

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, April 24, 2018
OPEN SESSION: 1 hr. 6 min 5 sec.)

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. 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 Bright – Dr. Meg Fisher, Shrewsbury Borough – Paul Roman, Spring Lake Heights – Dr. Len Giles, 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 Girt, Boro of Spring Lake, Boro of Tinton Falls, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry, Health Officer, Bruce Padula, Esq.,(departed 7:27 pm), Heather Frketch, Commission Secretary/Office Coordinator, Nancy Ippolito, Bookkeeper/HRC

MINUTES OF LAST MEETING:

OPEN SESSION:

March 27, 2018

Jim Langenberger motioned to approve the Open Session Minutes of March 27, 2018, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

CLOSED SESSION:

February 27, 2018

Dr. Sullivan motioned to approve the Closed Session Minutes of February 27, 2018, seconded by Vinnie Buttiglieri.

VOTE: Unanimous by those who were present.

COMMUNICATIONS:

None

HEALTH OFFICER'S REPORT:

The April 2018 Health Officer's Report (reflecting March 2018 activity), the March 2018 Conferences & Meetings, the March 2018 CDRSS Report and the PHN Monthly Activity Report were previously mailed/e-mailed.

Mr. Henry reported on:

ACCREDITATION: Finishing up this week. We have been issued a May 13th deadline for the upload of all documents. Project is proceeding nicely.

Staff Training: Details or brief overview of trainings will be made more available to the Commissioners. Recent examples mentioned by the Health Officer were Odor Enforcement and Serv Safe courses.

COTTAGE FOOD BILL - (allowance of food prep from home sold to the public)
Local health departments responsible for performing investigations and inspections. There is no legal authority to enter private homes.

It has not yet passed the Senate Health Committee. New Jersey is one of the last states to pass this law. Attorney Padula commented that regulatory and administrative guidance will be needed. Dr. Sullivan suggested researching how other states handle aspects of the situation.

There has been a radical rewrite of the Public Recreational Bathing Code by NJDOH. It is in full effect now and the staff has been gearing up to address the new code with the regulated facilities. REHS staff members also attended the most recent CCMP meeting to hear detail on changes including required signage, health related closures, algae blooms, etc. It will be a busy summer.

Dr. Fisher motioned to approve the Health Officer's Report, seconded by John Mack.

VOTE: Unanimous

President Roman requested amending the agenda by moving item 8 (Report of Budget & Finance Committee) after item 20 (Public Comment Period).

AUDIT COMMITTEE:

No Report

CFO REPORT:

No Report

TREASURER'S REPORT:

Presented by CFO Steve Gallagher in the absence of Liz Finnerty, Treasurer. He briefly reviewed the Statement of Accounts for period ending March 31, 2018.

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

PAYMENT OF BILLS:

After discussion of a lead grant related invoice for computer equipment and software, full removal of invoice #1800170/Check# 032530 in the amount of \$1400.00 was directed.

Dr. Sullivan motioned to approve payment of the April 2018 bills SUBJECT TO REVIEW BY CFO GALLAGHER in the amount of \$165,133.28. The motion was seconded by John Mack.

ROLL CALL VOTE:

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

VOTE: 11 Ayes, 0 Nay, 0 Abstain

Motion Carries.

In addition a review of the 3 separate invoices (Accreditation Efforts, Lead Grant – Education; Health Education) presented to them for Concetta Polonsky, Health Educator posed several very important questions of clarification of certain budget line items. She is holding a contract not to exceed \$11,000 which has almost been used up in the first 3 ½ month of the year: \$7,095 spent with approximately \$4,000 left until 12/31/18. President Roman read wording that "Accreditation" is included in the Health Educator's scope of work.

The Board REQUIRES the CFO to report the following at the next Commission meeting on May 22, 2018. The Commission representatives must have absolute transparency regarding:

What was budgeted for Consortium?
What has the Health Educator been paid so far in 2018?

What was budgeted for Accreditation?
What has the Health Educator been paid so far in 2018?

What is the total spent for Accreditation?

Health Educator hours in relation to the LEAD Grant: What line items are being charged?

PAYMENT OF BILLS (continued)

Verification that the MPHC (Monmouth Public Health Consortium) is not being charged for the MCRHC Accreditation.

A different budget line that came under discussion was \$20,000 for MPHC general contract services. Ms. Polonsky is designated as a Consortium employee providing HE services to MCRHC as well as the 4 other member health departments of Long Branch, Freehold, Colts Neck and Manalapan. Consortium fees are based on population proportional to each of its members and CD Case Investigator and Health Educator overhead and expenses. The breakout of the \$20,000 was explained as \$11,000 for HE and \$9,000 for use of Freehold HD's Epi services as needed. As the individual who served as the Epi left for a different job, those funds have not been utilized to this point.

A Commissioner comment expressed concern that requires further explanation of payments for HE work done for MCRHC that may or may not fall under the use of Consortium funds.

Data format requested for the May meeting:

Budgeted	Spent	Going Forward
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HUMAN RESOURCES COMMITTEE:

At 6:23 pm, Human Resources Chair, Vinnie Buttiglieri motioned to enter **Closed Session 1** for the purpose of contract negotiations and attorney client communication. The motion was seconded by Dr. Sullivan.

VOTE: Unanimous

David Henry, Steve Gallagher, Heather Frketich and Nancy Ippolito exited the meeting.

David Henry rejoined the meeting at 6:36 pm.

At 6:49 pm, _____ motioned to exit Closed Session, seconded by _____.

Mr. Gallagher, Ms. Frketich and Ms. Ippolito rejoined the meeting.

As Open Session resumed, Vinnie Buttiglieri advised there was nothing to report out.

Ms. Ippolito departed the meeting.

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE: No Report

OLD BUSINESS:

FINANCIAL DISCLOSURES

Filing Deadline is April 30, 2018. Heather Frketich read the list of officials associated with MCRHC who have not yet filed. The list totaled 9.

NEW BUSINESS

PENDING PURCHASES TOWARD THE LEAD (CLEP) GRANT

The Health Officer is requesting to purchase computers/software in the amount of (2 quotes + labor costs received)

The original 6 month grant (which allowed for up to \$37,000 to the MCRHC is being revised, due to a considerably lesser number of cases in our jurisdiction than previously estimated. Deadline of May 30th to encumber the funds.

Toward the LEAD grant to begin on 7-1-18, partial reimbursement for a replacement office black & white copier (2 quotes received)

This month's bill list presentation, specifically with grant-related items caused confusion. Reasons determined: quotes were displayed on invoices; math calculations from backup paperwork did not match the bill list, steps missing in the purchasing procedure protocol.

Review of Correct order:

Quote received

PO to buy

Equipment/Item purchased

Payment approval via monthly Commission bill list

Statements from members of the Budget & Finance Committee on behalf of all the Commission members:

*Invoices for goods not received, or have no signed purchase order, cannot appear on the bill list.

*The CFO is being directed to meet with the Bookkeeping staff to review purchasing protocols and review the bill list each month.

*The Health Officer must understand fully and sign each voucher that comes before the Board.

NEW BUSINESS (continued)

ADMINISTRATORS' FORUM

An MCRHC Communications Committee goal is better relationship building with our Town Administrators/Managers through more communication. They are formulating a plan to hold an Administrators' Forum possibly in July. An invitation to all towns to convene at the MCRHC, meet the staff and enjoy a light lunch while receiving a brief overview of their local health department.

Comments: July may not work best as it is a vacation month.

Idea is good, however concern about spending any money at this time.

Resolution 2018-26

FIRST AID KIT DONATION by President Paul Roman to use in the MCRHC fleet vehicles.

Dr. Sullivan motioned for the MCRHC to accept this donation valued at \$238.00, seconded by Monmouth Beach.

VOTE: Unanimous

ORDINANCE 18-08 (MCRHC Salaries)

This item (proposed amendments to the current MCRHC Ordinance 15-08) was introduced at the March 27, 2018 Commission meeting. Announcement of this introduction as well as the date of the Public Hearing was published in the newspaper and on the MCRHC website

Public Hearing Opened.

No public present.

Public Hearing Closed.

Vinnie Buttiglieri motioned to introduce Proposed Ordinance 2018-08, seconded by _____.

ROLL CALL VOTE:

Brielle	No	Sea Bright	No
Fair Haven	No	Shrewsbury Boro	No
Little Silver	No	Spring Lake Heights	No
Monmouth Beach	No	Tinton Falls	No
Ocean Twp	No	Wall Twp	No
Red Bank	No		

VOTE: 0 Ayes, 11 Nays, 0 Abstain

Motion is Defeated.

NEW BUSINESS (continued):

A revised version of the newly proposed Ordinance amendments has been prepared by the Health Officer and distributed to the Commissioners.
Further review for accuracy and detail finalization is pending.

No motion to reintroduce was made.

Attorney Padula exited the meeting.

PUBLIC COMMENT PERIOD:

None

PRESIDENT'S REPORT:

Salvatore Trocchia, former Long Branch pharmacist and inspector at MCRHC (covering Ocean Twp.) passed away. At age 82.

John Surmay – former Mayor and HO of Elizabeth, NJ and coach to many Health Officers over the years also passed away.

Governor Murphy's administration has officially met with NJDOH Commissioner of Health Dr. Shereef Elnahal

There will be a Highlands briefing update on Navesink River pollution management at 7:30 pm tomorrow evening, April 25th.

IMPORTANT: to distribute to Town Administrators

New legislative statute change effective August 1, 2018 – NJDOH will no longer certify Animal Cruelty Officers. Each municipality will be required to appoint (through their police department) and individual to serve as a Humane Law Enforcement Officer. Animal Cruelty cases will be handled through the County Prosecutor's Office.

HANDOUTS:

- 1) NJLBOHA Newsletter of Spring 2018
- 2) The NATION article CDC: New opioid overdose data reflect a worsening epidemic
- 3) APHA article Hundreds of health departments now realizing benefits of accreditation

CLOSED SESSION:

At 7:38 pm, Human Resources Chair Vinnie Buttiglieri motioned to enter **Closed Session 2** for the purpose of HO contract negotiations and Wall Township contract. The motion was seconded by Theresa Casagrande.

VOTE: Unanimous

David Henry and Heather Frketich exited the meeting.

At 8:21 pm, _____ motioned to exit Closed Session, seconded by _____.

Mr. Henry and Ms. Frketich rejoined the meeting.

GENERAL COMMENTS:

Theresa Casagrande spoke for the record:

She holds a deep concern about the public funds that are the responsibility of the MCRHC representatives following the multiple invoice and grant purchasing questions that arose as an outcome of tonight's meeting. There is nothing more important than this agency's financial house being in order. Anything less is completely unacceptable.

There being no further business, the meeting adjourned at 8:23 pm on a motion by Theresa Casagrande, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, MAY 22, 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