CALL TO ORDER:

Vice President Giles called the meeting to order at 6:08 p.m. He then led the Regional Board of Health in the salute to the flag. Secretary Henry read the “Open Public Meeting Act Statement”.

ROLL CALL:

Fair Haven – Allyson Cinquegrana, Little Silver – Dr. Tim Sullivan, Ocean Twp – Vinnie Buttiglieri, Red Bank – Mike Natelli, Sea Bright – Dr. Meg Fisher, 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, Boro of Monmouth Beach, Boro of Rumson, Boro of Sea Girt, Boro of Shrewsbury, Boro of Tinton Falls, Twp of Wall, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry – Secretary/Health Officer, Ashley Malandre, Esq., Peggy Huie, Administrative Assistant

MINUTES OF LAST MEETING:

OPEN SESSION:
February 28, 2017
Liz Finnerty motioned to approve the Open Session Minutes of February 28, 2017, seconded by Dr. Meg Fisher.

VOTE: Unanimous.

CLOSED SESSION:
January 24, 2017
Vinnie Buttiglieri motioned to approve the Closed Session Minutes of January 24, 2017, seconded by Mike Natelli.

VOTE: Unanimous by all present.
CLOSED SESSION (continued)

**February 28, 2017**
Liz Finnerty motioned to approve the Closed Session Minutes of February 28, 2017, seconded by Dr. Meg Fisher.

**VOTE:** Unanimous by all present.

**COMMUNICATIONS:**

National Minority Health Month Program will be held in Monmouth University’s Pozycki Hall, April 25, 2017, from 8:30 a.m. to 11:30 a.m.

**HEALTH OFFICER’S REPORT:**

Accreditation activities were main focus this month. The Public Health Accreditation Board has extended time for MCRHC to submit more information.

Dr. Sullivan asked how all this work has improved the Commission operations.
Dave Henry provided examples:
1. After Action Reports criteria
2. Strategic Plan
3. Performance Management
4. New procedures
5. Quality Improvement now includes entire staff involvement.

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

**VOTE:** Unanimous

**AUDIT COMMITTEE:**

Approval vote of Year End 2015 Audit – Memorialization will be taken at the April meeting due to the absence of Audit Committee Chair Paul Roman.

**CFO REPORT:**

No Report
TREASURER’S REPORT:


The Treasurer’s Report was accepted as presented.

BUDGET & FINANCE COMMITTEE:

No Report, Dr. Giles stated that a committee meeting will be scheduled.

PAYMENT OF BILLS:

Dr. Meg Fisher motioned to pay the March 2017 bills in the amount of $143,131.88; motion was seconded by Dr. Tim Sullivan.

ROLL CALL VOTE:

<table>
<thead>
<tr>
<th>Location</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Fair Haven</td>
<td>Yes</td>
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<tr>
<td>Little Silver</td>
<td>Yes</td>
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<td>Ocean Twp.</td>
<td>Yes</td>
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<td>Red Bank</td>
<td>Yes</td>
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<td>Sea Bright</td>
<td>Yes</td>
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<td>Spring Lake</td>
<td>Yes</td>
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<tr>
<td>Spring Lake Heights</td>
<td>Yes</td>
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</tbody>
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VOTE: 7 Ayes, 0 Nays, 0 Abstain
Motion carries.

HUMAN RESOURCES COMMITTEE:

CLOSED SESSION:

At 6:28 pm, Vinnie Buttiglieri motioned to enter Closed Session for the purpose of discussions of contract lease negotiations and personnel matters. The motion was seconded by Allyson Cinquegrana.

Vote: unanimous

Peggy Huie exited room.

______________ motioned to exit Closed Session at 6:33 pm, seconded by ______________.

Peggy Huie rejoined Open Session

Motion to hire Otilia Dos Santos, per diem at $13.00 per hour, effective April 3, 2017 (not to exceed $13,000) was made by Vinnie Buttiglieri and seconded by Dr. Meg Fisher.
Human Resources Committee (continued)

ROLL CALL VOTE:
Fair Haven  Yes  Sea Bright  Yes
Little Silver  Yes  Spring Lake  Yes
Ocean Twp.  Yes  Spring Lake Heights  Yes
Red Bank  Yes

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

GOVERNANCE COMMITTEE:  No Report

OPERATIONS COMMITTEE:  No Report

OLD BUSINESS:

Resolution 2017 – 17 Continuity of Operations Plan for the Monmouth County Regional Health Commission # 1 a motion to approve by Dr. Tim Sullivan, seconded by Dr. Meg Fisher.

ROLL CALL VOTE:
Fair Haven  Yes  Sea Bright  Yes
Little Silver  Yes  Spring Lake  Yes
Ocean Twp.  Yes  Spring Lake Heights  Yes
Red Bank  Yes

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

2017 Organization Chart was redistributed to Commission members

Resolution  2017 – 15  Resolution Authorizing the Monmouth Regional Health Commission #1 to Participate in the Public Health Preparedness (PHEP) Plan for Local Health Departments Initiative Sponsored by the New Jersey Association of County and City Health Officials (NJACCHO) a motion to approve by Dr. Tim Sullivan, seconded by Dr. Meg Fisher.
Old Business (continued)

ROLL CALL VOTE:
Fair Haven   Yes   Sea Bright   Yes
Little Silver   Yes   Spring Lake   Yes
Ocean Twp.   Yes   Spring Lake Heights   Yes
Red Bank   Yes

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

Resolution 2017 – 18 Resolution Authorizing a Shared Services Agreement Between the Monmouth County Board of Health and the Monmouth County Regional Health Commission # 1 for Tuberculosis Control Services a motion to approve by Dr. Tim Sullivan and seconded by Allyson Cinquegrana.

ROLL CALL VOTE:
Fair Haven   Yes   Sea Bright   Yes
Little Silver   Yes   Spring Lake   Yes
Ocean Twp.   Yes   Spring Lake Heights   Yes
Red Bank   Yes

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

2017-2020 Social Media Policy: after extensive discussion it was agreed that approval vote will be put on hold until revised.

NEW BUSINESS:

National Public Health Week Proclamation had motion to approve (with changes) by Dr. Meg Fisher and seconded by Liz Finnerty. Removal of “by virtue of the authority vested in me by the laws” and replaced with “President”

Vote: Unanimous

Approval to Replace Rear Office Door was put on hold until all estimates are received.

Sandy Recovery Focus Group – Handout

E – Cigarette Draft Ordinances prepared by intern Rachel Bixby were handed out
1. Setting Licensing Fees for Electronic Smoking Device Establishments
2. Banning the Sale of Flavored Electronic Nicotine Delivery Systems

Discussions regarding how to enforce payment compliance and other related issues ensued. Draft ordinances will be emailed with cover letter to see town interest.
PUBLIC COMMENT PERIOD:
No Public present.

PRESIDENT’S REPORT:

Vice President Giles wished Paul Roman a speedy recovery and it was agreed that MCRHC would send card and flower/fruit basket.

There being no further business, the meeting adjourned at 7:16 pm on a motion by Dr. Meg Fisher, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, April 25, 2017 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,

Peggy T. Huie
Administrative Assistant

Reviewed by

David A. Henry
HEALTH OFFICER