

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, April 27, 2021  
(Open Session: 35 min., 11 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, Fair Haven – Theresa Casagrande, Village of Loch Arbour – Marilyn Simons, Ocean Twp. – Vinnie Buttiglieri, Rumson – Therese Wollman, Sea Bright – Dr. Meg Fisher, Sea Girt – Diane Anthony, Spring Lake – Mary Anne Donahue, Spring Lake Heights – Dr. Len Giles, West Long Branch – Stephanie Dollinger

ABSENT:

Boro of Brielle, Boro of Deal, Boro of Interlaken, Boro of Little Silver, Middletown Twp., Boro of Monmouth Beach, Boro of Shrewsbury, Boro of Tinton Falls

Upon completion of the roll call, the Secretary reported that a quorum of 10 members was present.

OTHERS PRESENT:

David A. Henry, Health Officer, M. Weiss, Esq., Heather Frketich, Commission Secretary/Office Coordinator

PUBLIC COMMENT PERIOD:

No Public present.

MINUTES OF LAST MEETING:

OPEN SESSION:

March 23, 2021 Regular Meeting

Dr. Fisher motioned to approve the Open Session Minutes of March 23, 2021, seconded by Vinnie Buttiglieri.

VOTE: Unanimous by those who were in attendance.

**CLOSED SESSION:**

**March 23, 2021 Regular Meeting**

Mary Anne Donahue motioned to approve the Closed Session Minutes of March 23, 2021, seconded by Dr. Fisher.

**VOTE:** Unanimous by those who were in attendance.

**PAYMENT OF BILLS:**

**RESOLUTION 2021-42**

Vinnie Buttiglieri motioned to pay the April 2021 bills in the amount of \$131,662.32. The motion was seconded by Mary Anne Donahue.

**ROLL CALL VOTE:**

Allenhurst	Yes	Sea Girt	Yes
Fair Haven	Yes	Sea Bright	Yes
Loch Arbour	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Spring Lake Heights	Yes
Rumson	Yes	West Long Branch	Yes

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

**RESOLUTION 2021-43**

**CLOSED SESSION** – Theresa Casagrande motioned to enter Closed Session at 11:40 am for the purpose of Personnel and Contract Negotiations, seconded by Stephanie Dollinger.

**VOTE:** Unanimous

The Health Officer and Heather Frketich exited the meeting.

At 12:04 pm, the Commission exited Closed Session on a motion by \_\_\_\_\_, seconded by \_\_\_\_\_.

The Health Officer and Heather Frketich rejoined the meeting.

**COMMUNICATIONS:**

None

HEALTH OFFICER'S REPORT:

The March 2021 Conferences & Meetings & Professional Trainings, the April HO Corner, and the March 2021 CDRSS Report were previously mailed/e-mailed.

BOARD MEMBER ORIENTATION signoff will be needed for the state and for Accreditation. Members were given ample time to review this information which was previously emailed. There were no member questions or comments.

Dr. Fisher motioned for Commission members to attest to the annual BOH member Orientation/Training review, seconded by Mary Anne Donahue.

VOTE: Unanimous

VPOC: MCRHC 18 towns and Manalapan – Grant activities are on schedule. The team conducted a mini-Community Health Needs Assessment. An invitation to a March 30, 2021 Zoom presentation was extended to town councils, Attendance was low, but the presentation was taped and will be available for review. Next phase of VPOC grant phase after 6/30/2021 is to develop the best strategies to meet the identified vulnerable populations' needs.

The Health Officer spoke of former Middletown Health Officer Steve McKee's recent passing.

The 2019 MCRHC Annual Report was just distributed to the Commission members who are asked to reply with any edits or modifications on or before the May meeting.

The Health Officer's work toward FEMA reimbursement (separate from CARES funding and NJACCHO's Grant Funding) is ongoing.

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

VOTE: Unanimous

BUDGET & FINANCE COMMITTEE:

President Giles and the CFO have been coordinating on town assessment methods. A Zoom meeting to discuss assessment method models will take place this Friday, April 30<sup>th</sup> at 10:00 am.

CFO REPORT:

Not Present. No Report

TREASURER'S REPORT:

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

HUMAN RESOURCES COMMITTEE:

Resolutions 2021 – 44 through 2021 – 49 were briefly discussed.

**RESOLUTION 2021-44**

Position of Full-time Public Health Nurse Manager is a replacement due to the resignation of Ammar Rizvi for a better opportunity. Salary offer for Ms. Reed-Stanislaus is \$66,000. Due to the switchover, any salary differential between the former PHN and Ms. Reed, the 2021 budget cap of \$63,700 will not be exceeded.

VPOC funds will be utilized to:

**RESOLUTION 2021-45 and 2021-46**

Fill a new part-time VPOC Level 1 position (\$35,692.80) and a new FT VPOC/Generalist Level 4 position (\$72,000).

**RESOLUTIONS 2021-47 and 2021-48**

Bring two part-time VPOC employees from 30 hours to 35 (full time) (\$41,641) + benefits.

**RESOLUTION 2021-49**

The part-time VPOC Team Leader position will expand from 10 to 20 hours/week at \$75.00/hr. (\$78,000)

Vinnie Buttiglieri motioned to approve HR Resolutions 44-49, seconded by Dr. Fisher.

ROLL CALL VOTE:

Allenhurst	Yes	Sea Girt	Yes
Fair Haven	Yes	Sea Bright	Yes
Loch Arbour	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Spring Lake Heights	Yes
Rumson	Yes	West Long Branch	Yes

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

The Childhood Lead Program Prevention Coordinator FT Opening will be posted. Interviews may be conducted. Salary range proposed \$55,000 - \$65,000. There was a brief discussion questioning an appropriate salary. Per the Health Officer, the 35 hour/week job entails lead screening and lead screening promotion for the entire County. Comparable salary range to an REHS position, although individual is not being hired in that capacity. The Commission preferred that not even a conditional offer of employment be made prior to HR Committee/Board review.

The Health Officer stated that one potential candidate is known at this time and that he needed to spend down the current lead grant funds by 6/30/21.

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

OPERATIONS COMMITTEE: The Health Officer is completing quote specifics and will coordinate with Diane Anthony, Chair.

AUDIT COMMITTEE:  
No Report

CONSENT AGENDA – no items this month

ORDINANCES:

No Pending Readings, Introductions or Adoptions

Note: A proposal to introduce “An Ordinance Establishing & Fixing 2021 Minimum and Maximum Salaries and Salary Ranges for Grant Funded Employees will be deferred until Union Negotiations occur.

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. We can draw documentation back to 2013. The Health Officer’s goal for submitting corrective actions is the first to second week of August. Work is progressing on Domains 1, 2, 6, 9, 11, and 12. The mini-community health needs assessment results will be used as a base for a new MCRHC strategic plan as well as compared with County data. As previously mentioned in past meetings, the Commissioners were updated on the success of the incorporation of the MCRHC office as a Rabies Courier site, and the use of the Performance Management Tool to record grant (VPOC) data.

Theresa Casagrande requested the Health Officer provide a spreadsheet (as had been done in the past) of what measures/Accreditation tasks remain open so the Commissioners have a clear view of where we stand. The Health Officer stated that the relationships forged with many public health partners and the ongoing collaboration has been one of the most positive outcomes of the accreditation/ process/

Once accredited by PHAB, there is a five-year timeframe until reaccreditation process begins.

OLD BUSINESS (continued)

**AFTER HOURS CALLS:**

Related to Accreditation, the Health Officer initiated a change to the 24/7 Call Response OLD system as a Continued Quality Improvement (CQI) effort. Each REHS, the PHN and CD Staff

will take the phone 1 night a week after hours in order to share the load on a more equal basis with the Health Officer. The Union had items to address with the Health Officer/Board.

He reports the call volume has been relatively quiet for now. The school year is winding down and many business operations are opening up.

**NEW BUSINESS:**

FINANCIAL DISCLOSURE DEADLINE has been extended to June 30, 2021.

Health Officer's request for flexibility to manage grant timeframes/requirements outside of MCRHC meeting schedule – deferred to the May meeting.

Dr. Meg Fisher commented that it is good to be in the position of needing to use grant funds.

Resolutions 2021-50 through 2021-53 were briefly reviewed by the Health Officer.

**RESOLUTION 2021-50** (\$234,325)  
SLPH VPOC Grant Next Phase 7/1/21 to 6/30/22

**RESOLUTION 2021-51** (\$207,665)  
LEAD Grant Next Phase 7/1/21 to 6/30/22

**RESOLUTION 2021-52** (in the amount of \$80,509.95)  
Asbury Park based Community Affairs and Resource Center (CARC) Continuing Agreement (for Childhood Lead Education and Testing) 7/1/21 to 6/30/22

**RESOLUTION 2021-53** (\$150,000)  
New Supplemental Vaccine Grant 7/1/21 to 6/30/22

Commission members asked for the Health Officer's clarification as to who monitors the grant submissions.

The CFO gets copies and is responsible for fringe analysis and tax certificates.  
The NJDOH monitors detail submitted by LHD and can send down modifications.  
The Bookkeeper compiles payroll figures and equipment purchases made against grant funds.

NEW BUSINESS (continued)

Theresa Casagrande motioned to accept the New Business Grant Resolutions 50-53, (all effective from 7/1/21 – 6/30/22) seconded by Dr. Fisher.

ROLL CALL VOTE:

Allenhurst	Yes	Sea Girt	Yes
Fair Haven	Yes	Sea Bright	Yes
Loch Arbour	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Spring Lake Heights	Yes
Rumson	Yes	West Long Branch	Yes

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

Quorum lost at 29:56 with the departure of Dr. Fisher, Sea Bright Alternate.

Request voiced by Theresa Casagrande to place discussion of CFO position options on the May 25, 2021 agenda.

PRESIDENT'S REPORT

No Report

GENERAL COMMENTS:

There being no further business, the meeting adjourned at 12:35 pm on a motion by Vinnie Buttiglieri, seconded by Theresa Casagrande.

VOTE: Unanimous

**Next Regular Meeting of the MCRHC No. 1 Commission will be held (via Zoom) on Tuesday, MAY 25, 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*

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Heather L. Frketich  
COMMISSION SECRETARY

Reviewed by

*David A. Henry*

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David A. Henry  
HEALTH OFFICER