, 2017.

HEALTH OFFICER'S REPORT (continued):

Theresa Casagrande motioned to accept the Health Officer's Report, seconded by John Mack.

VOTE: Unanimous

AUDIT COMMITTEE:

The annual audit process has begun. Initial paperwork and review completed by Suplee, Clooney and Company.

CFO REPORT:

No Report

TREASURER'S REPORT:

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

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

Vice-President Giles had a brief conversation with CFO Steve Gallagher who is beginning initial budget preparation. Once advised by the CFO, Vice-President, Budget Committee Chair will call a meeting of the Budget & Finance Committee.

PAYMENT OF BILLS:

Vice-President Giles found an issue with check # 32297 in the amount of \$5,371.00 for vendor Inter-Network, LLC. The total charge was detailed as follows: \$4,999.00 (new server); 255.00 (IT computer support) and \$117.00 (4q17 remote server backup). Commission members were confused as to why a check was prepared without a second quote and vote approval on purchase of a server. If the first quote was a state contract rate or a coop purchase, no second quote is required. Theresa Casagrande referred to LFN 215-20 which sets a \$2,625.00 threshold (anything over that amount needs additional quotes).

The Health Officer explained first that the server has not been purchased. He referred to the Board's August 22, 2017 vote to revise the Middletown shared services IT agreement which would result in a \$3,000 reimbursement for failure to provide service. At that meeting, he also stated his intention to use the reimbursement funds for a server and gave its projected ballpark cost.

PAYMENT OF BILLS (continued):

Following a brief discussion, in which President Roman advised the Commission members that Middletown is in agreement with an amendment to the shared services and reimbursement to the MCRHC, it was determined that the entire check amount will not be processed tonight. A purchase order will be prepared only after the point of Commission approval and receipt of the equipment.

Treasurer Finnerty made the following motion with instruction to the MCRHC Bookkeeper to void the Inter-Networx, LLC check in total changing the amount of the approved bill list from \$142,580.53

Liz Finnerty motioned to pay the September 2017 bills in the amount of \$137,209.53; motion was seconded by Theresa Casagrande.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury Boro	Yes
Fair Haven	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Red Bank	Yes	Tinton Falls	Yes

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

HUMAN RESOURCES COMMITTEE:

President Roman reported that a letter was received from Local 97 Union as notification that the current contract expiration date is December 31, 2017. He also reported that a return response dated September 7, 2017 was sent to advise the Union the Commission is ready for negotiations and request available dates to initiate talks.

Per previous Commission direction the MCRHC currently has 2 job openings due to pending retirements effective December 31, 2017.

- 1) REHS-1 position advertised with a submission deadline of October 16, 2017
- 2) CDCI position advertised with a submission deadline of October 19, 2017 – this position is partially funded by the MPHC whose members are involved in the review of applicants.

The Health Officer will select candidates and conduct interviews, presenting his choices to the Human Resources Committee and the full Commission for final approval.

Mr. Henry is planning to have the successful candidates for both positions in place by December 1, 2017 for training and continuity purposes.

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE:

No Report

OLD BUSINESS:

President Roman reported that 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 next face to face meeting is planned for October to bring everything together to finally create an equitable basis. Commissioner Casagrande suggested that getting the backing of as many interested towns as possible might assist in striking the best possible deal.

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 back in June. The intention was to gage the volume of support and commitment as well as the amount of disapproval within our jurisdiction. The original 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.

Update September 2017: Due to possible new movements at the state level and the GASP organization’s push for action this item is being put on a temporary hold.

ACCREDITATION UPDATE: The staff will begin meeting on a more scheduled basis in October to address resubmission and the list of items to be reworked from the first submission. – Deadline date mid-March 2018. PHAB has granted this organization an extension without charge and it is the funds (approx. \$4,700.00) MCRHC is not required to spend at this point that would be re-directed toward possible supplemental help. The Health Officer and Office Coordinator attended a 2nd NJ meeting involving LHDs currently contemplating or involved in the process. MCRHC has been assigned a PHAB Liaison and has already enlisted this individual in regard to status details of the County CHA and CHIP.

President Roman expressed his feeling that the staff has done an amazing job to this point, but the short time for resubmission is a very real issue going forward.

OLD BUSINESS (continued):

President Roman proceeded to explain the value and need for dedicated help in the way of a consultant. There have been very introductory conversations with two people who might be able to serve in this capacity. One can provide guidance and overview, while the other can work to direct the process in more detail. If the Commission chooses to entertain this idea, the second candidate can be interviewed by The President and Health Officer. Written proposals would be prepared/obtained and presented for a full Commission vote at the October 24, 2017 meeting. The Health Officer noted that there would also be a certain amount of money available next year while we are still in the extension period.

Theresa Casagrande directed a question to the Health Officer in regard to what the background of the individuals being considered is: He responded that they are both retired state health department officials that have experience as Accreditation Coordinators, having successfully experienced the entire process and working with towns in their Accreditation lead roles. He is not planning to enlist a firm for this purpose as the individuals in mind would in his knowledge and opinion provide the expertise and guidance sought.

Various comments were made from the Commissioners present explaining their familiarity and experiences with this very time-consuming and detailed process and stated that consultants were brought in.

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. While it was set for further discussion this evening, we are still waiting on town responses and it is being deferred to the October 24th meeting.

NEW BUSINESS

None

PUBLIC COMMENT PERIOD:

No Public present.

PRESIDENT'S REPORT:

HANDOUTS:

A repeat of last month's APHA article "Public Health Workers need to be more prepared for disasters"

President Roman reviewed the rankings of many MCRHC towns from a report of the "TOP 100 NJ Towns" published in the September 2017 issue of NJ Monthly magazine.

Public Health Question of the Month: What steps should I take if I find a bat in my house? Refer to mcrhc.org for the answer!

There being no further business, the meeting adjourned at 6:53 pm on a motion by Liz Finnerty, seconded by John Mack.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, October 24, 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