

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, December 15, 2020
(Open Session: (47 min. 23sec.)

CALL TO ORDER:

President Giles called the meeting to order at 11:34 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 and Vice-President)

Allenhurst – Donna Campagna (arrived 11:45 am), Deal - Stephen Carasia, Fair Haven – Theresa Casagrande, Little Silver – Dr. Tim Sullivan, Loch Arbour – Marilyn Simons, Ocean Twp. – Vinnie Buttiglieri, Rumson – Therese Wollman, Sea Girt – Diane Anthony, Shrewsbury Boro – Paul Roman (attending in person), Spring Lake – Mary Anne Donahue, Spring Lake Heights – Dr. Len Giles (attending in person)

Upon completion of the roll call, the Secretary reported that 10, then 11 members were present.

ABSENT:

Boro of Brielle, Boro of Interlaken, Township of Middletown, Boro of Monmouth Beach, Boro of Sea Bright, Boro of Tinton Falls, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry, Health Officer (attending in person), Bruce Padula, Esq., (remote), Stephen Gallagher, CFO (remote), Heather Frketich, Commission Secretary/Office Coordinator (attending in person), Michael Kowal, Sr. REHS, Dominick Astino, Sr. REHS, Peg Huie, Administrative Assistant, John McLoughlin, Esq.

MINUTES OF LAST MEETING:

***November 10, 2020 Regular Meeting**

MINUTES (continued)

OPEN SESSION:

Mary Anne Donahue motioned to approve the Open Session Minutes of November 10, 2020, seconded by Theresa Casagrande.

VOTE: Unanimous by those who were in attendance.

RESOLUTION 2020-61

Approval to pay December 2020 Bills in the amount of \$ **128,856.95**
Bills were reviewed by Bookkeeper, Health Officer, President and Vice-President

One inquiry in regard to the MCRHC's Zoom cost being applied to a personal credit card was made. This charge is reimbursed to the Health Officer as payment via credit card is required. Commissioner Casagrande suggested looking into an annual vs. monthly payment.

Vice-President Roman motioned to approve Resolution 2020-61, seconded by Vinnie Buttiglieri.

ROLL CALL VOTE:

Deal	Yes	Rumson	Yes
Fair Haven	Yes	Sea Girt	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Loch Arbour	Yes	Spring Lake	Yes
Ocean Twp	Yes	Spring Lake Heights	Yes

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

NEXT: BUDGET & FINANCE

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

BUDGET & FINANCE COMMITTEE:

CFO Gallagher noted the only change to the previously released proposed 2021 budget document would be the addition of the Strengthening Local Public Capacity Grant awarding MCRHC \$142,236 and Manalapan Township \$120,321 totaling \$262,557.00. Colts Neck will not be participating in the shared service.
Town allocations remain the same.

For the 2021 budget:
A 2% increase to towns on average and the traditional method of assessment used for many years remains in place.

BUDGET & FINANCE COMMITTEE: (continued)

In regard to initially announced cuts, one REHS staff member will be retained and 1 REHS staff member will be kept on in a different capacity primarily performing grant work. Other cuts detailed previously to the Commission remain. Vice-President Roman asked that the position being totally removed from the budget be considered for a position covered by the state grant funding.

Resolution 2020-62

Vinnie Buttiglieri motioned to enter into Closed Session for the purpose of Human Resources, seconded by Theresa Casagrande at 11:46 am.

Peg Huie, Attorney McLoughlin, Michael Kowal, Dominick Astino exited.

At 12:07 pm, Vinnie Buttiglieri motioned to exit Closed Session, seconded by Dr. Sullivan.

Peg Huie, Attorney McLoughlin, Michael Kowal, and Dominick Astino rejoined.

Theresa Casagrande motioned to **adopt the 2021 MCRHC Health Services budget** with Mary Anne Donahue seconding.

ROLL CALL VOTE:

Allenhurst	Yes		
Deal	Yes	Ocean Twp	Yes
Fair Haven	Yes	Sea Girt	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Loch Arbour	Yes	Spring Lake	Yes
Rumson	Yes	Spring Lake Heights	Yes

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

Thanks to the CFO, the Budget & Finance Committee and CFO for the great amount of time and effort put forth at a very critical time.

President Giles thanked all town officials for their discussion. Going forward we will continue to look toward a new budget calculation with our Town Administrator/Town CFO input.

Dr. Giles and other Commissioners are hoping to begin next year's budget process much earlier in 2021.

Vinnie Buttiglieri motioned to eliminate one REHS-1 position and the position of Administrative Assistant effective December 31, 2020 due to budgetary reasons. The motion was seconded by Theresa Casagrande.

2021 BUDGET (continued)

ROLL CALL VOTE:

Allenhurst	Yes		
Deal	Yes	Rumson	Yes
Fair Haven	Yes	Sea Girt	Yes
Little Silver	Yes	Shrewsbury Boro	No
Loch Arbour	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Spring Lake Heights	Yes

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

Attorney McLoughlin questioned Ms. Huie's job elimination discussion without her being allowed to be present in the room. Attorney Padula responded that Ms. Huie is able to speak during the meeting's Public Comment Session which will be held toward meeting end.

COMMUNICATIONS:

After multiple inquires to East Windsor, the Health Officer reported that the Township requested a quote to become a member utilizing Health Officer services in the amount of \$98,500. A response is pending.

HEALTH OFFICER'S UPDATE:

Monthly staff reports: CDRSS, Conference & Meetings, Financials, and PHN Activity were previously emailed.

Mr. Henry comments that the department continues to be extraordinarily busy. He hopes to put out an End of Year message this month.

The weekly MCRHC Teleconferences with Mayors/Administrators/Municipal Staffs and Community members continue. The MCRHC is working with schools from all covered towns 7 days a week. Vaccination clinic planning/coordinating with the MCHD continues. The projection is for 70% of the state population to be vaccinated by summer.

The Health Officer reports recent success in the procurement of lead grant funds and other competitive grants. Also COVID vaccination clinic planning being coordinated by the MCHD. The staff's reworking of the afterhours answering machine message has resulted in a reduction of calls.

Special thanks to Cinthia Weaver working as a consulting Health Officer, not certain of future state funding to keep her on.

There is hope on the horizon amid all the challenges.

HEALTH OFFICER'S UPDATE (continued)

Proud to announce that Dr. Meg Fisher, Sea Bright Commission Alternate Representative, will be taking on a new role as Special Assistant to the NJ Commissioner of Health to consult on COVID vaccine rollout and distribution.

Theresa Casagrande asked about essential staff vaccinations – Category 1A to begin next month.

Dr. Sullivan motioned to approve the Health Officer's Report, seconded by Mary Anne Donahue.

VOTE: Unanimous

CFO REPORT:

RESOLUTION 2020-63

CFO Gallagher briefly presented the annual budget line item transfer resolution totaling \$1700.00.

Vice-President Roman motioned to approve Resolution 2020-63, seconded by Vinnie Buttiglieri.

ROLL CALL VOTE:

Allenhurst	Yes		
Deal	Yes	Rumson	Yes
Fair Haven	Yes	Sea Girt	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Loch Arbour	Yes	Spring Lake	Yes
Ocean Twp	Yes	Spring Lake Heights	Yes

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

TREASURER'S REPORT:

The Statement of Accounts for period ending November 30, 2020 was previously emailed.

The Treasurer's Report was accepted as presented.

HUMAN RESOURCES COMMITTEE

Will return to Closed Session toward meeting end for continuing discussion of Human Resources grant positions.

GOVERNANCE COMMITTEE:

No updates on the Policy Manual proposed revisions.

Page 5 of 9

COMMITTEE REPORTS (continued)

OPERATIONS COMMITTEE:

Diane Anthony presented one office security quote (indoor/outdoor security cameras) from InterNetwork, LLC our IT provider for the amount of \$1,388.00. A request to add on an alarm system was made by President Giles and will be looked into by staff.

The Health Officer advised this is part of the ongoing security upgrade of the MCRHC office.

AUDIT COMMITTEE:

2019 audit will be available any day.

CONSENT AGENDA:

RESOLUTION 2020-64 - VPOC Contract with Manalapan (ON HOLD)

RESOLUTION 2020-65 – VPOC contract with Health Educator (ON HOLD)

PRESIDENT'S REPORT

1) CARES GRANT FUNDING:

President Giles thanked Vice-President Roman, Theresa Casagrande, our CFO, Attorney, local Senators, Freeholders, and the County Administrator who have all worked to allow the MCRHC to at least file an application for CARES funds.

A future proclamation to memorialize everyone's efforts should be planned.

Vice-President Roman stated there is no guarantee of funds, but the progress made was the right to have our submission of staff COVID efforts reviewed. Should we receive funds, the Commission would look into funds being directed back to the towns in 2022.

- 2) On behalf of the Commission, Vice-President Roman delivered the gift of a desk clock to Jim Langenberger at the Brielle Borough Hall. It will be recorded in the town's minutes
- 3) NJ Spotlight is an online resource (funding from PBS). May be referred to Covid-19 statistics.
- 4) Also (New) VAX Matters is the NJDOH Newsletter to report on Covid-19 vaccination programs and rollout
- 5) VNA has forwarded their latest 6 month statistics that were emailed to the Commissioners. Their 2021 contract is being reviewed by the Attorney and will be presented at the January 26th Reorg meeting.

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 - Two MCRHC vehicles have been offered for sale to our towns: a 2008 Ford Fusion and a 2010 Chevy Impala. Some interest has been expressed. Per the Health Officer, Resolution 2020-46 remains on hold.

SECURITY SYSTEM: Addressed earlier under “Committees”

NEW BUSINESS:

RESOLUTION 2020-66

Vice-President Roman motioned to authorize a Contract with Community Affairs and Resource Center (CARC) Lead Grant Vendor. Described as a “win-win” situation, the \$207,000 was received for county-wide testing of blood lead levels in children. The Health Officer stated that the first period of the grant end on 6-30-21, but it is possible for the grant to be extended for 3 years. The motion was seconded by Dr. Sullivan.

ROLL CALL VOTE:

Allenhurst	Yes		
Deal	Yes	Rumson	Yes
Fair Haven	Yes	Sea Girt	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Loch Arbour	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Spring Lake Heights	Yes

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

PUBLIC COMMENT PERIOD:

Public Comment Period
(Notification to phone in posted on Agenda)

Peg Huie commented as follows:

Not the time to weaken the front line, we should be putting our best foot forward.

PUBLIC COMMENT PERIOD (continued)

The Administrative Assistant position is essential to the Commission's future. Other options should have been looked into. What was the justification or process behind the decision? She is the lowest paid. Originally 2 REHS positions were to be eliminated.

She has been dedicated, took job very seriously and has been essential in creating town and resident relationships. She understands the Office Coordinator was not consulted with prior to this decision and feels there will be repercussions from an overwhelming workload and trouble serving our towns. Phones, for one, are unrelenting.

Ms. Huie stated she is not just fighting for her position, but for the future of the MCRHC. She understands the financial straits being faced.

Ms. Huie's attorney questioned if this was a valid route according to NJ Law to do away with her job as he was not certain at where/when her position was discussed.

At 12:39 pm. Vinnie Buttiglieri motioned to reenter Closed Session for the purpose of Human Resources, seconded by Theresa Casagrande.

VOTE: Unanimous

Peg Huie, Attorney McLoughlin, Michael Kowal and Dominick Astino exited the meeting.

Mary Anne Donahue motioned to exit Closed Session at 12:53 pm, seconded by Dr. Sullivan.

Michael Kowal and Dominick Astino rejoined the meeting.

HUMAN RESOURCES (continued)

Theresa Casagrande motioned to signify the end of the NJACCHO grant effective December 31, 2020. As per the grant, the three part-time per diem positions (1 Public Health Nurse and 2 Communicable Disease Case Investigators) are eliminated. The motion was seconded by Diane Anthony.

ROLL CALL VOTE:

Allenhurst	Yes	Rumson	
Deal	Yes	Sea Girt	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Loch Arbour	Yes	Spring Lake Heights	Yes

VOTE: 10 Ayes, 0 Nay, 0 Abstain

Motion Carries.

Vice-President Roman motioned for the Commission to hold a Special Meeting on January 5, 2021 at 11:30 am for the purpose of Human Resources (staffing for the VPOC Grant). Theresa Casagrande seconded the motion.

HUMAN RESOURCES (continued)

ROLL CALL VOTE:

Allenhurst	Yes	Rumson	
Deal	Yes	Sea Girt	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Loch Arbour	Yes	Spring Lake Heights	Yes

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

GENERAL COMMENTS:

President Giles thanked all for their work this past year, acknowledging that it has been very trying for the Commissioners, MCRHC Health Officer and MCRHC Staff. He is looking forward to next year.

There being no further business, the meeting adjourned at 12:56 pm on a motion by Mary Anne Donahue, seconded by Stephen Carasia.

VOTE: Unanimous

HAPPY HOLIDAYS TO ALL!

Next SPECIAL Meeting of the MCRHC No.1 Commission will be held via Zoom on Tuesday, JANUARY 5, 2021 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.

REORGANIZATION Meeting of the MCRHC No.1 Commission will be held via Zoom on Tuesday, JANUARY 26, 2021 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