

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, June 22, 2021  
(Open Session: 41 min. 57 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:

Fair Haven – Theresa Casagrande, Little Silver – Dr. Tim Sullivan, Ocean Twp. – Vinnie Buttiglieri, Sea Bright – Dr. Meg Fisher, Sea Girt – Diane Anthony, Shrewsbury Boro – Paul Roman, Spring Lake – Mary Anne Donahue, Spring Lake Heights – Dr. Len Giles, Tinton Falls – Doreen Hofmann, West Long Branch – Stephanie Dollinger

ABSENT:

Boro of Allenhurst, Boro of Brielle, Boro of Deal, Boro of Interlaken, Boro of Loch Arbour, Middletown Twp., Boro of Monmouth Beach, Boro of Rumson

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

OTHERS PRESENT:

David A. Henry, Health Officer, S. Gallagher, CFO, Sal Alfieri, Esq., Heather Frketich, Commission Secretary/Office Coordinator

MINUTES OF LAST MEETING:

OPEN SESSION:

April 27, 2021 Regular Meeting

Vinnie Buttiglieri motioned to approve the Open Session Minutes of April 27, 2021, seconded by Theresa Casagrande.

VOTE: Unanimous by those who were in attendance.

CLOSED SESSION:

April 27, 2021 Regular Meeting

These are currently pending.

VOTE: Deferred to the July 27, 2021 meeting.

PAYMENT OF BILLS:

**RESOLUTION 2021-54**

**RESOLUTION 2021-55**

Vice President Roman motioned to pay the May 2021 bills and the June 2021 bills in their respective amounts of \$272,774.06 and \$137, 687.99 The motion was seconded by Mary Anne Donahue.

ROLL CALL VOTE:

Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Spring Lake Heights	Yes
Sea Bright	Yes	Tinton Falls	Yes
Sea Girt	Yes	West Long Branch	Yes

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

COMMUNICATIONS:

President Giles welcomed Doreen Hoffman to the Commission as the newly appointed Tinton Falls Representative, thanking her for her future participation. He also acknowledged the Commission’s appreciation for John Mack’s Commission service and Tinton Falls assistance to MCRHC over the years.

HEALTH OFFICER’S REPORT:

The April and May 2021 Conferences & Meetings & Professional Trainings, the April and May HO Corner, the April and May 2021 CDRSS Reports, the PHN monthly Activity Reports and the May Vital Statistics were previously mailed/e-mailed.

The Health Officer stated it has been a busy month. He highlighted participation in Little Silver Government Day, and the MCRHC’s first Covid-19 vaccine clinic for 12 years and older which was held on June 5<sup>th</sup> at Red Bank Regional – 83 vaccines were given. This was in cooperation with Walgreen’s Pharmacy. The next Covid-19 clinic will be Saturday, June 26, 2021 at the same location for 2<sup>nd</sup> doses as well as persons seeking their initial vaccine.

## HEALTH OFFICER'S REPORT (continued)

VPOC: The team conducted a mini-Community Health Needs Assessment which will be followed up with an invitation to a June 24, 2021 7:00 pm Zoom town hall style presentation to discuss the results of the survey.

The VPOC Grant's fiscal year ends 6/30/2021. Final touches are being made to required paperwork. The next phase of the VPOC grant phase after is to develop the best strategies to meet the identified vulnerable populations' needs.

VPOC staff also coordinated a National Senior Health & Fitness program at Heritage Village Ocean Township on May 26, 2021. The event was coordinated with VNA and Aetna. More programs will be planned. All of our community outreach efforts work toward our accreditation goals.

NJ has achieved a 70% vaccination milestone per NJDOH. Even so, two towns in the MCRHC jurisdiction are under that threshold – Middletown and West Long Branch. In response to this data, there will be outreach to community groups/pharmacies within these areas to concentrate on more local vaccine sites and get numbers increased.

LEAD: We received \$5,000 reimbursement for the 1<sup>st</sup> Quarter Lead Grant. The Health Officer stated more submissions will be made.

VACCINE: Grant funds to be awarded to MCRHC = \$150,000. Dr. Siobhan Pappas is our NJDOH liaison for this grant and also the Lead Grant.

FEMA: The Health Officer's work toward FEMA Covid-19 reimbursement (separate from CARES funding and NJACCHO's Grant Funding) is ongoing and in the final stage prior to submission.

The 2019 MCRHC ANNUAL REPORT was just distributed to the Commission members. Comments were made and modifications are being made.

The weekly Covid-19 Update calls hosted by the Health Officer continue as they have since their initiation on March 12, 2020. As summer approaches with the end of the school year and vaccinations are readily available, the group in attendance has been small but active and being kept abreast of the latest NJDOH and CDC gathered from the Health Officer's multiple weekly calls with the NJDOH and Governor's conferences. Diane Anthony, School Nurse and Sea Girt Commissioner to the MCRHC spoke very positively of the teleconferences. The Health officer responded by stressing the importance of linking to the communities we serve to know the main issues and areas of concern that need further explanation and guidance.

The REHS staff has been back in the field full force as inspections ramp up for youth camps, beaches, pools, retail foods, special events and more.

Commissioner Sullivan motioned to accept the Health Officer's report, seconded by Commissioner Dollinger.

VOTE: Unanimous

### BUDGET & FINANCE COMMITTEE:

President Giles, CFO Gallagher and Vice-President Roman have been coordinating on town assessment methods. A new model to be presented by the CFO momentarily is viewed as a beneficial system for all MCRHC towns, regardless of size.

The resulting model was shared on the Zoom screen.

Suggested surplus application as well as a competitive cost allocation and a first-year average percentage were presented. Consortium fees added in still keep assessments in a desired range.

Discussion will continue with the Commission members at the July 27<sup>th</sup> meeting.

Theresa Casagrande mentioned a possible further offset of costs with the use of Federal Covid funds received that are now in reserve (separate from regular surplus). She feels at least a portion should be considered for application town fee calculations to offset potential increases, but does consider this model a solid plan.

President Giles called the new assessment a solid plan. The next step is forwarding the model spreadsheet to the full Commission for review and also to share with our Administrators. President Giles and CFO Gallagher will take any questions.

Theresa Casagrande also stated that legal guidance will be needed from the Commission attorney in regard to instituting an assessment method change. They could be in the form of contract amendments, and/or ordinance or resolution adoption. Attorney Alfieri will pass this on to Attorney Padula for further discussion of legal protocol.

### CFO REPORT:

No further report.

### TREASURER'S REPORT:

The Statement of Accounts for periods ending April 30, 2021 and May 31, 2021 were previously emailed.

The Treasurer's Report was accepted as presented.

### HUMAN RESOURCES COMMITTEE:

No Open Session Report

CLOSED SESSION

**RESOLUTION 2021-57**

Dr. Sullivan motioned to enter Closed Session at 12:02 pm for the purpose of Human Resources discussion, seconded by Theresa Casagrande.

VOTE: Unanimous

Stephen Gallagher left the Zoom meeting.

At 12:11 pm, Dr. Fisher motioned to exit Closed Session, seconded by Diane Anthony.

The Part-Time CFO job advertisement has been placed on NJLM. Commissioner Casagrande suggested the Health Officer contact the GFOA (Government Finance Officers' Association to request a posting.

OPERATIONS COMMITTEE: The Health Officer has a recommendation on the addition of a building security system for the protection of the staff and vaccine supplies. He is completing quote specifics and will coordinate with Diane Anthony, Chair. The proposed vendor can provide both a security alarm and video camera surveillance. It has been verified with the state that the cost of the system as well as the monthly maintenance fee is grant reimbursable for approximately 2 years – the expected life of the VACCINE Grant phase beginning 7/1/21.

GOVERNANCE COMMITTEE: President Giles, Vice-President Roman and Treasurer Donahue reported that revisions to the Commission Policy Manual have been reviewed and worked on this past month. Next step will be the forwarding of this document within the next month to the full Commission for their review.

AUDIT COMMITTEE:

No Report

CONSENT AGENDA – no items this month

ORDINANCES:

No Pending Readings, Introductions or Adoptions

OLD BUSINESS:

ACCREDITATION:

Deadline: September 30, 2021.

Consulting Health Officer Cinthia Weaver will hold weekly Wednesday meetings to complete the remaining open measures.

At the April Commission meeting, Theresa Casagrande had 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 a full report will be available next month.

FINANCIAL DISCLOSURE DEADLINE of June 30, 2021 is approaching quickly. For those who have not filed, please do so. Our bookkeeper sent a very recent reminder and would be happy to help with any questions that are outstanding.

NEW BUSINESS:

The Health Officer discussed his request for flexibility to manage grant timeframes/requirements outside of MCRHC meeting schedule. This refers mainly to purchase orders, documentation and application deadlines. He would then report to the Board at the next monthly Commission meeting.

Theresa Casagrande voiced her opinion that there should be no issue as long if the following items are checked off:

- 1) funds are available
- 2) he has CFO signoff on any expenditures
- 3) there is no specific grant requirement for a letter/resolution of support from the governing body

Resolution 2021-58 was briefly reviewed by the Health Officer.

**RESOLUTION 2021-58** (up to \$18,000)

MCRHC Shared Service Agreement with Colts Neck Township to participate in the New Supplemental Vaccine Grant in conjunction with MCRHC intended award of \$150,000. Per the Health Officer, 2<sup>nd</sup> year extended grant fund availability is projected.

Vice-President Roman motioned to approve the MCRHC/Colts Neck Vaccine Shared Service agreement (effective from 7/1/21 – 6/30/22) seconded by Dr. Fisher.

NEW BUSINESS (continued)

ROLL CALL VOTE:

Fair Haven	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Ocean Twp.	Yes	Spring Lake Heights	Yes
Sea Bright	Yes	Tinton Falls	Yes
Sea Girt	Yes	West Long Branch	Yes

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

PRESIDENT'S REPORT

President Giles continues to work at Monmouth County vaccine sites and reports diminishing numbers at this point and very few younger persons coming in for Covid vaccines.

Vice-President Roman spoke of the NJDOH employing Ambassadors and mobile vans to reach/work with underserved communities with the hope of making an immediate impact on the vaccine numbers.

Vice President Roman also referred to the termination of the Public Health emergency announced on June 6, 2021. He wished to clarify that in the Bill passed by the NJ Legislature certain emergency management aspects continue until September 1, 2021 and that the determination to end the full emergency is carried to January 1, 2022.

PUBLIC COMMENT PERIOD:

No Public present.

GENERAL COMMENTS:

Happy July 4<sup>th</sup>!

There being no further business, the meeting adjourned at 12:26 pm on a motion by Dr. Fisher, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

Next Regular Meeting of the MCRHC No. 1 Commission will be held (via Zoom) on Tuesday, JULY 27, 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