

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REORGANIZATION MEETING

Tuesday, February 23, 2021
(Open Session: 39 min. 5 sec.)

CALL TO ORDER:

President Giles called the meeting to order at 11:38 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, Deal – Stephen Carasia, Fair Haven – Theresa Casagrande, Little Silver – Dr. Tim Sullivan , Village of Loch Arbour – Marilyn Simons, 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

ABSENT:

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

Upon completion of the roll call, the Secretary reported that a quorum of 11 members was present.

OTHERS PRESENT:

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

PUBLIC COMMENT PERIOD:

No Public Comment made.

MINUTES OF LAST MEETING:

OPEN SESSION:

January 26, 2021 Reorganization Meeting

Mary Anne Donahue motioned to approve the Open Session Minutes of January 26, 2021, seconded by Terese Wollman.

VOTE: Unanimous by those who were in attendance.

CLOSED SESSION

Resolution 2021-37

CLOSED SESSION – Dr. Fisher motioned to enter Closed Session at 11:47 am, seconded by Theresa Casagrande.

VOTE: Unanimous

Closed Session duration expected to be approximately 20 minutes.

Heather Frketich, Dominick Astino and Nicole Crismale Esq. exited.

David Henry, HO exited at _____?_____.

At 12:08 pm, the Commission exited Closed Session.

Heather Frketich, Dominick Astino and Nicole Crismale, Esq. and Health Officer Henry rejoined the meeting.

MINUTES OF LAST MEETINGS:

OPEN SESSION:

January 26, 2021 Reorganization Meeting

Mary Anne Donahue motioned to approve the Open Session Minutes of January 26, 2021, seconded by Terese Wollman.

VOTE: Unanimous by those who were in attendance.

PAYMENT OF BILLS:

Due to the Zoom meeting format that remains in place, President Giles requested the Commission's approval for the Bookkeeper to prepare invoices and cut checks at the same time going forward. Two of the following signatures are required (HO, CFO, President, Vice President and Treasurer) on the checks and invoices. This would save time once the Commission vote is taken each Board meeting. A Commission member also needs to review the invoices. At any time there is a question on a specific invoice, the corresponding check can be pulled/voided/reissued. This change in protocol would be pending CFO approval.

Vice-President Roman motioned to allow this action going forward per CFO's approval, seconded by Theresa Casagrande.

PAYMENT OF BILLS (continued)

ROLL CALL VOTE:

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

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

Resolution 2021-36

This vote is conditional pending CFO review and approval
Vice-President Roman motioned to pay the February 2021 bills in the amount of \$130,525.39.
The motion was seconded by Mary Anne Donahue.

ROLL CALL VOTE:

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

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

COMMUNICATIONS:

None

HEALTH OFFICER'S REPORT:

The January 2021 Conferences & Meetings & Professional Trainings, the January 2021 CDRSS Report, the PHN Monthly Report and the 4th Quarter 2020 Vital Statistics were previously mailed/e-mailed.

VPOC Grant Summary previously emailed. The team is working on community needs assessments. All is proceeding smoothly.
A conference call with the State this Friday will give out an additional assessment template.

HEALTH OFFICER'S REPORT: (continued)

Rutgers Climate Change – also connects to vulnerable populations. Using the same data for Covid-19 will be a unique approach.

LEAD Grant summary previously emailed. Email forwarded to all health departments. The MCRHC will work with CARC to perform screening for all Monmouth County towns. Outreach is being made to partner with Parker Clinic, VNA and FQHC to incorporate child lead screening with testing of toys.

Performance Management component for Accreditation/VPOC/LEAD Grant data.

The Health Officer is still working on completing application and expenditures upload toward FEMA reimbursement (separate from CARES funding and NJACCHO's Grant Funding). The Health Officer's Association reports 1.3 million of the 5 million received from the State has not been spent. He has requested \$20,000 to be applied toward staff OT and consideration of Middletown staff hired to help with Covid-19 daily operations.

2019 ANNUAL REPORT (data is gathered). Format is being worked on. The Health Officer expects to present this to the Commission and the public by the March meeting.

ETHICS REVIEW COMMITTEE – Establishment of this committee, an accreditation component, to be comprised of Board members and MCRHC staff was presented by the Health Officer last year. President Len Giles, Health Officer Henry and Bookkeeper/HRC Coordinator Nancy Ippolito have volunteered to date.

Theresa Casagrande motioned to accept the Health Officer's report, seconded by Diane Anthony.

VOTE: Unanimous

BUDGET & FINANCE COMMITTEE:

Vice-President Roman reported on a meeting of the Budget & Finance Committee held on 2/17/21 stating it was well attended. Past budget assessment proposals were reviewed. Goal: bring all member towns to a competitive pricing level.

Giles will distribute spreadsheet of prior proposals over the last two years.

A succession of meetings is planned, the next meeting to be scheduled for mid-March, prior to the March 23, 2021 regular Board meeting.

CFO REPORT:

The CFO is planning his retirement later this year. The Health Officer and Human Resources Committee will begin to review and prepare detail involving the job requirements/skill set for a replacement as MCRHC will be looking to advertise for the position well in advance. Once prepared by the Health Officer, President and Vice-President, the Human Resources Committee will review and approve prior to publishing. Options for hire would be an employee, a shared service or a contractor.

TREASURER'S REPORT:

The Statement of Accounts for period ending January 31, 2021 was previously emailed. The Treasurer's Report was accepted as presented.

HUMAN RESOURCES COMMITTEE:

In the Chair's absence, President Giles relayed the following:

Attorney Padula, Health Officer Henry and President Giles will meet in the next few days to formalize a presentation to the HR Committee focusing on the Union Contract, and updates to the Policy and Procedure manual, and the Governance manual. Presentation to the Union representation will follow.

GOVERNANCE COMMITTEE: Revisions to the Commission Policy Manual are on hold.

OPERATIONS COMMITTEE: Diane Anthony, Chair reported that quotes are still in process touching on the quotes from Select Security (alarm and camera quote), and the Inter-Network quote on camera equipment only. He will share a state contract list with Commissioner Anthony who was also asked if she would check with the school system she works in to find out who they use for security. She asked the Health Officer to keep the Board apprised of the any urgency in implementation as this item has been on a pending status for a while.

AUDIT COMMITTEE:

Vice-President Roman reports that the 2019 MCRHC Audit was drafted by Suplee, Clooney, LLC. It is currently being deferred to March until an exit briefing is held. An exit briefing must be held. The CFO needs to secure a date from the auditor. Surplus was down, however, he did indicate that positive comments were received. (pgs. 5, 7 and 12). He will reach out to the named Commissioners from Tinton Falls and Interlaken who were emailed about participation on the Audit Committee.

CONSENT AGENDA

Resolutions 2021-25A and Resolution 2021-25B

Veterinary Services (for MCRHC Rabies Clinics)

Resolutions 2021-26 and 2021-28

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

Note: *(2021 MPHC contact with Freehold has not been received)

Resolution 2021-29

VPOC Shared Service MCRHC/Manalapan

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

10/1/20 through 6/30/21

7/1/21 through 6/30/22 planned

7/1/22 through 6/30/23 planned

Commissioner Casagrande motioned to adopt Resolutions 2021-25A through 2021-26, 2021-28 through 2021-30, seconded by Dr. Sullivan.

ROLL CALL VOTE:

Allenhurst	Yes	Rumson	Yes
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.

Diane Anthony inquired about the nature of the Long Branch contract. The Health Officer responded they have had a shared services contract for 10-11 years under which MCRHC provides Health Education Services and Communicable Disease (non-Covid-19) investigations.

Re-approval happens every 2 years. The Monmouth Public Health Consortium was organized to consist of non-County LHDs.

PRESIDENT'S REPORT

The 2021 Organization Chart has been updated. President Giles commented that he did include Committee appointments for all Commissioners as this is part of the responsibility of membership. Knowing everyone is extremely busy and their time is valuable, he will try to make these assignments and the participation they require as easy as possible.

Vice-President Roman asked to speak on a particular Senate bill S-1 sponsored by State Senate President Steve Sweeney and now co-sponsored by Senator Vin Gopal. Highlighted is an item in the NJ statutes proposed to repeal Title 26 required protection to take on public health professional staff in the situation of a consolidation. Both Vice-President Roman and the Health Officer wrote dialogue and have been corresponding with Senator Gopal's office. The NJHOA has also voiced their opinion. He wants to emphasize the messages that this is the Wrong time to take away this protection from key public health workers and it represents a false cost-savings ex. Governor's marijuana legislation presents unfunded public health mandates as LHD staffs are expected to inspect facilities and investigate complaints

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. Last month, 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 expressed the opinion that this deadline might remain un- realistic and requested that the Health Officer ask for an additional extension due to continuing Covid-19 workload. The Health Officer wanted to research any possible additional fees for additional extensions.

President Giles has discussed with Health Officer Henry the need for him and the staff to work out a timeline for the preparation of responses and solidifying of backup data to all open Accreditation measures designated by PHAB.

FLEET VEHICLES SALE: No update

NEW BUSINESS:

VPOC Grant:

The Health Officer sent a summary Report discussed under Health Officer's Report.

LEAD Grant:

The Health Officer will send a summary Report discussed under Health Officer's Report.

GENERAL COMMENTS:

There being no further business, the meeting adjourned at 12:37 pm on a motion by Diane Anthony, seconded by Mary Anne Donahue.

VOTE: Unanimous

Next Regular Meeting of the MCRHC No. 1 Commission will be held (via Zoom) on Tuesday, MARCH 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