

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1
REGULAR MEETING

Tuesday, November 28, 2017
(Open Session: 1 hr. 27 min. 30 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, Allyson Cinquegrana (arrived 6:11 pm), Little Silver – Dr. Tim Sullivan (arrived 6:08 pm), Monmouth Beach – Joe Nardone (by phone), Ocean Twp. – Vinnie Buttiglieri, Shrewsbury Boro – Paul Roman, Spring Lake – Liz Finnerty, Spring Lake Heights -Dr. Len Giles (by phone); Tinton Falls – John Mack

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

ABSENT:

Boro of Highlands, Boro of Red Bank, 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, Steve Gallagher, CFO, Paul LaSalle, Esq., Heather Frketich, Office Coordinator/Commission Secretary

Note: a wonderful memorial service was recently held by MCRHC staff for Gary Nemshick – many highlights and memories shared about a good person

MINUTES OF LAST MEETING:

OPEN SESSION:

October 24, 2017

Jim Langenberger motioned to approve the Open Session Minutes of October 24, 2017, seconded by Liz Finnerty.

VOTE: Unanimous of those who were present (Ocean Twp. abstains)

CLOSED SESSION:

October 24, 2017

Jim Langenberger motioned to approve the Closed Session Minutes of October 24, 2017, seconded by Dr Sullivan. Vice-President Giles abstained.

VOTE: Unanimous for those who were present

COMMUNICATIONS:

Karen Lloyd, a Shrewsbury Boro employee complimented various MCRHC staff members in a recent e-mail for always providing service and a good working relationship with her town.

The MCRHC staff collected and delivered a Thanksgiving food donation to the Central Jersey Family Health Consortium (CJFHC) this month helping several families to enjoy their holiday.

HEALTH OFFICER'S REPORT:

The November 2017 Health Officer's Report (covering October activity), the October 2017 Conferences & Meetings, October 2017 CDRSS Report, report, October Financials and 3rd Quarter Vital Statistics were previously mailed/e-mailed.

The Health Officer also reviewed/updated the following topics:

- 1) NJ State Tobacco age of sale raised to 21 (2 associated articles NJDOH Press Release dated 10/27/17 AND Tobacco-Free for a Healthy New Jersey)
- 2) Monmouth University possible mumps case turned out not to be a case
- 3) Scabies outbreak continues to be monitored by the Health Officer for a duration of 12 weeks – no active symptoms currently observed
- 4) MCRHC working as a subcontractor with the MCHD to pursue a lead grant
- 5) Staff participated in a COOP tabletop on October 30th. A full exercise will be coming up
- 6) There was 1 resignation and there will be 2 staff retirements by year end

Public Health Question of the Month: Should I use hand sanitizer or regular soap to wash my hands during cold and flu season? Refer to mcrhc.org for the answer!

NJDOH reported a Cease & Assist of a NJ Dairy illegally selling solid raw milk.

HANDOUTS:

Public Meetings Ethics Pitfalls E-mail & Social Media Dangers, Civility
The relationship of Health Education and Health Promotion

Jim Langenberger motioned to accept the Health Officer's Report, seconded by John Mack.

VOTE: Unanimous

AUDIT COMMITTEE:

The 2016 annual audit has been completed by Suplee, Clooney and Company resulting in the most favorable outcome: an (unqualified opinion).
An e-version will be made available to the Commissioners after whose approval the document will be posted on the MCRHC website.

Dr. Sullivan asked the CFO if there were any follow-up items at exit. He stated that there were a few bookkeeping items to address (not to be considered of material concern). One will be addressed this evening in the form of a resolution.

CFO REPORT:

Vice-President and Budget & Finance Giles expressed strong opinion that any money matters requiring Board action which are presented to the members at the last minute or day of the Commission meeting should be voted down as sufficient time for review did not exist.

President Roman’s response “so noted”.

Resolution 2017-34

Resolution Authorizing the Cancellation of Old Outstanding Checks and Reconciling Items – Total of Balances to Cancel to Surplus in Current Fund = \$926.84

Dr. Sullivan motioned to approve Resolution 2017-34, seconded by Vinnie Buttiglieri.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury Boro	Yes
Fair Haven	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	No
Monmouth Beach	No	Tinton Falls	Yes
Ocean Twp.	Yes		

VOTE: 7 Ayes, 2 Nays, 0 Abstain. Motion carries.

Resolution 2017-35

Resolution Authorizing Transfer of Funds
Total of All Transfers = \$82,050.00

Allyson Cinquegrana motioned to approve Resolution 2017-35 for Budget Year 2017, seconded by Jim Langenberger.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury Boro	Yes
Fair Haven	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	No
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

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

TREASURER’S REPORT:

Steve Gallagher presented the report. He briefly reviewed the Statement of Accounts for period ending October 31, 2017.

The Treasurer’s Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

Vice-President Giles advised that he and Joe Nardone of the Budget & Finance Committee met last week with the CFO, the Health Officer and President Roman.

They reviewed Attorney Padula’s opinion letter addressing the question of verbiage in reference to the specific methodology used to calculate town assessments. He finds the town contracts in line with the assessment method because of the October 2010 resolution passed by the Commission setting that method.

Any new assessment method is being tabled for a lot more needed research. Even though nursing changes are in transition and not all Commission members can agree, the Budget & Finance Committee recommends putting the new budget forth as proposed.

The attorney’s advisement going forward would be to restructure the contracts and to draw up an Ordinance to standardize/reflect the allocation method used in the MCRHC budget process.

PAYMENT OF BILLS:

Treasurer Finnerty motioned to pay the November 2017 bills in the amount of \$147,709.81; motion was seconded by John Mack.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury Boro	Yes
Fair Haven	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

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

HUMAN RESOURCES COMMITTEE:

- 1) REHS-1 position: Health Officer is interviewing selected applicants. While this position is needed as soon as possible, and is essentially at the discretion of the Health Officer, the Commissioners requested not to have anyone start prior to the December 19th meeting.
- 2) CDCI position: Candidate was chosen and the Health Officer will hold candidate discussion in Closed Session

John Mack motioned to enter into Closed Session for the purpose of discussion of a Personnel matter at 6:34 pm. The motion was seconded by Liz Finnerty.

VOTE: Unanimous

HUMAN RESOURCES COMMITTEE (continued):

Heather Frketich and Steve Gallagher exited the meeting.

At 6:40 pm, _____ motioned to exit Closed Session, seconded by _____.
Ms. Frketich and Mr. Gallagher rejoined the meeting.

RESOLUTION 2017-31

John Mack motioned to approve the hire of Jessica Ferreira for the position of Communicable Disease Case Investigator with an annual salary of \$45,000.00. The motion was seconded by Jim Langenberger. Her hire date will be recorded as December 20, 2017.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury Boro	Yes
Fair Haven	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

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

It was stated that other positions still pending were discussed in Closed Session. The Health Officer provided information on the Roles and Responsibilities of Public Health Nursing in tonight's folders.

UNION CONTRACT NEGOTIATIONS: the first negotiations meeting is scheduled to be held on the evening of December 14, 2017 6:00 pm. It was determined that having the MCRHC Attorney there would provide a better chance for minimal delay during the talks.

President Roman advised that the HEALTH OFFICER'S CONTRACT is now due for negotiation as of September 9, 2017. President Roman has forwarded his comments on Mr. Henry's evaluation to the Human Resources Committee. Following the Committee's input, they will meet with the Health Officer for his review/comments.

OPERATIONS COMMITTEE: No Report

GOVERNANCE COMMITTEE: No Report

OLD BUSINESS (continued):

LEAD update – As reported at several past meetings, there is a new lower standard requiring action (5 micrograms per deciliter). The MCRHC is dealing with two active lead cases. No reimbursement is currently available. A grant application is in process in conjunction with the MCHD. Despite a former state philosophy, all LHDs are now welcome to apply for the funding.

WALL TOWNSHIP: A positive and constructive meeting was held with Wall Township Administration (The Health Officer and President Roman in attendance) in regard to questions they posed about MCRHC services and charges. The Health Officer and staff prepared a 2 page written response to their questions.

It was learned that the township had received public health services pricing from another source. Commissioner comment relayed the consensus that Wall has and is receiving a favorable assessment for the MCRHC services they are rendered.

VNA: Decision is made to wait for an additional 6 months data (to be gathered by February 2018) to validate workload for the purposes of assessment to provide a better overall picture of actual services/costs.

President Roman and the Health Officer felt it important to repeat that MCRHC towns will not 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. They assured the Commission that all needed services will be provided.

Resolution 2017-33 (should be numbered 2017-36)

RFP – ACCREDITATION CONSULTANT: Two LLC's have sent in applications for the consultant position from which Mr. Henry has chosen "Strategic Health Solutions, LLC of Bloomfield, NJ based on their experience and references. Upon approval, a first meeting will be scheduled for December 4, 2017.

March 23, 2018 is the deadline date at which point we will have one month to upload all documentation to the PHAB website.

Strategic Health Solutions, LLC will be added to the list to receive a copy of the approved resolution. Still to be detailed in the form of a contract is an agreed upon payment plan for the work to be completed. Vice-President Giles also advised inclusion of a stipulation for termination if the job expectations are not being fulfilled as required. He also wanted to look ahead when commenting on the current need for outsourcing of the accreditation preparation job. He asked about our staff being versed to carry out future work and five year renewal applications going forward. President Roman and the Health Officer responded the staff has already contributed their knowledge and expertise, and have been participating in webinar and classroom trainings offered but the obstacles at this time involve 1) loss of staff creating a heavier workload until replacements are found, and 2) preparation time until the deadline of March 2018 is short.

OLD BUSINESS (continued):

Liz Finnerty motioned to approve the hire of Strategic Health Solutions, LLC at a cost not to exceed \$16,000, seconded by Vinnie Buttilglieri.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury Boro	Yes
Fair Haven	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	No
Monmouth Beach	No	Tinton Falls	Yes
Ocean Twp.	Yes		

VOTE: 7 Ayes, 2 Nays, 0 Abstain. Motion carries.

***IMPORTANT REMINDER:**

November Meeting Date is scheduled for Tuesday, December 19, 2017. Please make every effort to attend.

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.

The process of licensing will remain as is for this renewal year. To be re-evaluated in 2018.

2018 PROPOSED MCRHC HEALTH SERVICES BUDGET

GENERAL

Vice-President Giles very briefly reviewed the October 24th health services budget discussion. Some items are a work in progress and present a change in every town's assessment.

Budget totals figures comparison

2018 \$1,858,599

2017 \$1,845,572

CFO Steve Gallagher continued

As reported at the October meeting, the Freehold Area Health Department is only in the MPHIC for HE services (decided to no longer use our investigator/Epi but a line item has been incorporated to use Freehold's personnel for more complicated disease investigations). This leaves MCRHC to fund a greater portion of the MPHIC budget.

NURSING

The MCRHC PHN services all MCRHC towns creating a radical departure from past budgets in assessing this service. The goal has become to make our in-house nursing component primary in our towns, keeping VNA service as backup in each municipality. This coupled with

BUDGET (continued):

President Roman and the Health Officer’s slow but steady progress in the renegotiation of a more tangible and equitable contract figures should provide the best overall nursing coverage and costs once completely ironed out. We are hoping future operation would include avoiding individual contracts by town and working off one main contract through MCRHC.

Dr. Sullivan reiterated his concern that population is not and should not be the basis of a town’s nursing assessment. It is very hard to buy into any assessment without a strong history or recordkeeping component of the workload of the PHN or the VNA to date. All agreed more in-house documentation detail must occur similar to the workload tracking of the REHS staff. All towns will be provided with nursing services numbers once they are received.

Vice-President Giles commented we may be one year premature on gathering nursing data for better reallocation of town nursing fees. These calculations could be left out for 2018.

BUDGET APPROVAL

Vinnie Buttiglieri motioned to approve the 2018 MCRHC Health Services Budget, seconded by Jim Langenberger.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury Boro	Yes
Fair Haven	Yes	Spring Lake	Yes
Little Silver	No	Spring Lake Heights	No
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

VOTE: 7 Ayes, 2 Nays, 0 Abstain. Motion carries.

The approved budget will be posted on our website.

PUBLIC COMMENT PERIOD:

No Public present.

PRESIDENT’S REPORT:

HANDOUTS:

- 1) NJ Local Boards of Health Association Newsletter Fall 2017
- 2) Declaration of Alma-Ata an excerpt from AJPH publication
- 3) Opioid Crisis Fact Sheet (Ocean/Monmouth County worst cluster in the state)

PRESIDENT'S REPORT (continued):

Red Bank Regional High School – Hidden in Plain Sight is an interactive program to spot “at risk” behaviors.

Otilia DosSantos and President Roman are scheduled to attend a very interesting training at the Career Development Institute on Investigation in the Courtroom.

President Roman and the Health Officer attended the NJPHA annual conference Awards distributed were briefly reviewed.

Annual NJLBOH Dinner to be held on December 7, 2017. MCRHC will cover the \$50.00 ticket cost for those interested in attending.

There being no further business, the meeting adjourned at 7:38 pm on a motion by Commissioner Buttiglieri seconded by Liz Finnerty.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, December 19, 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