

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, December 18, 2018  
OPEN SESSION: 1 hr. 16 min. 51 sec.

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 6:43 pm), Ocean Twp. – Vinnie Buttiglieri, Red Bank – Mike Natelli, Shrewsbury Borough – Paul Roman, Sea Bright – Dr. Meg Fisher, Spring Lake – Mary Anne Donahue, Spring Lake Heights – Dr. Len Giles

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

ABSENT:

Boro of Rumson, Boro of Sea Girt, Boro of Little Silver, Boro of Monmouth Beach, Boro of Tinton Falls, Boro of W. Long Branch

OTHERS PRESENT:

David A. Henry, Health Officer, Stephen Gallagher, CFO, Bruce Padula, Esq. H. Frketich, Ofc. Coordinator/Commission Secretary, N. Ippolito, Bookkeeper/HRC, L. Muscillo, Principal REHS, P. Huie, Administrative Assistant

MINUTES OF LAST MEETING:

OPEN SESSION:  
November 27, 2018

Vinnie Buttiglieri motioned to approve the minutes of November 27, 2018, seconded by Vice-President Giles.

Abstaining: Fair Haven, Sea Bright, Spring Lake

VOTE: Unanimous of those who were present.

CLOSED SESSION:

The minutes of May 22, 2018 are now filed following Fair Haven Commissioner Theresa Casagrande's signoff.

## HEALTH COMMISSION SERVICE AWARDS:

President Roman introduced each of the following employees with a brief statement of their history and contributions to MCRHC.

- 1) Diane Beears – Co-Recipient of REHS of the Year with Alice Cadotte of MCHD. Diane was honored at the annual NJLBHA Dinner December 6, 2018.
- 2) David Henry, Health Officer for 5 Years of Service
- 3) Peg Huie, Administrative Assistant for 10 Years of Service
- 4) Russ Groves, Sr. REHS for 15 Years of Service
- 5) Lisa Muscillo, Principal REHS for 20 Years of Service
- 6) Nancy Ippolito, Bookkeeper/HRC for 25 Years of Service

## COMMUNICATIONS:

None

WELCOME TO Mary Anne Donahue, the Spring Lake BOH Vice-President and MCRHC Spring Lake Alternate who will be filling in for Commissioner Liz Finnerty for a couple of months while she is recovering from a health issue. Great news to hear that Liz is on her way back to better health. We continue to wish her the best.

## HANDOUTS:

Study of: More than 1.3 million high school students started vaping nicotine in the past year – Los Angeles Times

America's Health Rankings: New Jersey ranks 11<sup>th</sup> - (Social Determinants of Health)– United Health Foundation 2018 Annual Report

MCRHC Public Health Question of the Month: Which diseases are considered reportable and how do I report a communicable disease?

## HEALTH OFFICER'S REPORT:

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

- 1) NJLMN Continuing Ed Credits for the REHS staff and Health Officer will be available going forward for in-house educational program participation/completion

HEALTH OFFICER'S REPORT (continued)

- 2) The Health Officer mentions a grant collaboration possibility with RWJ Foundation. The possibility of a collaboration between Rutgers Climate Change Adaptation study /Annual Climate Change Assessment with regard to health components and health related issues in the Northeast and specific to coastal communities and the NJ HOA would be worth researching. The focus is resilience. The grant amount \$350,000.
- 3) Health Officer remains on high alert for any possible measles outbreak as has been evident in Ocean County (Lakewood) which borders Monmouth County. Here have been weekly phone conferences with Monmouth County Health Department to keep abreast of updates. There are currently 19 confirmed cases and 5 under investigation within Ocean and Passaic counties.
- 4) A second food recall continues currently on green and red leaf lettuces from California as well as Cauliflower to avoid consumption leading to Shiga Toxin E-coli
- 5) ACCREDITATION: The dates of PHAB's site visit to MCRHC is scheduled for May 1<sup>st</sup> and 2<sup>nd</sup> of 2019. May 1<sup>st</sup> will be a review of our public health partnering while May 2<sup>nd</sup> will review our Commission membership and its responsibilities and experiences.
- 6) JIF policy will serve as a guide in the formation of a more formal MCRHC Vehicle Maintenance policy for the future.
- 7) President Roman added that the Princeton Health Department is now the 4<sup>th</sup> health department statewide to receive PHAB Accreditation status.
- 8) Commission Secretary Report. A 2018 summary of our governing actions has been distributed by e-mail to the Commissioners. Prepared by Heather Frketich, Office Coordinator/Commission Secretary, it records all Ordinances, Resolutions and Proclamations voted on at our 2018 monthly meetings and will be a helpful reference list going forward. She will continue to work in conjunction with the Health Officer to bring continuous quality improvement to Commission protocol and documentation. Very much in line with our Accreditation pursuit.

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

VOTE: Unanimous

CONSENT AGENDA (as necessary)

**Resolution 2018-54**  
MCRHC CLOSED SESSION

NO CLOSED SESSION IS REQUIRED AT THIS MEETING.

AUDIT COMMITTEE:

Mr. Gallagher briefed the membership present on results of the 2017 Audit which has been completed by Suplee, Clooney and Company.

There are no remarkable comments. We received an unqualified opinion which is the best scenario. Our surplus is within a 20 -35% range of our operating budget which is the preferable range.

Three unremarkable comments:

- Clinic fees, lead meter and OPRA fees need to be set/incorporated into Ordinance pointing to a Resolution
- Set by Ordinance/Resolution enabling the use of a Payroll processing service
- Designating a responsible officer to supervise the activity of the payroll processing company

**Resolution 2018-55**

MCRHC Certification of the Annual Audit

Dr. Fisher motioned for Commission certification of the Annual Audit for 2017 prepared by Suplee, Clooney & Company, seconded by Vinnie Buttiglieri.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Spring Lake Heights	Yes
Red Bank	Yes		

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

2019 HEALTH SERVICES BUDGET

Vice-President and Budget & Finance Committee Chair, Dr. Len Giles opened a continuing discussion of the proposed 2019 budget meeting touching on the nursing charges assessment. The CFO's revision as requested by the Commission at the November 27<sup>th</sup> meeting prior to its introduction was distributed.

Year 1 Assessment: \$500.00 minimum per town plus excess uncompensated nursing care dictated by the 6 categories of public health mandated services as indicated by VNA figures recently produced.

Year 2 Assessment (projected): Charge will be on the previous one years' experience/care numbers in addition to the minimum per town.

He then turned the meeting over to CFO Gallagher.  
Mr. Gallagher reminded those present that the Commission is currently in "maintenance" mode and of the decision reached with the Health Officer not to purchase any fleet vehicles in 2019.

HEALTH SERVICES BUDGET (continued)

The use of \$91,000 in surplus keeps general increase under 2%.even in light of the loss of Wall Township.

President Roman stressed that each municipality will receive an individual letter of explanation of the nursing contract options they have with an explanation of the formula that MCRHC is using to calculate this assessment for each town. Remove - In addition, the VNA has agreed to be paid a minimum charge for the first year of (as a retainer) as we work toward determination of actual service usage annually. There is no way to know where or to what extent VNA service will be needed in 2019.

The CFO recommends keeping a minimum charge annually for all towns as a sensible joint feature of being part of a Commission.

Vice-President Giles motioned for the Commission to adopt the Proposed 2019 Health Services Budget which has been amended to by the use a minimum fee of \$500 vs \$1000 for VNA services. The motion was seconded by Theresa Casagrande.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Ocean Twp	Yes	Spring Lake	Yes
Red Bank	Yes	Spring Lake Heights	Yes

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

Thank you to Steve Gallagher, Len Giles, Chair and the Budget & Finance Committee for their hard work in this budget preparation and efforts made to assist with its timely adoption.

CFO REPORT:

**Resolution 2018-56**

Resolution Authorizing Transfer of Funds

The CFO presented the resolution detailing transfers between certain line item appropriations for the 2018 budget to cover insufficient balances. Total of all transfers: \$26,480. Theresa Casagrande motioned to approve the transfer resolution, seconded by Dr. Fisher.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Spring Lake Heights	Yes
Red Bank	Yes		

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

TREASURER'S REPORT:

Presented by Steve Gallagher, CFO in the absence of Liz Finnerty, Treasurer. He briefly reviewed the Statement of Accounts for period ending November 30, 2018.

The Treasurer's Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

Vice-President Giles questioned the Direct Observed Therapy (DOT) TB VNA charges paid to MCHD. MCRHC is also charged by the County for associated Dr.'s visits, exams and medications. The Health Officer explained the unusual and unanticipated situation of one individual exposing many contacts and the 9-12 months of therapy needed. He further explained this is covered under a public health initiative budget line item. Our PHN is a backup (secondary) to the VNA nurse and video means can be used after a certain period of time, eliminating the need for an in-person nursing visit.

PAYMENT OF BILLS:

Vice-President Giles motioned to approve payment of the December 2018 bills in the amount of \$ 139,570.45, inclusive of \$86,529.28 monthly payroll. The motion was seconded by Theresa Casagrande.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Spring Lake Heights	Yes
Red Bank	Yes		

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

HUMAN RESOURCES COMMITTEE: No Report

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE: No Report

## OLD BUSINESS:

VNA: Previously part of tonight's budget discussion.

In regard to the letter that will be sent to our towns, Theresa Casagrande commented that it should be the consensus of the Board that this letter as well as any town communications should come from Dave as our Chief Executive Officer. In the same vein, any questions posed by the towns should be directed to the Health Officer and CFO, if applicable. The line of communication should be clear for the health of our Commission. In the case of the VNA services rendered and changes that are in process need to be understood by all. The Health Officer advised that he has spoken with Middletown's Health Director, who had requested explanation of this budget aspect immediately after the proposed budget was distributed. With due respect, President Roman is one of our Commissioners and his role involves the responsibility of running the monthly meetings. No one Commissioner holds individual authority.

Attorney Padula was asked to weigh in on this discussion. He stated that it is the sentiment of the Commission. While the Health Officer as an employee of the MCRHC has legal obligation and is statutorily required to carry out the Commission's business, there are no legal or statutory requirements for Commissioners to act as legal authorities. He stated it is "however the body wants to operate".

As several other Commission members gave their opinions, it was resolved that the Health Officer is accountable and tasked to set up and move this organization forward for the future. The Health Officer will sign the letter containing the VNA explanation as it involves our 2019 budget.

## CLINIC PARTNERSHIP WITH WALGREEN'S:

The proposal of this partnership idea was initiated from NJ DOH.

Reasons for MCRHC Interest: provides for earlier vaccination; more reach to vulnerable populations (ex.homeless) by vouchers; MCRHC would be able to pick the dates and locations and it would be a private/public partnership in regard to marketing, Walgreen's having full liability. There would be no fees paid to MCRHC.

More specific contract needed. After a brief discussion, the Commission determined more research is need by the Health Officer and staff to see if other pharmacies would provide any different or better contractual provisions. They cannot consider this an acceptable collaboration at this time.

Proposed **Resolution 2018-57** is being tabled.

## **Resolution 2018-58**

**SALE OF VEHICLE TO SPRING LAKE BOROUGH:** Following our Sale of Capital Property protocol, the MCRHC Bookkeeper recently contacted the MCRHC towns with an offer to purchase a Jeep Liberty "for parts only". Spring Lake Borough responded with a \$300.00 offer. No other offers were received. The Health Officer recommends the sale.

OLD BUSINESS (continued):

Vinnie Buttiglieri motioned to approve the sale, seconded by Vice-President Giles.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Abstain
Ocean Twp.	Yes	Spring Lake Heights	Yes
Red Bank	Yes		

VOTE: 8 Ayes, 0 Nay, 1 Abstain  
Motion Carries.

The Health Officer reported on his contact with the MONMOUTH COUNTY RADIO ROOM. He asked some time back if they would be able to provide after-hours emergency phone coverage for our Commission. The response received from Bob Dawson in the Sheriff's Office was that they are not in the position to do this for outside health departments and that the call volume does not support it.

NEW BUSINESS

MONMOUTH COUNTY PUBLIC HEALTH CONSORTIUM

Shared Service Agreement between MCRHC and MPH (Manalapan, Colts Neck, Long Branch, and Middletown) for the Provision of a Communicable Disease Control Program/ Health Education and other Specialized Public Health Services. Each member of the Consortium will have their specific updated version to review and then sign off on following authorization of the MCRHC.

Agreement 1: with the Township of Manalapan Town reviewed and Attorney reviewed

Payment for lead meter rental not required as currently reimbursed by grant  
Backup nursing/auditing per hour rates relating to an added optional list of services

The Health Officer clarified that general Consortium funding applies except for any new expanded optional services.

**Resolution 2018-59**

Mike Natelli motioned to approve the two year expanded Shared Services Agreement between MCRHC and Manalapan, seconded by Mary Anne Donahue.

NEW BUSINESS (continued)

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Spring Lake Heights	Yes
Red Bank	Yes		

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

PUBLIC COMMENT PERIOD:

No Public present.

PRESIDENT'S REPORT:

Website Enhancement – Work is proceeding with City Connections. LLC. The step by step process will take staff a while to develop.

GENERAL COMMENTS:

There being no further business, the meeting adjourned at 7:28 pm on a motion by Vinnie Buttiglieri seconded by Jim Langenberger.

VOTE: Unanimous

***Next Meeting: REORGANIZATION of the MCRHC #1 Commission will be held on Tuesday, January 22, 2019 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