

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REORGANIZATION MEETING

Tuesday, January 23, 2018  
(Open Session 1 hr. 28 min. 33 sec.)

CALL TO ORDER:

President Roman called the meeting to order at 6:06 p.m. He then led the Regional Board of Health in the salute to the flag. President Roman next read the "Open Public Meeting Act Statement".

ROLL CALL:

Brielle – Jim Langenberger, Fair Haven – Theresa Casagrande, Little Silver – Dr. Tim Sullivan, Monmouth Beach – Joseph Nardone, Ocean Twp – Vinnie Buttiglieri, Red Bank – Michael Natelli, Sea Girt – Jay Amberg, Shrewsbury Borough – Paul Roman, Spring Lake – Liz Finnerty, Spring Lake Heights – Dr. Len Giles (by phone) , Tinton Falls – John Mack, 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 Bright, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry, Health Officer, Mickey Weiss, Esq., Vito Perillo, Tinton Falls Mayor Esq., Heather Frketich, Commission Secretary/Office Coordinator

Welcome to Tinton Falls Mayor Vito Perillo. We are so pleased to have you join us. Congratulations to Attorney LaSalle. He and his wife recently welcomed a new baby!

ELECTIONS:

Meeting adjourned Sine Die with the Health Officer opening the 2018 elections:

**OFFICE OF PRESIDENT:**

Jim Langenberger motioned to nominate Paul Roman for President, seconded by John Mack.

No other nominations were made.

VOTE: Unanimous  
Paul Roman is re-elected President.

ELECTIONS/APPOINTMENTS (continued):

OFFICE OF **VICE-PRESIDENT**:

John Mack motioned to nominate Dr. Len Giles for Vice-President, seconded by Vinnie Buttiglieri.

No other nominations were made.

VOTE: Unanimous  
Dr. Len Giles is re-elected Vice-President.

OFFICE OF **TREASURER**:

Theresa Casagrande motioned to nominate Liz Finnerty for Treasurer, seconded by President Roman.

No other nominations were made.

VOTE: Unanimous

Liz Finnerty is re-elected Treasurer.

At this point, the meeting was turned back over to President Roman who described MCRHC as a “deservedly busy place” due to all the good work that is done under the Commission’s guidance.

**SECRETARY**

Theresa Casagrande motioned to reappoint Heather Frketich as 2018 Commission Secretary, seconded by Liz Finnerty.

ROLL CALL VOTE:

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

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries

Heather Frketich is Commission Secretary.

ELECTIONS/APPOINTMENTS (continued)

**SECRETARY PRO TEM**

(Primarily for the recording of Closed Session Minutes)

Theresa Casagrande motioned to appoint Vinnie Buttiglieri 2018 Secretary ProTem, seconded by John Mack.

ROLL CALL VOTE:

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

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries

Vinnie Buttiglieri is Secretary Pro Tem.

Theresa Casagrande motioned to appoint the 2018 MCRHC staff, seconded by John Mack.

**PROFESSIONAL STAFF 2018**

David A. Henry	HEALTH OFFICER
Stephen Gallagher	CFO
Ammar Rizvi	PUBLIC HEALTH NURSE

Full Time Health Inspectors:

Lisa Muscillo, PRINCIPAL REHS	Michael Kowal, SR. REHS
Diane Beears, SR. REHS	Otilia Dos Santos REHS
Russell Groves, SR. REHS	Hada Bitar, REHS
Dominick Astino, SR. REHS	

ROLL CALL VOTE:

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

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries.  
The Professional Staff is appointed.

## CONSENT AGENDA BEGINS

**NOTE: Resolutions were prepared for the positions of Legal Counsel and Certified Public Accountant. These resolutions refer to appointment by the Non-Fair and Open Process in accordance with NJ Pay to Play. The Commission is entitled to approve both the appointment and the actual contract.**

### **Resolution 2018-01 (ON HOLD)**

Cleary Giacobbe Alfieri Jacobs as Legal Counsel – Calendar Year 2018 – deferred... waiting on full paperwork submission

### **Resolution 2018-02 (ON HOLD)**

Suplee, Clooney & Company as Certified Public Accountant – Calendar Year 2018 – deferred... waiting on full paperwork submission

### **Resolution 2018-3 (ON HOLD)**

Health Educator – Calendar Year 2018

Concetta Polonsky, MPH, CHES Regional Health Educator – deferred.... Theresa Casagrande noted that a paperwork wording correction is necessary in order for the contract to match resolution which states “at a cost not to exceed \$11,000.00”. She stated it was important that the capped amount is not a guaranteed payment.

### **Resolution 2018-4**

NEWSPAPERS FOR LEGAL AND SUNSHINE LAW NOTIFICATIONS Calendar Year 2018

ASBURY PARK PRESS as the newspaper for all MCRHC business notices (legal and sunshine law), and the Star Ledger for the secondary submission of Sunshine Law notifications.

### **Resolution 2018-5**

#### **2018 MCRHC MEETING DATES, TIMES and LOCATIONS:**

To be set as the fourth Tuesday of each month at 6:00 pm (unless otherwise noted) at 1540 West Park Ave, Tinton Falls.

Two change requests:

- 1) August meeting from Tuesday, August 28, 2018 to Tuesday, August 21, 2018 and
- 2) December meeting from Tuesday, December 25, 2018 to Tuesday, December 18, 2018.

The January 2019 Reorganization meeting to be included in this list will be scheduled for January 22, 2019.

Note: Any of the preschedule meeting dates may be changed in the future upon vote of the Commission.

### **Resolution 2018-6**

WEBSITE CONTRACT RENEWAL: Calendar Year 2018

City Connections, LLC, in the amount of \$2,650.00

CONSENT AGENDA (continued):

**Resolution 2018-7**

IT SUPPORT CONTRACT RENEWAL: Calendar Year 2018  
Inter Networx, LLC in the amount of \$108.00 per hour

**Resolution 2018-8**

OFFICE CLEANING SERVICE – Calendar Year 2018  
Master Maintenance of Red Bank in the amount of \$390.00 per month

APPOINTMENT OF PRIMARY DEPOSITORY OF FUNDS: Calendar Year 2018

Per a recommendation from the CFO, of Valley National Bank as the provider of MCRHC Banking Services

**Valley National Bank** is voted the MCRHC Primary Depository of Funds.

**Resolution 2018-9**

CONTRACT FOR PUBLIC HEALTH NURSING SERVICES - Visiting Nurse Association of Central NJ

The Health Officer and President Roman have been working toward development of a revised uniform services rate and hope for a better economy of scale for all MCRHC towns to contract with the VNA. The VNA will be ready with the 2<sup>nd</sup> set of six month service figures from 2017 for each of our towns within a couple of weeks at which point they would like to meet. Preparation continues toward an agreement for the 2019 budget year.

Not to exceed \$45,000.00

ADDITIONAL: TB case management = \$100.00/hour

ADDITIONAL: Lead case management = \$146.00/Hours

**Resolution 2018-10**

Cash Management Plan – Calendar Year 2018  
Relating to the MCRHC Cash Management Plan (investment governance) validated by CFO Steve Gallagher.

**Resolution 2018-11**

Edmunds Financial Software - Calendar Year 2018  
Agreement with Edmunds and Associates to provide software maintenance and support of the automated finance system.

Commissioner Buttiglieri motioned to adopt Resolutions 2018-4 through 2018-11. The motion was seconded by Commissioner Sullivan.

CONSENT AGENDA (continued)

ROLL CALL VOTE:

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

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

CONSENT AGENDA ENDS

**2018 COMMITTEE APPOINTMENTS**

The **2018 BUDGET & FINANCE COMMITTEE** consists of Dr. Giles, V.Pres., Chair, Vinnie Buttiglieri, Joe Nardone and Theresa Casagrande with Liz Finery, Treas., ex officio.

The **2018 HUMAN RESOURCES COMMITTEE** consists of Vinnie Buttiglieri, Chair, Theresa Casagrande, Dr. Tim Sullivan, with President Roman and David Henry, ex-officio.

The **2018 OPERATIONS COMMITTEE** consists of Jay Amberg, Chair, John Mack and Keri Pagnoni, with President Roman and David Henry, ex-officio.

The **2018 AUDIT COMMITTEE** consists of Paul Roman, Pres., Chair, Michael Natelli, with Steve Gallagher, CFO, ex officio.

The **2018 GOVERNANCE COMMITTEE** consists of President Roman, Chair, V.P. Dr. Len Giles, Liz Finnerty, Treas, Vinnie Buttiglieri, member at large and David Henry, ex-officio.

Theresa Casagrande motioned to approve the 2018 Committee appointments, seconded by John Mack.

ROLL CALL VOTE:

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

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

The 5 MCRHC Committees are appointed as stated above.

MINUTES OF LAST MEETING:

OPEN SESSION:

December 27, 2017

John Mack motioned to approve the Open Session Minutes of December 13, 2017, seconded by Vinnie Buttiglieri.

VOTE: Unanimous by those who were in attendance.

COMMUNICATIONS:

Public Health Question of the Month: Are the food service staff at a location following health department guidelines regarding: BARE HAND CONTACT WITH FOOD? Please refer to mcrhc.org for the answer!

HEALTH OFFICER'S REPORT:

The January 2018 Health Officer's Report (reflecting December 2017 activity), the December 2017 Conferences & Meetings, and the December 2017 CDRSS Reports were previously mailed/e-mailed.

Mr. Henry reported on:

Childhood Lead Exposure NJDOH Grant a six-fold increase in the number of lead cases is projected with the lowering of the blood lead level threshold from 10 mcg/decaliter to 5 mcg/decaliter. Cases are reported in a LeadTrax database and will affect the workloads of the PHN, the REHS staff and the Health Educator.

The Health Officers have been requesting funding for this public health area since 2015. 21 Local health departments applied. MCRHC applied as a sub-grantee under the MCHD. The group is prepping to apply for a second round of grant funding which will be for a full calendar year to begin in July 2018.

Amount of grant received is \$37,225. The grant runs from January 1 to June 30, 2018. A tracking component involving time charts and invoices will be utilized to track costs leading to our reimbursement of funds that we use.

A quality improvement project piece PLAN-DO-STUDY-ACT has developed as part of the new lead regulations which has not been adequately addressed at this point;  
*How to best address preventative measures for pregnant women with high blood lead levels*

CONTINUING INHOUSE QUALITY IMPROVEMENT

Lisa Muscillo, Principal REHS has made tremendous progress with our data base refinement to capture inspection records and REHS activity in each of our towns. This same design will carry over to gather and illustrate MCRHC PHN activity reporting for the future.

HEALTH OFFICER'S REPORT (continued)

BOARD OF HEALTH ORIENTATION PRESENTATION  
By Health Officer David Henry

In a cover letter and handout this evening, the Health Officer presented an overview of the NJLBOHA Orientation Manual which had been previously distributed by e-mail to Commission members serving as the Governing Body. Five sections were highlighted and touched upon:

- 1) Orientation Overview
- 2) Municipality Overview
- 3) Health Department Structure and Operations
- 4) Health Department Services
- 5) MCRHC Responsibilities, Policies and Procedures

Awareness was drawn to our:

- 1) Mission Statement
- 2) Vision
- 3) Core Operations of Assessment, Policy Development and Assurance
- 4) Environmental
- 5) Collaboration Efforts

6) Communicable Disease Investigation

We are in a high flu activity area which appears to be peaking early with outbreaks reported in schools, Long Term Care facilities and Nursing Homes. The Communicable Disease Investigator and Public Health Nurse have been working closely in conjunction with the NJDOH and Regional Epidemiologist to provide guidance and tracking to break the chain of infection and bring these incidents under control. Stats show 2000 total investigations annually by MCRHC in 2017. 83 outbreaks have been worked on in just the first month of 2018.

- 7) Rabies clinics
- 8) Health education and promotion
- 9) Emergence of an MCRHC Communications Committee (Office Coordinator, Health Officer and Health Educator) with a goal of improving our strategies for message distribution and enlarging/solidifying our footprint in the public and the communities we serve.
- 10) Lastly, but of extreme importance...Commissioner Responsibilities and Advocacy, Maintaining relationships with the MCRHC staff, with your municipality's governing body and with your communities. – Simply stated "This is what you are here for."

We want to be as active and effective an agency as possible.

A question in regard to what our involvement is with individual septic systems was posed. The Health Officer responded:

We review plans, the construction process and installation. If a system fails, we advise on modifications and repair.

\_\_\_\_\_ motioned to accept the Health Officer's report, seconded by \_\_\_\_\_.

VOTE: Unanimous

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Approved Minutes February 27, 2018



AUDIT COMMITTEE:

No Report

CFO REPORT:

No Report

TREASURER’S REPORT:

Presented by Liz Finnerty, Treasurer. She briefly reviewed the Statement of Accounts for period ending December 31, 2017.

The Treasurer’s Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

**Resolution 2018-12**

Approval to use procedure for “Public Sale of Capital Property” for two MCRHC fleet vehicles. Mileage and proposed sale prices included:

2010 Chevrolet Impala	\$3,554 (per Edmunds private sale)
2007 Ford Focus	\$2,411 (per Edmunds private sale)

Theresa Casagrande motioned to approve the resolution, seconded by John Mack.

ROLL CALL VOTE:

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

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

PAYMENT OF BILLS:

Theresa Casagrande questioned the payment of \$4,000 to Strategic Health Solutions. It is payment 1 of a monthly invoice between December 2017 and March 2018. Maximum project expense = \$16,000

Treasurer Finnerty motioned to pay the January 2018 bills in the amount of \$182, 322.18. The motion was seconded by Theresa Casagrande.

BILLS (continued)

ROLL CALL VOTE:

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

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

HUMAN RESOURCES COMMITTEE:

**Resolution 2018-13**

Vinnie Buttiglieri motioned to approve/memorialize the hire of PHN Ammar Rizvi effective January 16, 2018 at an annual salary of \$60,000. The motion was seconded by Dr. Sullivan. Mr. Rizvi's heart is in public health and his future at MCRHC looks bright. He has hit the ground running becoming part of the Communicable Disease team. The Health Officer envisions a bright future for this new hire.

ROLL CALL VOTE:

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

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

UNION CONTRACT NEGOTIATIONS – The next meeting is scheduled for Tuesday, January 30, 2018 to exchange initial proposals.

HEALTH OFFICER CONTRACT – Still in progress. The Human Resource Committee plans to present their recommendations to the full Commission at February's meeting.

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE: No Report

OLD BUSINESS:

ACCREDITATION

The contractors have been meeting multiple times and communicate weekly with staff resulting in good recommendations. We need to work quickly through items to make the March 23<sup>rd</sup> deadline at which point all document uploading will begin.

Questions

- 1) When do consultant services end? Through April 22<sup>nd</sup>
- 2) Will the consultant firm be present during our site visit? No definitive contract for that

Comments: consultants should stand behind their work and not for additional money. If things need to be fixed following our site visit, they should see it through in part to uphold their reputation. The Commission does not intend to pay any more.

NEW BUSINESS:

**Resolution 2018-14**

Childhood Lead Exposure Prevention Project Grant.

Theresa Casagrande motioned to enter into a subcontract between the MCHD and MCRHC for the Childhood Lead Prevention (CLEP) Project Grant in the amount of \$37,225 for the term of January 1, 2018 to June 30, 2018. John Mack seconded the motion.

ROLL CALL VOTE:

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

VOTE: 12 Ayes, 0 Nay, 0 Abstain

Motion Carries.

NEW BUSINESS (continued)

**Resolution 2018-15**

**PERSONNEL POLICY REVISIONS**

The Commissioners were e-mailed the entire policy with the proposed revisions highlighted. President Roman stated a last vote on the document occurred in June 2013. At this point Theresa Casagrande asked if there has been a review of the policy by JIF. He responded no, however our labor counsel has reviewed, the highlights. The Commission consensus was to have it submitted to JIF, thus deferring the vote to the February 27<sup>th</sup> meeting. The Health Officer and President Roman explained the importance of the Commission’s action on this document for the Accreditation process as it is a core document that will be presented in several domains. The Board members were asked to prioritize it in February.

NEW BUSINESS (continued)

TOWN LICENSING DISCUSSION

Keri Pagnoni from Wall Township wanted to present a question in regard to food establishment inspections coinciding with Wall's food licensing. Mainly of concern are locations that house several operations (ex. a grocery store or a church). The town is requesting clear guidelines on their licensing process. An additional comment referred to the possibility that not all applicable sections are being inspected.

Several members present supported the position that each independent license requires an inspection as a "Satisfactory" posting is necessary to issue a license.

Mr. Henry stated that

- 1) MCRHC does consistently inspect all applicable food operations. Some subcontracted areas may be incorporated onto one inspection report. If there are modifications to a facility, the REHS staff does a plan review and a pre-operational inspection.
- 2) MCRHC does not advise a township how to license the businesses they inspect, that question might better be posed to the municipality's attorney. Ms. Pagnoni disagreed, stating the opinion that this question should be posed to the MCRHC attorney.

At a point, mobile food truck inspections were brought into the discussion. If at an event they all receive separate inspections at each event they attend. The Health Officer informed those present that the State is looking to streamline special events vendor inspections, but nothing has been determined to date.

PUBLIC COMMENT PERIOD:

Mayor Vito Perillo was happy to be in attendance and commends the work of the Commission. He remarked that he's had a revelation of what goes on behind the scenes is impressive.

PRESIDENT'S REPORT:

NJ's new Acting Commissioner of Health appointed by Governor Murphy is Shereef M. Elnahal, MD. MBA (NJ native) Veterans Affairs background

On February 15<sup>th</sup> NJACCHO full day seminar to be held in Somerset, NJ  
Topic: Legalization of Recreational Marijuana in NJ – Are We Ready?

**HANDOUT:** Local Public Health Department Characteristics Associated with likelihood to Participate in National Accreditation – August 2015 American Journal of Public Health/Research and Practice

GENERAL COMMENTS:

Theresa Casagrande had two ending comments:

- 1) If possible, she would like to see one PDF with all meeting paperwork for preview and
- 2) As Commission Secretary, Heather Frketich can sign and seal all approved resolutions without a witness signature.

President Roman gave a thank you for the vote of confidence as we march on.

There being no further business, the meeting adjourned at 7:33 pm on a motion by John Mack, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

**Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, FEBRUARY 27, 2018 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 L. Frketich*

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Heather L. Frketich  
COMMISSION SECRETARY

Reviewed by

*David A. Henry*

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David A. Henry  
HEALTH OFFICER