

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1
REGULAR MEETING

Tuesday, October 24, 2017
(Open Session: 2 hrs. 23 min. 49 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, Fair Haven, Theresa Casagrande, Little Silver – Dr. Tim Sullivan, Monmouth Beach – Joe Nardone, Red Bank – Mike Natelli, Sea Girt – Jay Amberg (left @ 7:50 pm), Shrewsbury Boro – Paul Roman, 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 Highlands, Township of Ocean, Boro of Rumson, Boro of Sea Bright, Boro of Spring Lake, 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

MINUTES OF LAST MEETING:

OPEN SESSION:

September 26, 2017

Jim Langenberger motioned to approve the Open Session Minutes of September 26, 2017, seconded by Mike Natelli.

VOTE: Unanimous of those who were present (Sea Girt, Wall and Monmouth Beach abstain)

President Roman asked for a motion to change the order of the agenda as follows: purpose of keeping a quorum for priority items?

- 1) Combine Old Business Item 3 and New Business Item 1 (both related to Accreditation)
- 2) Add Resolution 2017-33 to New Business (MCRHC/JIF Repayment Agreement: Muller case)
- 3) Begin New Business Topics with the Proposed 2018 Health Services Budget

Theresa Casagrande motioned to approve this change, seconded by Jim Langenberger.

VOTE: Unanimous

COMMUNICATIONS:

The Asbury Park Press covered the Superior Court of NJ Judgement against Camp Emzee operating as a pop-up (unapproved) summer Youth Camp at private residences. This enforcement action stemmed from involvement by the NJDOH, MCHD, MCRHC and Long Branch HD.

HEALTH OFFICER'S REPORT:

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

The Health Officer also reviewed/updated the following topics:

- 1) Monmouth County Health Improvement Plan (numerous meetings)
- 2) Rutgers Climate Change Program panelist
- 3) NJ Frames – Resiliency Two Rivers and surrounding towns Mayors' Association

Public Health Question of the Month: Where can I get a Tuberculosis Skin Test (also called TB, Mantoux, or PPD)? Refer to mcrhc.org for the answer!

_____ motioned to accept the Health Officer's Report, seconded by _____.

VOTE: Unanimous

AUDIT COMMITTEE:

The annual audit is in process by Suplee, Clooney and Company.

CFO REPORT:

No Report

TREASURER'S REPORT:

President Roman presented the report in the absence of Liz Finnerty, Treasurer. He briefly reviewed the Statement of Accounts for period ending September 30, 2017.

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

Vice-President Giles advised that the Budget & Finance Committee met last week with the CFO. He felt that the first review by the Committee had been favorable. A formal vote had not been taken by the Budget & Finance Committee members to recommend the proposed 2018 document.

A second meeting which included the MCRHC Attorney resulted in the decision for Attorney Padula to prepare an opinion letter to address the question of verbiage in reference to the specific methodology used to calculate town assessments across 3 documents: the Town Contracts, the Annual Audit, and an October 2010 resolution setting the Allocation method which Commissioner Nardone has been and continues to be a strong proponent of. His concern is based on clarification/transparency of the method being utilized and a concern over base amounts used for each town beginning with the 2011 budget year. All past Commission attorneys have reviewed this issue to a degree.

Attorney Padula advised Vice-President Giles it was fine to proceed with the budget introduction process.

Going forward an Ordinance should be drawn to standardize/memorialize any resulting determination of this "language" dispute.

PAYMENT OF BILLS:

Theresa Casagrande stated she had a repeat concern in regard to activities invoiced by the Regional Health Educator. She does not find them all to be indicative of the role that MCRHC expected of that position (ex. Facebook, Newsletter, Accreditation Meetings). She should be involved with more face-to face contact with the public. The Health Officer responded that there are many formats/platforms he is supporting to get our word out.

Vice-President Giles motioned to pay the October 2017 bills in the amount of \$149,905.90; 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 |
| Monmouth Beach | Yes | Wall Township | Yes |
| Red Bank | Yes | | |

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

HUMAN RESOURCES COMMITTEE:

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

HUMAN RESOURCES COMMITTEE (continued)

- 1) REHS-1 position: Closed: Health Officer is reviewing applications
- 2) CDCI position: Closed: Health Officer will hold candidate discussion during tonight's Closed Session
- 3) PHN resignation received. Position advertised with closing date of November 11, 2017. An exit review will be held with Ms. Naqvi who has accepted a position with East Windsor Health Department.
- 4) Union Contract Negotiations; Waiting for Union response of available dates to schedule the first negotiations meeting. Union Rep currently on vacation.

Theresa Casagrande motioned to enter into Closed Session at 6:23 pm for the purpose of the discussion of Personnel matters, seconded by Dr. Sullivan.

VOTE: Unanimous

Mr. Gallagher and Ms. Frketich exited the meeting.

At 6:35 pm, _____ motioned to exit Closed Session, seconded by _____.

Mr. Gallagher and Ms. Frketich rejoined the meeting.

OPERATIONS COMMITTEE:

Resolution 2017-32

Installation of MCRHC Internal Door Security Locks – After review of 2 quotes and recommendation of the Health Officer, Theresa Casagrande motioned to approve the proposal by Ted Hall Locksmiths-Alarms-Safes-Doors the job in the amount of \$2,125.00, pending receipt of a one year warranty. The motion was seconded by Dr. Sullivan.

ROLL CALL VOTE:

| | | | |
|----------------|-----|---------------------|-----|
| Brielle | Yes | Sea Girt | Yes |
| Fair Haven | Yes | Shrewsbury Boro | Yes |
| Little Silver | Yes | Spring Lake Heights | No |
| Monmouth Beach | Yes | Wall Township | Yes |
| Red Bank | Yes | | |

VOTE: 8 Ayes, 1 Nays, 0 Abstain. Motion carries.

GOVERNANCE COMMITTEE: No Report

OLD BUSINESS:

The Health Officer, President Roman, (and the CFO?) held an October meeting with a **VNA** financial representative. They received 6 months of 2017 town service figures. While this is a valid start, 12 months of figures would serve to provide a better overall picture of actual services/costs.

Three additional towns expressed interest in going through MCRHC to help strike best possible deal for VNA direct pays and to finally create a tangible and equitable basis for nursing services in 2018.

The Health Officer's goal is to have the PHN position filled no later than early-mid December.

Resolution 2017-28

To authorize purchase of a network server - After review of 2 quotes and recommendation of the Health Officer, Theresa Casagrande motioned to approve the proposal for Lenovo in the total amount of \$4,999.00 (\$3,775 plus \$1,224 for setup/software/labor costs). A question was raised as about the amount to be charged for set up/labor. After a brief comment period, the figure was estimated to be realistic.

Theresa Casagrande motioned to approve the Inter-Networx proposal for a Lenovo server and set up in the amount of \$4,999.00, seconded by Mike Natelli.

ROLL CALL VOTE:

| | | | |
|----------------|-----|---------------------|-----|
| Brielle | Yes | Sea Girt | Yes |
| Fair Haven | Yes | Shrewsbury Boro | Yes |
| Little Silver | Yes | Spring Lake Heights | Yes |
| Monmouth Beach | Yes | Wall Township | Yes |
| Red Bank | Yes | | |

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

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.

We are still waiting on town survey responses and it is being deferred to the next meeting. The Ordinance in question since its inception has only covered a very small number of MCRHC towns. The Health Officer stated that there is currently no public health significance calling for this procedure due to the fact that vending machines no longer house potentially hazardous food. He assured that in the rare case that any Chapter 24 violation was found, it would be addressed by this department.

7 town responses received:

1 approves MCRHC involvement

6 want this kept at the town level or have no interest in licensing at all

OLD BUSINESS (continued)

***IMPORTANT REMINDER:**

November Meeting Date is scheduled for Tuesday, November 28, 2017. Fair Haven and Wall advised they will not be present.

NEW BUSINESS

2018 Proposed MCRHC Health Services Budget

CFO Steve Gallagher

GENERAL

New additions:

Budget Highlights page at front

New worksheet to illustrate Model IV allocation calculations and percentage of cost factor pages 44-45

Commissioner comments: Salary recommendation name detail should be collapsed into a salary adjustment line due to the fact that Union contract negotiations are pending making it clear that publishing this budget detail at this time is premature, bad practice and not guaranteed.

Many towns appear to be above the 2% cap (due to the new nursing allocation) even though Pg. 46 – overall budget assessment went down

CONSORTIUM

Assessment is based on population

The Freehold Area Health Department is only in the MPHHC for HE services (decided to no longer use our investigator/Epi but a \$9,000 line item has been incorporated to use Freehold's personnel for more complicated disease investigations). The Health Officer is working to ensure there is no duplication of services.

NURSING

Radical departure from past

Long discussion regarding MCRHC Public Health Nursing provision (what are numbers based on? Commission was advised while there was difficulty in selecting a good way to begin; the base chosen to start allocation for this category is population. CFO needs at least 1 year of collected data (audits, lead, outbreaks, etc.) to switch to an assessment that would utilize workload. Keeping the traditional method until enough data is collected is not an option because the MCRHC nurse now covers all MCRHC towns vs. the original four towns chosen to participate in the pilot program years ago.

BUDGET (continued)

Comments: day sheet tracking (similar to that in place for REHS activity) would be of assistance to determine each town's need – not getting a good sense from PHN Monthly report.

Bottom line problem: PHN benefit is to varying degrees (very weak info on the proportion of population needing services). Dr. Sullivan expressed the opinion that MCRHC PHN services can best be described as a baseline for availability.

Future projections/goals – to make in-house nursing the lead for all MCRHC and to sign one contract with VNA for all MCRHC towns for supplemental services to be covered

In addition to our PHN, the Health Officer referred to use of the core foundations of Public Health (via the state practice standards) by VNA backup to provide the best, most complete level of service

VNA 6 Public Health Services that comprise uncompensated care at this point until MCRHC/VNA arrive at a resolution)

- 1) Cancer screening
- 2) Senior Wellness
- 3) IPO Improved Pregnancy Outcomes
- 4) DOT TB Direct Observe Therapy)
- 5) Lead (nurse case management) – now changing roles
- 6) CHC Visits (Child Health Conferences)

Is the VNA actually working in all MCRHC towns? Determination still outstanding, however, VNA data now coming to light shows that they are providing services.

Dr. Sullivan suggested we receive proof that towns are getting these services rather than charging up front and hoping for later backup. Again, this is the first time in many years that we are being presented with specific VNA data.

Keri Pagnoni posed the question – will towns be left uncovered for any period of time while MCRHC PHN position is vacant or if currently uncompensated VNA care is required within a municipality prior to an overall nursing contracts resolution? Both President Roman and the Health Officer assured the Commission that all needed services will be provided.

Note: Red Bank made own arrangement with VNA – may make them exempt from any new group arrangements

This evening's discussion revealed four driving factors in the 2018 MCRHC Health Services budget

- 1) Consortium (less participation by Freehold)
- 2) Addition of nursing (assessments for all towns)
- 3) Accreditation (proposed consultant hire)
- 4) Middletown (changes to contract agreement)

BUDGET INTRODUCTION

Initially the Commission consensus found it unacceptable to introduce budget in its current form. Edits needed to Salary Columns and Highlights page.

REQUEST: CFO review of nursing allocations – Review will be done with the Health Officer.

REQUEST: Spreadsheet with formula detail in regard to specific town assessments for nursing and the Consortium – CFO to provide.

There was a reminder before the vote that legal interpretation of the MCRHC's allocation method as individuals feel it is/is not incorporated in the budget document is pending.

There would be need to call a special meeting if introduction does not occur tonight.

On the premise that all requested changes are made, Theresa Casagrande motioned to introduce the 2018 MCRHC Health Services Budget, seconded by Vice-President Giles.

ROLL CALL VOTE:

| | | | |
|----------------|-----|---------------------|-----|
| Brielle | Yes | | |
| Fair Haven | Yes | Shrewsbury Boro | Yes |
| Little Silver | No | Spring Lake Heights | Yes |
| Monmouth Beach | No | Wall Township | Yes |
| Red Bank | Yes | | |

VOTE: 6 Ayes, 2 Nays, 0 Abstain. Motion carries.

The proposed budget (after changes) will be posted on our website.

ACCREDITATION UPDATE: – 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. 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.

President Roman previously explained 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. At the September 26th meeting, The Commission chose to entertain this idea. The Health Officer noted at the last meeting that there would also be a certain amount of money available next year while we are still in the extension period. Mr. Henry will write the Request for Proposal.

NEW BUSINESS (continued)

Resolution 2017-29 - Approval to Initiate RFP for position of Accreditation Consultant Dr. Sullivan motioned to approve this resolution to post requests, seconded by Theresa Casagrande.

ROLL CALL VOTE:

| | | | |
|----------------|-----|---------------------|-----|
| Brielle | Yes | | |
| Fair Haven | Yes | Shrewsbury Boro | Yes |
| Little Silver | Yes | Spring Lake Heights | Yes |
| Monmouth Beach | No | Wall Township | Yes |
| Red Bank | Yes | | |

VOTE: 7 Ayes, 1 Nays, 0 Abstain. Motion carries.
Price and other factors will be taken into consideration.

Resolution 2017-30 – Childhood Lead Exposure Prevention Grant (cross Jurisdictional Agreement) between MCRHC, MCHD and MPHC

Theresa Casagrande motioned to approve this grant application for NJDOH funds, seconded by Vice-President Giles.

ROLL CALL VOTE:

| | | | |
|----------------|-----|---------------------|-----|
| Brielle | Yes | | |
| Fair Haven | Yes | Shrewsbury Boro | Yes |
| Little Silver | Yes | Spring Lake Heights | Yes |
| Monmouth Beach | Yes | Wall Township | Yes |
| Red Bank | Yes | | |

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

Resolution 2017-33 - Authorization for MCRHC to enter a repayment contract agreement with Monmouth Municipal Joint Insurance Fund in relation to the settled matter entitled Muller v. Monmouth County Regional Health Commission #1, et al.;

Theresa Casagrande motioned to approve this agreement for repayment in the amount of \$17,023.08, seconded by Keri Pagnoni.

ROLL CALL VOTE:

| | | | |
|----------------|-----|---------------------|-----|
| Brielle | Yes | | |
| Fair Haven | Yes | Shrewsbury Boro | Yes |
| Little Silver | Yes | Spring Lake Heights | Yes |
| Monmouth Beach | Yes | Wall Township | Yes |
| Red Bank | Yes | | |

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

PUBLIC COMMENT PERIOD:

No Public present.

PRESIDENT'S REPORT:

November 10th is Gary Nemshick Day in honor of the REHS lost to illness earlier in this year. Heather will post a website tribute.

HANDOUTS:

- 1) NJ Local Boards of Health Association Newsletter Spring/Summer 2017
- 2) NJ Department of Health "NJ Health Matters" Fall 2017 Special Edition regarding incorporation of the Division of Mental Health and Addiction Services under its umbrella - a major reorganization)

President Roman and the Health Officer attended the NJPHA annual conference which they described as a good program that was unfortunately poorly attended. Awards were distributed which can be discussed at a later time.

REQUEST: Just before closing Theresa Casagrande requested the CFO to run data in relation to the 60/40 split to illustrate the allocation and how any annual increases are handled. CFO to provide.

There being no further business, the meeting adjourned at 8:44 pm on a motion by Dr. Sullivan seconded by Vice-President Giles.

VOTE: Unanimous

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

Heather Frketich
Office Coordinator/Commission Secretary

Reviewed by,

David A. Henry

David A. Henry
HEALTH OFFICER