

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REORGANIZATION MEETING

Tuesday, January 26, 2021
(Open Session: 56 min. 40 sec.)

CALL TO ORDER:

President Giles called the meeting to order at 11:41 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:

Allenhurst - Donna Campagna, Fair Haven – Theresa Casagrande, Little Silver – Dr. Tim Sullivan (partial), Village of Loch Arbour, Ocean Twp – Vinnie Buttiglieri, Rumson – Therese Wollman, Sea Bright (partial) Sea Girt – Diane Anthony, Shrewsbury Borough – Paul Roman, Spring Lake – Mary Anne Donahue, Spring Lake Heights – Dr. Len Giles

Two Commissioners experienced trouble connecting to the Zoom meeting, however upon completion of the roll call, the Secretary reported that a quorum was present and the quorum remained throughout the meeting duration.

ABSENT:

Boro of Brielle, Boro of Deal, Boro of Interlaken, Middletown Twp. , Boro of Monmouth Beach, Boro of Tinton Falls, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry, Health Officer, Bruce Padula, Esq., M. Weiss, Esq., Heather Frketch, Commission Secretary/Office Coordinator, P. Huie, M. Kowal, D. Astino

RESOLUTION 2021-35

The Health Officer read a resolution in tribute to former Commissioner James F. Langenberger, Jr. who passed away this month. He will be greatly missed.

Vice-President Roman motioned to adopt the resolution, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

PUBLIC COMMENT PERIOD:

No Public Present

ELECTIONS:

Meeting adjourned Sine Die with the Health Officer opening the 2021 elections:

OFFICE OF PRESIDENT:

Commissioner Casagrande motioned to open the nominations for MCRHC President, seconded by Commissioner Roman.

Theresa Casagrande motioned to nominate Dr. Len Giles for President, seconded by Mary Anne Donahue.

No other nominations were made.

Commissioner Roman motioned to close nominations for MCRHC President, seconded by Vinnie Buttiglieri.

VOICE VOTE: Unanimous 0 Opposed 0 Abstained

Dr. Len Giles is re-elected Commission President.

OFFICE OF VICE-PRESIDENT:

Mary Anne Donahue motioned to open nominations for MCRHC Vice-President, seconded by _____?_____

Vinnie Buttiglieri motioned to nominate Paul Roman for Vice-President, seconded by Theresa Casagrande.

No other nominations were made.

Commissioner Roman motioned to close nominations for MCRHC Vice-President, seconded by Commissioner Casagrande.

VOICE VOTE: Unanimous 0 Opposed 0 Abstained

Paul Roman is re-elected Commission Vice-President.

ELECTIONS/APPOINTMENTS (continued)

OFFICE OF TREASURER:

Commissioner Casagrande motioned to open the nominations for MCRHC Treasurer, seconded by Commissioner Roman

Vinnie Buttiglieri motioned to nominate Mary Anne Donahue for Treasurer, seconded by Theresa Casagrande.

No other nominations were made.

Commissioner Roman motioned to close the nominations for MCRHC Treasurer, seconded by Diane Anthony.

VOICE VOTE: Unanimous 0 Opposed 0 Abstained

Mary Anne Donahue is re-elected Commission Treasurer.

At this point, the meeting was turned back over to President Giles.

APPOINTMENT OF SECRETARY

Dr. Giles re-appointed Heather Frketch as 2021 Commission Secretary.

Motion by Mary Anne Donahue, seconded by Theresa Casagrande.

VOICE VOTE: Unanimous 0 Opposed 0 Abstained

APPOINTMENT OF SECRETARY PRO TEM

The Attorney (Bruce Padula or associate) or the Health Officer (David Henry) (primarily for the recording of Closed Session Minutes in lieu of The Commission Secretary)

Motion by Mary Anne Donahue, seconded by Vice-President Roman.

VOICE VOTE: Unanimous 0 Opposed 0 Abstained

ELECTIONS/APPOINTMENTS (Continued)

APPOINTMENT OF PROFESSIONAL STAFF 2021

David A. Henry	HEALTH OFFICER
Stephen Gallagher	CHIEF FINANCIAL OFFICER
Ammar Rizvi	PUBLIC HEALTH NURSE MANAGER

Full Time Health Inspectors:

Lisa Muscillo, PRINCIPAL REHS	Otilia Dos Santos REHS-1
Dominick Astino, SR. REHS	
Michael Kowal, SR. REHS	

Part Time Health Inspectors:

Sharon Martens, REHS-1

Motion by Vice-President Roman, seconded by Theresa Casagrande.

VOICE VOTE: Unanimous 0 Opposed 0 Abstained

2021 COMMITTEE APPOINTMENTS

President Giles wished to keep the 2021 Committee appointments as they were in 2020. He will review appointments for new Commission Representatives. The Budget and Finance Committee will begin town assessment methodology discussions and the Human Resources Committee has both the Union Contract and the Health Officer's contracts to negotiate as they both ended on 12-31-2020.

Resolution 2021-8

CLOSED SESSION – N/A

MINUTES OF LAST MEETINGS:

OPEN SESSION:

December 15, 2021 Regular Meeting

Mary Anne Donahue motioned to approve the Open Session Minutes of December 15, 2021, seconded by Theresa Casagrande.

VOTE: Unanimous by those who were in attendance.

MINUTES (continued)

CLOSED SESSION:

December 15, 2020 Regular Meeting

Mary Anne Donahue motioned to approve the Closed Session Minutes of December 15, 2021, seconded by Theresa Casagrande.

VOTE: Unanimous by those who were in attendance.

OPEN SESSION:

January 5, 2021 Special Meeting

Theresa Casagrande motioned to approve the Closed Session Minutes of January 5, 2021, seconded by Vinnie Buttiglieri.

VOTE: Unanimous by those who were in attendance. Loch Arbour and Spring Lake abstain.

CLOSED SESSION:

January 5, 2021 Special Meeting

Vinnie Buttiglieri motioned to approve the Closed Session Minutes of January 5, 2021, seconded by Theresa Casagrande.

VOTE: Unanimous by those who were in attendance. Loch Arbour and Spring Lake abstain.

CONSENT AGENDA BEGINS

Resolutions 9- 32

NOTE: Resolutions were prepared for the positions of Legal Counsel, Conflict Counsel and Health Educator. These resolutions refer to appointment by the Non-Fair and Open Process in accordance with NJ Pay to Play. The Commission is entitled to approve both the appointment documents and the actual contracts which must be received within 10 days of the vote.

President Giles did have notes to pass on to the Commissioners in regard to various items.

Resolution 2021-9

Cleary Giacobbe, Alfieri Jacobs as Legal Counsel w/o retainer (General & Labor) – Calendar Year 2021 use reference of \$17,500

Resolution 2021-10

King, Kitrick, Jackson & McWeeney Legal Counsel w/o retainer (Conflict) – Calendar Year 2021 use reference of \$17,500

CONSENT AGENDA (continued)

Resolution 2021-11

Suplee, Clooney & Company as Certified Public Accountant – Calendar Year 2021
Slight Increase in fee. Grants are included in the regular annual audit performed.

Resolution 2021-12

Regional Health Educator – Calendar Year 2021 use reference of \$17,500
Concetta Polonsky, MPH, CHES Regional Health Educator

APPOINTMENT OF PRIMARY DEPOSITORY OF FUNDS: Calendar Year 2021
Valley National Bank is the MCRHC Primary Depository of Funds.

Resolution 2021-13

NEWSPAPERS FOR LEGAL AND SUNSHINE LAW NOTIFICATIONS Calendar Year 2021

ASBURY PARK PRESS as the newspaper for all MCRHC business notices (legal and sunshine law), and the Star Ledger for the secondary submission of Sunshine Law notifications.

Resolution 2021-14

2021 MCRHC MEETING DATES, TIMES and LOCATIONS

11:30 am – 1 adjustment to December 2021 meeting date of 12/28/21. It is pushed back to 12/21/21.

Resolution 2021-15

WEBSITE CONTRACT RENEWAL: Calendar Year 2021
City Connections, LLC, in the amount of \$1,900.00

Resolution 2021-16

IT SUPPORT CONTRACT RENEWAL: Calendar Year 2021
Inter- Networx, LLC in the amount of \$117.00 per hour

Resolution 2021-17

OFFICE CLEANING SERVICE – Calendar Year 2021
Master Maintenance of Red Bank in the amount of \$401.70 per month

Resolution 2021-18

Cash Management Plan – Calendar Year 2021
Relating to the MCRHC Cash Management Plan (investment governance) validated by CFO Steve Gallagher.

Resolution 2021-19

Edmunds Financial Software - Calendar Year 2021
Agreement with Edmunds and Associates to provide software maintenance and support of the automated finance system in the amount of \$3,410.00.

CONSENT AGENDA (continued)

Resolution 2021-20

Annual Contract license fee for Performance Management System Support Services in the amount of \$1,000

Resolution 2021-21

Authorizing Bill Payment in Absence of a Monthly Quorum

Resolution 2021-23

Language Line Services 2021 (\$1.70/min.)

Resolution 2021-24

VNA Contract – Previously agreed upon Contract wording update needed to reflect 2021 Resolution wording

Resolution 2021-25

Vet Contract (NEW) PENDING

Resolutions 2021-26 through 2021-28

(Colts Neck, Freehold, Long Branch) MPHC Contracts PENDING

Resolution 2021-29

VPOC Shared Service MCRHC/Manalapan PENDING
12/1/20 through 6/30/21
7/1/21 through 6/30/22 planned
7/1/22 through 6/30/23 planned

Resolution 2021-30

Lead Grant Shared Service MCRHC/Colts Neck PENDING
10/1/20 through 6/30/21
7/1/21 through 6/30/22 planned
7/1/22 through 6/30/23 planned

CONSENT AGENDA

Commissioner Casagrande motioned to adopt Resolutions 2021-9 through 2021-21, 2021-23 and 2021-24. 2021-22 was not needed as the TB Service Contract with MCHD is in effect through 12/31/21.

ROLL CALL VOTE:

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

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

CONSENT AGENDA (continues)

In Summary

STILL PENDING-deferred to February 23, 2021 meeting

2021-25

Resolution for Veterinary Services

2021-26 thru 2021-28

MPHC contract resolutions from Colts Neck, Freehold and Long Branch

2021-29

VPOC Shared Service Contract with Manalapan

2021-30

Lead Grant Shared Service Contract with Colts Neck

CONSENT AGENDA ENDS

BUDGET & FINANCE COMMITTEE:

PAYMENT OF BILLS:

Resolution 2021-31

This vote is conditional pending CFO review and approval

Theresa Casagrande motioned to pay the January 2021 bills in the amount of \$176,405.07,

The motion was seconded by Mary Anne Donahue.

ROLL CALL VOTE:

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

VOTE: 10 Ayes, 0 Nay, 0 Abstain

Motion Carries.

Per President Giles, town assessment method discussions will begin early this year. All town participation and input will be welcomed.

COMMUNICATIONS:

President Giles reported that MCRHC was invited on brief notice to participate in the latest Shrewsbury Borough Council Meeting via Zoom to present on behalf of the Commission's services. Health Officer David Henry, Vice-President and Shrewsbury Commissioner Paul Roman, CFO Stephen Gallagher and Sr. REHS Dominick Astino attended. Presentations on the history of public health, the benefits of our brand of service, our budget methodology were made.

COMMUNICATIONS (continued)

The Health Officer spoke about additional grant funds available from the NJHOA for Covid-19 related work. He will work with the CFO to apply Dec 2020 & January 2021 reimbursements. Chapter 159's will be presented at the February meeting.

HEALTH OFFICER'S REPORT:

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

BOARD OF HEALTH MEMBER ORIENTATION:

In the interest of time, the Health Officer will present his Board member roles/responsibilities information (Manuals/video) for review by email.

The Health Officer has been deeply involved in grant work and matters surrounding the CARES Grant reimbursement.

A spreadsheet prepared by the CFO and per Commission request to breakout the VPOC Grant expenses and direction of all related funds was recently emailed to the Commissioners. The Health Officer welcomed any questions of which there were none at this time.

Covid-19 vaccine clinics are currently being held at the Monmouth County Agriculture Building and at the Brookdale College campus by appointment.

Mary Anne Donahue motioned to accept the Health Officer's report, seconded by Diane Anthony.

VOTE: Unanimous

CFO REPORT:

President Giles announced that the CFO is planning his retirement at some point which is understood to be later this year, so MCRHC will be looking to fill that position.

TREASURER'S REPORT:

The Statement of Accounts for period ending December 31, 2020 was previously emailed. The Commission also received the record of Employee OT and Carryover Time as of 2020 year end.

The Treasurer's Report was accepted as presented.

CARES GRANT PROCLAMATION

President Giles briefly spoke on this proclamation drawn up to acknowledge the MCRHC's thanks to those governmental officials who were first and foremost in the process that lead the Commission to receive CARES Grant funds in the amount of \$334,000 as reimbursement for Covid-19 work in 2020. He read the names of those individuals that appear in the document. In addition, he requested that the minutes note as well as congratulate the key internal participants who were immensely dedicated in their efforts to obtain reimbursement for a portion of the tireless services this health department has provided to its population for the duration of the pandemic to date:

Vice-President and Shrewsbury Commissioner Paul Roman
Fair Haven Commissioner Theresa Casagrande
CFO Gallagher
Bruce Padula, Esq.
Rich DeBenedetto of Middletown
Health Officer Henry
The MCRHC Staff

Commissioner Roman motioned to adopt the CARES Grant Proclamation, seconded by Commissioner Casagrande.

Copies of the Proclamation will be forwarded to all parties.

Letters will also be sent to Monmouth County Commissioner Director Tom Arnone, County Administrator Terri O'Connor, County Finance Director Craig Marshall and County Deputy Administrator Christopher Marion.

HUMAN RESOURCES COMMITTEE:

A report of year end Employee Carryover was previously emailed.

The Health Officer's Contract and Union Contract Negotiations are outstanding. Meetings with the Budget & Finance Committee and the Human Resources Committee will be scheduled very soon.

Resolution 2021-32 CFO 2021 Salary and Resolution 2021-33 Bookkeeper 2021 Salary are on hold pending outcome of Union contract.

GOVERNANCE COMMITTEE: Revisions to the Commission Policy Manual are pending.

OPERATIONS COMMITTEE: Diane Anthony, Chair reported that quotes are still in process and those involved will communicate the status of all pending quotes within a short amount of time.

COMMITTEES (continued)

AUDIT COMMITTEE:

The 2019 MCRHC Audit is drafted by Suplee, Clooney, LLC, but not yet finalized. To be deferred to February.

VNA COMMITTEE:

Vice-President Roman passed on the VNA's thanks for their contract approval.

PRESIDENT'S REPORT

President Giles mentioned the MCRHC Website updates on Covid-19 worked on by the Health Educator to display the most current vaccine knowledge. Continual changes make this effort quite a challenge.

The state has opened up a Call Center to assist those unable to utilize the online registration system to schedule their Covid-19 Vaccine appointment:

The number is 855-568-0545 which will be emailed out to the Commissioners and our towns.

Donna Campagna asked about municipal workers category status and what, if any, documentation would need to be provided at the Covid-19 vaccine clinics. The Health Officer responded that 1B would be the category and he was not aware of any specific required paperwork. Commissioner Campagna asked that our towns be alerted when this information is known.

Any updates to the Organization Chart should be given to the Commission Secretary prior to the next meeting.

He also noted Commission vacancies from Brielle and Middletown along with several Alternates.

ORDINANCES:

No Pending Readings, Introductions or Adoptions

OLD BUSINESS:

ACCREDITATION:

Deadline : September 30, 2021.

Work performed under the parameters of the VPOC Grant (ex. community assessment surveys) and LEAD Grant may be used to fulfill some of the domain measures. The Health Officer advised that the Accreditation Board (PHAB) has relaxed the timeframe from which applicable documentation can be drawn. We can go back a year further than originally required. Theresa Casagrande requested that this new ruling be received in writing. The Health Officer said it was emailed to him.

FLEET VEHICLES SALE: No update

NEW BUSINESS:

VPOC Grant:

Cindi Weaver is the VPOC Team Leader. Multiple weekly meetings are held. Surveys created are being discussed with Town Administrators. The Health Officer advised that work is being done according to the quick paced state schedule. Team members are communicating with Middletown (robust assessment) and other Health Departments including the MCHD. This coordination with other health departments

The Health Officer will send a Quarterly Report.

LEAD Grant:

A few meetings with the subcontractor have occurred - County wide testing to be done February program planned

The current lead meter was upgraded with a \$1500.00 module now enabling additional household items to be tested.

\$4900.00 in expenses was submitted to the state so far along with a draft audit and required documentation

The Health Officer will send a Quarterly Report.

GENERAL COMMENTS:

President Giles is looking to the Budget and Finance and Human Resource Committee Chairs to set up meetings in the not too distant future to start this year's work.

There being no further business, the meeting adjourned at 12:39 pm on a motion by Theresa Casagrande, seconded by Mary Anne Donahue.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held (via Zoom) on Tuesday, FEBRUARY 23, 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