

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1
RE-ORGANIZATION/REGULAR MEETING

Tuesday, January 25, 2022
(Open Session: (27 min. 57sec.)

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

Allenhurst – Donna Campagna, Brielle – Denise Murphy, Deal - Stephen Carasia, Fair Haven – Melissa Newell, Ocean Twp. – Tracey Berkowitz, Rumson – Therese Wollman, Sea Bright – Dr. Meg Fisher, Sea Girt – Diane Anthony, Spring Lake – Mary Anne Donahue, Spring Lake Heights – Dr. Len Giles (attending in person), Boro of Tinton Falls -Doreen Hoffmann

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

ABSENT:

Little Silver – Dr. Tim Sullivan, Interlaken – Lori Reibrich, Loch Arbour – Marilyn Simons, Township of Middletown – Rich DeBenedetto, Monmouth Beach -Joe Nardone, Spring Lake – Mary Anne Donahue, West Long Branch – Stephanie Dollinger

OTHERS PRESENT:

David A. Henry, Health Officer (attending in person), Nick DelGaudio Esq (remote), Gail Krzyzczuk, CFO (remote), Marita Kresge, Commission Secretary/Office Coordinator (attending in person), Paul Roman (attending in person) and Nicole Crismale,Esq (remote) Peter Lucas, LLC

ELECTIONS:

Meeting adjourned Sine Die with the Health Officer opening the 2022 elections:

OFFICE OF PRESIDENT:

Dr. Meg Fisher motioned to nominate Dr. Len Giles for President, seconded by Donna Campagna. No other nominations were made.

Voice Vote: Unanimous 0 Opposed 0 Abstained

Dr. Len Giles is re-elected Commission President.

OFFICE OF VICE-PRESIDENT

As of February 1, 2022, Paul Roman will be returning as the Commissioner from Sea Bright, Meg will be staying as the alternate.

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Since no one else has expressed interest in this position, we will delay nominations until our next meeting February 22, 2022.

All in favor, - Aye.

OFFICE OF TREASURER

Dr. Meg Fisher motioned to nominate Mary Anne Donahue for Treasurer, seconded by Therese Wollman
No other nominations were made.

Voice Vote: Unanimous 0 Opposed 0 Abstained

Mary Anne Donahue is re-elected Treasurer.

(Agenda items 7-9 were grouped together for expediency of this meeting).

APPOINTMENT OF SECRETARY – Marita Kresge 2022 Commission Secretary

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)

APPOINTMENT OF PROFESSIONAL STAFF 2022

HEALTH OFFICER

David Henry

CHIEF FINANCIAL OFFICER

Gail Krzyzczuk

PUBLIC HEALTH NURSE MANAGER

B. Reed-Stanislaus

**PRINCIPAL REHS
REHS-2**

D. Astino (Pending)
G. Hawriluk

PART-TIME REHS

(Pending)

COMMUNICABLE DISEASE CASE INVESTIGATOR

A. Lafferty

OFFICE COORDINATOR/COMMISSION SECRETARY

M. Kresge

ACCOUNTING CLERK/ HR MANAGER

K. Kirkland

F/T VPOC (Grant)

A. Agudelo

F/T VPOC (Grant)

P. Huie

F/T VPOC CVG (Grant)

J. Bautista

P/T VPOC CVG (Grant)

M. Novo

Dr. Meg Fisher made the motion to accept these appointments, seconded by Steve Carasia

Voice Vote: Unanimous 0 Opposed 0 Abstained

COMMITTEE APPOINTMENTS:

Approved Minutes February 22, 2022

President Len Giles has communicated with some members as to committee appointments, and will be sending an email to that effect later in the week. President Giles asks that all committee members participate as best you can.

CONSENT AGENDA BEGINS
Resolutions 2-30

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 with 10 days of the vote.

Resolution 2022-1

Cleary, Giacobbe, Alfieri, Jacobs as Legal Counsel w/o retainer (General & Labor) Calendar Year 2022 use reference of \$17,500

Resolution 2022-2

King, Kitrick, Jackson & McWeeney Legal Counsel w/o retainer (Conflict) – Calendar Year 2022 use reference of \$17,500

Resolution 2022-4

Regional Health Educator – Calendar Year 2022 use reference of \$17,500 Concetta Polonsky, MPH, CHES
Regional Health Educator

Resolution 2022-5

Depository of Funds - Valley National Bank is the MCRHC Primary Depository of Funds for Calendar Year 2022

Resolution 2022-6

NEWSPAPERS FOR LEGAL AND SUNSHINE LAW NOTIFICATIONS Calendar Year 2022

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 2022-7

2022 MCRHC Meeting Dates, Times and Locations

***11:30 am- 1 adjustment to December 2022 meeting date of 12/27/22. It is pushed back to 12/20/22**

Resolution 2022-8

WEBSITE CONTRACT RENEWAL: Calendar Year 2022
City Connections, LLC, at a cost not to exceed \$2,200.00

Resolution 2022-9

IT SUPPORT CONTRACT RENEWAL: Calendar Year 2022
Inter-Networx, LLC with a cost not to exceed \$6,800.00

Resolution 2022-10

OFFICE CLEANING SERVICE: Calendar Year 2022

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Master Maintenance of Red Bank with a monthly cost of \$410.00, plus \$100.00 for additional cleaning of Storage room floor when needed.

Resolution 2022-11

Cash Management Plan – Calendar Year 2022

Relating to the MCRHC Cash Management Plan (investment governance) validated by CFO Gail Krzyzczuk.

Resolution 2022-12

Edmunds Financial Software – Calendar Year 2022

Agreement with Edmunds and Associates to provide software maintenance and support of the automated finance system in the amount of \$3,520.00

Resolution 2022-13

Annual Contract license Fee for Performance Management System Support Services in the amount of \$1,000.00

from March 2022 through March 2023

Resolution 2022-14

Authorizing Bill Payment in Absence of a Monthly Quorum

Resolution 2022-15

Language Line Services 2022 (\$1.70/min.)

Resolution 2022-16

Visiting Nurse Association to provide public health nursing services to certain commission municipalities at a cost not to exceed \$38,000.00

Resolution 2022-17

Dr. John Shuster, DVM for Licensed veterinary services for Rabies Vaccination Clinics within our jurisdiction at a rate of \$175.00 per hour

Resolution 2022- 18

Dr. Marilyn Sain, DVM for Licensed veterinary services for Rabies Vaccination Clinics within our jurisdiction at a rate of \$175.00 per hour

Resolution 2022-19

Occupational Health Services

Agreement with Robert Wood Johnson Barnabas Health Corporate Care at Monmouth Medical Center for the review of medical

evaluation questionnaires (\$20.00) and for respiratory fit testing and pulmonary function tests (\$45.00)

Commissioner Diane Anthony motioned to adopt Resolutions 2022-1 through 2022-19 (excluding 2022-3), seconded by Dr. Meg Fisher

Roll Call Vote:

Allenhurst	Yes	Brielle	Yes
Deal	Yes	Fair Haven	Yes

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Ocean Twp	Yes	Rumson	Yes
Sea Bright	Yes	Sea Girt	Yes
Spring Lake Heights	Yes	Tinton Falls	Yes

VOTE: 10 Ayes, 0 Nay, 0 Abstain

CONSENT AGENDA ENDS

REGULAR MEETING STARTS

MINUTES OF LAST MEETING:

OPEN SESSION – SEPTEMBER 28, 2021

Diane Anthony motioned to approve the Open Session minutes of September 28, 2021, seconded by Dr. Meg Fisher

Roll Call Vote:

Allenhurst	Yes	Brielle	Yes
Deal	Yes	Fair Haven	Yes
Ocean Twp	Yes	Rumson	Yes
Sea Bright	Yes	Sea Girt	Yes
Spring Lake Heights	Yes	Tinton Falls	Yes

VOTE: 10 Ayes, 0 Nay, 0 Abstain

OPEN SESSION – OCTOBER 26, 2021

Therese Wollman motioned to approve the Open Session minutes of October 26, 2021, seconded by Dr. Meg Fisher

Roll Call Vote:

Allenhurst	Yes	Brielle	Yes
Deal	Yes	Fair Haven	Yes
Ocean Twp	Yes	Rumson	Yes
Sea Bright	Yes	Sea Girt	Yes
Spring Lake Heights	Yes	Tinton Falls	Yes

VOTE: 10 Ayes, 0 Nay, 0 Abstain

OPEN SESSION – NOVEMBER 23, 2021

Diane Anthony motioned to approve the Open Session minutes of November 23, 2021, seconded by Dr. Meg Fisher

Roll Call Vote:

Allenhurst	Yes	Brielle	Yes
Deal	Yes	Fair Haven	Yes

Approved Minutes February 22, 2022

Ocean Twp	Yes	Rumson	Yes
Sea Bright	Yes	Sea Girt	Yes
Spring Lake Heights	Yes	Tinton Falls	Yes

VOTE: 10 Ayes, 0 Nay, 0 Abstain

OPEN SESSION – DECEMBER 21, 2021

Dr. Meg Fisher motioned to approve the Open Session minutes of December 21, 2021, seconded by Diane Anthony

Roll Call Vote:

Allenhurst	Yes	Brielle	Yes
Deal	Yes	Fair Haven	Yes
Ocean Twp	Yes	Rumson	Yes
Sea Bright	Yes	Sea Girt	Yes
Spring Lake Heights	Yes	Tinton Falls	Yes

VOTE: 10 Ayes, 0 Nay, 0 Abstain

CLOSED SESSION – DECEMBER 21, 2021

Diane Anthony motioned to approve the Closed Session minutes of December 21, 2021, seconded by Dr. Meg Fisher

Approved by those present.

RESOLUTION 2022-21

Resolution 2022-21 for approval for Payment of Monthly Bills (December and January)
Therese Wollman motioned to pay the bills for January, seconded by Dr. Meg Fisher.

Roll Call Vote:

Allenhurst	Yes	Brielle	Yes
Deal	Yes	Fair Haven	Yes
Ocean Twp	Yes	Rumson	Yes
Sea Bright	Yes	Sea Girt	Yes
Spring Lake Heights	Yes	Tinton Falls	Yes

VOTE: 10 Ayes, 0 Nay, 0 Abstain

RESOLUTION 2022-22

Resolution 2022-24 to enter into Closed Session

Contract negotiation and Policy use of social media.

At 11:45 am Dr. Meg Fisher motioned to enter Closed Session for the purpose of Union Contract Negotiation seconded by Steve Carasia

Marita Kresge Commission Secretary exited the room.

The motion to exit Closed Session was made by Steve Carasia 11:52 am, seconded by Dr. Meg Fisher

BUDGET & FINANCE COMMITTEE:

CFO REPORT:

Gail Krzyzczuk introduced herself, and stated that she has been working with our Accounting Clerk to help in his transition, but she has no report at this time.

TREASURER'S REPORT:

The Statement of Accounts was previously emailed.

COMMUNICATIONS:

Dave received a letter from the Superintendent of the Shrewsbury borough schools, and a school nurse thanking the commission for their help during the course of the pandemic.

HEALTH OFFICER'S Report:

Health officer will defer his report until next month due to time factors of this meeting

HEALTH OFFICER'S UPDATE:

Board of Health orientation will take part and pieces of that over the next coming months for the commission's benefit.

With Len's concurrence we declared a Public Health Emergency to be in conjunction with the Governor's public health emergency declaration.

Voice vote to accept HO report/update:

All in favor – Aye

Motion carried.

HUMAN RESOURCES COMMITTEE:

We had a social media issue last month, and I asked Dave to pull up policy on social media from 4/2017, later modified 5/2017. The Health Officer is in control of what is put on social media. We discussed what was put out on twitter and came to the conclusion that it was not in the best interest of the commission and was not meant with malice, it was an error and will not be repeated.

Dave responded that he will refrain from using social media in that way in the future.

**Resolution 2022-23 Principal REHS
We are pulling this resolution for now.**

OPERATIONS COMMITTEE:

Diane Anthony says she hopes the new phone system and the security system are working well. Dave reports we are very happy with new equipment.

NEW BUSINESS:

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Quarterly reports have been submitted for VPOC grant, Vaccine Grant, and working on Lead grant. Proceeding normally and waiting to hear back from state on these.

Dr. Fisher do you have anything from the State?

Dr. Fisher says: good news is the number of new cases has dropped but the bad news is that deaths have gone up. Deaths are a lagging indicator. 98% of cases in NJ are due to Omicron, if you haven't gotten your booster, do it. Get vaccinated, tell your friends, family and enemies. I think the next few months we will see things get calmer.

AUDIT COMMITTEE

**We are pulling Resolution 2022- 3
We will do RFP for new Auditor**

GOVERNANCE COMMITTEE:

The new Commission Governance Manual has been completed and a copy will be distributed to all commissioners.

PRESIDENT'S REPORT:

No report at this time.

ORDINANCES:

No Pending Readings, Introductions or Adoptions

PUBLIC COMMENT PERIOD:

Paul Roman asked our commissioners to please go on NJLBHA.org Local Boards of Health Association with orientation manual on website. You can get certified as an LBH member. Dave said this manual was emailed to all commissioners with the reorganization information.

Paul also says there are lots of articles out about whether we will continue with a pandemic or move to endemic like the flu in the future. Lots of science in these articles.

We sent out the policy guidelines for the staff, merely editorial

ACCREDITATION:

Dave says we are moving along well. Meeting with the Accreditation manager weekly and we will be done by deadline. Strategic plan has been reviewed and has comments. Ready to go.

We are waiting on Monmouth University to go over finishing touches on agreement for student rotations for our department.

GENERAL COMMENTS:

Our Organizational Chart is being updated so if you have new contact information please share. It will be distributed shortly.

There being no further business, Pres. Giles said welcome our new members, and thank you to all our members for your participation today.

Motion was made by Meg Fisher to adjourn the meeting, seconded by Diane Anthony at 12:35.

Next Regular Meeting of the MCRHC No. 1 Commission will be held (via Zoom) on Tuesday, February 22, 2022 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,

Marita Kresge

Marita Kresge
COMMISSION SECRETARY

Reviewed by:

David A. Henry

David A. Henry
HEALTH OFFICER