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:


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

ABSENT:

Boro of Highlands, Township of Ocean, Boro of Rumson, Boro of Sea Girt, Boro of West Long Branch

OTHERS PRESENT:

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

Les Mathis – Little Silver Alternate

MINUTES OF LAST MEETING:

OPEN SESSION:
February 23, 2016

Jim Langenberger motioned to approve the Open Session Minutes of February 23 2016, seconded by Vice-President Giles.
MINUTES (continued):

VOTE: Unanimous

COMMUNICATIONS:

The Health Officer reported on:

Dr. Teresa Liccardi sent a thank you note for her certificate of appreciation for service as the Rumson Commissioner to the MCRHC.

HEALTH OFFICER’S REPORT:

HANDOUTS: 2016 County Health Rankings – New Jersey, 4 Things Successful Change Leaders Do Well, Monmouth County Mosquito Control Division – Tick Borne Disease Program

The March 2016 Health Officer’s Report (reflecting February 2016 activity), the February 2016 Conferences & Meetings, the February 2016 CDRSS Report, the February 2016 Public Health Nursing report and the 2015 Health Education Report were previously mailed/e-mailed.

Mr. Henry reported on:

- NJ Health Alert Network – case of bacterial meningitis- Rutgers student (80 students at the same camp facility (some from out of state) all receiving antibiotic treatment. Dr. Fisher stated that a vaccine for serogroup B, the 3 dose series slated for use in outbreak control or high risk cases is now licensed. This vaccine serogroup is not part of the pre-college meningitis vaccination requirement for pre-college students.

- Tinton Falls APP article radioactive material found at Mazza’s – not involving drinking water, originated in a co-generation plant in Lakewood – radium absorbing onto plastic parts and pieces mixed with other construction material– no MCRHC notification from DEP which the Health Officer discussed with the DEP Pressroom and the onsite manager HEALTH DEPT MUST BE ALERTED of any issues in their jurisdiction.

- In a contract town 108 middle school and high school students found non-compliant even after ample parent notification (in need of pertussis and meningitis vaccines) leading to exclusions from school. By order of the Health Officer those affected are well in process of receiving the needed shots from either pediatricians, the MCRHC or FQHGs. Dr. Fisher who also had involvement explained the problem existed largely in a transfer student population.

- In 2017 – new STD budget item will be required – The MCHD Grant is for 2016 only at this point. Possible negotiations with MCHD who have hired an individual for this work.

- Wreck Pond pipe– Meeting updates on water quality during beach season– impact on Boroughs of Spring Lake, Sea Girt, Spring Lake Heights and Wall Twp. Federal Government is under a deadline. Continuing issue remains maintaining a balance between wildlife and neighborhood flooding. Also Piping Clover is an endangered species in the location.
HEALTH OFFICER’S REPORT (continued)

- Legislative Bills:
- Smoking: (formerly pocket-vetoed by the Governor/reintroduced in February 2016). Health Officer continues to provide testimony. Health Officer’s Association backing the bill to raise smoking age of purchase to 21
- Lead: reducing the blood lead level required for health department action in a childhood lead poisoning case is estimated to cost $700-$900 per child for environmental and nursing services

- Accreditation – draft Workforce Development Plan created; COOP - hazard assessment survey distributed to MCRHC staff – results/analysis/action plan to be shared with Commission in the future

Lisa Muscillo, Principal REHS programming new databases to cut down daily data entry work for admin staff

A huge “Thank You” to Nancy Ippolito and Pat Hanlon, both Administrative Staff members for contributions during Administrative Assistant’s recent medical leave. PHN also receiving more training in CDRSS case investigation

Dr. Fisher motioned to accept the Health Officer’s report, seconded by Theresa Casagrande.

VOTE: Unanimous

AUDIT COMMITTEE: Minutes for documentation are necessary...Please refer to Memo dated March 29, 2016. 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.

CFO REPORT: None

TREASURER’S REPORT:

Presented by Liz Finnerty, Treasurer. She briefly reviewed the Statement of Accounts for period ending February 29, 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 to continue Committee work.

1) The Budget and Finance Committee recommend switching future auditor/CPA services to Suplee , Clooney & Company.

When the question arose as to which audits the new firm will be performing, Theresa Casagrande attempted to clarify by stating that the appointment of an Auditor in January is for the year that is going to close, not for the year that has already closed.

A contract and resolution to authorize the professional services of Robert A. Hulsart & Company (for the 2015 MCRHC Audit) will be obtained/prepared for the April 26th meeting.

2) 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. The Chair is in the process of scheduling the next meeting.

3) Long Branch – to be discussed under Old Business

PAYMENT OF BILLS:

Liz Finnerty motioned to pay the March 2016 bills in the amount of $143,381.85. The motion was seconded by Dr. Fisher.

ROLL CALL VOTE:

<table>
<thead>
<tr>
<th>Town</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brielle</td>
<td>Yes</td>
</tr>
<tr>
<td>Fair Haven</td>
<td>Yes</td>
</tr>
<tr>
<td>Little Silver</td>
<td>Yes</td>
</tr>
<tr>
<td>Monmouth Beach</td>
<td>Yes</td>
</tr>
<tr>
<td>Red Bank</td>
<td>Yes</td>
</tr>
<tr>
<td>Sea Bright</td>
<td>Yes</td>
</tr>
<tr>
<td>Shrewsbury Boro</td>
<td>Yes</td>
</tr>
<tr>
<td>Spring Lake</td>
<td>Yes</td>
</tr>
<tr>
<td>Spring Lake Heights</td>
<td>Yes</td>
</tr>
<tr>
<td>Tinton Falls</td>
<td>Yes</td>
</tr>
<tr>
<td>Wall Twp</td>
<td>Yes</td>
</tr>
</tbody>
</table>

VOTE: 11 Ayes, 0 Nays, 0 Abstain
Motion carries.

HUMAN RESOURCES COMMITTEE:

Les Mathis was presented with a plaque of appreciation for all of his hard work as both the Little Silver Commissioner from 2003 – 2015 and his length of service as Human Resources Committee Chair through both good and trying times. Les will remain with the MCRHC as Little Silver’s Alternate.
HUMAN RESOURCES COMMITTEE (continued):

Newly appointed chair of the Human Resources Committee, Dr. Tim Sullivan briefly met with President Roman and former Chair, Les Mathis to review the responsibilities of his new role.

All Commissioners have received and had time to review the Health Officer’s recently negotiated contract. This document was signed at the end of last year and has been in effect. A vote is now required in Open Session. It was asked if any Commissioner had any issues with the contract.

Commission response to this document:

The MCRHC President or MCRHC management cannot sign and execute any contract agreement prior the vote of the full Commission.

Verifying that David Henry had received a RICE notice for this meeting, at 6:41 pm, Theresa Casagrande motioned to enter into Closed Session for this discussion, seconded by Dr. Fisher.

VOTE: Unanimous

The Health Officer and Heather Frketich exited the room.

At a point, Attorney Kinneally exited and Health Officer Henry rejoined the Closed Session meeting.

_________________________ motioned to exit Closed Session at 7:30 pm, seconded by ________________

Both Attorney Kinneally and Heather Frketich rejoined the meeting.

Health Officer Contract needs to be resigned and effective retroactively from September 9, 2015 through December 31, 2017.

**Simple Resolution**

Dr. Fisher offered the following motion:

BE IT RESOLVED that President Roman is hereby authorized to execute an employee contract with David Henry – Addendum A). The motion was seconded by Keri Pagnoni.

ROLL CALL VOTE:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brielle</td>
<td>Yes</td>
<td>Shrewsbury Boro</td>
<td>Yes</td>
</tr>
<tr>
<td>Fair Haven</td>
<td>Yes</td>
<td>Spring Lake</td>
<td>Yes</td>
</tr>
<tr>
<td>Little Silver</td>
<td>Yes</td>
<td>Spring Lake Heights</td>
<td>Yes</td>
</tr>
<tr>
<td>Monmouth Beach</td>
<td>Yes</td>
<td>Tinton Falls</td>
<td>Yes</td>
</tr>
<tr>
<td>Red Bank</td>
<td>Yes</td>
<td>Wall Twp</td>
<td>Yes</td>
</tr>
<tr>
<td>Sea Bright</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VOTE: 11 Ayes, 0 Nays, 0 Abstain
Motion carries.

Page 5 of 11

Approved Minutes April 26, 2016
HUMAN RESOURCES COMMITTEE (continued):
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.

At the January 26, 2016 meeting, 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.

Resolution 2016-01 was voted on and approved APPOINTMENT OF LEGAL COUNSEL (without retainer) James J. Kinneally III, Esq. of Marriott Callahan & Blair, PC. At the Reorganization meeting:

RE: Resolution 2016-01 (LEGAL COUNSEL) – Discussion held in Closed Session this evening.

In open session Theresa Casagrande motioned to holdover any Legal Counsel Discussion or action until the April meeting for 2 reasons. The motion was seconded by Dr. Sullivan.
1) Due to an error of omission, the Commission did not review all submissions for General Counsel.
2) A definitive policy must also be researched or reached by the MCRHC regarding professional contract “conflict of interest” rulings. Are there state or local statutes that refer to not choosing a professional contract provider that already represents any of the towns in our jurisdiction?

ROLL CALL VOTE:
Brielle       Yes
Fair Haven    Yes        Shrewsbury Boro Yes
Little Silver Yes        Spring Lake Yes
Monmouth Beach Yes       Spring Lake Heights Yes
Red Bank      Yes        Tinton Falls Yes
Sea Bright    Yes        Wall Twp   Yes

VOTE: 11 Ayes, 0 Nays, 0 Abstain
Motion carries.
Resolution 2016-3


Pursuant to all paperwork being in order and money available in the future 2017 budget, Dr. Fisher motioned to appoint the firm of Suplee, Clooney & Company represented by John Swisher, Esq. to provide accounting services to the Commission at a cost not to exceed $7,000. The motion was seconded by John Mack. The appointment will be in effect for the 2017 calendar year during which period the 2016 MCRHC audit will be performed.

Note: Contract approval will voted on at April 26, 2016 meeting.

ROLL CALL VOTE:
Brielle          Yes  Fair Haven       Yes  Shrewsbury Boro  Yes
Little Silver    Yes  Spring Lake     Yes  Spring Lake Heights Yes
Monmouth Beach   Yes  Tinton Falls    Yes  Wall Twp        Yes
Red Bank         Yes  Monmouth Beach  Yes
Sea Bright       Yes

VOTE: 11 Ayes, 0 Nays, 0 Abstain
Motion carries.

Simple Resolution
A contract and resolution for Robert A. Hulsart and Company to serve as CPA for calendar 2016, performing the 2015 MCRHC audit will be voted on by the Commission at the April 26, 2016 meeting.

OPERATIONS COMMITTEE: John Mack, Chair provided a sample “Active Shooter” protocol to the Health Officer as a template for us to follow and is set to work on COOP with Health Educator.

Just one quote received from End-Point Communications relating to MCRHC Office Security. Other quotes still pending.

GOVERNANCE COMMITTEE: No Report
OLD BUSINESS:

Resolution 2016-13
LONG BRANCH – At several intervals, President Roman has checked in with Long Branch Administrator (Woolley) and Mayor Schneider, in regard to the status of a long-term solution to their Health Officer vacancy – which MCRHC is currently covering interim services per a 3 month agreement/resolution that ends March 31, 2016. State law allows for a 6 month period without a permanent HO in place. They are looking for a candidate to hire as a part-time Health Officer. It was explained that the current agreement for interim services with MCRHC runs out on March 31, 2016 and our Board of Commissioners meet on March 22, 2016 at which time they would need to vote on a 3-month extension to carry through June 30, 2016. President Roman was promised a meeting in good faith during the last week of March.

Following a comment regarding Mr. Henry’s role in the negotiations with Long Branch, President Roman stated that MCRHC has chosen not to include any Health Officers in direct monetary town negotiations or politics as they are responsible for enforcing the laws. Theresa Casagrande stated they are the persons paid to run this organization as professionals. Dr. Sullivan commented that this is a procedural side discussion for another time, not affecting the pending vote.

President Roman asked the Commission for authorization to renew the Long Branch HO services contract for a 3-month period (same terms) if that is the option they choose to be effective April 1, 2016. Theresa Casagrande motioned to grant this authorization until renegotiated or terminated by either party. The motion was seconded by Liz Finnerty.

ROLL CALL VOTE:
Brielle No
Fair Haven Yes Shrewsbury Boro Yes
Little Silver Yes Spring Lake Yes
Monmouth Beach Yes Spring Lake Heights Yes
Red Bank Yes Tinton Falls No
Sea Bright Yes Wall Twp Yes

VOTE: 9 Ayes, 2 Nays, 0 Abstain
Motion carries.

Notes: If Long Branch decides not to extend the HO interim services agreement, Mr. Henry will send official notice to the State and to Long Branch officials that he no longer covers the municipality as Health Officer as of April 1, 2016.

Joe Nardone asked it be noted what vaccines and administrative costs have applied during the MCRHC’s coverage of Long Branch to be considered into any future first year estimate or funding formula should Long Branch request a longer term service agreement. It should be considered an example of what to identify and account for in any future negotiations. Theresa Casagrande mentioned the funding formula considerations of towns with higher population and density as factors.
OLD BUSINESS (continued):

Dr. Giles spoke for the Budget & Finance Committee calling the 3 month price fair, however, future negotiations for services will be more detailed.

NEW BUSINESS:

2016 National Public Health Week Proclamation – Theresa Casagrande motioned to adopt this document proclaiming and celebrating National Public Health Week April 4-10, 2016. The motion was seconded by John Mack. The Proclamation which invites all in our jurisdiction to take part in promoting the work of public health organizations will be forwarded to all towns to adopt the same. This year’s theme “Healthiest Nation 2030”. 

Vote: Unanimous

Resolution 2016-12

MIDDLETOWN TOWNSHIP – To mirror the Township of Middletown’s Resolution #16-83, MCRHC sets forth Resolution 2016-12 for Commission approval “Authorizing a New Shared Services Agreement with the Township of Middletown for Public Health Services and the Township’s Provision of IT Related Services” effective February 1, 2016.

Hosting a server, utilizing the Township’s IT personnel resulting in a yearly credit of $3,000 to be applied toward the MCRHC’s contract public health services to Middletown Township.

Commissioner Casagrande motioned to approve/adopt Resolution 2016-12, seconded by Commissioner Sullivan.

ROLL CALL VOTE:

<table>
<thead>
<tr>
<th>Location</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brielle</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Fair Haven</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Little Silver</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Monmouth Beach</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Red Bank</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Sea Bright</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Shrewsbury Boro</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Spring Lake</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Spring Lake Heights</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Tinton Falls</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Wall Twp</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

VOTE: 11 Ayes, 0 Nays, 0 Abstain
Motion carries.

Dr. Fisher pointed out some confusion with attached full Middletown contract. Leading to a lengthy discussion – Where is the Resolution authorizing the MCRHC Shared Services Agreement with Middletown in tonight’s folders with an effective date of February 1, 2016 - a
NEW BUSINESS (continued):

Separate arrangement from the Middletown IT Shared Services Resolution 2016-12 just voted on by the Commission.

The Commission as a whole restated that the President or any other official does not have the authority to execute a contract without passing a matching resolution voted on by the full membership of the Commission.

The Commissioners present request
1) A review of the current Middletown contract
2) An appropriate resolution drawn to reflect that Shared Service Agreement to be placed on the April 26, 2016 agenda.
3) A correction of a contract/resolution mismatch $4,160 to $3,000 figure involving the IT arrangement which the Health Officer explained was an adjustment due to the fact that MCRHC purchased some of the hardware needed.

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. DEFERRED to April 26th

FINANCIAL DISCLOSURE STATEMENTS – Deadline for organization rosters to be updated – April 1, 2016. Notification e-mail will be forwarded from Peg Huie – deadline for online filing is April 30th.

Other Part-Time Staff Position Proposals – Future Planning - DEFERRED to April 26th

Regarding 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)
UPDATE from Finance Department – Red Bank interest, but if no sale or other interest, the next step will be to place the vehicle in an upcoming Tinton Falls auction – price to be set.

ORDINANCE 15-06 (Non Food Service Fees) – The Health Officer proposes an update to include and standardize our vaccine and vaccine administration fees. Slight increases planned. Introduction of these amendments to be scheduled for April 26, 2016 meeting.

80TH ANNIVERSARY OF MCRHC(Friday, October 14, 2016) – MCRHC Banner/Logo - DEFERRED to April 26th

Page 10 of 11

Approved Minutes April 26, 2016
NEW BUSINESS (continued):

MONTHLY REPORTS CONTENT – The Health Officer questioned the Commissioners regarding the monthly reporting of activity in their respective towns. The Office Coordinator had suggested providing the town reps that do not currently receive a monthly activity report via their individual Board of Health, with this detail which is not completely covered in other monthly reporting. Theresa Casagrande suggested providing a sample report for review. This could provide useful, more quantitative information to pass on to their governing bodies.

PUBLIC COMMENT PERIOD:
No Public present.

PRESIDENT’S REPORT:

- Invitation to attend PHACE (Public Health Association’s Collaborative Effort) on May 19, 2016 9 am – 3:30 pm. The MCRHC will pick up the fee for any interested members. Great lineup of speakers planned.

- Webinar on Flint, MI lead in water crisis – Health Officer has slides for anyone interested in reviewing.

- Retirement of Dr. Meg Fisher from the NJ Health Consortium – Congratulations!

The Health Officer also has slides on Children’s Health relating to poverty/childhood Lead for anyone interested.

There being no further business, the meeting adjourned at 8:43 pm on a motion by Liz Finnerty, seconded by John Mack.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, APRIL 26, 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

Page 11 of 11

Approved Minutes April 26, 2016