

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Tuesday, February 26, 2019  
(Open Session: 37 min. 33 sec.)

CALL TO ORDER:

President Giles called the meeting to order at 6:03 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:

Brielle – Jim Langenberger, Fair Haven – Theresa Casagrande, Highlands – Bill Brunt, Little Silver – Dr. Tim Sullivan, Monmouth Beach – Joseph Nardone, Ocean Twp – Vinnie Buttiglieri, Sea Girt – Jay Amberg, Sea Bright – Dr. Meg Fisher (arrived 6:06 pm), Shrewsbury Borough – Paul Roman, Spring Lake – Mary Anne Donahue, Spring Lake Heights – Dr. Len Giles, Tinton Falls – John Mack

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

ABSENT:

Boro of Red Bank, Boro of Rumson, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry, Health Officer, Bruce Padula, Esq., Mark Kitrick, Esq., (departed 7:23 pm Heather Frketich, Commission Secretary/Office Coordinator, Stephanie Keenan, Little Silver Commission Alternate, Mike Skudera, Tinton Falls Borough Administrator, Reporter from Atlantic Highlands

**2019 COMMITTEE APPOINTMENTS**

President Giles is keeping the same basic Committee appointments as 2018. A new VNA sub-committee with Vice-President Roman as Chair, will continue to reference individual town service data with the goal of transitioning toward the provision of nursing services in a mutually beneficial contract arrangement between this organization and MCRHC towns, balanced by our Public Health Nurse.

The Committees Appointments will be named on the final version of the MCRHC 2019 Organization Chart.

MINUTES OF LAST MEETING:

OPEN SESSION:

January 22, 2019 Re-Organization Meeting

Mary Anne Donahue motioned to approve the Open Session Minutes of January 22, 2019, seconded by Vinnie Buttiglieri.

VOTE: Unanimous by those who were in attendance.

OPEN SESSION:

February 11, 2019 Special Meeting

Theresa Casagrande motioned to approve the Open Session Minutes of February 11, 2019, seconded by Dr. Fisher.

VOTE: Unanimous by those who were in attendance.

CLOSED SESSION:

February 11, 2019 Special Meeting

Attorney Kitrick is reviewing – vote deferred to March 26, 2019 meeting.

COMMUNICATIONS:

The Health Officer stated that he has heard from a few towns that are having VNA contract questions/concerns. The new Committee formation is timely. They are hoping to meet next week with VNA representatives.

HEALTH OFFICER'S REPORT:

The February 2019 Health Officer's Report (reflecting January 2019 activity), the January 2019 Conferences & Meetings, the January 2019 CDRSS Report, monthly PHN Report and 4<sup>th</sup> Quarter Vital Statistics were previously e-mailed.

In the interest of time, the Health Officer asked if anyone had questions regarding his report. It was a busy month. There were none.

Vice-President Roman motioned to accept the Health Officer's Report as presented, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

**ENTER CLOSED SESSION**

Theresa Casagrande motioned to enter Closed Session at 6:10 pm for the purposes of Contract Negotiation and Human Resources, seconded by \_\_\_\_\_.

Attorney Padula excused himself due to conflict of interest. Administrator Skudera, and the reporter exited the meeting.

**EXIT CLOSED SESSION**

At 7:25 pm, Dr. Fisher motioned to return to Open Session, seconded by Vinnie Buttiglieri.

Attorney Padula, Administrator Skudera and the reporter rejoined the meeting.

**BOARD OF HEALTH MEMBER ORIENTATION:**

The Health Officer e-mailed all Commission members a manual and Powerpoint presentation regarding their roles and responsibilities.

The Health Officer reported that our Helmer Unit (Main Vaccine Refrigerator malfunctioned very unexpectedly over a weekend in January resulting in the loss of all vaccine, both state provided VFC and private MCRHC stock This was determined "not a purposeful failure". A claim has been submitted to JIF and we will receive \$6,300.00 to assist with covering the private stock replacement and the unit's repair. The Helmer is connected to an alarm which notifies staff of power outages, however this incident did not involve any loss of power.

A new monitoring system is being researched to notify of temperature excursions.

**AUDIT COMMITTEE:**

No Report

**CFO REPORT:**

No Report

**TREASURER'S REPORT:**

Was distributed by e-mail. The Statement of Accounts is for period ending January 31, 2018. The Treasurer's Report was accepted as presented.

**BUDGET & FINANCE COMMITTEE:**

No Report

PAYMENT OF BILLS:

Theresa Casagrande motioned to pay the February 2019 bills in the amount of \$132,551.85, inclusive of payroll in the amount of \$89,028.30. The motion was seconded by Dr. Sullivan.

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Sea Bright	Yes
Highlands	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Tinton Falls	Yes

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

HUMAN RESOURCES COMMITTEE:

**Resolution 2019-15 CFO 2019 Salary – (deferred from January 22, 2019)**

Vinnie Buttiglieri motioned to approve the CFO 2019 salary of \$28,000, seconded by Vice-President Roman.

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Sea Bright	Yes
Highlands	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Tinton Falls	Yes

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

The Human Resources Chair has one quick item to discuss in Closed Session.

**Resolution 2019-23 – REHS-1 Hire**

Mary Anne Donahue motioned to approve the resolution for hire of Gregory L. Hawriluk, REHS-1, at the annual salary of \$45,000 effective March 4, 2019. This hire is pending completion of a successful background check and was seconded by Dr. Sullivan. REHS Hawriluk will replace Sr. REHS Diane Beears who will retire April 1, 2019.

PAYMENT OF BILLS (continued)

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Sea Bright	Yes
Highlands	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Tinton Falls	Yes

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

GOVERNANCE COMMITTEE: No Report

OPERATIONS COMMITTEE: No Report

OLD BUSINESS:

ACCREDITATION update from the Health Officer: Staff review of domains continues.

He shared 3 areas we will be reviewed on:

**HANDOUT**: Domain 12: "Maintain Capacity to Engage the Public Health Governing Entity"

County Wide Assessment (CHA) (2016)

County Wide Plan CHIP (2018-2022)

REMINDER: PHAB site visit is May 1 and 2.

**TINTON FALLS LANDFILL (Monmouth County Reclamation Center) update & next steps discussed in Closed Session**

NEW BUSINESS:

Reorganization Meeting: A draft of the 2019 MCRHC Organization Chart is in tonight's folders for Commissioner review. Please provide Heather with any changes or updates.

**Resolution 2019-24 – Language Line**

The motion to approve the resolution for use of language translation call-in services at \$1.70/minute, not to exceed \$1,000 per year was made by Vice-President Roman and seconded by Dr. Sullivan. MCRHC staff utilizes this resource when needed during Communicable Disease investigations, lead, investigations, and in-house clinics.

NEW BUSINESS (continued):

It was also mentioned that bi-lingual ability would be something to seek when hiring new employees. The Health Officer mentioned that we currently have 2 staff members who are fluent in a 2<sup>nd</sup> language.

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Sea Bright	Yes
Highlands	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Tinton Falls	Yes

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

**Resolution 2019-25**

**Support of Tinton Falls Top Ten List of Ideas for MCRC Improvements**

After a brief discussion on the timing of the initial wording of this list, amendments were made to reflect MCRHC support of a “partnering to advocate for reduction of odors and other health and safety issues related to the Monmouth County Reclamation Center.”, Vice-President Roman motioned to approve Resolution 2019-25 as amended, seconded by Theresa Casagrande.

The Commissioners also requested distribution “including, but not limited to” all parties copied on the February 22, 2019 letter from the Tinton Falls Borough Clerk to the Clerk of the Monmouth County Board of Freeholders.

ROLL CALL VOTE:

Brielle	Yes	Sea Girt	Yes
Fair Haven	Yes	Sea Bright	Yes
Highlands	Yes	Shrewsbury Boro	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Spring Lake Heights	Yes
Ocean Twp	Yes	Tinton Falls	Yes

VOTE: 12 Ayes, 0 Nay, 0 Abstain  
Motion Carries.

PUBLIC COMMENT PERIOD:

Michael Skudera thanked the Commission for their resolution of support on the behalf of Tinton Falls and requested that the Borough and its residents be kept involved/up to speed on any changes in contract dates, odor complaint protocol or County or DEP management efforts involving landfill odors. There should be no stoppage of information flow to Tinton Falls Borough or the residents in need of relief.

Vice-President Roman distributed NJLBHA membership cards to all present and advised that he would like the Health Officer to distribute the organization's most recent Newsletter to the Commission members. It is also on the NJLBHA website.

PRESIDENT'S REPORT: None

GENERAL COMMENTS:

Agenda Deadlines: Heather made a brief mention of MCRHC Meeting Agenda deadlines. All present were in agreement with the current practice/timing of the Thursday before each meeting.

Theresa Casagrande would like to see resolutions grouped near the end of the agenda (as in a consent agenda format) for better vote flow and all resolutions addressed in the Health Officer's Report so the Board members have a better background on what they are being asked to render a vote decision on.

There being no further business, the meeting adjourned at 7:51 pm on a motion by Dr. Fisher, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

**Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, MARCH 26, 2019 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,  
*Heather L Frketich*

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Heather L. Frketich  
COMMISSION SECRETARY

Reviewed by,  
*David A. Henry*

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David A. Henry  
HEALTH OFFICER