

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, September 22, 2020
(Open Session: 1 hr. 8 min. 7 sec.)

CALL TO ORDER:

President Giles called the meeting to order at 11:35 a.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 (Remote except for President)

Allenhurst – Donna Campagna, Deal - Stephen Carasia, Fair Haven – Allyson Cinquegrana, Little Silver – Dr. Tim Sullivan, Loch Arbour – Marilyn Simons, Ocean Twp. – Vinnie Buttiglieri, Rumson – Therese Wollman, Shrewsbury Boro – Paul Roman, Spring Lake Heights – Dr. Len Giles (attending in person), West Long Branch – Stephanie Dollinger

Upon completion of the roll call, the Secretary reported that 10 members were present.

ABSENT:

Boro of Brielle, Boro of Interlaken, Township of Middletown, Boro of Monmouth Beach, Boro of Sea Girt, Boro of Sea Bright, Boro of Spring Lake, Boro of Tinton Falls

OTHERS PRESENT:

David A. Henry, Health Officer (attending in person), Bruce Padula, Esq., (remote), Stephen Gallagher, CFO, Heather Frketich, Commission Secretary/Office Coordinator (attending in person)

PUBLIC COMMENT PERIOD:

Public Comment Period

No Public Call Ins (Notification to phone in posted on Agenda)

MINUTES OF LAST MEETING:

***August 25, 2020 Regular Meeting**

OPEN SESSION:

Vinnie Buttiglieri motioned to approve the Open Session Minutes of August 25, 2020, seconded by Dr. Sullivan.

MINUTES (continued)

VOTE: Unanimous by those who were in attendance.

CLOSED SESSION:

N/A

COMMUNICATIONS:

None

RESOLUTION 2020-47 Approval to pay September 2020 Bills in the amount of \$ **121,707.42**

Stephanie Dollinger motioned to approve Resolution 2020-47, seconded by Therese Wollman.

ROLL CALL VOTE:

Allenhurst	Yes	Ocean Twp.	Yes
Deal	Yes	Rumson	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Loch Arbour	Yes	West Long Branch	Yes

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

CLOSED SESSION:

RESOLUTION 2020-48

At 11:41 am, Vinnie Buttiglieri motioned to enter Closed Session for the purpose of Human Resources, seconded by Dr. Sullivan. RICE Notice delivered appropriately.

VOTE: Unanimous

Steve Gallagher and David Henry exited to the Waiting Room.

The motion to exit Closed Session was made by Vinnie Buttiglieri at 12:07 pm, seconded by Dr. Sullivan.

VOTE: Unanimous

Steve Gallagher and David Henry rejoined the meeting.

COMMISSION ACTION VOTE:

Dr. Sullivan motioned to approve an audit by Suplee, Clooney & Co. of two aspects: involving Health Officer’s use of flex time and protocols of Communicable Disease Grant application. The motion was seconded by Vinnie Buttiglieri.

ROLL CALL VOTE:

Allenhurst	Yes	Ocean Twp.	Yes
Deal	Yes	Rumson	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Loch Arbour	Yes	West Long Branch	Yes

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

At this point, Dr. Giles requested to address the Budget and Finance Committee report next. There were no objections to the agenda change.

BUDGET & FINANCE COMMITTEE:

Intro to proposed 2021 town assessment method
Two extensive meetings held.

Paul Roman, Chair just forwarded a letter to Commissioners with reasoning behind the revised appropriations methodology.

A driving force for the Committee and Commission to look at a new method has been the economics behind the loss of towns. Different local health departments utilize varying assessment formulas (ex. charging on ratables vs. workload, population, etc). To benefit MCRHC members, all towns need to be brought to a competitive payment rate for their public health services. Administrators and Financial officials should be comfortable with assessment results.

The CFO’s proposal involves stretching considerable assessment changes over a 3 year period. There are towns that will experience rate decreases.

The 2021 budget timeframe to follow will be
October meeting: decision on new methodology
November meeting: Introduction of 2021 budget
December meeting: Adoption of 2021 budget

Mr. Gallagher, CFO then reviewed a sheet illustrating how calculations work, referring to it as an easier and more straightforward than method in place - a hybrid of workload and ratables. His successor will be able to easily follow it.

BUDGET & FINANCE COMMITTEE (continued):

Our intent is to continue to provide great service for a good price point and to continue the 82 year success of the Commission. This has required a different method be put forth for some time to meet the objective of equalization to the County.

President Giles advised that a great deal of research has been done by the Committee. There is no perfect method which will be best in the long run for all. He requests all Commissioners to review the proposal and share with their town officials.

There are many budget aspects to be looked at during formulation once the assessment methodology has been voted on. Some of the data in the information sheets provided is just example, not confirmed budget numbers.

SERVICE AWARD

Vice-President Roman advised the intent to present a token of gratitude to Mr. Jim Langenberger who served as the Commission Representative for Brielle Borough from 2009-2020. Jim contributed a great deal to the MCRHC and public health during his appointment. He served on the Human Resources Committee including being part of the search committee for the last two Health Officers. His straightforward manner and dedicated meeting participation was completely appreciated. The best to you and your family, Jim going forward!

HEALTH OFFICER REPORT

The August 2020 Conferences & Meetings & Professional Trainings, the August CDRSS Report, the PHN Monthly Report and the monthly financials were previously mailed/e-mailed.

HEALTH OFFICER'S UPDATE:

Weekly Health Officer MCRHC Teleconferences with Mayors/Administrators/Municipal Staffs and Community members continue.

The Health Officer reports:

A surge in Covid-19 cases in Monmouth and Ocean counties, 470 new, many possibly the result of Labor Day/end of summer gatherings, and house parties as well as recent school openings. At least four schools in our jurisdiction are reporting positive cases.

MCRHC will be involved in county clinic planning for Covid-19 vaccine distribution, expected to begin October 1, 2020.

To help fill in during our Acting Epi's absence, retired HO, Cinthia Weaver will work at the MCRHC office part-time to assist the staff. Per diems will also increase their hours within the grant parameters.

HEALTH OFFICER'S UPDATE (continued)

The Health Officer worked with the Bookkeeper to gain FEMA approval in the amount of \$10,500 to cover COVID overtime and extra office cleaning.

150 doses of seasonal flu vaccine have arrived. The state has 400,000 doses from the Federal government for distribution as needed.

MCRHC held the first Rabies Clinic of 2020 this past weekend with Covid-19 safety protocol in place. 29 dogs were vaccinated at the drive-thru clinic which operated very smoothly.

Some 2021 Budget items on the Health Officer's discussion list include a continuing CLEP grant, current NJACCHO grant, future Communicable Disease grant details, REHS staffing requirements, town proposal(s), and \$20,000 in cuts identified from current budget and continued searches for any state and federal funding availability.

The question was asked if any additional Rabies Clinics are planned in individual towns. The Health Officer stated he will discuss with Peg Huie, Clinic Coordinator referencing the need to balance this service need with safety concerns for municipalities in this uncertain time.

He concluded with: Public Health = Economic Health

Allyson Cinquegrana motioned to approve the Health Officer's Report, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

CFO REPORT:

TREASURER'S REPORT:

The Statement of Accounts for period ending August 31, 2020 was previously emailed and briefly reviewed by the CFO.

The Treasurer's Report was accepted as presented.

HUMAN RESOURCES COMMITTEE:

In regard to employee time management, President Giles announced that a fingerprint time clock has been purchased. Staff time sheets are being utilized in the meantime until its installation. Pre-approval of time off is left for coordination of manpower needs within departments.

The contact for employee time recording is the Bookkeeper.

HUMAN RESOURCES COMMITTEE (continued)

The Health Officer requested comments on the implementation of a Draft policy on MCRHC Covid-19 procedure worked on by his assisting retired health officers. Documents were previously forwarded to Commissioners and staff for review.

Attorney Padula was also asked to review and about alignment with JIF policy. The Human Resources/Ethics Committee response stated this item is on hold waiting to see where things stand with manpower issues.

Union Contract is upcoming.

GOVERNANCE COMMITTEE: Following receipt of the attorney's memo of contract vs. member town findings - revisions and editing may continue as time permits by the Officers and HR Chair.

OPERATIONS COMMITTEE:
No Report, one security quote received.

AUDIT COMMITTEE:
CFO Gallagher has been in touch with our audit firm, both parties are ready to begin the 2019 audit. Completion may be possible by the next meeting.

CONSENT AGENDA:
Note: Listed Resolutions 2020-41 and 2020-50 are on hold.

RESOLUTION 2020-49
To approve Seasonal Flu Contract with VNA - \$75.00/per hour per Nurse

Vice-President Roman motioned to approve the Consent Agenda (1 resolution), seconded by Dr. Sullivan.

ROLL CALL VOTE:

Allenhurst	Yes	Ocean Twp.	Yes
Deal	Yes	Rumson	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake Heights	Yes
Loch Arbour	Yes	West Long Branch	Yes

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

PRESIDENT'S REPORT

President Giles held a brief discussion of the best dates/times for the upcoming November 2020 and December 2020 monthly Commission meetings. A quorum will be necessary to effectively work through the budget intro and adoption by year end.

Consensus is for the Tuesday, November 24, 2020 to be rescheduled to Tuesday, November 10, 2020 at 11:30 am.

The Tuesday, December 15th meeting will be held at 11:30 am.

Vice-President Roman made mention of the State's revision of the "10 Essential Public Health Services"

He also commented that everyone should continue to be vigilant in regard to WNV and tick-borne diseases. Even though the weather has started to change, the threat is not over.

NJ PHASE selection of PDR to write a letter to the state legislature to get funding down to the local public health level from the state. The majority of funding has been designated to and received from the Federal level.

ORDINANCES:

No Pending Readings, Introductions or Adoptions

OLD BUSINESS:

ACCREDITATION: Due to the current extenuating public health circumstances, the Public Health Accreditation Board (PHAB) has granted an extension deadline to September 2021.

MCRHC VEHICLES - Per the first step of the MCRHC Sale of Capital Property protocol, two MCRHC vehicles have been offered for sale to our towns. The vehicles to be offered are a 2008 Ford Fusion and a 2010 Chevy Impala. Some interest has been expressed. Resolution 2020-46 will be put on hold until October 1st, the deadline for response.

NEW BUSINESS:

None

GENERAL COMMENTS:

There being no further business, the meeting adjourned at 12:04 pm on a motion by Therese Wollman, seconded by Vice-President Roman.

VOTE: Unanimous

Next Regular Meeting of the MCRHC No.1 Commission will be held via Zoom on Tuesday, OCTOBER 27, 2020 at (11:30 A.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
COMMISSION SECRETARY

Reviewed by

David A. Henry

David A. Henry
HEALTH OFFICER