

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Monday, November 18, 2019
(Open Session: 1 hr. 2 min. 7 sec.)

CALL TO ORDER:

President Giles called the meeting to order at 5:34 p.m. He then led the Regional Board of Health in the salute to the flag. President Giles next read the "Open Public Meeting Act Statement".

ROLL CALL:

Brielle – Jim Langenberger, Fair Haven – Allyson Cinquegrana, Highlands – Bill Brunt, Jr., Red Bank – Mike Natelli, Rumson – Therese Wollman, Sea Bright – Dr. Meg Fisher (arrived 6:45 pm) Sea Girt – Jay Amberg, Shrewsbury Borough – Paul Roman, 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:

Borough of Little Silver, Borough of Monmouth Beach, Township of Ocean, Boro of Tinton Falls, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry, Health Officer, Steve Gallagher, CFO (arrived 5:59 pm), Jodi Howlett, Esq., Heather Frketich, Office Coordinator/Commission Secretary

Attorney Jodi Howlett is sitting in for Attorney Padula this evening.

MINUTES OF LAST MEETING:

OPEN SESSION MINUTES:

Jim Langenberger motioned to approve the Open Session Minutes of October 22, 2019, seconded by Allyson Cinquegrana.

VOTE: Unanimous of those who were present. Red Bank abstains.

CLOSED SESSION MINUTES:

Jay Amberg motioned to approve the Closed Session Minutes of October 22, 2019, seconded by Jim Langenberger.

VOTE: Unanimous of those who were present. Red Bank abstains.

COMMUNICATIONS:

A Thank you was received from the Ocean Township school system for attendance at a program directed toward immigrant families by the Health Educator and Communicable Disease Investigator.

The NJDOH communicated to the Health Officer in a letter dated November 4th their intent to award MCRHC a Communicable Disease grant in the amount of \$95,000. The Health Officer was asked to clarify some of the detail originally provided in regard to titles, job descriptions and fringes. He also mentioned we began today with notification of an outbreak in one of our jurisdiction's schools. The hiring process has been initiated with the preparation and posting of job advertisements.

Resolution 2019-54

CLOSED SESSION: At 5:40 pm Mary Anne Donahue motioned to enter Closed Session for the purpose of Contract Negotiations (very brief update) and Human Resources items. This motion was seconded by Michael Natelli.

VOTE: Unanimous

Heather Frketich exited the meeting.

At 5:56 pm, Therese Wollman motioned to exit Closed Session, seconded by Allyson Cinquegerana.

VOTE: Unanimous

Ms. Frketich rejoined the meeting.

HEALTH OFFICER'S REPORT:

The November Health Officer's Corner (reflecting October 2019 activity) is available in tonight's folders and is posted on our website. Also e-mailed to the Commissioners the October 2019 Conferences & Meetings, the October 2019 and 3rd Quarter CDRSS Reports, the monthly PHN Report and the 3rd Quarter 2019 Vital Statistics

Rabies Specimen Drop Off Waiver

The Health Officer advised the Commission that the above form has definitely worked to improve prior difficulties with specimens brought to our location for delivery to the NJ DOH

HEALTH OFFICER'S REPORT (continued)

State Lab. The instances of results being misdirected, poor packaging, and confusion about transfer urgency have decreased. The form requires the delivering agency to be aware of and to note their responsibilities in regard to proper submission.

Commissioner Langenberger asked if we have seen any increase in rabies test submissions and the Health Officer and Office Coordinator responded yes, there has been a need to request at least one additional courier pickup each week. The Health Officer reminded the group that this service saves our staff from making the multiple trips to Trenton that were necessary to expedite results, protecting the public's health.

Vaping

The Health Officer updated the group that there have now been a total 17-18 death attributed to vaping along with 2000 adverse effects lung illnesses. Mr. Henry noted several NJ legislative proposals by bill # currently introduced before the State Senate and Assembly Health including revised requirements for product sale, increased penalties for prohibited sales, rulings on flavored products and revised taxes and licensure to operate as a vapor business. A fee of \$300.00 to be registered is being considered. A portion would go to the town and a portion to the LHD for inspection service to check that regulations are being followed and that sales are not occurring to minors.

The Health Officers have forwarded word of their support of these legislations by e-mail. There have been two cases of lung illness in local hospitals for MCRHC to investigate.

Commissioner Email Discussion (Attorney suggestion)

Commissioners' emails can be searchable records from the mere fact that they are public officials doing public business.

Attorney Howlett briefly addressed what she called a less practical, more academic issue. What makes a communication public is its nature and dependent on fact specific content a record may be exempt. She continued that it is best to avoid situations wherein a quorum is reached with any online/email discussion and to blind copy the members of the governing body wherein it would not be possible to "reply all". In regard to Committee communications, as long as they involve less than a quorum, they would not violate the Open Public Meetings Act (OPMA), but they would create a public record that is subject to the Open Public Records Act (OPRA). Generally, if there is more than a quorum in your email thread, verbal communication is another practice to avoid the OPRA chain.

Cost to supply all Commission members with a "mcrhc" email address \$7.00 per month per email address up to a certain number and then increased cost applies for any additional email addresses and this really wouldn't solve anything.

Within this discussion, the Health Officer mentioned a separate plan for Commissioners to utilize private access sign on to view Commission meeting documents via our new website. This is not necessary for OPRA reasons.

HEALTH OFFICER'S REPORT (continued)

Hepatitis A Outbreak

The Health Officer reported there have been 550 Hepatitis A cases primarily in the north and south part of the state this year compared to 65 in 2018. The NJDOH is developing four strike teams to respond to these increased outbreaks as well as to educate and reduce their occurrence to the best extent possible. The best defense to avoiding Hepatitis A for food handlers is to not go to work when ill, and to wash hands FREQUENTLY.

It was noted by the Health Officer and the Attorney that approval of the monthly Health Officer's Report is a tradition, but also serves to prove the communication linkage between the governing body and the Health Officer.

Jim Langenberger motioned to accept the Health Officer's Report as presented, seconded by Mary Anne Donahue.

VOTE: Unanimous

CFO REPORT:

Resolution 2019-55

Authorizing Transfer of Funds – 2019 Budget

CFO Gallagher briefly commented on this routine annual resolution necessary to adequately fund all budget lines due to circumstances not completely know at the time of the original budget plan. He pointed out expenses involving the 2019 flu/pneumonia vaccine clinics and losses from an unforeseen major repair of the Helmer vaccine refrigerator.

Jay Amberg motioned to approve the transfer of a total of \$20,000 to various line items outlined by the CFO. The motion was seconded by Mary Anne Donahue.

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Red Bank	Yes	Spring Lake Heights	Yes
Rumson	Yes		

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

BUDGET & FINANCE COMMITTEE:

President Giles had questions on his review of bank balances in regard to the surplus figure over the past several years. He questioned if additional surplus funds could be added to the proposed budget as a means of reducing the town assessments. The CFO reviewed the surplus figures with the Commission members, concluding that the desired regeneration of surplus funds has not happened recently due to revenue losses and other detail in regard to some big ticket items needed as he outlined at the October 22nd meeting. He projects that our surplus will continue to be drained for the next 2 years forward. However, he does anticipate this to be a situation where regeneration is possible after that point in time. The CFO does not expect the 2021 budget bottom line to exhibit this level of increase.

A surplus amount of \$91,000 is proposed to be incorporated into the 2020 budget.

TREASURER'S REPORT:

Report was previously distributed by e-mail. The Statement of Accounts is for period ending October 31, 2019 and was accepted as presented.

HUMAN RESOURCES COMMITTEE: A meeting will be held.

OPERATIONS COMMITTEE: No Report

GOVERNANCE COMMITTEE: The draft of a proposed revision of the Commission Policy Manual forwarded to the Committee is under review.

AUDIT COMMITTEE: 2018 Audit is finished. The CFO stated that the exit conference with Suplee, Clooney is to be held in within the next three weeks and it would complete the process.

VNA COMMITTEE: Per Paul Roman, Chair, in the contract proposal process another meeting with VNA Reps is required in regard to certain questions on service data.

PRESIDENT'S REPORT:

No Report

RESOLUTIONS - CONSENT AGENDA

Vice-President Roman motioned to approve the five following resolutions on tonight's Consent Agenda, seconded by Bill Brunt, Jr.

Resolution 2019-56

Approving the hire of a Per-Diem Communicable Disease Case Investigator (Grant) December 18, 2019 through June 30, 2020 at a rate of \$22.00 per hour.

CONSENT AGENDA (continued)

Resolution 2019-57

Approving the hire of a Per-Diem Public Health Nurse (Grant) December 18, 2019 through June 30, 2020 at a rate of \$32.00 per hour.

Resolution 2019-58

Approving the Temporary Assignment of the Communicable Disease Case Investigator to Acting Public Health Epidemiologist November 18, 2019 through June 30, 2020 at a stipend of \$10,000

Resolution 2019-59

Approving the Name Change of the Public Health Nurse to Public Health Nurse Manager with Temporary Assignment to the MPHIC November 18, 2019 through June 30, 2020 at a stipend of \$8,000

Resolution 2019-60 (Approval for Payment of Monthly Bills – November)

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Red Bank	Yes	Spring Lake Heights	Yes
Rumson	Yes		

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

ORDINANCES: None at this time

PUBLIC COMMENT: No Public Present

OLD BUSINESS:

2020 Health Services Budget

Discussion

HANDOUT: Draft Proposed 2020 Health Services Budget (also previously e-mailed)

2020 BUDGET (continued)

Quick overview of points previously discussed at the October 22nd Board of Commissioners' meeting.

Bottom Line: Increase is calculated at 6.52% over last year's assessments

Notable Revenues: Revenue from Hepatitis B vaccine fees collected from towns;

new grant funds (Communicable Disease) in the amount of \$20,000 will be used to offset expenses.

Notable Deficits: Loss of Highlands and the discontinuation of the Tinton Falls Landfill contract, 2 vehicle replacements, Hepatitis B vaccine purchase

Other line item advisements from the CFO were \$19,000 has been budgeted for REHS Overtime and an additional \$15,000 has been allocated toward Public Health Initiative (PHI) for TB Direct Observe Therapy visits.

CFO Gallagher reviewed the layout of the budget handout.

Vice-President Roman motioned to introduce the MCRHC 2020 Health Service Budget as proposed, seconded by Jay Amberg.

Allyson Cinquegrana voiced a concern about the addition of a Part-Time REHS.

The Health Officer mentioned it will be scheduled for discussion in detail at the next HR meeting (including the timing of the hire) and that Commissioner Casagrande recently did a calculation of staffing needs.

At this point, the Health Officer distributed a sheet of data prepared by Principal REHS Lisa Muscillo that compiled work hours per year per REHS. These calculations are based on 2018 workload data per town.

HANDOUT: MCRHC REHS STAFFING REQUIREMENTS

This information prepared for Commissioner review, illustrates the need for the Part-Time REHS from known data. Additional factors that will attribute to an even larger workload were mentioned by the Health Officer:

- Increase in lead screening = increase in lead cases without any contract help previously available for Middletown and Colts Neck
- Impending Cottage Food Bill Passage (additional inspections/requirements)
- Any new vaping legislation which proposes to include LHDs inspection of facilities

The Health Officer previously noted at the October 22nd Commission meeting that the MCRHC staff remains very strongly dedicated to servicing our towns. The situation right now is that we are meeting minimum standards but are at a bare bones operation needed to stay compliant due to the reduction of staff midway through 2019. For this reason, a part-time REHS position has been included in the 2020 budget.

Allyson Cinquegrana questioned if the part-time REHS is intended to handle all of the excess workload. The Health Officer responded that this is the plan.

2020 BUDGET (continued)

A Budget Adoption vote is slated for the December 17th Commission meeting.

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Highlands	Yes	Spring Lake	Yes
Red Bank	Yes	Spring Lake Heights	Yes
Rumson	Yes		

VOTE: 9 Ayes, 0 Nay, 0 Abstain

Motion Carries.

The proposed budget has been introduced. Notice will be forwarded by the Health Officer to all towns not present and posted on our website.

Communicable Disease Grant Application Approval Request

This grant has been awarded to MCRHC in the amount of \$95,000 for the purpose of building up Communicable Disease outbreak response capacity at the LHD level.

Mr. Henry announced that he has received 54 applications to date for the two Communicable Disease grant related per-diem positions valid through June 30, 2020. 13 applications were for Per Diem PHN, with the rest asking to be considered for Per Diem CD Investigator. He will make “conditional” hires and bring those candidates’ names to the Board by the December 17th meeting.

Contract Town Status Update

The Health Officer forward letters to all current contract towns informing their Administrators they will all carry membership status as of January 2020 to realign with state statute. They will have the obligation to send a Commission representative and Alternate to attend MCRHC Monthly Board meetings giving them a voting voice. The Health Officer has received word from Middletown that they will send representation effective January 2020. He has spoken with the Borough of Allenhurst who advised him they do not have anyone available on staff to send, but would communicate with their council on this matter. Loch Arbour, Interlaken and Deal have yet to respond. President Giles requested Mr. Henry reach out to those towns.

Accreditation Project Update

28 measures to be completed by August 2020

The Health Officer asked for needed involvement from the Commission with regard to the development of a new strategic plan which must be linked to the Community Health Needs Assessment (CHA). The former MCRHC strategic plan spanned 2015-2019. A part of the process is to obtain specific jurisdictional data from some of our small towns. The process of holding listening sessions has been suggested by some of Mr. Henry’s colleagues.

OLD BUSINESS (continued)

These meetings would hopefully take place in early 2020 and would help gain insight into the public's health concerns upon which further department accreditation strategic project planning could be based. President Giles and Vice-President Giles will stay involved with the process.

Additionally, a tracking framework is required for the actions the commission takes during the year. The Commission Secretary currently logs and reports on all resolutions and Ordinances. He thought is to use a version of the same tools to meet this requirement.

2018 Annual Report

The Health Officer is compiling this document.

VNA Contract

This item was mentioned in the Committee section earlier.

Dr. Fisher arrived at the meeting from an outside meeting that ran longer than expected. She was asked for her assistance with a new MCRHC strategic plan. She agreed to offer this help upon her availability.

NEW BUSINESS:

None

The Health Officer briefly reported on the decline of influenza vaccines administered by this department. In 2005, 381 vaccines were given, while in 2019, 140 vaccines given. He has touched upon the increased availability and earlier receipt of the vaccines by pharmacies and other large chains. Public health cannot compete and it does not make financial sense to do so. For this reason, he will be looking to phase out the majority of our community clinics going forward, except for those locations where we have continued to provide the vaccine to a decent number of individuals.

In regard to the replacement of vehicles, Jim Langenberger asked Dave for any current input on REHS staff members taking their vehicles home which he has known to be a time saving, fuel saving and maintenance saving practice. Upon Commission/HO approval, this practice had been tried by a couple of staff members several years back and discontinued. The Health Officer responded that there has been no change in IRS tax regulations which were prohibitive to the individual, so he sees no reason to retry the practice in the foreseeable future.

President Giles reminded all present of the next meeting date in December and that a quorum is needed to finalize and carry out the 2020 MCRHC Health Services adoption vote.

HAPPY THANKSGIVING TO ALL!

There being no further business, the meeting adjourned at 6:51 pm on a motion by Dr. Fisher, seconded by Allyson Cinquegrana.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on *Tuesday, December 17, 2019, 2019 at 6:30 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
Office Coordinator/Commission Secretary

Reviewed by

David A. Henry

David A. Henry
HEALTH OFFICER