

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, May 22, 2018
OPEN SESSION: (2 hr. 12 min. 12 sec.)

CALL TO ORDER:

President Roman called the meeting to order at 6:09 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, Red Bank – Michael Natelli, Shrewsbury Borough – Paul Roman, Spring Lake – Liz Finnerty, Spring Lake Heights – Dr. Len Giles, Tinton Falls – John Mack, Wall Twp – Keri Pagnoni (departed 7:48 pm)

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

ABSENT:

Boro of Brielle, Boro of Highlands, Ocean Township, Boro of Rumson, Boro of Sea Bright, Boro of Sea Girt, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry, Health Officer, Steve Gallagher, CFO, Jodi Howlett, Esq., Heather Frketch, Commission Secretary/Office Coordinator, Ed DiFiglia (Public)

MINUTES OF LAST MEETING:

OPEN SESSION:

April 24, 2018

John Mack motioned to approve the Open Session Minutes of April 24, 2018, seconded by Mike Natelli.

VOTE: Unanimous Spring Lake abstains.

CLOSED SESSION:

April 24, 2018 (1st Session)

April 24, 2018 (2nd Session)

Minutes of both the above are in progress.

COMMUNICATIONS:

None

HEALTH OFFICER'S REPORT:

The May 2018 Health Officer's Report (reflecting April 2018 activity), the April 2018 Conferences & Meetings, the April 2018 CDRSS Report, the 1st Quarter 2018 Vital Statistics and the PHN Monthly Activity Report were previously mailed/e-mailed.

Mr. Henry reported on:

ACCREDITATION: All domains uploaded and May 12th submission completed. Next step is to receive the results of our upload. Strategic Health Solutions did a nice job for us.

PUBLIC HEALTH QUESTION OF THE MONTH: What are the symptoms of e-coli strain 0157:H7?

What foods might harbor the bacteria? Refer to www.mcrhc.org for the answer.

COTTAGE FOOD BILL: (allowance of food prep from home sold to the public)
No update

VACCINATION BILL: (stricter enforcement and compliance with state immunization requirements)
No update

2017 RETAIL FOOD INSPECTION DATA – run from an in-house database prepared by Lisa Muscillo. Principal REHS. It is a full year overview of Risk 1 – 4 categories. Per the Health Officer the majority of our retail food establishments are doing well, with more attention focused on Risk 3 and 4 locations as more features exist to review for compliance

LYME DISEASE AND TICK-BORNE DISEASES are on the increase. May is Lyme Disease Awareness Month.....

Bottom Line Message that we are working with other public health partners to promote:
Protect Yourself All Year Long

HANDOUT: Lyme Disease: NJ had its worst year since 2000 – also recently reported by the Asbury Park Press.
CDRSS reporting shows 600+ cases for MCRHC jurisdiction in 2017

OVERTIME REPORT 2016-2017 by employee: Per Commission request
Results showed that most employee OT was due to scheduled special events, after hours complaints/inspections and rabies clinics. The Health Officer advises that 90% of calls do not require an REHS to go out on. Public Health operates 24/7.

Theresa Casagrande asked if personnel policy change is needed to match the Union contract. She thought this had been suggested by Attorney Padula.

While Union contract is set through 2020, DH advised of an extensive PERSONNEL POLICY MANUAL JIF UPDATE by the September 2018 meeting. The Commission felt this task should be mainly handled by the MCRHC staff in conjunction with a JIF review. The Health Officer

HEALTH OFFICER'S REPORT (continued)

reminded those present that he continues to work the checklist required to receive JIF premium discount for the MCRHC. There remain only two items: the Personnel Policy update and video training to staff and Commission which he expects to present in June).

Overtime issue involves clarifying the point at which time and a half pay begins: Is it in excess of 35 or 40 hours? ...per Ms. Howlett, legal interpretation time and a half begins after over 40 hrs. The Union will be supplying a written statement on this matter. The Health Officer believes this matter needs to be worked out between the Union and the MCRHC lawyer. He states that on a daily basis he is bound by the current Union contract and the MCRHC Personnel Policy.

Note* This item will remain under Old Business until resolved.

DOG LICENSING fee changes/clarification from NJDOH – will distribute to all MCRHC Town/Borough Clerks.

ADMINISTRATORS' DAY

An MCRHC Communications Committee goal is better relationship building with our Town Administrators/Managers through more communication. They are formulating a plan to hold the event in October. 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.

Comment: Theresa Casagrande stated that while this group focus will be time and money. It would be best for them to receive a solid presentation and on-point agenda that also focuses on the HD budget process and she suggests having attendees submit questions ahead of time.

NJ celebrated pre-teen and teen vaccination week May 13th – 19th –awareness of routine vaccinations

Legalization of marijuana – Senator Joe Vitale, Health & Senior Services Chair in opposition so passage only slowed at this point

Question – would the regulation of edible versions of marijuana be a new rife for the LHDs? more problems than benefits

Request for HO Report - Teresa Casagrande would like it to augment or take the Commissioners through all key points on the monthly Commission agenda. The Health Officer responded by describing his implementation of action forms necessary to add items to the agenda and further describe what the members are being requested to vote on.

Dr. Sullivan posed a question on the latest monthly PH Nurse's report using the example of a mumps case in Little Silver.

Mr. Henry verified that there are multiple sources of review and notification. The State calls the HD and forwards to CD Investigator for follow-up and to the PHN for school liaison to provide protocol and guidelines line list and ongoing monitoring. A copy of any proposed communications that a facility (ex. school) wants to distribute to their population (ex. parents) is sent to the State for review. The –case will be labeled as either confirmed, probable or not a

HEALTH OFFICER'S REPORT (continued)

case, but rest assured the MCRHC is on each incidence from beginning to end. One last note from the

Health Officer – the LHD does not always have full jurisdiction over certain environmental problems, but attempts to hear out the complaint and guide accordingly.

Dr. Sullivan wanting the HO to review the policy in place to verify that the town administrator and commissioner are timely notified of any confirmed cases of a disease or anything else that could be of significant impact to a town.

Commissioner Comment: There is a lot of information e-mailed to the Board members beginning the Thursday prior to each monthly meeting.

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

VOTE: Unanimous

AUDIT COMMITTEE:

No Report

CFO REPORT:

No Report

TREASURER'S REPORT:

Presented by CFO Steve Gallagher. He briefly reviewed the Statement of Accounts for period ending April 30, 2018.

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

Report by Dr. Giles, Chair In response to pending loss of Wall TownshipFrom review of information provided by CFO

Budget gap of \$58,000 will exist in 4th Quarter 2018 – 2 contingency plans have been received from CFO/HO

Budget gap of \$236,000 projected in 2019 – 4 contingency plans have been received from CFO/HO

Going forward fluid actions are expected in the form of staff retirements or layoffs
Proposed plans range from a 0 % increase; to different levels of proportional town increases)

BUDGET & FINANCE COMMITTEE (continued)

A Commissioner meeting with Wall Township tentatively planned has not taken place to this point.

The Health Officer expressed the ongoing need to maintain service.
Report to full Commission June decisions needed for any possible September actions

CFO Follow-up remarks – 1 to 2 person layoff as recommended by the Health Officer by 9-1-18 analyze and trim accordingly. Follow correct procedures, this affects the least senior employee within a job title & considers functionality.

PAYMENT OF BILLS:

Liz Finnerty asked about the necessity of two persons (the HO and PHN) attending the same 7 credit hour seminar. It was explained that in addition to very interesting content this will ultimately result in less time out of the office for those two individuals due to the high amount of required credits earned. Also the cost for this particular seminar was very low.

Vice-President Giles motioned to approve payment of the May 2018 bills in the amount of \$281,761.98. The motion was seconded by Dr. Sullivan.

ROLL CALL VOTE:

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

VOTE: 9 Ayes, 0 Nay, 0 Abstain
Motion Carries.

Mr. Gallagher reported on issues during last month’s payment of bills section:

- 1) Lead grant related quote and purchase of a computer and software have been resolved and that invoice is on tonight’s bill list for approval.
- 2) The Health Educator’s time related to lead education was reallocated to the CLEP grant in compliance with the sub-grantee’s requirement.

Resolution 2018-27

CLOSED SESSION Current Subject Matters: Health Officer Contract; Bookkeeper/HRC Salary for 2018; Contract – Employee Provisions; Wall Township Update

HUMAN RESOURCES COMMITTEE:

At 7:06 pm, Teresa Casagrande motioned to enter **Closed Session** for the subjects stated in Resolution 2018-27. The motion was seconded by Liz Finnerty.

VOTE: Unanimous

Steve Gallagher, Heather Frketich and Ed DiFiglia exited the meeting.

At 7:44 pm, _____ motioned to exit Closed Session, seconded by _____.

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

Commissioner Pagnoni departed the meeting at 7:48 pm.

Resolution 2018-25

Authorizing a 2018 salary for the MCRHC Bookkeeper

Teresa Casagrande motioned to approve a salary in the amount of \$61,398.90 for calendar year 2018. The motion was seconded by Liz Finnerty.

ROLL CALL VOTE:

Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Red Bank	Yes	Tinton Falls	Yes

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

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE: No Report

OLD BUSINESS:

VNA Statistics Report and cover letter^{1st} Quarter 2018 – The VNA report of uncompensated care numbers for each of the MCRHC towns was e-mailed. Along with figures for the last 6 months and an additional quarter’s numbers to be forwarded, a full year’s statistics will have been received.

The MCRHC/VNA contract is still pending; MCRHC wishes to clarify the definition of uncompensated care and also does not agree with the proposed hourly rates for lead and TB case services.

OLD BUSINESS (continued)

Notes: *The VNA cannot refuse service. A nursing services contract is a state mandate for each town.

* The MCRHC PHN cannot match all services performed by VNA

*There MCRHC towns with zero uncompensated care in this latest report

*There are MCRHC towns that utilize the MCRHC PHN as their nursing service contract instead of VNA

Lead is now reimbursable through the CLEP grant with MCHD, TB is not

Without any service numbers provided by VNA in the past our towns were charged what was assumed to be fair apportioned as part of town workload

Vice-President Giles repeated his previous comment that we should not pay for a contractor's conferences or education costs – that is part of her license requirements.

Resolution 2018-28

Authorizing the award of a contract to Concetta C. Polonsky, for childhood lead exposure prevention grant service –health education/health promotion January 1st through June 30, 2018 at a rate of \$50.00/hour not to exceed 84 hours or \$4,200.00

Mike Natelli motioned to approve Resolution 2018-28, seconded by Joe Nardone.

ROLL CALL VOTE:

Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	No	Spring Lake	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Red Bank	Yes	Tinton Falls	Yes

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

- 1) **HANDOUT:** Public health education becoming more important, says Riegelman (APHA member)

Resolution 2018-29

Authorizing the award of a contract to Concetta C. Polonsky for navigating PHAB standards and measures services – work on accreditation project in 2018 at a rate of \$50.00/hour not to exceed 90 hours or \$4,500.00.

As a note, the Health Officer advised any accreditation costs will be broken out from the Consortium budget.

OLD BUSINESS (continued)

President Roman motioned to approve Resolution 2018-29, seconded by Mike Natelli.

ROLL CALL VOTE:

Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	No	Spring Lake	No
Monmouth Beach	No	Spring Lake Heights	No
Red Bank	Yes	Tinton Falls	No

VOTE: 3 Ayes, 5 Nay, 0 Abstain
Motion Defeated.

This is now a budgeting consideration as the work has been done and the monies paid out. There will need to be a redirection of this amount to either the original Health Education line item.

After an amount of discussion time during which Commission members attempted to arrive at a total cost that has been paid out toward MCRHC's Accreditation process, Commissioner Casagrande made a request to CFO Gallagher from the full Commission for the June meeting:
*A full accounting of Accreditation project monies spent.

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) Agreement of Commission to purchase Lenovo computer/software from Inter Networx quote. Equipment has been received. Item incorporated into this month's bill listing. Deadline of May 30th to encumber the funds.

As the Health Officer had previously advised and provided quotes for lease or purchase, the office copier is in need of replacement before the end of the year. Monies are available per the CFO in the computer equipment line. A short discussion led to Treasurer Liz Finnerty's recommendation to approve purchase of a black and white Kyocera TA 3212i at a purchase price of \$5,200.00 from Duplitrone. \$99.00 per quarter service contract and allowance of 5500 copies per month. Vice-President Giles motioned to approve the purchase, seconded by Liz Finnerty.

ROLL CALL VOTE:

Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Red Bank	Yes	Tinton Falls	Yes

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

OLD BUSINESS (continued)

The current copier’s hard drive will be pulled and cleaned the vendor Duplitrion. Reimbursement of a portion of monthly copies dedicated to lead case management will be sought through LEAD grant to begin on 7-1-18

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. It was defeated at the April 24, 2018 Public Hearing.

A revised version of the newly proposed Ordinance amendments was prepared by the Health Officer and distributed to the Commissioners. Further review for accuracy and detail was made by Commission members and the MCRHC attorney. Following a couple of inquiries regarding 1) the starting salary range for the PHN, which was raised slightly from \$55,000 to \$60,000 in order to be more realistic with the market. A part-time PHN salary range of \$30,000 - \$50,000 is incorporated into the Ordinance. A second concern is setting minimum salaries too high. You can always bring someone in at a higher salary point if deemed appropriate.

Vice-President Giles motioned to introduce the most recent amended version of Ordinance 18-08. The motion was second by Teresa Casagrande.

ROLL CALL VOTE:

Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Red Bank	Yes	Tinton Falls	Yes

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

Announcement of the introduction will be published in the newspaper and posted on the MCRHC website

NEW BUSINESS

An amount of \$9,000 in the Consortium budget intended to fund use of the Freehold Epi is no longer needed as that position is not filled at this time. As no funds will be received from the state to fund the Monmouth County COMMUNITY HEALTH IMPROVEMENT PLAN (CHIP), the difference has to be made up by hospitals and other sources. The Health Officer had discussed this issue at a recent meeting of the Governmental Public Health Partnership (GPHP) whose members agreed this would be a desired redirection of the \$9,000 Consortium Epi fund.

NEW BUSINESS (continued)

Per the Health Officer, the total amount needed to fund the mandated CHIP is \$17,000.

The Commission was not of the same belief that the full amount should be forwarded toward the CHIP and requested that Mr. Henry continue discussion with the idea that all who are responsible to support the CHIP come to the table and contribute more evenly to its upkeep.

The Health Officer commented that the funds in question are "Consortium" funds and their say is valid.

Resolution 2018-30

LEAD SHARED SERVICES AGREEMENT with Colts Neck Health Department. This agreement would include lead exposure investigation and public health nurse management and fall under the Childhood Lead Exposure Prevention Grant (CLEP). All costs will be reimbursable. This is a shared service with no cost or revenue to MCRHC. The Health Officer and Bookkeeper's time have been provided for. Colts Necks contracts with VNA to do nurse case management. Per state data, very few cases are expected. As Colts Neck Health Officer Tom Frank and Colts Neck Township are still reviewing the proposed contract, this item was deferred to the June 26, 2018 meeting at which time a finalized agreement will be presented to the Commission.

NEW REVENUE PROPOSAL – Child Immunization Data Entry Services

Proposed by the PHN: The goal of the optional, fee-based service would be to improve entry of childhood immunization data into the statewide NJIS registry for those physician practices that need assistance in doing so. Database updates are important to health departments, schools, and physicians that rely on the info for outbreak/planning and implementation, disease notifications as well as determining immunization compliance.

Board members agreed the best way to proceed would be a preliminary survey of inquiry to gauge the level of interest among physicians in our jurisdiction for this proposed service.

PUBLIC COMMENT PERIOD:

No Comment from the Public present.

PRESIDENT'S REPORT:

APHA top 3000 healthiest communities Morris County in the top 50 and Hunterdon County ranks 34th

June 18, 2018 – NJDOH meeting at RWJ in Hamilton Township is open to Local BOH members

July 9 and 10, 2018 – Two day CDC workshop at Camden County Health Department with main focus being funding issues for the state

HANDOUT:

The Health Officer has distributed a list of Educational Topics for the Commission to review and respond as to their interests in what subjects they would like presented at a future Commission meeting.

GENERAL COMMENTS:

There being no further business, the meeting adjourned at 9:00 pm on a motion by Vice-President Giles seconded by John Mack.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, JUNE 26, 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