

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, June 26, 2018  
OPEN SESSION: (42 min. 14 sec.)

CALL TO ORDER:

President Roman called the meeting to order at 6:03 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, Ocean Twp. – Vinnie Buttiglieri, Red Bank – Michael Natelli, Sea Bright – Dr. Meg Fisher, Shrewsbury Borough – Paul Roman, Spring Lake Heights – Dr. Len Giles (by phone), Tinton Falls – John Mack, Wall Twp – Keri Pagnoni (departed 6:47 pm), West Long Branch – Stephanie C. Murray

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

ABSENT:

Boro of Highlands, Boro of Monmouth Beach, Boro of Rumson, Boro of Sea Girt, Boro of Spring Lake

OTHERS PRESENT:

David A. Henry, Health Officer, Jodi Howlett, Esq., Heather Frketich, Commission Secretary/Office Coordinator

MINUTES OF LAST MEETING:

OPEN SESSION:

May 22, 2018

VOTE: Unanimous

CLOSED SESSION:

April 24, 2018 (1<sup>st</sup> Session)

April 24, 2018 (2<sup>nd</sup> Session)

May 22, 2018 (1<sup>st</sup> Session)

Minutes of the above are in progress. Will be available for the July 24<sup>th</sup> meeting.

WELCOME to Stephanie Murray, West Long Branch Administrator who will serve as the town's Commission Representative. Very happy to have you with us.

COMMUNICATIONS:

None

HEALTH OFFICER'S REPORT:

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

Vinnie Buttiglieri motioned to approve the Health Officer's Report (as previously e-mailed), seconded by Dr. Sullivan.

VOTE: Unanimous

**Resolution 2018-32**

Note; Per Attorney Howlett, a new format for MCRHC's Closed Sessions will be reviewed with Commission Secretary Heather Frketich.

No intended items were listed.

AUDIT COMMITTEE:

No Report

CFO REPORT:

No Report

TREASURER'S REPORT:

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

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

Report by Dr. Giles, Chair

No further communication has taken place to this point. We need to move forward on the premise that Wall Township will not remain part of the MCRHC effective September 1, 2018, adjusting finances accordingly. Preliminary work has been done.

PAYMENT OF BILLS:

Theresa Casagrande noted that invoices for Ms. Polonsky's work total just under \$2,000 in this month's bill list. This includes work under the Health Education contract for the towns along with a portion charged to the CLEP Grant . She re-emphasized monitoring so that line item totals are not exceeded or contracts extended.

Theresa Casagrande motioned to approve payment of the June 2018 bills in the amount of \$140,430.32 inclusive of \$91,418.21 monthly payroll. The motion was seconded by John Mack.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury	Yes
Fair Haven	Yes	Spring Lake Heights	Yes
Little Silver	Yes	Tinton Falls	Yes
Ocean Twp.	Yes	West Long Branch	Yes
Red Bank	Yes		
Sea Bright	Yes		

VOTE: 10 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

HUMAN RESOURCES COMMITTEE:

Communicable Disease Case Investigator – The Health Officer is making the Human Resources Committee and full Commission aware that Jessica Ferreira received a very successful 6 month performance review.

**Resolution 2018-34**

Resolution Memorializing the Resignation of REHS-1 Hada Bitar – Due to the pending reduction in workforce from Wall Township's exit from the Commission effective 9-1-18, Ms. Bitar found other employment and resigned as of today, June 26, 2018.

Dr. Sullivan motioned to approve Resolution 2018-34, seconded by John Mack.

VOTE: Unanimous

At the May 22, 2018 meeting discussion was held regarding:

An overtime issue involves clarifying the point at which time and a half pay begins: The Health Officer is working to align policy along JIF procedures. 35-40 hours paid at straight time over 40 hours paid at time and a half.

Dr. Sullivan noted that this June 26, 2018 agenda lists an item under Report of Human Resources Committee as "Overtime procedures/Grievance (Closed Session)

HUMAN RESOURCES COMMITTEE (continued)

**Resolution 2018-32**

Those present requested a status report of where everything stands. Vinnie Buttiglieri motioned to enter Closed Session for the purpose of discussion of Personnel at 6:16 pm, seconded by Stephanie Murray.

VOTE: Unanimous

Heather Frketich exited the meeting.

At 6:20 pm, \_\_\_\_\_ motioned to exit Closed Session, seconded by \_\_\_\_\_.

Ms. Frketich rejoined the meeting.

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE: No Report

OLD BUSINESS:

\$9,000 MPHC PROPOSED REDIRECTION OF EPI FUNDS to County Health Improvement Coalition – still under discussion

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. Next meeting will happen Monday 7/2/18 at 12 noon.

Wall Township Update – No Report

NEW REVENUE PROPOSAL – Child Immunization Data Entry Services – is pending development of a business plan

OLD BUSINESS (continued)

**Resolution 2018-30**

Proposed Lead Shared Services Agreement with Colts Neck HD  
Authorizing a new shared services agreement with the township of Colts Neck to provide Childhood Lead Exposure Prevention Services.

Dr. Fisher motioned to approve Resolution 2018-30, seconded by Mike Natelli.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury	Yes
Fair Haven	Yes	Spring Lake Heights	Yes
Little Silver	Yes	Tinton Falls	Yes
Ocean Twp.	Yes	Wall Twp.	Yes
Red Bank	Yes	West Long Branch	Yes
Sea Bright	Yes		

VOTE: 11 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

NEW BUSINESS:

**Resolution 2018-31**

Authorizing the award of a contract for childhood lead exposure prevention grant service - lead inspector services to Kenneth J. Walls from January 1, 2018 – December 31, 2018 at a rate of \$40.00/hour and a cost not to exceed 225 hours or \$9,000.

Vice-President Giles asked if in the future this would be handled internally. The Health Officer stated that would be true as more REHS staff take the certified lead investigator exam.

John Mack motioned to approve Resolution 2018-31, seconded by Dr. Sullivan.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury	Yes
Fair Haven	Yes	Spring Lake Heights	Yes
Little Silver	Yes	Tinton Falls	Yes
Ocean Twp.	Yes	Wall Twp.	Yes
Red Bank	Yes	West Long Branch	Yes
Sea Bright	Yes		

VOTE: 11 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

NEW BUSINESS (continued)

**RFP for Work on MCRHC Website -**

The Health Officer stated that a minimum of \$6,000 had been set aside in the Commission’s 2018 budget for upgrade/enhancement of the current MCRHC website. He further reiterated the goal to add flexibility and modernization of our site as we are expected to continue to provide increased public access to health information.

Vice-President Giles expressed his opinion which he gives after researching other town and health department websites. He finds the MCRHC fairly comparable and fairly user-friendly. He suggests holding off sending of the RFP for a year or until the last quarter so we know pricings when working on the 2019 budget.

The Commissioners present agreed that putting out an RFP to gather quotes and information is what they can approve at this time, without the outlay of any funds for 2018. All originally requested deadline dates should be removed from the document. Instead, have the responding providers inform us of their timetables to provide these project services.

Vinnie Buttiglieri motioned to approve the dispensing of an RFP for work on the MCRHC website, seconded by Stephanie Murray.

**ROLL CALL VOTE:**

Brielle	Yes	Shrewsbury	Yes
Fair Haven	Yes	Spring Lake Heights	Yes
Little Silver	Yes	Tinton Falls	Yes
Ocean Twp.	Yes	Wall Twp.	Yes
Red Bank	Yes	West Long Branch	Yes
Sea Bright	Yes		

VOTE: 11 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

**Quote Approval Request to Purchase an AED for the MCRHC Office –**

Three quotes have been gathered by the PHN and previously forwarded to the Commissioners (Bell Medical, ARC and Team Life). After a review by the Health Officer, there is a joint recommendation to purchase the HeartSine samaritan 450P semi-automatic AED from American Red Cross.

CPR/AED training for additional interested employees will be approximately \$24.00pp and will likely take place in early December. \$1395.00 is the quoted cost for this device with an additional \$100.00 for a pedi pack. Total cost will be approximately \$1500.00.

Theresa Casagrande questioned the budget line that this purchase will be charged to. The Health Officer agreed to possibly redirect it to the “public health initiatives” line item in November.

Commissioner Mack spoke in support of the Team Life AED stating that he has had a longstanding history with the product and has always been impressed by their excellent

NEW BUSINESS (continued):

communication with clients regarding any issues, repairs, battery and pad updates. It is something we might want to keep in mind.

Dr. Sullivan motioned to approve the recommended AED purchase, seconded by Mike Natelli.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury	Yes
Fair Haven	Yes	Spring Lake Heights	Yes
Little Silver	Yes	Tinton Falls	Yes
Ocean Twp.	Yes	Wall Twp.	Yes
Red Bank	Yes	West Long Branch	Yes
Sea Bright	Yes		

VOTE: 11 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

**Resolution 2018-33**

Authorizing the award of a contract to Concetta C. Polonsky, for childhood lead exposure prevention grant service –health education/health promotion July 1st through December 31, 2018 at a rate of \$50.00/hour not to exceed 84 hours or \$4,200.00

The Health Officer explained this is a new full year grant ending June 30, 2019 for which a new Chapter 159 will be created and approved. Also the amount of the final award is not yet known and proven subject to change. Monies will not be encumbered without grant approval first.

Jim Langenberger motioned to approve Resolution 2018-33, seconded by John Mack.

ROLL CALL VOTE:

Brielle	Yes	Shrewsbury	Yes
Fair Haven	Yes	Spring Lake Heights	Yes
Little Silver	Yes	Tinton Falls	Yes
Ocean Twp.	Yes	Wall Twp.	Yes
Red Bank	Yes	West Long Branch	Yes
Sea Bright	Yes		

VOTE: 11 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

**PUBLIC HEARING**

**ORDINANCE 18-08 (MCRHC Salaries)**

This item (originally 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 introduced at the May 22, 2018 Commission Meeting. Announcement of the introduction and date of the Public Hearing was published in the newspaper and posted on the MCRHC website.

As the Health Officer announced that an additional adjustment to 2 max salary amounts for one job title for future years requires amendment, Attorney Howlett's guidance was to pull the item from the agenda or formally vote it down, pending revision. As no Public was present, a vote commenced.

Dr. Fisher motioned to adopt Ordinance 18-08 in its current amended version, seconded by Theresa Casagrande.

**ROLL CALL VOTE:**

Brielle	No	Shrewsbury	No
Fair Haven	No	Spring Lake Heights	No
Little Silver	No	Tinton Falls	No
Ocean Twp.	No	Wall Twp.	No
Red Bank	No	West Long Branch	No
Sea Bright	No		

VOTE: 0 Ayes, 11 Nays, 0 Abstain  
Motion is Defeated.

There was no motion at this time to reintroduce.

Vice-President Giles who was attending this meeting via phone, commented that it was difficult to hear certain individuals at the far end of the room and requested trying to work out a better audio system.

Keri Pagnoni exited the meeting.

**PUBLIC COMMENT PERIOD:**

None



PRESIDENT'S REPORT:

President Roman made those present aware of the NJ Public Health Advocacy Support Group's recent letter to Governor Murphy's landmark bill addressing the areas of

- 1) women's' health
- 2) expansion of paid sick leave reform
- 3) interest in clean energy

HANDOUT:

The Health Officer came across an article of interest which he is providing in tonight's folders.

**From the New York Times** The Life of a Restaurant Inspector: Rising Grades, Fainting Owners

GENERAL COMMENTS:

Wishing Everyone a Happy 4<sup>th</sup> of July!!!

There being no further business, the meeting adjourned at 6:51 pm on a motion by John Mack seconded by Stephanie Murray.

VOTE: Unanimous

**Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, JULY 24, 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