

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, December 17, 2019  
(Open Session: 30 min. 17 sec.)

CALL TO ORDER:

President Giles called the meeting to order at 6:00 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 – Theresa Casagrande, Little Silver – Dr. Tim Sullivan, Ocean Twp. – Vinnie Buttiglieri, Rumson – Therese Wollman, Sea Bright – Dr. Meg Fisher, 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:

Boro of Highlands, Boro of Monmouth Beach, Boro of Red Bank, Boro of Tinton Falls, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry, Health Officer, Steve Gallagher, CFO, Danielle Pantaleo, Esq., Heather Frketich, Office Coordinator/Commission Secretary, Ashley Lafferty, CDCI Per Diem candidate

MINUTES OF LAST MEETING:

OPEN SESSION MINUTES:

Mary Anne Donahue motioned to approve the Open Session Minutes of November 18, 2019, seconded by Jim Langenberger.

VOTE: Unanimous of those who were present. Fair Haven, Sea Bright, Little Silver, Ocean Twp abstained.

CLOSED SESSION MINUTES:

Jim Langenberger motioned to approve the Closed Session Minutes of November 18, 2019, seconded by Therese Wollman.

VOTE: Unanimous of those who were present. Fair Haven, Sea Bright, Little Silver, Ocean Twp abstained.

COMMUNICATIONS:

The Health Officer sent a letter of thanks to Highlands Borough Administrator Kim Gonzales and Alternate Commissioner Bill Brunt, Jr. thanking them for the Borough's participation and 49 years as a member of the MCRHC. Good wishes to the town council and its residents for the future.

A "Food for Flu Shot" Clinic was held with little turnout, however, staff donations to the Central Jersey Family Health Consortium helped to feed 112 families this Thanksgiving.

Dave Henry's 2019 End of the Year Message with the theme : RESILIENCE has been distributed to our Commissioners and towns and posted on our website and Face book page. We have bounced back from quite a few challenges this year.

**Resolution 2019-61**

CLOSED SESSION: At 6:07 pm Dr. Fisher motioned to enter Closed Session for the purpose of Contract Negotiations and Human Resources discussions. This motion was seconded by Dr. Sullivan.

VOTE: Unanimous

Steve Gallagher, Heather Frketich and Ashley Lafferty exited the meeting.

At 6:44 pm, \_\_\_\_\_? \_\_\_\_\_ motioned to exit Closed Session, seconded by \_\_\_\_\_? \_\_\_\_\_.

VOTE: Unanimous

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

HEALTH OFFICER'S REPORT:

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

HEALTH OFFICER'S REPORT (continued)

RGGI – Regional Greenhouse Gas Initiative in Ocean Township

The Health Officer explained this is an effort where private industry and government come together and that a strategic plan will be prepared. He continued that auctions are held and the proceeds go toward various projects such as coastal improvements, salt water marsh protection, electrify? transportation. The Health Officer will send out more detail to our town administrators and Commissioners as it becomes available. In the public hearing that was held he suggested that some funds be used toward public health.

Vaping

The Health Officer stated that regulations are coming, although he is not certain of the timing.

The State legislature did not pass a proposed bill to do away with vaccine exemptions. There are no changes at this point.

Dr. Fisher motioned to accept the Health Officer's Report as presented, seconded by Dr. Sullivan.

VOTE: Unanimous

CFO REPORT:

**2020 Health Services Budget**

CFO Gallagher stated that there have been no changes from the Proposed budget previously distributed at the November 18<sup>th</sup> Board of Commissioners' meeting.

Vice-President Roman motioned to adopt the MCRHC 2020 Health Services Budget as proposed, seconded by Vinnie Buttiglieri.

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Sea Bright	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Ocean Twp	Yes	Spring Lake	Yes
Rumson	Yes	Spring Lake Heights	Yes

VOTE: 10 Ayes, 2 Nay, 0 Abstain  
Motion Carries.

TREASURER'S REPORT:

Report was previously distributed by e-mail. The Statement of Accounts is for period ending November 30, 2019 and was accepted as presented.

BUDGET & FINANCE COMMITTEE:

President Giles advised that the Committee met immediately prior to this evening's meeting to discuss several items.

**Resolution 2019-68**

Resolution Approving the Lease/Purchase of two MCRHC Fleet Vehicles – 1 Toyota Camry & 1 Toyota Corolla from state contract.

Vice-President Roman questioned the reason for two different models. The Health Officer responded that this had been discussed with the CFO and this combination fit within the current needs and the budgetary constraints of the MCRHC. There is sometimes a need to carry multiple staff to locations. Dr. Sullivan suggested an interchange of cars as needed since the fleet currently consists of various size vehicles.

Vinnie Buttiglieri motioned to approve the acquisition of two Toyota 2020 vehicles under the New Jersey State Cooperative Purchasing System. The motion was seconded by Theresa Casagrande.

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Sea Bright	Yes
Little Silver	No	Shrewsbury Boro	No
Ocean Twp	Yes	Spring Lake	Yes
Rumson	Yes	Spring Lake Heights	Yes

VOTE: 8 Ayes, 2 Nays, 0 Abstain  
Motion Carries.

HUMAN RESOURCES COMMITTEE: No Report

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 was held with Suplee, Clooney and Company last evening. There are no unusual concerns, good controls are in place. MCRHC received unqualified approval. Per state law, a minor recommendation is to confirm the use of Ceridian's as our payroll service and the individuals responsible through a governing action. Management letter is written, but still needs to be compiled. The CFO referred to Notes 6 and 7 briefly reviewing an item relating to gap presentation/ the issue being that liabilities for pension and state health benefits and employee benefits) are not part of an organization's financial statement.

## COMMITTEES (continued)

In MCRHC's case, actuarial work is done by the state, but numbers are quite late to include in the annual audit.

A final comment was that not all costs relating to this issue are incurred at one time.

The comment to continue employment of Suplee, Clooney & Company as designated CPA firm will be addressed at the Reorganization.

VNA COMMITTEE: Per Paul Roman, Chair, status of the contract proposal process was covered in tonight's Closed Session.

## PRESIDENT'S REPORT:

Dr. Len Giles thanked everyone for coming to the meetings and for their support as he ends his first year as MCRHC President.

### **Resolution 2019-69**

Commission Certification of the 2018 Annual Audit – deferred to January 2020 Reorg Meeting

## RESOLUTIONS - CONSENT AGENDA

Mary Anne Donahue motioned to approve the five following resolutions on tonight's Consent Agenda, seconded by Theresa Casagrande.

### **Resolution 2019-62**

Authorization to Accept Strengthening Local Public Health Capacity Grant  
Amount: \$95,000 November 1, 2019 through June 30, 2020

### **Resolution 2019-63**

Authorization to hire Per-Diem CDCI (Grant Position) - Lafferty  
December 18, 2019 through June 30, 2020 at a rate of \$22.00 per hour, contingent with grant specifications

### **Resolution 2019-64**

Authorization to hire Per Diem CDCI (Grant Position) - Bautista  
December 18, 2019 through June 30, 2020 at a rate of \$22.00 per hour contingent, with grant specifications.

### **Resolution 2019-65**

Authorization to hire Per Diem Public Health Nurse Reed a November 18, 2019 through June 30, 2020 at a rate of \$32.00 per hour, contingent with grant specifications

### **Resolution 2019-66** (Approval for Payment of Monthly Bills – December)

CONSENT AGENDA (continued)

**Resolution 2019-67**

To Amend the 2019 Budget for a New Item of Revenue and Appropriation – Strengthening Local Public Health Capacity

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Sea Bright	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Ocean Twp	Yes	Spring Lake	Yes
Rumson	Yes	Spring Lake Heights	Yes

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

ORDINANCES: None at this time

PUBLIC COMMENT:

Ashley Lafferty introduced herself as one of the new Per Diem Communicable Disease Case Investigators.

President Giles and the Commission members welcomed her.

OLD BUSINESS:

**Communicable Disease Grant Application Approval Request**

Three per diem candidates have been chosen and approved earlier in the meeting.

**Accreditation Project Update**

28 measures to be completed by August 2020....Continues

**2018 Annual Report**

The Health Officer is compiling this document.

**VNA Contract**

This item was addressed earlier (refer to COMMITTEES) section.

NEW BUSINESS:  
None

President Giles reminded all present of the next meeting date: January 28, 2020 which is the annual Reorganization. Reminder that Elections are conducted as the first part of the January Reorg meeting.

HAPPY HOLIDAYS TO ALL!

There being no further business, the meeting adjourned at 7:07 pm on a motion by Dr. Fisher, seconded by Jay Amberg.

VOTE: Unanimous

**Next Re-Organization Meeting of the MCRHC #1 Commission will be held on \*Tuesday, January 28, 2020, 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  
Office Coordinator/Commission Secretary

Reviewed by

*David A. Henry*

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David A. Henry  
HEALTH OFFICER