CALL TO ORDER:

President Roman called the meeting to order at 6:07 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:

Fair Haven – Theresa Casagrande (departed 7:15 pm), Little Silver – Dr. Sullivan, Monmouth Beach – Joe Nardone, Red Bank – Michael Natelli, Shrewsbury Borough – Paul Roman, Spring Lake – Liz Finnerty, Spring Lake Heights – Dr. Len Giles

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

ABSENT:

Boro of Brielle, Boro of Highlands, Township of Ocean, Boro of Rumson, Boro of Sea Bright, Boro of Sea Girt, Boro of Tinton Falls, Township of Wall, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry – Secretary/Health Officer, Ashley Malandre, Esq., Heather Frketich, Office Coordinator

At the meeting opening, Vice-President Giles offered very complimentary remarks toward President Roman, Health Officer Dave Henry and the MCRHC staff for a great job with the 80th Anniversary celebration event. In turn, President Roman thanked Administrative staff members Peg Huie and Heather Frketich for their role in the invitations, the program booklet and other preparations making this party a true success.

A Proclamation from NJ Assemblyman Eric Houghtaling and a Certificate of Recognition from John P. Curley and the Monmouth County Board of Chosen Freeholders naming “Monmouth County Health Commission Day” were presented to President Roman.

A brief recap of the budget final tally and the event itself was given by President Roman. He also thanked the Commissioners who attended and Mr. Henry recognized Red Bank Commissioner Mike Natelli for his much appreciated help as part of the setup crew.

Theresa Casagrande suggested that additional booklets be mailed to each of our towns as momentous.

HANDOUTS: None

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MINUTES OF LAST MEETING:

OPEN SESSION:
September 27, 2016

Liz Finnerty motioned to approve the Open Session Minutes of September 27, 2016, seconded by Theresa Casagrande.

VOTE: Unanimous

CLOSED SESSION:
September 27, 2016 – Not prepared (defer to November meeting)

COMMUNICATIONS:

Attorney Advisory – regarding discussions with NJ 101.5 advertising for immunization program – found that they don’t do public service advertising….looking into potential no conflict sponsorship or cable TV spots. As mentioned by Theresa Casagrande, our towns can do a lot to promote our immunization program by posting info on their websites and social media pages

HEALTH OFFICER’S REPORT:

The October 2016 Health Officer’s Report (reflecting September 2016 activity), the September 2016 Conferences & Meetings, the September 2016 CDRSS Report, the September/October 2016 Public Health Nursing Report, and the monthly financials were previously mailed/e-mailed.

In addition Mr. Henry reported on:

His legislative advocacy is of long range overall benefit to the MCRHC as it will help the Commission be proactive vs. reactive (ex. lowering of the blood lead standard).

Issue of County HDs storing NARCAN as backup to police department supplies/…general consensus – why get involved if we are never going to be in the position to administer?

Initiative for a statewide intern to assist with policy and procedure writing

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

VOTE: Unanimous

CFO REPORT:

Tri-annual Award of Banking Services was reviewed by the CFO and will be revisited at the January Reorganization meeting. An “automatically renewable” clause is not included in the current resolution wording.
TREASURER’S REPORT:


The Treasurer’s Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

Vice-President Giles opened up the discussion:

Met October 18, 2016

1) Preliminary 2017 Health Services Budget Overall – slightly more than 2% overall increase – not yet apportioned to the towns
Website item (request for Commissioners to review current MCRHC website prior to deciding on costs for enhancements

2) Bradley Beach Borough’s initial contact stating interest in MCRHC membership (to be further discussed under “New Business”)

CFO Steve Gallagher presented the following list of new budget highlights:

$5,000 toward accreditation
$3,000 proposed website redesign
$6,000 building improvement cut down to $2,000 (back door replacement)
Commissioner Casagrande strongly suggested the Health Officer forward a letter to the (ARC-South Jersey Region) stating the Board’s position that this is an item falling under landlord responsibility.
$6,000 for a color copier (Commissioner comment: ink is costly, this may not be a savings)
Discontinue VNA contracts and replace with part-time nurse

President Roman along with the Health Officer noted the following in regard to VNA Services:

1) They are still needed for in home casework and with mandates being pushed down by the state (ex. TB DOT, Lead) VNA handling only the first 14 days of a 6 to 9 month long therapy schedule, leaving the remainder to MCRHC
2) MCRHC still awaits VNA’s explanation/improved reporting detail of the services provided to our towns.

$10,000 addition of one part time employee to augment REHS staff
$20,000 Public Health initiative funds (increased from $18,300 for staff OT and other expenses as a result of Direct ObserveTherapy because there are indications that cases will increase.
$26,000 (CFO salary increased from $25,000)
Lawsuit (no allowances at this point)
Pension numbers (reduced $2,000)
Car leases (reduced from $20,000 - $18,000)
Health Insurance (reduced from $175,000 – 173,000)
Gas allowances (reduced from $12,000 – 10,000)

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BUDGET & FINANCE COMMITTEE MEETING (continued):

A meeting to finalize the proposed budget figures to be forwarded to the Commissioners for review prior to the November meeting will be held next week. Formal budget introduction to take place in November with a budget vote for passage to be placed on the December 13th agenda.

In regard to the Budget and Finance Committee’s continuing discussion with the full membership on future town assessment methodology options - If a decision is not made in relation to a new methodology the current methodology will remain in effect.

PAYMENT OF BILLS:

Vice-President Giles referred to the Health Educator’s invoice, asking 1) if we are still within budget for 2016 and 2) does she get approval prior to working on projects. The Health Officer stated that we are within budget and he previews/approves her work.

Vice-President Giles motioned to pay the October 2016 bills in the amount of $145,393.23. The motion was seconded by Liz Finnerty, Treasurer.

ROLL CALL VOTE:
Fair Haven Yes Shrewsbury Boro Yes
Little Silver Yes Spring Lake Yes
Monmouth Beach Yes Spring Lake Heights Yes
Red Bank Yes

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

AUDIT COMMITTEE: No Report.

OPERATIONS COMMITTEE: No Report

GOVERNANCE COMMITTEE: No Report

OLD BUSINESS:

RESOLUTION 2016-23
VNAHG CONTRACT

VNA 2016-17 Flu/Pneumonia Clinic Agreement the VNA annual contract for supplemental nursing staff to administer flu/pneumonia vaccine services with MCRHC was presented to and approved by the Commission at the September 27, 2016 meeting with a 10-0-0 vote. Resolution 2016-23 was prepared to memorialize this action approving the Health Officer’s signoff on it.
OLD BUSINESS (continued):

Even though Mike Natelli motioned to adopt this resolution, seconded by Vice-President Giles backup and contract documents had been provided at the September 27th meeting, the to defer a vote on this resolution until November at which time the contract will be attached and the resolution will be amended to include a specific dollar amount not to exceed.

NEW BUSINESS

RESOLUTION 2016-24
– American Red Cross Used Furniture Donation to MCRHC (per attorney advisement)

Vice-President Giles motioned to approve a resolution to accept donated furniture from the American Red Cross, South Jersey Region. The motion was seconded by Theresa Casagrande.

ROLL CALL VOTE:
Fair Haven Yes Shrewsbury Boro Yes
Little Silver Yes Spring Lake Yes
Monmouth Beach Yes Spring Lake Heights Yes
Red Bank Yes

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

REVIEW OF CONTRACT APPOINTMENTS

A brief discussion was held between the Commissioners in regard to current professional contracts held with the MCRHC. While no expected changes are requested or foreseen at this point Commissioner Casagrande mentioned it is customary for a public entity to send either a letter or e-mail to those individuals stating they are to be reappointed under a non-fair and open agreement as long as they maintain their current fee schedule. Supporting resolutions will be presented at the Reorganization meeting. If proposed contracts come back with increases they will be reviewed by the Commission who can in turn decide whether to entertain the proposal or go out for RFPs under the fair and open ruling. The Health Officer will make the requested contacts.

BRADLEY BEACH BOROUGH

To date there has been no formal proposal in response to the town’s request for a Health Services proposal from MCRHC. Preliminary discussions were begun. A letter based on the discussions of the Budget & Finance Committee was written indicating a possible range/savings to the town’s Mayor and CFO. (copies of the letter were distributed to the Commissioners present at tonight’s meeting).

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NEW BUSINESS (continued):

President Roman personally delivered the letter today to Bradley Beach’s Interim Administrator and CFO due to a time constraint with a Borough Council meeting being held this evening.

It was stated that by protocol, Commissioners should have received the letter ahead of time after which the negotiations process by subcommittee can occur with reports back to the full Commission until final agreement details are reviewed and voted on by the full Commission.

Theresa Casagrande inquired about the Health Officer’s role relating to possible new town negotiations stating he should be directly involved. He is the CEO and must be involved in any day to day business operations of the Commission for several reasons including continuity, legal, etc. President Roman was not in full agreement.

In order for the Commissioners to be assured that this will be the direction taken and maintained, Theresa Casagrande motioned for the Health Officer to be lead and participant in all correspondence and in any face-to face meetings/negotiations with our towns. The motion was seconded by Liz Finnerty.

ROLL CALL VOTE:
Fair Haven                Yes    Shrewsbury Boro     No
Little Silver              Yes    Spring Lake        Yes
Monmouth Beach             Yes    Spring Lake Heights Yes
Red Bank                    Yes

VOTE: 6 Ayes, 1 Nays, 0 Abstain
Motion carries.

Joe Nardone raised repeated concern of language in an introductory letter about assessments after the initial two – year agreement wherein reevaluation and reformulation is needed going into year three.

At 1 hour, 9 minutes and 28 seconds 7:16 pm – quorum was lost. Attorney Malandre announced meeting was officially over. It should be noted that no official business took place after this point.

HUMAN RESOURCES COMMITTEE:
Dr. Sullivan, Human Resources Chair briefly stated items under discussion - No Votes Needed at this time

Written policy needed to cover full-time to part-time Union employee movement

Part-time REHS

Per-Diem REHS (as needed during the week)

PUBLIC COMMENT PERIOD:
No Public present.

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PRESIDENT’S REPORT:

**President Roman urges MCRHC Board members to take complete the Certified Board of Health Member Certification** – a NJLBOHA online training (reminders and instructions to be e-mailed/printed up for all Commissioners

The attendance of NJ Health Commissioner Cathleen Bennett at our 80th Anniversary Celebration held on October 21, 2016 received mention in the State Department of Health Newsletter.

Final 2016 Meeting Reminders: Tuesday, November 22, 2016 and Tuesday. December 13, 2016. Heather will send out a reminder e-mail to all Commissioners.

There being no further business, the meeting adjourned at 7:27 pm on a motion by Vice-President Giles, seconded by Liz Finnerty.

VOTE: Unanimous

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