

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, October 23, 2018  
OPEN SESSION: 1 hr. 31' min. 22sec.

CALL TO ORDER:

President Roman called the meeting to order at 6:11 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, Highlands – Kim Gonzales (arrived 6:53 pm), Little Silver – Dr. Tim Sullivan, Monmouth Beach – Joe Nardone, Ocean Twp. – Vinnie Buttiglieri, Sea Bright – Dr. Meg Fisher, Shrewsbury Borough – Paul Roman, Spring Lake – Liz Finnerty, Spring Lake Heights – Dr. Len Giles, Tinton Falls – John Mack

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

ABSENT:

Boro of Rumson, Boro of Red Bank, Boro of Sea Girt, Boro of W. Long Branch

OTHERS PRESENT:

David A. Henry, Health Officer, Jodi Howlett, Esq. H. Frketich, Ofc. Coordinator/Commission Secretary, C. Polonsky, Health Educator (as public)

President Roman requested Commission approval to add the following item to the agenda: Possible Introduction of Ordinance 18-08 (MCRHC Salary Ordinance)

John Mack motioned to add above item to this evening's agenda, seconded by Jim Langenberger.

VOTE: Unanimous

MINUTES OF LAST MEETING:

OPEN SESSION:  
August 21, 2018

John Mack motioned to approve the minutes of August 21, 2018, seconded by Dr. Sullivan.

VOTE: Unanimous of those who were present.

### CLOSED SESSION:

May 22, 2018 .....still pending. Theresa Casagrande will sign off on the version available, but remarked that a better job needs to be done. As determined at the last Commission meeting either the Commission Secretary or the Attorney will document all future Closed Sessions.

### COMMUNICATIONS:

MCHD plaque to MCRHC for participation in "Hot Shots for Tots" program

Our PHN and Spring Lake Heights Flu Clinic was visited by a reporter and featured on Channel 9 News. The link has been placed on our website.

### HANDOUT: Updated Free Fall Rabies Clinic Schedule

Letter dated October 18, 2018 received from NJDOH, MCRHC will receive an operational audit. Date to be determined. Health Officer invites Commission members to attend.

Per the NJDOH Dog Licenses are now required to be accompanied by Animal Cruelty information/documents which are also to be posted on a municipality's website.

### HEALTH OFFICER'S REPORT:

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

**TOWN ADMINISTRATORS' MEETING:** Brief comments from the Commissioners present. The event was well put together, but too lightly attended, Midday might not be best choice for administrators with busy schedules, a future focus should be public education vs. town officials who are already familiar with LHD operation, and contact should be made with those who did not attend to find out the reasons why. Vice-President Giles put his thoughts in a letter to Commission members and the Health Officer expressing that the event was nicely done, and was pleased that it showcased members of our well educated and well-spoken staff.

The Health Officer wants to use this event as a baseline experience that will be able to be improved with each new attempt.

The Health Officer had distributed additional charts/graphics to illustrate recent communicable disease scenarios and workloads throughout the Consortium towns. The goal is to improve our in-house data and analysis going forward. These reports will be generated quarterly.

The Health Officer is working on a Public Health Question of the Month to educate about what can be considered a public health emergency and what is not based to an extent on his receipt of after hours' calls.

**ACCREDITATION:** Corrective Items from our spring 2018 submission to PHAB were completed. A list of potential site visit reviewers was received and perused for any potential conflict.

HEALTH OFFICER'S REPORT (continued);

An Accreditation Team has been chosen from the West Coast. A secondary review of the MCRHC documentation is in process. The site visit date(s) are pending at this time. The Health Officer stated that a number of our Commissioners will be expected to participate.

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

VOTE: Unanimous

**Resolution 2018-47**  
MCRHC CLOSED SESSION

NO CLOSED SESSION IS REQUIRED AT THIS MEETING.

AUDIT COMMITTEE:

No Report. The 2017 Audit is in process.

CFO REPORT:

Report of 2017 and 2018 Budget Line Items & Dollars Spent on Accreditation was previously prepared by the CFO and presented at the August 21, 2018 meeting per Commissioner request.

The Commissioners also requested Overtime (OT costs) that were accrued. These were researched and distributed via e-mail.

Theresa Casagrande targets the cost of MCRHC's Accreditation effort at approximately \$45,000. She inquired if she is correct that the money spent to date will carry us for 5 years. The Health Officer advised he will verify.

2019 HEALTH SERVICES BUDGET PREVIEW

Vice-President and Budget & Finance Committee Chair, Dr. Len Giles advised of the latest Budget & Finance Committee meeting which occurred just prior to tonight's Commission meeting and then turned the meeting over to CFO Gallagher.

Overall – 2 % Increase from last year (excluding Wall Twp.)

Highlights:

- Website redesign \$3,000 bringing approximately a \$350.00 decrease in annual maintenance costs
- Consortium HICMIC funding  
Health Educator split  
\$12,800 (MPHC)  
\$ 2,000 (Accreditation)

2019 HEALTH SERVICES BUDGET PREVIEW (continued):

\$ 4,200 (Lead Grant)  
\$19,000

- No Vehicle Purchase Planned
- Retirement  
1 Sr. REHS Retirement confirmed during 2019  
possibly a 2<sup>nd</sup> that has not been figured in
- Hire/Replacement  
1 REHS  
Resulting in a surplus range increased from this \$50,000 to \$91,900
- Computer/Software Purchases  
1 Computer  
\$1,000 software (Adobe Acrobat/Performance Management/Lead Case)
- Accreditation  
2019 will be Year 3 of 5 for Accreditation payouts
- VNA Issues (to be resolved in the next couple of weeks prior to introduction)  
\*Excludes Red Bank

VNA assessment to MCRHC towns unresolved (3 methods under discussion by B&F)

- 1) Population (Middletown – significant change)
- 2) Minimum charge for member towns (ex. \$1,000) with remaining cost allocated by usage
- 3) Pay for your service/visits

Explanation of worksheet prepared by CFO of 6 uncompensated care services was distributed. These are the services the local health department is ultimately responsible for

\$90.00 cost per each occurrence/visit  
< \$49,000 vs.

NOW < 45,000 (7 MCRHC towns)...other towns (direct pay) totals \$36,435  
MCRHC is paying for the excess DOT and Lead above the standard set in contract

According to the above numbers of MCRHC town payouts to the VNA, we as a group have essentially been charged \$81,000 (including Red Bank) for \$49,000 worth of services.

The end goal has been to consolidate 1 amount paid to VNA for all MCRHC towns  
Contract unresolved

The CFO referred to the VNA contract as “insurance”.

Theresa Casagrande commented that the idea of a “shared service” is cutting cost. In the case of VNA the baseline being paid for is “availability” of services when needed. She is not certain that running the workload numbers annually and averaging over a 3 year period is the most efficient way to handle town assessments for this matter. Commission Nardone would like that considered.

TREASURER'S REPORT:

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

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

**Resolution 2018-45**

Authorization to pay the Commission's essential and time-sensitive bills in the absence of a quorum. Needed to insure continuation of operation, a previous version has been on the books since April 2008. As in all cases, 2 authorized signatures are required on checks. Non-essential bills are held until the next meeting.

A few of the Commissioners weighed in on how this process is handled in their individual towns including pre-pays and presenting a list of bills that are approved for payment being provided at the Reorganization meeting. The determination is this resolution will be readopted for the calendar year each Reorg.

Dr. Sullivan motioned to adopt/renew this "bill pay" resolution, seconded by Liz Finnerty.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

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

PAYMENT OF BILLS:

Theresa Casagrande motioned to memorialize/approve payment of the September 2018 bills in the amount of \$ 139,482.01 inclusive of \$89,506.29 monthly payroll. The motion was seconded by John Mack.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

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

PAYMENT OF BILLS (continued):

Question: Treasurer Finnerty advised we have never paid for uniform/scrubs/lab coats for PHN. Is this something we will begin? The Health Officer responded that other jackets, shirts, etc. have been provided to the staff as part of our branding efforts (recognition in the community). The Commission requests that protocol is kept consistent.

Liz Finnerty motioned to approve payment of the October 2018 bills in the amount of \$146,976.60 inclusive of \$87,702.22 monthly payroll. The motion was seconded by Dr. Fisher.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

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

HUMAN RESOURCES COMMITTEE: No Report

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE: No Report

OLD BUSINESS:

REMINDER: The November MCRHC Meeting will be Tuesday 11/27/18  
The December MCRHC Meeting will be Tuesday 12/18/18

The CFO added that it is of great importance that we obtain a quorum for both of the above meetings to work thorough planned introduction (November) and planned vote action (December) for the 2019 Budget. Without this schedule adherence, we will not be able to operate as of January 1, 2019.

OLD BUSINESS (continued):

**Resolution 2018-49**

Authorizing the Award of Website Enhancement Contract to City Connection, LLC not to exceed \$3,000 (funds budgeted for 2018). The annual maintenance portion will remain as always in the new calendar year budget.

Following receipt of 4 RFPs for a website redesign and on the recommendation of the Health Officer which has been reviewed by the Budget & Finance Committee Vinnie Buttiglieri motioned to approve a resolution to award this project to our current website provider City Connections, LLC, seconded by Vice-President Giles.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

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

NEW BUSINESS

**Resolution 2018-44**

Memorialization of Per Diem Hire D. Kologinsky – The Health Officer found a need this year to hire an REHS per diem at the rate of \$30.89 per hour to fill in the workload gaps left by the unexpected resignation of an REHS -1 in late June and the unavailability of another former per diem. The documentation of this hire did not happen in a timely manner this past summer. Mr. Kologinsky has already been paid for time worked and the Health Officer does not anticipate a further need for a per diem REHS for the remainder of 2018, but would like the possibility to remain open.

The Commission may determine it is best to use a generic term of “temp” in the case of future per diem hires that need to happen quickly. In this case documentation of a specific individual can be by resolution at the next Commission meeting.

NEW BUSINESS (continued):

Theresa Casagrande motioned to approve the above resolution, seconded by Dr. Sullivan.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Abstain
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

VOTE: 10 Ayes, 0 Nays, 1 Abstain  
Motion Carries.

**Resolution 2018-46**

Memorialization of an MCRHC/VNA Contract for Flu Clinic Support

This is a separate annual contract entered into with the VNA for backup nursing services that are occasionally needed at the MCRHC Flu/Pneumonia Clinic community clinics held during each flu season. The Health Officer has advised this need is decreasing.

Theresa Casagrande motioned to approve the MCRHC/VNA Flu clinic support resolution, seconded by John Mack.

NEW BUSINESS (continued):

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

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

**Resolution 2018-43**

Authorizing the revised 2018 calendar year award of a contract for Health Education Services – Concetta Polonsky, Regional Health Educator

The CFO described this as a revision needed to combine the original \$11,000 HE contract with \$4,200.00 in lead grant monies (reimbursable) for the purpose of staying in line with the Commission’s authorization “not to exceed” the designated annual contract amount for all of Ms. Polonsky’s work.



NEW BUSINESS (continued):

There was a brief discussion questioning if these services can be performed by the PHN. The Health Officer advised that the PHN is already a team member involved in patient education while the health education component to be covered under the \$4,200 involves the pediatricians screening efforts and other groups.

John Mack motioned to approve the revised Health Education contract for 2018 in the amount of \$16,000 to include services which will be covered by the CLEP grants of which MCRHC is a sub-grantee of the MCHD. The motion was seconded by Vice-President Giles.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	No
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

VOTE: 10 Ayes, 1 Nay, 0 Abstain  
Motion Carries.

**Resolution 2018-48**

Authorizing a MCHD/MCRHC Shared Services Agreement for Public Health Preparedness and Response to Other Public Health Threats and Emergencies. The County Health Department as lead agency requires this contract with other local health departments.

Dr. Fisher motioned to approve the Shared Services Agreement with the County Health Department, seconded by Theresa Casagrande.

VOTE: Unanimous

**ORDINANCE 18-01 (currently MCRHC Ordinance 15-01)**

The Health Officer advised the amendment involves the request for digital copies of plan reviews to work toward eliminating the need for the MCRHC to house paper copies of the documents which must be retained indefinitely.

NEW BUSINESS (continued):

Theresa Casagrande motioned to introduce Ordinance 18-01, seconded by Vinnie Buttiglieri

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

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

The introduced ordinance will be forwarded for newspaper publication, and posted in-house with copies available to the general public upon request.

**ORDINANCE 18-06 (currently MCRHC Ordinance 17-06)**

The Health Officer advised the amendment involves the request for digital copies of plan reviews to work toward the need for the MCRHC to house paper copies of the documents.

John Mack motioned to introduce Ordinance 18-06, seconded by Liz Finnerty.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

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

The introduced ordinance will be forwarded for newspaper publication, and posted in-house with copies available to the general public upon request.

**ORDINANCE 18-08 (currently MCRHC Ordinance 15-08)**

One correction is needed in relation to the Senior REHS minimum salary for 2020. It is incorrectly showing as \$75,000, however should be set as all other years at \$72,000. Union position salaries are in alignment with the latest 3 year Local 97 Union Contract which was effective January 1, 2018, remaining in effect until December 31, 2020.

NEW BUSINESS (continued):

Dr. Sullivan motioned to introduce Ordinance 18-08 AS AMENDED, seconded by Dr. Fisher.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Ocean Twp.	Yes		

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

The introduced ordinance will be forwarded for newspaper publication, and posted in-house with copies available to the general public upon request.

There followed a brief discussion of the MCRHC Ordinance numbering system being utilized, as it appears confusing to many of the Commissioners..

The Health Officer explained the system is to number according to category (ex. Retail food, non-food inspection services, etc.)  
The Commission Secretary stated that this has been the method in place since she arrived in 2004.

Commissioner Casagrande and Vinnie Buttiglieri suggested that a sequential numbering system within a calendar year be followed beginning in 2019. Commissioner Buttiglieri will also provide a sample of his Township's Meeting Agenda which presents Ordinances/Resolution/Consent Agenda items in a more methodological/easier to follow manner.

Also suggested: a revision of the Meeting Agenda to group ordinances at the beginning and resolutions toward the end. Vinnie Buttiglieri will forward a sample of Ocean's agenda format to Heather Frketich as reference.

PUBLIC COMMENT PERIOD:

None

PRESIDENT'S REPORT:

- 1) NJ DOH Commissioner Elnahal visited our County (MCHD) on September 6, 2018. The Health Officer and President Roman attended. President Roman is a strong proponent in the mounting major offensive by 2020 to reinstate Public Health Priority Funding which has been lacking for approximately 8 ½ years. Since their discontinuation every dollar to cover local public health is coming out of the NJ Property tax base.-your pocket!

PRESIDENT'S REPORT (continued):

- 2) Tick-borne disease awareness continues to receive more attention and more material for public education is being produced/distributed. Dr. Fisher did comment that we are currently nearing the end of the mosquito season. She suggests holding on to any volumes of tick-borne disease related info until the spring. Her experience has been that while this issue is prominent and so important where we live, it becomes difficult to convince some patients their symptoms are NOT related to the above.
- 3) The Chief State Medical Examiner's Office has moved to the Department of Health which is a positive action as there was previously not a lot of response or consideration of health needs. Psychiatric hospitals are also getting more attention for upgrade from Governor Murphy's office.
- 4) Our good colleague Kevin Sumner, Middlebrook Regional Health Commission's Health Officer has taken over as President of the NJ Association of City and County Health Officials (NJACCHO).
- 5) The NJLBOHA drafted a long anticipated revision of the Board of Health Orientation Manual. It will next be reviewed by the NJ Health Officers' Association and the NJDOH Office of Local Health Services.
- 6) WELCOME to Kim Gonzales, Administrator of the Borough of Highlands and appointed Highland Commissioner. We all look forward to working with you.

GENERAL COMMENTS:

Beginning in 2019, Theresa Casagrande requests that the Commission consider drafting an ordinance, assessing a certain amount to any town is not represented in at least 50% of the MCRHC meetings in any given year. She has voiced the belief that it is unfair for the representatives that attend the majority of the time to carry the major workload of the Commission towns that do not participate. The MCRHC Attorney will assist in the preparation of this Ordinance.

Upon further questioning of an item discussed by the Health Officer earlier in tonight's meeting, assistance will be sought in relation to the new state requirement to provide all who apply for an animal license with Animal Cruelty information/printouts. As the information is additionally required to be posted on a municipality's website, can cards be handed out directing patrons to read what is on the website? Can the info be e-mailed? The Health Officer's opinion of the best course of action would be for towns to contact the author of the legislation for clarification. He will distribute any further detail he receives on the subject.

There being no further business, the meeting adjourned at 7:43 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, November 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