

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, December 21, 2021  
(Open Session: (47 min. 23sec.)

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 (Remote except for Vice-President)

Boro of Brielle – Denise Murphy, Fair Haven – Theresa Casagrande, Little Silver – Dr. Tim Sullivan, Ocean Twp. – Vinnie Buttiglieri, Rumson – Therese Wollman, Sea Bright – Dr. Meg Fisher, Sea Girt – Diane Anthony, Shrewsbury Boro- Paul Roman - (attending in person), Spring Lake – Mary Anne Donahue, Spring Lake Heights – Dr. Len Giles, Boro of Tinton Falls -Doreen Hoffmann, Alt John Mack

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

ABSENT:

Allenhurst – Donna Campagna, Deal - Stephen Carasia, Boro of Interlaken – Lori Reibrich, Loch Arbour – Marilyn Simons, Township of Middletown – Rich DeBenedetto, Boro of Monmouth Beach -Joe Nardone, Boro of Sea Bright, Boro of Tinton Falls, Boro of West Long Branch – Stephanie Dollinger

OTHERS PRESENT:

David A. Henry, Health Officer (attending in person), Mark Kitrick, Esq (remote), Sal Alfieri, Esq (remote), Stephen Gallagher, CFO (remote), Marita Kresge, Commission Secretary/Office Coordinator (attending in person),

MINUTES OF LAST MEETING:

**\*November 23, 2021 Regular Meeting**

No minutes were read

Len thanked all for participating today. It is a busy time of year and this is an important session with approving the budget that Steve worked so hard on.

RESOLUTION 2021-80

Approved Minutes January 25, 2022

Resolution to Amend Part-Time Chief Financial Officer Services. Vinnie Buttiglieri, Ocean motioned to approve Resolution 2021-80, seconded by Mary Anne Donahue, Spring Lake.

Len shared that Steve Gallagher is retiring, Suplee, Cooney & Co. who were our auditors for the 2021 year will be our consulting CFO.

Theresa Casagrande said she doesn't think we are going to get our consulting CFO to give us nearly the same level of involvement that we received from Steve. Len said we will see how it goes, but agreed Steve will be greatly missed.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Sea Girt	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Ocean Twp	Yes	Spring Lake	Yes
Rumson	Yes	Spring Lake Heights	Yes
		Tinton Falls	Yes

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

RESOLUTION 2021-95-98

Resolutions 2021-95-98 are to promote the principal REHS, the retirement of Nancy Jean Ippolito, Steven Gallagher, and Sharon Marten. HO wants to go over these and prepare not for attorney review.

Since we don't have these resolutions made up, we are deferring them until next meeting.

Vice President Roman said we have a book shelf clock for each of our long-term retirees with the following citation:

The MCRHC proudly recognizes **Nancy Jean Ippolito** Bookkeeper and Human Resources Manager with the Commissioner's award for your selfless and untiring dedication and your significant contribution to our public health mission with our gratitude and congratulations on your retirement after 28 years of service. Best wishes for your future.

The MCRHC proudly recognizes **Steven O. Gallagher** Chief Financial Officer with the Commissioner's award for your selfless and untiring dedication and your significant contribution to our public health mission with our gratitude and congratulations on your retirement after 12 years of service. Best wishes for your future.

Paul will make sure that these awards get to both individuals.

President Giles also congratulated Vinnie Buttiglieri on his upcoming retirement.

Health Officer will touch base with the Commission in January on the promotion for principal REHS.

RESOLUTION 2021-99

Resolution 2021-99 for approval for Payment of Monthly Bills (December)

Pres. Giles states: we are going to hold off on this because we have not received the bills yet. We will pay the bills that need to be paid but we will defer the resolution until January.

**CLOSED SESSION:**

Contract negotiation and Policy use of social media.

At 11:50 Theresa Casagrande, Fair Haven motioned to enter Closed Session for the purpose of Contract Negotiation and Policy use of social media, seconded by Diane Anthony, Sea Girt.

Vinnie Buttiglieri and Steve Gallagher exited the zoom call at this time.

The motion to exit Closed Session was made by Mary Ann Donahue, Spring Lake at 12:08 pm, seconded by Dr. Meg Fisher, Sea Bright.

**BUDGET & FINANCE**

At this point, President Giles said he hoped all received the emails that were sent out by himself with the revisions that Steve Gallagher P/T CFO had made. Basically, the assessments were a little less for the towns because of the Manalapan consortium. If there are no questions, we can move ahead to pass the budget. Motion to pass the budget was made by Paul Roman, Shrewsbury Boro seconded by Theresa Casagrande, Fair Haven.

**ROLL CALL VOTE:**

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Sea Girt	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Ocean Twp	Yes	Spring Lake	Yes
Rumson	Yes	Spring Lake Heights	Yes
		Tinton Falls	Yes

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

**RESOLUTION 2021-101**

Authorizing transfer of funds recommended by the CFO.  
Motion was made by Paul Roman, Shrewsbury Boro seconded by Mary Anne Donahue, Spring Lake.

**ROLL CALL VOTE:**

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Sea Girt	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Ocean Twp	Yes	Spring Lake	Yes
Rumson	Yes	Spring Lake Heights	Yes
		Tinton Falls	Yes

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

**COMMUNICATIONS:**

None

HEALTH OFFICER'S Report:

Monthly staff reports: CDRSS, Conference & Meetings, Financials, and PHN Activity were previously emailed.

HEALTH OFFICER'S UPDATE:

It's been a very busy month. Over 1000 vaccinations for this year, Grants are going well and proceeding. We have a strategic plan that we just need to make some minor adjustments to proceed forward on that, same with performance management and community health improvement plan. Everyone is working as hard as they can from the vaccine grants, Peg is working as hard as anyone on staff.

We are at very high Covid activity level now and Omicron is quickly creeping up so I recommend to everyone to protect yourself with vaccines, boosters, washing your hands, and also getting our flu shot, and protect yourself with masks.

Health Officer asked Dr. Fisher if she had anything to add. Meg says Omicron is skyrocketing, we still have tons of Delta, we went over 2000 hospital admissions today. You are as protected as you can be if you are vaccinated and boosted. Test yourself before you gather if you are having family gatherings. Pfizer's vaccine for children under 2 is not ready, and won't be until perhaps spring. Let's spread cheer, not Covid. Try to be safe as you enjoy the season.

The Health Officer added that another Grant is available, and he wants to proceed in that regard. It is part of the Covid Vaccine Health promotion Grant to encourage more people to get vaccinated. With the Commission's blessing he would like to proceed since the commission will not meet again until after the deadline for the application.

Motion was made by Dr. Meg Fisher, Sea Bright seconded by Dr. Tim Sullivan, Little Silver.

All in favor- Aye

Motion carried to proceed with new Grant.

Motion to approve the Health Officer's report was made by Dr. Tim Sullivan, Little Silver seconded by Dr. Meg Fisher, Sea Bright.

VOTE:

All in favor – Aye

Motion carried to approve HO report.

CFO REPORT:

Steve Gallagher states he really doesn't have a report this month. We just got the budget, and we are all good. I will probably be there on the 31<sup>st</sup> posting it and getting it set up for the new people who take over in January. I wish to thank you very much for allowing me the opportunity to serve all of you and your communities. I have enjoyed my time with the MCRHC and working with you all.

Theresa Casagrande said Steve Gallagher is a consummate professional and we will miss working with him. All wished him well.

TREASURER'S REPORT:

The Statement of Accounts for period ending November 30, 2021 was previously emailed.

No Resolutions.

The Treasurer's Report was accepted as presented.

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GOVERNANCE COMMITTEE:

RESOLUTION 2021-69

Governance Manual was presented four months ago, it was sent to attorneys for review. Sal revied it and made some grammatical/spelling changes. One change was made to delete the Term limits. We would like to make a motion to approve the Governance Manual with the change to delete Term limits for officers. Paul would like to make the motion, but would like to make note as to the point that was brought forward by Theresa Casagrande in terms of the Municipal Excess Liability (MEL) that the document, we worked on for almost a year now embodies everything the commission wanted in up to this point by recognizing that if the MEL is a boiler plate for the towns that we need to not be shy and do something about that. I'd like to see this document approved up to this point that we've got it with the caveat that we send it for review so that the documents form the MEL that we are beholding to from our Joint Insurance Fund gets us on track for that.

Theresa Casagrande asks for clarity on the manual, is it a Policy and Procedures manual?

VP Roman states: this is a governance manual, the commissions policy. This document covers the following items. It starts with the formation of the commission, Vision, Mission statement, speaks to membership approval. Duties of elected officers, orientation, fiduciary responsibility, etc. We took out term limits, we can choose to put it in again.

Theresa Casagrande says this is more of a volunteer handbook for commissions, and we will need to move forward with Policy and Procedures manual.

Discussion follows for name of manual so as not to confuse with Policy and Procedure Manual.

Decision: Commissioner's Governance Manual.

Dr. Fisher is ok with name but not with taking out term limits. Paul says it was never in the original policy, we spoke of putting it in and decided to leave it out.

In the draft is says all elected officers may serve up to four (4) consecutive years in the same position.

Theresa Casagrande: if Pres. Giles is willing to continue to serve in his position, she believes with VP Roman leaving and Steve Gallagher leaving this not the year to enforce term limits.

It was agreed that term limits should be included in the manual, and stated as: Term limits should be one year term not to exceed five (5) consecutive years with a minimum one-year break before taking new office.

Vote would require super majority (two thirds vote).

Revision of Governance Manual.

Vice-President Roman, Shrewsbury Boro motioned to approve Resolution 2020-69, seconded by Dr. Meg Fisher, Sea Bright.

ROLL CALL VOTE:

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Sea Girt	Abstain
Little Silver	Yes	Shrewsbury Boro	Yes
Ocean Twp	Yes	Spring Lake	Yes
Rumson	Yes	Spring Lake Heights	Yes
		Tinton Falls	Yes

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VOTE: 10 Ayes, 0 Nay, 1 Abstain  
Motion Carries.

**PRESIDENT’S REPORT**

As everyone knows this is a sad day for the Commission that we are losing our most dedicated commissioner, Paul Roman at the end of this year. I believe everyone who has been associated with the Regional Health Commission would agree that no one has been more dedicated to its mission than Paul. He has served the commission since 1978, and held the office of President for 27 years. Personally, I really appreciated him taking on the role of Vice President after his tenure. I definitely needed his support, and I know I can call upon him in the future to help me out.

Throughout his tenure no one could deny his passion for, and knowledge of public health. Besides his credentials with the commission Paul has been active in and past president of NJ local Boards of Health Association, the NJ Fire and Emergency Medical Services Institute, he has held every position in his First Aid Squad and much more.

His record of volunteer public service is exceptional and remarkable, not only because of the years he has spent, but because he has been elected to the top offices of all these organizations and dedicated himself to their missions. I have been in awe of his knowledge of public health in New Jersey and I doubt that he has a rival in that. I was speaking with another commissioner and they described Paul as having a Wikipedia’s knowledge in that area.

I hope you will join me in wishing Paul well, he will be missed, and that he is recognized for all of his achievements with the commission

To recognize Paul, I am putting forth Resolution 2021-102 naming the MCRHC Conference room as the Paul David Roman Conference Room.

**RESOLUTION 2021-102**

Resolution naming the MCRHC Conference Room as the Paul David Roman Conference Room.

Theresa Casagrande, Fair Haven made the motion, seconded by Dr. Tim Sullivan, Little Silver

**ROLL CALL VOTE:**

Brielle	Yes	Sea Bright	Yes
Fair Haven	Yes	Sea Girt	Yes
Little Silver	Yes	Shrewsbury Boro	Yes
Ocean Twp	Yes	Spring Lake	Yes
Rumson	Yes	Spring Lake Heights	Yes
		Tinton Falls	Yes

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

Len states how much we will miss Paul.

**ORDINANCES:**

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No Pending Readings, Introductions or Adoptions

PUBLIC COMMENT PERIOD:

Public Comment Period

(Notification to phone in posted on Agenda)

GENERAL COMMENTS:

Theresa Casagrande mentioned that this will be her last meeting with the Commission. She has too much on her plate with her town responsibilities, and cannot dedicate the time necessary to the commission. Fair Haven is not leaving the commission and they will be presenting a new representative. With every bit of sincerity, it has been my pleasure to work with every single person on the Commission past and present. I have nothing but the utmost respect for you all.

There being no further business, Pres. Giles stated that our next meeting will be January 25, 2022 for our reorganizational meeting and hopes to have good attendance.

Happy Holidays, and Happy New Year to all!

the meeting adjourned at 12:35 pm.

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Marita Kresge  
COMMISSION SECRETARY

Reviewed by

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David A. Henry  
HEALTH OFFICER