

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, February 27, 2018
(Open Session: 2 hr. 00 min. 15 sec.)

CALL TO ORDER:

President Roman called the meeting to order at 6:13 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:

Fair Haven – Theresa Casagrande, Little Silver – Dr. Tim Sullivan, Monmouth Beach – Joseph Nardone, Ocean Twp – Vinnie Buttiglieri, Red Bank – Michael Natelli, Shrewsbury Borough – 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 Brielle, Boro of Highlands, Boro of Rumson, Boro of Sea Bright, Boro of Sea Girt, Boro of Spring Lake, Boro of Tinton Falls, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry, Health Officer, Paul LaSalle, Heather Frketich, Commission Secretary/Office Coordinator, Peggy Huie, Administrative Assistant

Introduction of Peg Huie, Administrative Assistant

President Roman provided the following communications

Peg Huie sent a thank you to the Board for the gift basket received following the recent loss of her mom.

Pat Hanlon sent a thank you to the staff for her retirement dinner and gifts.

St. Jerome's School of West Long Branch sent a letter thanking Principal REHS Lisa Muscillo for her participation in their Career Day on February 2, 2018.

MINUTES OF LAST MEETING:

OPEN SESSION:

January 23, 2018

President Roman motioned to approve the Open Session Minutes of January 23, 2018, seconded by Vinnie Buttiglieri.

VOTE: Unanimous.

COMMUNICATIONS:

None

HEALTH OFFICER'S REPORT:

PRESENTATION: Strategic Health Solutions, LLC

Intro by Health Officer: The Accreditation Project was determined to be in the best interest of MCRHC. Documenting, processing, and changing our DNA for effectiveness and efficiency. Began with former Health Officer Van Sant Initial process toward application began at the end of 2015, 2016 was spent in preparation, 2017 submission. More work was to be done Additional help needed to be obtained.

We are currently three weeks away from resubmission at which point we have one month to upload data to online database.

Senior REHS Michael Kowal, who also received his Health Officer license recently, is the MCRHC Accreditation Coordinator.

The specific process reviewed from pre-requisite plans all the way through submission, site visit and PHAB status determinations

- 1- Not Accredited
- 2- Accredited
- 3- Work Plan Submission Required – One year to work on

Some Question and Answers:

Commission: Is the goal of resubmission ready and attainable by the deadline dates for upload and resubmission?

SHS: There is no option

Commission: Portion not covered – site visit and work plan possibly given by PHAB following that visit. One year to address the action plan given prior to site visitors return.

SHS: The MCRHC employees will be versed enough to respond to items sent back for rework

Commission: Is there any solid evidence on the value/improvements experienced by health departments who have received accreditation status?

SHS: A survey is distributed to those departments and PHAB is getting some feedback indicating improvement in the financial and population health areas. However, there is no long term data as the first round of accredited HDs are just beginning to reach the point of reaccreditation. It is forecast that NJDOH stipulations requiring local accreditation status are coming down the road.

PRESENTATION (continued)

Commission: On how many grant application forms are you asked to indicate or check that your health department is accredited?

SHS: per the Health Officer - CDC grants

In summary benefits that should be inherent in the process are quality improvement, team building, effectiveness and efficiency.

Commissioner Comment: You really need to ask the Public "What are we getting for the money being spent on Accreditation?"

The February 2018 Health Officer's Report (reflecting January 2018 activity), the January 2018 Conferences & Meetings, the January 2018 CDRSS Report, the PHN Monthly Activity Report and the 4th Quarter Vital Statistics were previously mailed/e-mailed.

Public Health Question of the Month: **What items have to be submitted to the Health Department for my proposed Retail Food Business and how long does approval take?**

Please refer to mcrhc.org for the answer!

Mr. Henry reported on:

New REHS is checking in with town officials in Highlands, Sea Bright, Monmouth Beach, Fair Haven and Rumson.

Public Health Nurse Rizvi has joined us during one of the busiest flu seasons -not at peak yet. Together with the CD Investigator and State Epi they have been handling multiple outbreaks in long term cares and school facilities.

Two interns have been working with us since the beginning of the year.

Monmouth County has highest rate of vaccine exemptions, especially in Pre-K's. "Hot Shots for Tots" is a program that awards schools who increased immunization rates.

Dr. Sullivan asked if there was any data on specifics such as what type of exemptions, which religions are being cited. President Roman shared that very preliminary draft legislation has been started toward this issue. Another question posed referred to data collection as to the percentage of children contracting the flu who have received a flu shot. The Health Officer was not aware that these statistics are being captured.

COTTAGE FOOD BILL - (allowance of food prep from home sold to the public)

In this proposed legislation, which is going through the legislature quickly, local health departments would be responsible for performing investigations and inspections in private homes. There is no legal authority. Health Officers as well as other public health organizations statewide have voiced their concerns and been in opposition of its passage. The Health Officer has updated the staff on this topic during recent MCRHC staff meetings.

HEALTH OFFICER'S REPORT (continued)

As a continuation of the Health Officer's presentation at the January 23, 2018 Reorganization meeting, ORIENTATION OF NEW COMMISSIONERS - a handout of the full process for new members is in place and has been distributed to each Commissioner. Specific items in the written protocol resulted in a brief discussion of appropriate and primary responsibilities of Commission members which works best if it is a blend of business related proficiencies and familiarity with and willingness to address the health concerns in our towns. More in-depth discussion will follow.

MCRHC offered three flu vaccines for food donation clinics to the public this month. They were lightly attended. We tried to do our part.

LEAD POISONING

A quality improvement project piece has developed as part of the new lead regulations. It has not been adequately addressed at this point;

How to best address preventative measures for pregnant women with high blood lead levels (who will give birth to lead poisoned children)to ensure treatment and minimize effects of lead poisoning with good prenatal monitoring and care. A number of different organizations are involved and discussion has occurred at State and County levels and with MCRHC staff. Status updates will continue to be shared with the Commission.

HANDOUT: Healthcare and Public Health Sector (a list of updated links and resources from NJDOH Preparedness Briefing – 2-15-18)

President Roman also mentioned NJDOH weekly respiratory virus surveillance reporting which is available online.

He asked the Commissioners to review the first PHN report. Improvements to the data reporting system have been made and it is very comprehensive.

Vice-President Giles motioned to approve the Health Officer's Report, seconded by Mike Natelli.

VOTE: Unanimous

AUDIT COMMITTEE:

No Report

CFO REPORT:

Resolution 2018-16

To amend the 2018 budget for a new item of revenue and appropriation

Theresa Casagrande motioned to approve the resolution needed to include the Childhood Lead Exposure Prevention Project (CLEP) Grant in the amount of \$37,255.00 previously voted on by the Commission at the January 23, 2018 Reorg meeting. MCRHC is a sub-grantee under the MCHD. The motion was seconded by Dr. Sullivan.

CFO REPORT (continued)

ROLL CALL VOTE:

Fair Haven	Yes	Red Bank	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Wall Twp.	Yes

VOTE: 8 Ayes, 0 Nay, 0 Abstain
Motion Carries.

TREASURER'S REPORT:

Presented by President Roman in the absence of Liz Finnerty, Treasurer. He briefly reviewed the Statement of Accounts for period ending January 31, 2018.

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

PAYMENT OF BILLS:

Vice-President Giles and Theresa Casagrande commented on the Health Educator's invoice. It is concerning, because of the portion that was for work on accreditation. Her contract for Health Education (not to exceed \$11,000) has to be directed to Health Education only. The suggestion of separate contracts was offered, however, the issue of how much additional varied work to allow this this contract individual to perform was not resolved.

As commented on last month. The payment of \$4,000 to Strategic Health Solutions is not broken down. It is payment 1 of a monthly invoice between December 4, 2017 and March 23, 2018. Maximum project expense = \$16,000

Vice-President Giles motioned to pay the February 2018 bills in the amount of \$133,148.99. The motion was seconded by Mike Natelli.

ROLL CALL VOTE:

Fair Haven	Yes	Red Bank	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Wall Twp.	Yes

VOTE: 8 Ayes, 0 Nay, 0 Abstain
Motion Carries.

HUMAN RESOURCES COMMITTEE:

EMPLOYEE CARRYOVER TIME (2017 to 2018): Presented as information. It was stated that this agrees with the Union contract.

UNION CONTRACT NEGOTIATIONS – At 7:24 pm, Vinnie Buttiglieri motioned to enter Closed Session for the discussion of two matters of contract, seconded by Theresa Casagrande.

VOTE: Unanimous

Heather Frketich and Peg Huie exited the meeting.

At 7:42 pm Health Officer Henry exited the meeting.

At 7:50 pm, upon the conclusion of the Closed Session, Ms. Frketich, Ms. Huie and Mr. Henry rejoined the meeting.

Peg Huie requested to have her position part of Open Session. Her salary will be brought to \$38,000 in 2018 with 2% increases in years 2019 and 2020. Her 2017 salary was \$30,600. This increase is in line with years of service and her current level of responsibility.

Resolution 2018-19

Vinnie Buttiglieri motioned to approve the MOA between MCRHC and Local 97 effective from January 1, 2018 through December 31, 2020 which includes salary adjustments for Administrative staff members Heather Frketich and Peggy Huie, recommended by the Human Resources Committee an unopposed by the Union. The motion was seconded by Theresa Casagrande.

ROLL CALL VOTE:

Fair Haven	Yes	Red Bank	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Wall Twp.	Yes

VOTE: 8 Ayes, 0 Nay, 0 Abstain
Motion Carries.

HEALTH OFFICER CONTRACT –The Human Resource Committee presented their recommendations to the full Commission. Approval was pending an attached amendment (after 12-31-20?) which Attorney LaSalle reworded at the conclusion of the Closed Session.

Resolution 2018-20

Vinnie Buttiglieri motioned to approve the MCRHC’s agreement with Health Officer David Henry with said amendment for the period between 2018 and 2020. Theresa Casagrande seconded the motion.

HUMAN RESOURCES COMMITTEE (continued):

ROLL CALL VOTE:

Fair Haven	Yes	Red Bank	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Wall Twp.	Yes

VOTE: 8 Ayes, 0 Nay, 0 Abstain
Motion Carries.

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE: No Report

OLD BUSINESS:

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 2018-1

Cleary Giacobbe Alfieri Jacobs as Legal Counsel – Calendar Year 2018 – full paperwork submission has been received.

Resolution 2018-2

Suplee, Clooney & Company as Certified Public Accountant – Calendar Year 2018 –full paperwork submission has been received.

Theresa Casagrande motioned to approve these resolutions appointing the above firms as MCRHC’s 2018 legal counsel and MCRHC’s 2018 CPA firm, seconded by Keri Pagnoni.

ROLL CALL VOTE:

Fair Haven	Yes	Red Bank	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Wall Twp.	Yes

VOTE: 8 Ayes, 0 Nay, 0 Abstain
Motions Carry.

OLD BUSINESS (continued)

Resolution 2018-3

Health Educator – Calendar Year 2018

Concetta Polonsky, MPH, CHES Regional Health Educator –a paperwork wording correction was made in order for the contract to match resolution which states “at a cost not to exceed \$11,000.00”. It was important to the Commission that the capped amount is not a guaranteed payment. The Commission requests one further change to Ms. Polonsky’s contract. “not to exceed 220 hours.

Following that amendment, Theresa Casagrande motioned to appoint Ms. Polonsky as MCRHC’s Health Educator, seconded by Vice-President Giles.

ROLL CALL VOTE:

Fair Haven	Yes	Red Bank	Yes
Little Silver	No	Shrewsbury Boro	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Wall Twp.	Yes

VOTE: 7 Ayes, 1 Nay, 0 Abstain
Motion Carries.

Dr. Sullivan explained his “No” vote was due to his feeling that the Health Educator’s job description is too broad allowing her to drift into other areas. This could cause her to come up short in budgeted money/time for her intended duties.

Quorum and Voting Rights

A page from the Commission Policy Manual detailing current rulings regarding a town’s attendance at monthly meetings and status toward a quorum count. Theresa Casagrande voiced an opinion on incorporating a fee assessment to member towns with low levels of attendance. Further discussion is needed.

Resolution 2018-15

PERSONNEL POLICY REVISIONS

The Commissioners were e-mailed the entire policy with the proposed revisions highlighted prior to the January 23, 2018 Reorg meeting. Our labor counsel reviewed the policy changes, however the Commission requested the revisions be submitted to JIF. This was done and JIF had no issue with the policy content. 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.

Vinnie Buttiglieri motioned to adopt the newly revised Personnel Policy, seconded by Joe Nardone.

OLD BUSINESS (continued):

ROLL CALL VOTE:

Fair Haven	Yes	Red Bank	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Wall Twp.	Yes

VOTE: 8 Ayes, 0 Nay, 0 Abstain
Motion Carries.

TOWN LICENSING DISCUSSION

At the January 23, 2018 Reorg meeting, Keri Pagnoni from Wall Township presented a question in regard to food establishment inspections coinciding with Wall's food licensing. Mainly of concern were locations that house several operations (ex. a grocery store or a church).

The Health Officer and Diane Beears, Sr. REHS, who covers Wall Township prepared letters that have been e-mailed to the Commissioners, explaining in quite sufficient detail the inspection of all of the facilities in question. The town was invited to meet and review inspection paperwork at MCRHC, but advised they were not able to attend a meeting due to their workload.

Mr. Henry clearly stated the following in his letter:

- 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.

Per the Health Officer, it has also been a consistent practice to send a list of inspected retail food locations to each of our towns in November to reference during their food license renewal process.

At this point, President Roman asked Commissioner Pagnoni if she and her town are comfortable with MCRHC's response. She replied yes.

Commissioner Nardone inquired about fees collected should the Cottage Food Bill pass? The Health Officer responded that all monies would go to the state.

OLD BUSINESS (continued)

Resolution 2018-18

Approval to sell two MCRHC fleet vehicles (previously offered to all MCRHC towns) to the Borough of Manasquan:

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

Dr. Sullivan motioned to approve the above sale (upon purchase and receipt of new fleet vehicles up in proposed resolution 2018-18, seconded by Vice-President Giles.

ROLL CALL VOTE:

Fair Haven	Yes	Red Bank	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Wall Twp.	Yes

VOTE: 8 Ayes, 0 Nay, 0 Abstain
Motion Carries.

NEW BUSINESS

Resolution 2018-17

Authorizing the award for a contract for financing two MCRHC Fleet Vehicles

Read through of the resolution showed:

A total cost over the bid threshold, non-state contract or coop pricing. The Health Officer stated he had discussed all detail and process with the CFO. He researched prices with multiple vendors, always interested in the best quality and longevity for the most economical price. There has been 1 lease and 2 financed vehicles to date in the five year vehicle replacement plan.

The Commission could not approve the purchase of the vehicles as presented and asked the Health Officer to consult again with the CFO. Item deferred to the March meeting.

At this point, Theresa Casagrande motioned to rescind the previous vote on Resolution 2018-18, Sale of two MCRHC vehicles to the Borough of Manasquan as they need to be utilized by staff until replacements are obtained. The motion to rescind was seconded by Vinnie Buttiglieri.

ROLL CALL VOTE:

Fair Haven	Yes	Red Bank	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Wall Twp.	Yes

NEW BUSINESS (continued)

VOTE: 8 Ayes, 0 Nay, 0 Abstain
Motion Carries.

NEW CHIP (Community Health Improvement Plan) for Monmouth County

Brett Nance and Coalition Members recently completed and presented the above plan spanning 2018 through 2022. It was previously e-mailed to Commission members.

2018 MCRHC ORGANIZATION CHART

Heather Frketich has distributed the updated version of our Organization Chart. If you have any changes, please advise her tonight.

INTRODUCTION OF ORDINANCE 18-08 (MCRHC Salaries)

This item (proposed amendments to the current MCRHC Ordinance 15-08) was deferred to the March meeting as inconsistencies were found that would need correction and/or explanation. The Budget & Finance Committee needs to review this proposed Ordinance with the Health Officer. Members felt it should tie directly into the Union contract just approved with narrower ranges as long as it is done annually. The feeling is that it may take one or two meetings for appropriate update and approval.

The Budget & Finance Committee needs to formally discuss and approve via resolution a proposed salary increase for the CFO that was considered as part of the 2018 Budget.

LHR Report Update: Has been submitted to NJDOH. Thanks to those who provided needed input. The requested information has become extraordinarily detailed this year. He asked for our towns with their own Boards of Health to be sure to submit biographies for their members for us to have on record.

The Health Officer advised he was delayed somewhat due to the volume of other projects requiring priority, but will resume working on new versions of the MCRHC Annual Report.

PUBLIC COMMENT PERIOD:

None

PRESIDENT'S REPORT:

From the American Lung Association

New Jersey - Did your state make the grade? (Tobacco Age of Sale Enforcement (TASE) program funds no longer received)

He reviewed NJ grades in several areas

F for Tobacco Prevention and Cessation Funding

A for Smoke Free Air

D for Tobacco Taxes

F for Access to Cessation Services

A for Tobacco Age of Sale increased to 21

The Health Officer and President Roman have a VNA meeting scheduled for March 19, 2018. An additional 6 months of health service figures will be provided. President Roman is hopeful that we are very close to an agreement to benefit all towns.

GENERAL COMMENTS:

Heather and Peg added their thanks for the Union contract vote, stating their appreciation.

Joe Nardone asked if local health departments inspect Pet Shops/Kennels. The Health Officer explained that we do perform annual inspections in regard to sanitation concerns. This led to a further discussion of 1) the ethical sale of dogs for profit and a proposed Red Bank ordinance and 2) SPCA trap/neuter/release programs without town's knowledge.

There being no further business, the meeting adjourned at 8:38 pm on a motion by Vinnie Buttiglieri seconded by Dr. Sullivan.

VOTE: Unanimous

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

Heather L. Frketich
COMMISSION SECRETARY

Reviewed by

David A. Henry

David A. Henry
HEALTH OFFICER