CALL TO ORDER:

President Roman called the meeting to order at 6:06 p.m. He then led the Regional Board of Health in the salute to the flag. President Roman announced PUBLIC HEALTH THANK YOU DAY, he 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, Boro of Rumson, Boro of Sea Girt, Boro of Spring Lake, Boro of Tinton Falls, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry – Secretary/Health Officer, Stephen Gallagher - CFO, Bruce Padula, Esq., Ashley Malandre, Esq., Peggy Huie - Administrative Assistant


President Roman announced: PUBLIC HEALTH THANK YOU DAY was NOVEMBER 21, 2016

HANDOUTS: 2017 Proposed Budget
MCRHC Vaccination Program Fiscal Analysis prepared by President Roman
MINUTES OF LAST MEETING:

OPEN SESSION:
October 25, 2016

Jim Langenberger motioned to approve the Open Session Minutes of October 25, 2016, seconded by Dr. Tim Sullivan. Allyson Cinquegrana and Dr. Meg Fisher abstained.

VOTE: 8 Ayes, 0 Nays, 2 Abstain

CLOSED SESSION:
September 27, 2016

Dr. Tim Sullivan motioned to approve the Closed Session Minutes of September 27, 2016, seconded by Jim Langenberger.

VOTE: Unanimous

COMMUNICATIONS:

Kevin Sumner is Health Officer for the Middle-Brook Regional Health Commission and new Vice President of NJACCHO.

HEALTH OFFICER’S REPORT:

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

In addition Mr. Henry reported on:

The NJDOH has lowered the acceptable lead level in children to 5 micrograms per deciliter so the possibility of having a larger portion of lead cases will increase. Approximate cost will be $900 per case. We utilize shared services of our lead meter with 4 other municipalities. MCRHC currently has 3 REHS staff members with Lead Licenses.

Respiratory Protection Plans are in the process of being updated along with Public Employee Health Safety Requirements for safety of employees to meet the requirements of PEOSH.

Accreditation uploading of documents is planned to be completed no later than the 1st week of February, 2017. In the future, Grant Funding will be given to accredited health departments.

A Public Pool Licensing Fee Proposal and Annual Renewal Fee for Tobacco Establishments will be added to the agenda for January, 2017 meeting. The proposals are being sent for attorney review.

Dr. Meg Fisher motioned to accept the Health Officer’s report, seconded by Vinnie Buttiglieri.
VOTE: Unanimous

CFO REPORT:

Proposed 2017 Budget of $1,843,252.00 was presented to the attending Commissioners and will be sent to those towns not present. This Budget is a 1.9% increase over last year. CFO Gallagher expressed the importance of reviewing the proposed budget and also attending the December 13, 2016 commission meeting to adopt the 2017 Budget.

Joe Nardone initiated discussion of his continuing concern regarding that the allocation method in the budget doesn't match wording in town contracts. Our board attorney, Bruce Padula will be given all pertinent information to review and provide his recommendation.

Dave Henry asked if there was any chance of Shared Services for color copier. Keri Pagnoni will check with Wall Twp regarding possible shared services of color printer. Vinnie Buttiglieri mentioned the possibility of splitting cost of purchasing a color copier since Ocean Twp doesn't have one at this time.

TREASURER’S REPORT:

Report presented by Paul Roman. He briefly reviewed the Statement of Accounts for period ending October 31, 2016.

The Treasurer’s Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

Vice-President Giles opened up the discussion:
He stated that the Committee had met in October and November with the following decisions

1. Website design – committee doesn't feel redesign is necessary at this time; therefore it has been removed from 2017 Budget.

2. Color copier has been removed from 2017 Budget.

3. Reduced building improvement to replacement of back door only.

4. No new town assessment methodology is being considered at this time. Dr. Giles stated that discussions possibly will be started earlier next year.
PAYMENT OF BILLS:

Vice-President Giles motioned to pay the October 2016 bills in the amount of $149,111.99. The motion was seconded by Vinnie Buttiglieri.

ROLL CALL VOTE:

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VOTE: 10 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. Resolution 2016-23 was prepared to memorialize this action approving the Health Officer's signoff on it.

Motion to approve VNA 2016-17 Agreement by Dr. Meg Fisher, seconded by Dr. Tim Sullivan.

ROLL CALL VOTE:

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VOTE: 10 Ayes, 0 Nays, 0 Abstain
Motion carries.
NEW BUSINESS:

RESOLUTION 2016-25
Agreement with RWJ Barnabas Health Corporate Care at Monmouth Medical Center for Occupational Health Services annual contract for occupational safety and health services with MCRHC

Motion to approve by Dr. Tim Sullivan, seconded by Jim Langenberger

ROLL CALL VOTE:

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VOTE: 9 Ayes, 0 Nays, 1 Abstain
Motion carries.

RESOLUTION 2016-26
Memorialization for the Health Officer as the General Agent/Lead Agent for Commission Business

Motion to approve by Dr. Tim Sullivan, seconded by Vinnie Buttiglieri.

ROLL CALL VOTE:

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VOTE: 9 Ayes, 1 Nays, 0 Abstain
Motion carries.

RESOLUTION 2016-27
Authorizing Transfer of Funds transfer to certain insufficient appropriations under the provisions of N.J.S.A. 40A:5-58 and N.J.S.A. 40A:4-45.4a.

Total of All Transfers $11,150.00

Motion to approve by Dr. Len Giles, seconded by Dr. Meg Fisher.
NEW BUSINESS: (continued)

ROLL CALL VOTE:

Brielle      Yes  Red Bank       Yes
Fair Haven   Yes  Sea Bright     Yes
Little Silver Yes  Shrewsbury Boro Yes
Monmouth Beach Yes  Spring Lake Heights Yes
Ocean       Yes  Wall           Yes

VOTE: 10 Ayes, 0 Nays, 0 Abstain
Motion carries.

BRADLEY BEACH BOROUGH

Steve Gallagher presented the Bradley Beach Borough proposed assessment of $47,500.00. Bradley Beach has now sent letter of intent to MCHD.

Dr. Len Giles motioned to approve proposed assessment for Bradley Beach, seconded by Dr. Tim Sullivan.

ROLL CALL VOTE:

Brielle      Yes  Red Bank       Yes
Fair Haven   Yes  Sea Bright     Yes
Little Silver Yes  Shrewsbury Boro Yes
Monmouth Beach Yes  Spring Lake Heights Yes
Ocean       Yes  Wall           Yes

VOTE: 10 Ayes, 0 Nays, 0 Abstain
Motion carries.

Personnel Policy revision is still ongoing

Quality Improvement Plan progress update from Dave Henry and has been reviewed by Dr. Tim Sullivan and Dr. Meg Fisher.

Workforce Development Plan is still in progress.

HUMAN RESOURCES COMMITTEE:

Dr. Sullivan, Human Resources Chair briefly stated:
Discussion of an REHS staff member’s request to switch from Full Time REHS to Permanent Part Time REHS in 2017, with a 25 hour work week and prorated vacation time. If proposed request is approved, workload would be balanced with a part time REHS.
HUMAN RESOURCES COMMITTEE: (continued)

Bookkeeper/HRC is a management position and no longer covered under the Union Contract. Position is better memorialized in a contract and one will be presented at next meeting.

PUBLIC COMMENT PERIOD:
No Public present.

PRESIDENT’S REPORT:

President Roman and the Health Officer met with VNA’s Kristine McCoy and Colleen Nelson on November 14, 2016 to discuss exactly what services they are providing for insured/uninsured residents in our towns. We are trying to calculate an hourly rate that is fair to our towns. Next meeting with VNA will be right after the upcoming holidays.

President Roman nominated our Health Officer, David A. Henry for the NJ Local Boards of Health “Health Officer of the Year” and he won. Shereen Naqvi was also nominated for “Public Health Nurse of the Year” and she placed second. Jeryl Krautle from MCHD took 1st place.

Awards dinner will be held December 8, 2016, tickets are $45.00 per person. President Roman would like representation from MCRHC Commissioners at this event. He is asking for Board approval of $450.00 to cover cost of up to 10 persons attending.

Motion to approve up to $450.00 for Awards Dinner attendance by Vinnie Buttiglieri, seconded by Dr. Meg Fisher.

ROLL CALL VOTE:

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VOTE: 10 Ayes, 0 Nays, 0 Abstain
Motion carries.

NJDOH will be sending out Registration Forms to towns with Local Autonomous Boards of Health, Spring Lake, Little Silver, Shrewsbury, Red Bank and Spring Lake Heights. Look for them in January 2017.

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

There being no further business, the meeting adjourned at 8:03 pm on a motion by Vice-President Giles, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

Page 7 of 8
Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, December 13, 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