

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, August 24, 2021  
(Open Session: )

CALL TO ORDER:

President Giles called the meeting to order at 11:33 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, Brielle – Denise Murphy, Loch Arbour – Marilyn Simons, Middletown Twp. – Rich DeBenedetto, Ocean Twp. – Vinnie Buttiglieri, Sea Bright – Dr. Meg Fisher, Sea Girt – Diane Anthony (departed 11:56 am), Shrewsbury Boro – Paul Roman, Spring Lake – Mary Anne Donahue, Spring Lake Heights – Dr. Len Giles, Tinton Falls – Doreen Hoffmann

ABSENT:

Boro of Allenhurst, Boro of Deal, Boro of Little Silver, Boro of Interlaken, Boro of Monmouth Beach, Boro of Rumson, Boro of West Long Branch

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

OTHERS PRESENT:

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

MINUTES OF LAST MEETING:

OPEN SESSION:

July 27, 2021 Regular Meeting

Mary Anne Donahue motioned to approve the Open Session Minutes of July 27, 2021, seconded by Dr. Fisher.

VOTE: Brielle abstains.

CLOSED SESSION:

June 27, 2021 Regular Meeting  
Prepared, but not distributed.

CLOSED SESSION:

April 27, 2021 Regular Meeting

These are pending.

**PAYMENT OF BILLS:**

**RESOLUTION 2021-67**

Vice-President Roman motioned to pay the August 2021 bills in the amount of \$141,444.66. The motion was seconded by Theresa Casagrande.

**ROLL CALL VOTE:**

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Loch Arbour	Yes	Spring Lake	Yes
Middletown	Yes	Spring Lake Heights	Yes
Ocean Twp.	Yes	Tinton Falls	Yes
Sea Girt	Yes		

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

**NOTE: Agenda Revision**

**OPERATIONS COMMITTEE (13c)**

**Resolution 2021-62**

Authorizing the Award of a Contract for Security System Services & Support

Diane Anthony, Operations Chair briefly reviewed the ADT Commercial Somerset, NJ quote distributed to all Commissioners. Those present did not have any questions, comments or concerns with the chosen quote.

Vinnie Buttiglieri motioned to approve the contract award \$7,624.44 (equipment & Installation)...\$84.99/mo fee for 5 year duration), seconded by Diane Anthony.

**ROLL CALL VOTE:**

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Loch Arbour	Yes	Spring Lake	Yes
Middletown	Yes	Spring Lake Heights	Yes
Ocean Twp.	Yes	Tinton Falls	Yes
Sea Girt	Yes		

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

**CLOSED SESSION:**

**RESOLUTION 2021-68**

Theresa Casagrande motioned to enter Closed Session at 11:40 am for the purpose of Contract Negotiations and Human Resources., seconded by Vinnie Buttiglieri.

At 11:48 am, Theresa Casagrande motioned to exit Closed Session, seconded by Mary Anne Donahue.

**RESOLUTION 2021-71**

Accepting the Resignation of Office Coordinator/Commission Secretary Heather L. Frketich

Ms. Frketich was presented with a Certificate of Appreciation and many thanks for her service to the MCRHC. She provided dedicated service and will be missed.

Diane Anthony motioned to accept Heather's resignation, seconded by Mary Anne Donahue.

**ROLL CALL VOTE:**

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	No
Loch Arbour	Yes	Spring Lake	Yes
Middletown	Yes	Spring Lake Heights	Yes
Ocean Twp.	Yes	Tinton Falls	Yes
Sea Girt	Yes		

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

Ms. Frketich extended her thanks and stated her appreciation for her time at MCRHC and the many years of service in her roles of Office Coordinator/Commission Secretary, etc. She wishes MCRHC and all associated the best in the future.

**COMMUNICATIONS:**

We welcome Denise Murphy to the Commission as the newly appointed Representative to the MCRHC on behalf of Middletown.

Planning for Fall/Winter Free Rabies Clinics in our towns is underway using Covid-safe protocol.

**RESOLUTION 2021-73**

In Memory and Celebrating the life of Liz Finnerty

Sadly, word was received of former Spring Lake Commissioner and MCRHC Treasurer Liz Finnerty, RN,s recent passing. Vice-President Roman, Treasurer Mary Anne Donahue and others shared his words of tribute and the Health Officer asked the Commission if they would like to send a small donation of \$100.00 to a charity in her honor. All were in agreement.

Theresa Casagrande motioned to approve Liz's Celebration of Life Resolution and charity contribution, seconded by Mary Anne Donahue.

**ROLL CALL VOTE:**

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Loch Arbour	Yes	Spring Lake	Yes
Middletown	Yes	Spring Lake Heights	Yes
Ocean Twp.	Yes	Tinton Falls	Yes
Sea Girt	Yes		

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

HEALTH OFFICER'S REPORT:

The July 2021 Conferences & Meetings & Professional Trainings, the August HO Corner, the July 2021 CDRSS, PHN monthly Activity Reports and 2<sup>nd</sup> Quarter 2021 Vitals were previously mailed/e-mailed.

NJDOH GRANT UPDATES:

VPOC GRANT:

In Phase 2, which began July 1, 2021, document refinements will be made, grant staff will strive for more input (ex. specific diseases or obstacles to doctor visits) to develop the best strategies to meet the identified vulnerable populations' needs. There will continue to be outreach to community groups/pharmacies within these areas to concentrate on more local vaccine sites and get numbers increased. Per the Health Officer, Round 2 of surveys are in process.

All of Monmouth County is in high Covid activity resulting in newly determined mitigations and mandates.

LEAD GRANT: Is proceeding

VACCINE GRANT: The Health Officer reports that our department is full-speed ahead with Covid-19 Vaccine clinics, now having all three vaccines types– Modern, J&J and Pfizer

FEMA: No update at this time.

The 2019 MCRHC ANNUAL REPORT was just distributed to the Commission members. Comments were received and modifications are being made for the August 24<sup>th</sup> meeting.

Dr. Fisher motioned to accept the Health Officer's report, seconded by Diane Anthony.

VOTE: Unanimous

BUDGET & FINANCE COMMITTEE: Amended Assessment Methodology, revised town contracts, Ordinance are being prepared by the MCRHC attorney, but holding till the September 28<sup>th</sup> meeting.

CFO REPORT:

No report.

TREASURER'S REPORT:

The Statement of Accounts for periods ending July 31, 2021 was previously emailed.

The Treasurer's Report was accepted as presented.

**HUMAN RESOURCES COMMITTEE:**

The first CFO interview appointments are being scheduled.

Vinnie Buttiglieri motioned to authorize the Health Officer to fill the vacated Office Coordinator/Commission Secretary position on a temporary basis pending approval of the Human Resources Committee. Memorialization of the hire will be scheduled for the September 28, 2021 meeting.

**ROLL CALL VOTE:**

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Loch Arbour	Yes	Spring Lake	Yes
Middletown	Yes	Spring Lake Heights	Yes
Ocean Twp.	Yes	Tinton Falls	Yes
Sea Girt	Yes		

VOTE: 11 Ayes, 0 Nay, 0 Abstain

Motion Carries.

**OPERATIONS COMMITTEE:** A vendor was voted on and approved by Resolution earlier in the meeting.

**GOVERNANCE COMMITTEE:** President Giles, Vice-President Roman and Treasurer Donahue have reviewed revisions to the Commission Policy Manual. A final draft of the Commission Policy Manual was distributed via email. A resolution 2021-69 was prepared to accept the revised version, but consensus was for this to be deferred. The MCRHC attorney should review and comment and a JIF review/use of MEL template is also common practice. One item still open – the regulation concerning term limits of officers.

**AUDIT COMMITTEE:**

The CFO reported that the 2020 audit is nearing completion. The next step would be to set up an Exit Conference with the Auditor possibly next week.

**CONSENT AGENDA**

Vice-President motioned to approve the three following resolutions, seconded by Mary Anne Donahue.

**Resolution 2021-66**

MCRHC Health Educator Extended Contract  
Requirement to Fulfill State Grant Submission  
Period July 1, 2021 – December 31, 2021

**Resolution 2021-70**

Amend Grant Budget for SLPH/VPOC new Grant Phase  
Period beginning 7/1/21

**RESOLUTION 2021-71**

Approve Lead Inspector Contract Services for MCRHC and Colts Neck Township  
Requirement to Fulfill State Grant Submission  
Period beginning 7/1/21

Note: RESOLUTION 2021-64 (Amend Grant Budget for Next Phase of Lead Grant is on hold.

CONSENT AGENDA (continued)

Theresa Casagrande motioned to approve the 3 Resolutions under the Consent Agenda,  
seconded by Mary Anne Donahue.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Shrewsbury Boro	Yes
Loch Arbour	Yes	Spring Lake	Yes
Middletown	Yes	Spring Lake Heights	Yes
Ocean Twp.	Yes	Tinton Falls	Yes
Sea Girt	Not present		

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

ORDINANCES:

No Pending Readings, Introductions or Adoptions

OLD BUSINESS:

ACCREDITATION:

Deadline: September 30, 2021.

The Health Officer advised all is proceeding well and writeups for the remaining items are in process to be completed in advance of the deadline.

NEW BUSINESS:

Both items are deferred.

Discussion of Request for 2 additional lead meters. The next phase Lead Grant Budget Amendment is pending as the Award Letter has not been received.

MCRHC Covid-19 Policy Manual – further revisions need to be completed.

PRESIDENT'S REPORT

Vice-President Roman stating to all that Pfizer vaccine is now fully approved.

In regard to a Commission's access to Covid-19 funds, Vice-President Roman wrote to the Federal Government in hopes it might make a difference in the future. Upon Commissioner Casagrande's suggestion, he has forwarded a copy of his letter to U.S. Representative Chris Smith's office and the Assistant Secretary of the Treasury.

PUBLIC COMMENT PERIOD:

No Public present.

Dr. Fisher:

Incidence of disease is going up. 3<sup>rd</sup> dose necessary for the immunosuppressed/LTCs  
Booster doses to start next month.  
Wear masks indoors – protect yourself.

Commissioner Casagrande announced a Special Meeting of the Commission to be held on Monday, August 30, 2021 at 11:00 am – Nature of Business: Human Resources

GENERAL COMMENTS:

There being no further business, the meeting adjourned at 12:19 pm on a motion by Vice-President Roman, seconded by Theresa Casagrande.

VOTE: Unanimous

**Next Regular Meeting of the MCRHC No. 1 Commission will be held (via Zoom) on Tuesday, SEPTEMBER 28, 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,

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Heather L. Frketich  
COMMISSION SECRETARY

Reviewed by

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David A. Henry  
HEALTH OFFICER