MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING
Tuesday, February 23, 2016
55 min. 24 sec.

CALL TO ORDER:

President Roman called the meeting to order at 6:04 p.m. He then led the Regional Board of Health in the salute to the flag. President Roman next read the “Open Public Meeting Act Statement”.

ROLL CALL:

Theresa Casagrande, Little Silver – Dr. Tim Sullivan, Ocean Twp – Vinnie Buttiglieri, Dr. Meg Fisher – Sea Bright, Shrewsbury Borough – Paul Roman, Spring Lake Heights – Len Giles, Tinton Falls – Colleen Connolly, Wall Twp – Keri Pagnoni

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

ABSENT:

Boro of Brielle, Boro of Highlands, Boro of Monmouth Beach, Boro of Red Bank, Boro of Rumson, Boro of Sea Girt, Boro of Spring Lake, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry – Secretary/Health Officer, James J. Kinneally III, Esq., Margaret Blair, Esq., Heather Frketich, Office Coordinator

Les Mathis – Little Silver Alternate, Paul Robinson, Elberon First Aid (friend of President Roman)

MINUTES OF LAST MEETING:

OPEN SESSION:
January 26, 2016

Vice-President Giles corrected a statement under Old Business Item “MCRHC LOCKED DOOR POLICY” He did not refer to MCRHC as a “soft target” that was part of another Commissioner’s comments.

Following this one correction, Vinnie Buttiglieri motioned to approve the Open Session Minutes of January 26 2016, seconded by Dr. Sullivan.
MINUTES (continued):

ROLL CALL VOTE:

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<tr>
<th>Town</th>
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<tr>
<td>Fair Haven</td>
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<td>Little Silver</td>
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<td>Ocean Twp</td>
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<td>Sea Bright</td>
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<td>Spring Lake Heights</td>
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<td>Tinton Falls</td>
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<td>Wall Township</td>
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VOTE: 7 Ayes, 0 Nays, 1 Abstain
Motion carries.

COMMUNICATIONS:

The Health Officer reported on:

The Health Officer reported that the latest NJDOH Dog Licensing and Regulations received will be forwarded to our towns.

Accreditation Grant ($10,000) distributed to 3 other NJ health departments including Middlebrook Regional and Princeton.

HEALTH OFFICER’S REPORT:

The Health Officer’s Report (reflecting January 2016 activity), the January 2016 Conferences & Meetings, the January 2016 CDRSS Report, the January 2016 Public Health Nursing report and the 4th quarter 2015 Vital Statistics were previously mailed/e-mailed.

Mr. Henry reported on:

As part of the MCRHC Strategic Plan, the Continuity of Operations (COOP) Plan is being worked on. The staff has been forwarded a hazard assessment survey to complete. Results to be collected and reviewed in early March.

Sr. REHS Mike Kowal attended the Accreditation Coordinator Training in Alexandria, Virginia on February 9th and 10th. We have basically one year’s time to prepare for a PHAB site visit and upload all required documents.

Performance Management and Quality Improvement workshops were attended by Mr. Henry and our interns.

MCRHC’s application for a CDC Associate carries the support of all local health departments in the County. The Health Officer would have this individual focus on STD detail and investigations. There is currently a required 4 day training session. County and NJHOA partners are pursuing the possibility of a livestream training which would allow more individuals to be trained to handle investigations.

The newest version of the Community Health Improvement Plan in 2016, dealing with forces of change in Monmouth County will highlight emerging diseases, the heroin crisis, public health and healthcare changes and a lack of general funding.

The next step following development of the Community Health Assessment Plan (CHA) is to turn work toward turning those areas of concern into the Community Health Improvement Plan or the CHIP.

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HEALTH OFFICER’S REPORT (continued):

The Health Officer and Office Coordinator attended the non-profit Federal Work Study Student Fair at Monmouth University at the end of January. This resulted in the hired of a health studies major who will work as a Public Health Office Assistant. The program allows companies to retain a quality individual while paying only a minimal portion of the student’s hourly wage. It is a win-win situation.

Climate Change Adaptation Group – prominent concerns are coastal flooding prevention efforts and the public health implication such as mosquito borne diseases, the newest being Zika Virus.

The Health Officer explained that there are constant updates and interim guidelines as there are many unknowns at this time. Three travel-related cases are being monitored in NJ. CDC will test those that meet the definition of possible cases. No local lab testing is available right now.

Dr. Fisher added there are actually 84 cases within the US territories; with person to person transmission within Puerto Rico and the US Virgin Islands. Determination is in process as to what guidance to provide to women planning pregnancy: how long they should wait to have children 1 month or 3-4 months after travel to certain areas?. Although 80% of those infected do not experience symptoms, question remains as to whether you can transfer the virus if you are asymptomatic. Women

There is a developing issue with homegrown mosquitos. A March Mosquito Commission meeting to be held.

Mr. Henry wanted everyone to be aware that we are in a high influenza activity area.

In an update from the NJDOH:
- the food source of last summer’s multi-state Salmonella Juviana food-borne illness in a retail food chain was never found.
- Meningitis investigation at Monmouth County HD? Included in the update

Mr. Henry, serving as Chair of the Legislative Committee testified in front of Assembly Health Committee in relation to
- smoking ban on beaches and in parks
- moving age of purchase of cigarettes to 21….both passed through subcommittee

Our Monmouth University Work Study student has been asked to prepare e-mail lists of the NJ health related legislative committees so testimony can still be forwarded even if going to the sessions in person is not possible. The Health Officer reported that there are approximately 100 public health bills to be followed at this time.

Lead poisoning in children - stricter standards would work to combat this problem, but would also require more money and equipment. Public hearing on lead to bring actionable level from 10 mcg per dL (currently in NJ) to 5 mcg per dL (CDC)

MCRHC participates in a Lead Meter Shared Services Agreement

Dr. Fisher motioned to accept the Health Officer’s report, seconded by Vice-President Giles.

VOTE: Unanimous

AUDIT COMMITTEE: Minutes for documentation are necessary... No formal meeting held as the audit resulted in no negative comments and no required adjustments. A motion and vote to approve/accept the document as presented needs to be made by the Commission.

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Approved Minutes March 22, 2016
CFO REPORT: None

TREASURER’S REPORT:

Presented by President Roman in the absence of Liz Finnerty, Treasurer. He briefly reviewed the Statement of Accounts for period ending January 31, 2016.

The Treasurer’s Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

Vice-President Giles reported on the most recent Budget and Finance Committee meeting with CFO present. A follow up meeting to be held next month to continue Committee work.

1) the B & F committee is working to change the wording in our town contracts by use of an ORDINANCE stating the agreed upon methodology for assessing town fees contracts – no agreed upon resolution yet.

2) Middletown Township revised contract – still under Committee review

3) Long Branch – still under Committee review

PAYMENT OF BILLS:

Vice-President Giles motioned to pay the February 2016 bills in the amount of $134,464.61. The motion was seconded by Dr. Fisher.

ROLL CALL VOTE:

Fair Haven  Yes    Shrewsbury Boro  Yes
Little Silver  Yes    Spring Lake Heights  Yes
Ocean Twp  Yes    Tinton Falls  Yes
Sea Bright  Yes    Wall Township  Yes

VOTE: 8 Ayes, 0 Nays, 0 Abstain
Motion carries.

HUMAN RESOURCES COMMITTEE:

The January 2016 questions regarding Carryover of Employee Time were researched by Human Resources, recordkeeping errors identified and a new, corrected update is available in
HUMAN RESOURCES COMMITTEE (continued):

tonight’s folders. Confirmation was made that all amounts recorded follow the MCRHC Personnel Policy. The Health Officer researched the comp time issue with Attorney Padula. He verified the limit to be 240 hours and those employees must be paid for any amount not used. Theresa Casagrande reiterated that comp time is a managerial prerogative.

The Health Officer’s recently negotiated contract has been signed, however it was determined that ALL Commission members should receive a copy of the agreement to review. This item will be placed on the March 22, 2016 meeting agenda for vote in Public session.

Human Resources Committee Chair, Dr. Sullivan - the HR Committee plans to meet prior to the March Commission meeting

OPERATIONS COMMITTEE: No Report

Just one quote received from End-Point Communications relating to MCRHC Office Security. Further elements need to be quoted in addition to surveillance. The staff will follow up on additional quote requests as soon as possible. An Active Shooter Training video was viewed at a recent staff meeting.

MCRHC LOCKED DOOR POLICY – A brief discussion was initiated by Vice-President Giles in regard to the staff’s recent security efforts. He would like to remain in line with the policies practiced at other public agencies and asked the Health Officer “who will not be allowed through the front door?” It was explained by the Health Officer and Heather Frketich, Office Coordinator that no one who has legitimate business is ever refused entrance. Another Commissioner comment reflected on the reality that individual towns or agencies may have specific areas of concern and focus security efforts toward those concerns with reference to a local health department as a possible soft target. Opinions between MCRHC management and some Commission members continue to vary. The Health Officer reiterated that he is simply interested in a reasonable approach that will balance the interests of the staff and the interests of the public.

GOVERNANCE COMMITTEE: No Report

NOTE: Resolutions were prepared for the following positions of Legal Counsel, Labor Counsel, Certified Public Accountant and Health Educator.

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 and the actual contract.

APPOINTMENTS (carried over from January 26, 2016 Reorg Meeting)

At the January 26, 2016 Reorganization Meeting, the Commission decided to follow Commissioner Casagrande’s suggestion to holdover all current professional firms but pursue RFQs from interested parties for Legal Counsel, Labor Counsel and CPA possible future negotiations.
APPOINTMENTS (continued):

President Roman stated there were no additional bids received for Legal Counsel and Labor Counsel and that there was no change in the respective fees set and paid in 2015. Theresa Casagrande specifically asked if Bruce Padula or his firm had submitted a proposal for regular counsel as well as Labor Counsel to which President Roman and the Health Officer replied that he had only submitted for one - Labor Counsel.

The Resolutions distributed for the January Reorg Meeting apply since no changes are being made; however, Theresa Casagrande stated that the Commissioners should also have the applicable contracts in front of them in order to vote.

Resolution 2016-01

APPOINTMENT OF LEGAL COUNSEL (without retainer) James J. Kinneally III, Esq. of Marriott Callahan & Blair, PC.

Pursuant to all paperwork being in order and money available in the budget, Dr. Sullivan motioned to reappoint the firm of Marriott Callahan & Blair, PC represented by James J. Kinneally III, Esq. at the rate of $140.00 per hour for Partners and Counsel, $120.00 per hour for Associates and $70.00 for Paralegal services, which may exceed $17,500. The motion was seconded by Colleen Connolly.

ROLL CALL VOTE:
Fair Haven Abstain Shrewsbury Boro Yes
Little Silver Yes Spring Lake Heights Yes
Ocean Twp Yes Tinton Falls Yes
Sea Bright Abstain Wall Township Yes

VOTE: 6 Ayes, 0 Nays, 2 Abstain
Motion carries.

Resolution 2016-2

APPOINTMENT OF LABOR COUNSEL (without retainer) Bruce Padula, Esq. of Cleary Giacobbe Alfieri Jacobs, LLC

Pursuant to all paperwork being in order and money available in the budget, Dr. Sullivan motioned to reappoint the firm of Cleary, Giacobbe, Alfieri Jacobs, represented by Bruce Padula, Esq. at the rate of $150.00 per hour for Partners and Counsel, $150.00 per hour for Associates and $90.00 for Paralegal services, which may exceed $17,500. The motion was seconded by Vice-President Giles.
APPOINTMENTS (continued):

ROLL CALL VOTE:
Fair Haven    Abstain    Shrewsbury Boro   Yes  
Little Silver Yes         Spring Lake Heights Yes  
Ocean Twp    Yes         Tinton Falls       Yes  
Sea Bright   Yes         Wall Township     Yes  

VOTE: 7 Ayes, 0 Nays, 1 Abstain
Motion carries.

Resolution 2016-3

CPA - holdover
APPOINTMENT OF CERTIFIED PUBLIC ACCOUNTANT (without retainer) – Robert A.
Hulsart & Company

Three bids have been received for the position of MCRHC CPA firm. These submissions will
go to the Budget & Finance Committee for review.

OLD BUSINESS:

HIGHLANDS – President Roman then supplied the Commission with excellent news just
received: The Borough of Highlands Administrator Tim Hill has notified Mr. Henry of their
request to stay with the MCRHC. They had previously forwarded their intent to terminate their
very longstanding relationship with the MCRHC strictly due to financial reasons. However, the
Monmouth County Health Department, their newly intended public health service provider
advised them they are not able to enter into any new agreements at this time. President
Roman thanks the Borough for their contact and their request to remain which we are happy to
honor. Highlands has not sent a representative to the Commission for 29 years but said they
would attempt to appoint an individual.

MCRHC/Long Branch Interim Service Agreement for HO Services is in effect. A date for
further long term negotiations will be determined shortly.

MIDDLETOWN TOWNSHIP – Proposed Revised Contract turned over to Budget & Finance
Committee – DEFERRED TO MARCH MEETING

2016 ORGANIZATION CHART: Updated chart in tonight’s folders.
NEW BUSINESS:

DISCUSSION OF PART TIME PUBLIC HEALTH INVESTIGATOR (Non-Union) – This is a position that the Health Officer and staff would like to plan for in the future. Mr. Henry will work up a job description to be reviewed by the Human Resources Committee and the full Commission.

FINANCIAL DISCLOSURE STATEMENTS – No info released yet but reminder from Health Officer that this responsibility is upcoming – deadline for online filing is usually April 30th.

COMPLAINT – Cindy Ziff of Clean Ocean Action contacted MCRHC regarding illegal dumping occurring on Deal Beach. Oddly enough, the responsible party was identified as the US Army Corp of Engineers, a contractor for DEP. The Health Officer referred photos and placed a call to the MCHD, CEHA Agency who would issue a stop work order if instructed. The DEP issued the appropriate Notice of Violation in this case.

Resolution 2016-11

CAPITAL PROPERTY SALE – 2006 Chevy Impala Sedan
Resolution 2016-11 authorizing MCRHC Finance Department to follow the procedure/protocol set forth in the “Procedure for Public Sale of Capital Property” relating to the offer/sale/action of a fleet vehicle (2006 Chevrolet Impala Sedan) – details previously e-mailed to the Commissioners.

Vice-President Giles motioned to approve Resolution 2016-11, seconded by Theresa Casagrande.

ROLL CALL VOTE:
Fair Haven Yes Shrewsbury Boro Yes
Little Silver Yes Spring Lake Heights Yes
Ocean Twp Absent from room Tinton Falls Yes
Sea Bright Yes Wall Township Yes

VOTE: 7 Ayes, 0 Nays, 1 Abstain (absent from room)
Motion carries.

80TH ANNIVERSARY OF MCRHC – The Health Officer is looking for Commissioner participation for the planned celebration event to be held Friday, October 14th.

PUBLIC COMMENT PERIOD:
No Public Session required.
PRESIDENT’S REPORT: 2016 NJLBOH Membership Cards handed out.

There being no further business, the meeting adjourned at 6:59 pm on a motion by Dr. Fisher, seconded by ____________.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, MARCH 22, 2016 at 6:00 P.M. at the Regional’s headquarters located at American Red Cross building 1540 West Park Avenue – Suite # 1, Tinton Falls, New Jersey.

Respectfully submitted,

David A. Henry

David A. Henry
SECRETARY