CALL TO ORDER:

President Roman called the meeting to order at 6:00 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, Steve Gallagher, CFO, James J. Kinneally III, Esq., Margaret Blair, Esq., Heather Frketich, Office Coordinator

CERTIFICATES OF APPRECIATION

To the following students for their involvement outstanding contributions to the Accreditation process and their involvement in state Public Health legislation

Devon Henry of Monmouth University, Intern
Danielle King of Rutgers, Intern
Sabrina Schimmenti of William Patterson, Intern
Raiqa Salam of Rutgers, Intern
and
Haley Lindquist of Monmouth University, Public Health Office Assistant (Work-Study position)

We extend our gratitude as well as our congratulations on your graduations and our most sincere wishes for futures filled with great success – You’ve worked hard for it!
MINUTES OF LAST MEETING:

OPEN SESSION:
March 22, 2016

Jim Langenberger motioned to approve the Open Session Minutes of March 22, 2016, seconded by John Mack.

VOTE: Unanimous

CLOSED SESSION:
March 22, 2016

Dr. Sullivan motioned to approve the Closed Session Minutes of March 22, 2016, seconded by Liz Finnerty.

VOTE: Unanimous

COMMUNICATIONS:
None

HEALTH OFFICER’S REPORT:

HANDOUTS: Preparing for the Impacts of a Changing Climate on Public Health in New Jersey (Rutgers Workshop); Alzheimer’s – “Lighting the Way” (Workshop); Water Worries (news article by Steve Adubato, PHD)

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

Mr. Henry reported on:
- Legislative Bills:
  - Lead: The Health Officer was invited to testify at a session at which the Governor approved hazard level funding as part of the 2016 and 2017 budgets, but has not at this point reduced the blood lead level required for health department action in a childhood lead poisoning case.

- New Community Health Assessment Plan will be an important part of the Accreditation process
- Health Officer’s March Long Branch Activity Report
- HEALTH OFFICER’S REPORT (continued)

- Accreditation – QI Sample Project
  Lisa Muscillo, Principal REHS programmed a new retail food database to increase speed and accuracy of daily data entry/lookup, relieving administrative staff of this time-consuming workload as well as staff duplicate entries of workload/visits.

  Mr. Henry noted that all materials must be uploaded by January 2017.

Mr. Henry will be a panel speaker at the Rutgers June 3, 2016 workshop “Preparing for the Impacts of a Changing Climate on Public Health in New Jersey”

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

VOTE: Unanimous

CFO REPORT:

Verified by MCRHC CFO Steve Gallagher:
A contract and resolution to authorize the professional services of Robert A. Hulsart & Company (for the 2015 MCRHC Audit) have been received/prepared to the Commission’s decision to switch future auditor/CPA services to Suplee, Clooney & Company beginning in 2017 for preparation of the 2016 audit was formalized in Resolution 2016-3 on February 23, 2016.

TREASURER’S REPORT:

Presented by Liz Finnerty, Treasurer. She briefly reviewed the Statement of Accounts for period ending March 31, 2016.

The Treasurer's Report was accepted as presented.

Dr. Sullivan mentioned that PPD vaccine revenue line can most likely be deleted from the 2017 budget as a lower cost from the manufacturer does not require MCRHC to order any longer on the clinic’s behalf.

BUDGET & FINANCE COMMITTEE:

Vice-President Giles reported: The Committee is meeting with CFO on the following issues:

1) Middletown – standardized formula with specific criteria; reasonable assessment derived small adjustments made along with their new IT service provision.

2) Long Branch – Three arrangements considered a) continuing HO Services only; b) MCRHC oversight (combined HO and staff services); c). More research is still required

Page 3 of 10

Approved Minutes May 24, 2016
3) for any quotes regarding the possibility of absorption of Long Branch as a future member town.

4) The B & F Committee is also concentrating on reworking the methodology currently used in the assessing town fees. – no agreed upon resolution yet. Ongoing assessments might be best using a percentage of workload with County retables. Dr. Giles has also proposed a method which is under consideration.

President Roman requests Commission approval of stats/figures he presented in a second revised memo to the B&F Committee dated April 21, 2016 and which he has provided this evening to the members present. The information/cost figures will be utilized as talks continue with Long Branch and Middletown. This is not a vote for any MCRHC agreement.

A math correction was identified by Dr. Fisher which President Roman promised to correct immediately prior to any distribution or further discussion with the involved parties. Keri Pagnoni expressed the desire to have more time to review the memo in more detail. Dr. Giles and President Roman stated that it was important this approval be timely (so as not to hold up town negotiations) and that the Budget & Finance Committee had reviewed its contents and is in agreement.

John Mack motioned to approve the budget memo, seconded by Mike Natelli.

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    Abstain    Wall Twp Abstain

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

Commissioner Casagrande reminded all present of the goal of all the B&F Committee discussions – to move toward a positive outcome of identifiable formulas that are uniform and agreed upon by the full Commission which has become much more engaged in working together on this matter. While this may not result in a perfect formula, there will be a known solid reasoning behind the charges that can be reviewed annually. It may combine a balance between workload and assessed valuation / allowing adjustments for unique town circumstances.
AUDIT COMMITTEE: Please refer to Memo for Record dated March 29, 2016. No formal meeting held as the audit resulted in no negative comments and no required adjustments.

Joe Nardone questioned the verbiage in regard to procedures vs. practices... He has voiced his continuous concern that following attorney review “contract not matching resolution” Mr. Gallagher responded to the question with the clarification between a financial audit vs. an operational audit. The 2014 audit as well as previous audits has been of a financial nature. It is the Operational audit that would check against Ordinances/Resolutions, etc. It was re-stated that an alternate allocation method for more transparency is in development.

PAYMENT OF BILLS:

The question was posed if the Health Educator’s submitted hours are reviewed by the Health Officer. Mr. Henry said he does review them. The Commission requests future itemized bills to be distributed to each member as well as quarterly reports.

Cost of light bulb replacements was also questioned. This included all the majority of the office lights as well as any required ballast replacements.

Vice-President Giles motioned to pay the April 2016 bills in the amount of $150,516.85. The motion was seconded by Theresa Casagrande.

ROLL CALL VOTE:

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

HUMAN RESOURCES COMMITTEE:

Resolution 2016-16

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

Pursuant to all paperwork being in order and money available in the 2016 budget, Theresa Casagrande motioned to appoint the firm of Robert A. Hulsart & Company to provide accounting services to the Commission at a cost not to exceed $7,000. The motion was seconded by Dr. Sullivan. The appointment will be in effect for the 2016 calendar year during which period the 2015 MCRHC audit will be performed.

Page 5 of 10

Approved Minutes May 24, 2016
HUMAN RESOURCES COMMITTEE (continued)

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.

LEGAL COUNSEL 2016
Closed Session required.
At 6:44 pm, Liz Finnerty motioned to enter Closed Session for the purpose of a discussion of legal contracts negotiation. The motion was seconded by Theresa Casagrande.

Attorney Kinneally, Attorney Blair 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 6:56 pm, seconded by _____________.

Attorney Blair and Heather Frketich rejoined the meeting.
Note: Attorney Kinneally left from the building during the Closed Session as he had a previous standing commitment.

OPERATIONS COMMITTEE: No Report.

GOVERNANCE COMMITTEE: No Report

OLD BUSINESS:
LONG BRANCH – Covered under “Budget and Finance Committee”

MIDDLETOWN –
Due to some confusion at the March meeting, resolutions from Middletown (16-103) and MCRHC (2016-12) have been provided for clarification. They pertain to the Shared Services Agreement which includes the provision/credit for hosting a server and utilizing the Township's

Page 6 of 10

Approved Minutes May 24, 2016
OLD BUSINESS (continued)

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

TOWN MONTHLY ACTIVITY REPORTS -
At the March 23, 2016 meeting, 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.

Sample reports were included in the pre-meeting e-mail this month. When the Health Officer asked for comments on the report format – none were received.

FINANCIAL DISCLOSURE STATEMENTS – Deadline for online filing is April 30th. The Health Officer read a list of names of those who still need to file.

NEW BUSINESS:

VNA PASS THROUGH CONTRACT: Resolution 2016-15 was presented for Commission approval as they provide public health nursing services for certain MCRHC municipalities not to exceed $45,000.

Our towns currently receive nursing services from one of 3 sources – MCRHC pass through, MCRHC Public Health Nurse, or through a separate contract arrangement made with a town’s government.

Theresa Casagrande posed the question of shouldn’t it be possible to negotiate a better rate with VNA if all MCRHC towns contracting their service do so as one group? President Roman agreed this has been a question that has not received an answer in the past. It is just important for all towns to keep the “public health component” in mind to provide certain services for those in their jurisdiction that have no other resource.

During a brief discussion that followed the Commissioners requested the Health Officer to bring in a VNA representative to the next meeting to provide explanation and documentation of their services under our contract – what are their rates based on/how do they track services? Is STD included in VNA service as MCRHC (including Long Branch) currently has 410 active cases. The Health Officer stated so far the organization has remained silent regarding their part in any follow-up of STDs and continued to say the MCHD does not use VNA – they have their own public health nursing staff. They have also hired a grant-related staff member to handle the STD investigations.

Page 7 of 10

Approved Minutes May 24, 2016
NEW BUSINESS (continued)

The Health Officer as well as several of the Commissioners mentioned that VNA is many times the recipient of grant funding. The number or nature of the programs they are involved in is not always evident.

Dr. Fisher suggested the Commission/MCRHC Management have specific questions prepared for the speaker so that we are provided with answers that relate to our operations and not just a general overview of what the VNA does.

Theresa Casagrande motioned to approve the resolution awarding a 2016 contract for Public Health Nursing services to the Visiting Nurse Association of Central NJ, Inc. for Brielle, Highlands, Ocean, Sea Bright, Spring Lake Heights, Tinton Falls and West Long Branch

The motion was seconded by John Mack.

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

INTERNETWORX

The Health Officer explained that the amount apportioned is available in the 2016 budget. Any additional funds required will be passed by the Board for approval.

Dr. Sullivan motioned for MCRHC to adopt Resolution 2016-14 approving a contract with Internetworx Computer and Network Systems of Hamilton, NJ to provide computer system support services at an hourly rate of $102.00/cost not to exceed $3,250.00. Services will be billed as provided. The motion was seconded by Liz Finnerty.

ROLL CALL VOTE:

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Page 8 of 10

Approved Minutes May 24, 2016
NEW BUSINESS (continued)

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

The Internetworx staff will interface with Middletown IT on all setups/issues necessary in regard to MCRHC computer operations

80TH ANNIVERSARY OF MCRHC (Friday, October 14, 2016) – MCRHC Banner/Logo – Samples of a new 80TH Anniversary Logo (chosen from entries in an online contest run by the Health Educator) were shown to those present. Comments were favorable. We were asked to make sure our name would be easily identified and request to use the blue/gold coloring.

PROPOSED ORDINANCE 16-06 (Non Food Service Fees, currently MCRHC Ordinance 15-06) – The Health Officer proposes an update to include and standardize our (vaccine related) fees (Title 26 – Fees for Services)

The proposed amendments have been incorporated into a draft version of 16-06 Section 1.8 and were recently e-mailed to the Commissioners for their preview.

Suggested wording changes were discussed to be more in line with providing a general provision or fee range that would not need to be changed with year to year fluctuations in charges as it is not valid to amend an ordinance with a resolution. After discussion, the solution determined is to amend the current ordinance to set administrative fees only. The Commission also suggested use of the top administrative fee allowed as long as a clause remains for fee waiver for any individuals for whom these cost would inhibit receipt of a vaccination(s).

The draft Ordinance will be redone and scheduled for introduction at the May 24, 2016 meeting.

PUBLIC COMMENT PERIOD:
No Public present.

PRESIDENT’S REPORT:
- Central Jersey Family Health Consortium held annual meeting on 3/16. Discussed Flint. MI lead in water problem also exists in NJ ….Steve Adubato article in NJ Monthly surprisingly did not touch on the NJ problem. Dr. Fisher agreed the public is largely unaware that the water is not the ultimate problem. Lead paint chips are the biggest source of concern involved when discussing childhood lead poisoning cases.

- On 5/4 in Lawrenceville Alzheimer’s – Leading the Way $75.00

Page 9 of 10

Approved Minutes May 24, 2016
PRESIDENT'S REPORT (continued)

- Invitation remains open to attend PHACE (Public Health Association’s Collaborative Effort) on May 19 at Mercer County College, 2016 9 am – 3:30 pm. The MCRHC will pick up the $15.00 fee for any interested members. Great lineup of speakers planned.

Suggestion from Theresa Casagrande to contact NJLM to ask for the possibility of taping the interactive learning session. They might be interested in replaying it at the League meetings in November.

There being no further business, the meeting adjourned at 7:55 pm on a motion by John Mack, seconded by Liz Finnerty.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, MAY 24, 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