1. Call to Order

The regular meeting of the Middle-Brook Regional Health Commission was held on the above date at Green Brook Town Hall and called to order by Vice-President, Mr. Greg Riley by reading the Sunshine Law Statement at 7:00pm.

2. Roll Call

Bound Brook: Mr. Alberto Torregroza
South Bound Brook: Ms. Brenda King, Ms. Helen O'Brien
Warren: Mr. Greg Riley, Ms. Susan Dealaman
Watchung: Ms. Fran Ellis, Mr. Ron Jubin
Others in attendance: Mr. Kevin Sumner, Health Officer
Mrs. Karen Wick, Recording Secretary

3. Public Portion

Meeting opened to the public - public recognized - public portion of meeting closed.

4. Minutes

Ms. Fran Ellis made a motion to accept the minutes of the March 23, 2015 meeting, seconded by Ms. Brenda King. Mr. Riley requested an amendment the first sentence in section 7B of the minutes, which all agreed to. Vote: All in favor. Motion passed.

5. Treasurer's Report - March

Ms. Fran Ellis made a motion to accept the Treasurer's Report for March 2015, seconded by Ms. Brenda King. Vote: All in favor. Motion passed.

Discussion of the PERS annual bill. K. Sumner stated that the amount was the Commission portion. K. Sumner will index the employees possible future retirement dates, years of service for budgeting purposes.

Treasurer's Report - April
Ms. Brenda King made a motion to accept the Treasurer’s Report for April 2015, seconded by Mr. Alberto Torregroza. Vote: All in favor. Motion passed.

Discussion of FST printing. K. Sumner stated that the new brochure was printed and food inspection forms.

**Treasurer’s Report - May**

Ms. Fran Ellis made a motion to accept the Treasurer's Report for May 2015, seconded by Ms. Brenda King. Vote: All in favor. Motion passed.

Discussion of the computer hardware was held.

6. Unfinished Business

A. Strategic Plan Update

K. Sumner stated that there were no updates at this time.

B. NAACHO Accreditation Grant

K. Sumner informed the Commission Members that the grant was over but the Commission was waiting for the final payment. K. Sumner stated that the final paperwork had been submitted. K. Sumner stated that due to time constraints the evaluation of changes to our food inspection program would still be conducted by the staff. K. Sumner showed the storyboard chart regarding the improvement of the increase in food inspections. K. Sumner stated that the staff had agreed upon conducting 10% of the total number of inspections to be completed each month and highlighted causes that would affect food inspections such as bad weather. K. Sumner showed the Commission Members the food inspection forms that the inspectors are now using compared to the previous forms. K. Sumner stated that once the change is officially adopted then the inspection process will be implemented for all inspections of regulated facilities, such as pet shops, tanning, etc. K. Sumner stated that Nancy Lanner, REHS had been working 5 days a week (2 days a week specifically on grant activities). K. Sumner stated that Ms. Lanner would be returning to her 3 day work week now that the grant was over. Mr. Greg Riley suggested the Commission write a commendation letter to be placed in Ms. Lanner's personnel file recognizing her work on this grant. Mr. Riley made a motion that the Commission write a commendation letter recognizing Ms. Lanner's work on the grant, seconded by Mr. Jubin. Vote: All in favor. Motion passed. Mr. Torregroza asked that the letter be brought to the Bound Brook Board of Health meeting.

C. MBRHC Website
K. Sumner informed the Commission Members that the MBRHC website was being updated on a weekly basis by Ms. Mary Ann Schamberger. Ms. Schamberger would be posting the food inspection results, as well as being trained to update the main page.

D. 2015 Budget - Technology Upgrades

K. Sumner stated that the Technology upgrades are almost finished. The IT technician installed the hardware, server and backup and transferred the files from the desktop computers. K. Sumner stated that his laptop still needs to be connected to the server. K. Sumner informed the Commission Members of the software purchase of Microsoft Office. K. Sumner and Commission Members discussed the downloading policy with USB drives and other portable devices. A notice was sent to all employees to not download or connect unapproved devices to the system.

E. New Jersey Immunization Rule Proposals

K. Sumner informed the Commission Members that most of the towns in the Commission have signed Resolutions to support the bill that would propose more rigorous requirements for claiming religious exemptions from mandatory vaccinations. K. Sumner distributed the letters from the legislators that the Commission received; some in support and some opposed. K. Sumner informed the Commission Members that the vote had been delayed in the NJ Senate.

F. Residential Pool Programs

K. Sumner informed the Commission Members that there were very few requests for the inspection from the Commission. K. Sumner stated that this program had been submitted to NACCHO as a model practice but had been rejected. K. Sumner read the letter from NACCHO to the Commission Members. Mr. Riley suggested sending the video to the Warren Cable Channel again. Mr. Ron Jubin suggested that the link to the you-tube page be in the brochures.

7. New Business

A. Food Handler courses held 5/20 and 5/21

K. Sumner informed the Commission Members that the topic of the courses was Emergency Preparedness. K. Sumner stated that were 37 attendees on May 20 and 33 attendees on May 21, 2015.

B. 2015 County Health Rankings

K. Sumner stated that there were no significant changes in the County Health Rankings from the prior year and he distributed the summary report to the Commission Members.
C. Newspaper Article - Autism, Vaccines not related

K. Sumner informed the Commission Members of the article that had been in the Star Ledger stating that vaccines do not cause autism.

8. Addendum to Agenda

A. Lassa Virus

K. Sumner stated that he had received an email regarding a resident in the Commission area that was being monitored by his workplace due to being exposed to the Lassa virus.

B. NJ Wellness Festival

K. Sumner stated that the NJ Wellness Festival would be taking place in Warren on June 13, 2015 and what types of activities that would be at the festival. The Commission is a co-sponsor and will arrange for attendance.

C. Menu Labeling

Commission Members discussed the previous Take 1/2 to Go campaign. Mr. Riley stated he had suggested a menu labelling law similar to New York City. Based on some investigation K. Sumner determined that national chain restaurants (that have more than 20 establishments) will have to post the calorie counts by the end of the year. K. Sumner stated that this is a mandate as a part of the Affordable Care Act. Therefore, it does not seem necessary or advisable for the Commission to take this action at this time.

D. Middle-Brook Regional Health Commission Name

K. Sumner stated that he would be doing historical research regarding the history of Middle-Brook area dating back to the Revolutionary War. K. Sumner explained that since Middlesex Borough is no longer in the Commission there had been discussions about changing their name; however, the history of the area may be used to promote the Commission as currently named.

E. Financial Disclosure Statements

K. Sumner advised Commission Members they are required to fill out the Financial Disclosure Statements as required by NJ State Statute for both the Commission as well as their local Board of Health.
There being no further business Ms. Fran Ellis made a motion to adjourn the meeting at 8:15pm, seconded by Mr. Ron Jubin. Vote: All in favor. Meeting adjourned.

Respectfully submitted,

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Karen Wick, Recording Secretary