1. Call to Order

The meeting of the Middle-Brook Regional Health Commission was held on the above date at Green Brook Town Hall and called to order by President Dr. Jon Fourre by reading the Sunshine Law Statement at 7:00pm.

2. Roll Call

Bound Brook: Mr. Richard Eschle, Mr. Alberto Torregroza
Green Brook: Dr. Jon Fourre, Ms. Jean Mazet
South Bound Brook: Ms. Kathleen Bolmer, Ms. Brenda King
Warren: Mr. Greg Riley
Watchung: Ms. Fran Ellis
Others in attendance: Ms. Colleen McKay Wharton
                        Mr. Kevin Sumner, Health Officer
                        Ms. Karen Wick, Recording Secretary

3. Public Portion

Meeting opened to the public-no response - meeting closed to the public.

4. Minutes

Mr. Riley made a motion to accept the minutes from the February 1, 2016 meeting, seconded by Ms. Mazet. Vote: All in favor.

5. Treasurer's Report

Mr. Riley made a motion to accept the January 2016 Treasurer's Report, seconded by Ms. Mazet. Vote: All in favor.

Mr. Riley made a motion to accept the February 2016 Treasurer's Report, seconded by Ms. Bolmer. Vote: All in favor.

Members briefly discussed health care benefits and PERS.
6. Unfinished Business:

A. NJDOH Accreditation Mini-Grant-Performance Management

K. Sumner informed the Commission Members that the Commission, Princeton and Camden were the three health departments who received the $10,000.00 grant. K. Sumner informed the Commission Members that the Commission was using the grant to develop a Performance Management System. Ms. Colleen McKay Wharton displayed a power point presentation informing the Commission Members of the Management System. Ms. Wharton explained that looking at information and what you do with the information is how we "do what we do". Ms. Wharton used food inspections as an example, you can compare actual vs. planned or hoped for. Ms. Wharton stated that a target or standard was needed. The standards could be National, State (NJ Public Health Standard), Local or Agency Standard (Middle-Brook Strategic Plan). Ms. Wharton explained that with a goal of 100% restaurant inspections each year the Commission's goal is to have 10% of restaurants to be inspected each month. Ms. Wharton stated that if you don't meet a standard then you can analyze it and act using the data. Ms. Wharton stated that being accountable is important and is part of the Strategic Plan. Ms. Wharton explained the process of developing the Management System with the employees, training the staff members, developing measures, aligning the strategic plan, and developing tools to track data. Commission Members expressed concern that the task of recording data takes more time than actual task. Ms. Wharton explained the goal is to make it easy and that they are starting with one excel spreadsheet. K. Sumner explained that Mary Ann Schamberger will enter the information from the inspectors into the spreadsheet, the compiled data will be used for the website and the system will make it easier and reduce the workload because it condenses the different spreadsheets into one spreadsheet. Commission Members stated it was very challenging to overcome misconceptions of Performance Management System that employees can try to make numbers look good, expose weaknesses, or only work to the goal. Ms. Wharton stated that this was not going to be used in employee evaluations. Ms. Ellis made motion to have Performance Management System Policy endorsed by the Commission and used within the department, seconded by Mr. Torregrozza. Vote: Mr. Eschle-yes, Dr. Jon Fourre-yes, Ms. Mazet- abstain, Ms. Bolmer-yes, Ms. King-yes, Mr. Riley-yes. Ms. Ellis-yes. Motion passed.

B. Strategic Plan Update

K. Sumner informed the Commission Members that the Strategic Plan was adopted as part of the accreditation readiness activities. K. Sumner asked the staff to review the plan. K. Sumner stated that the first priority area was being changed to preventing
disease. The vision, mission and values were not changed. K. Sumner informed the Commission Members at the June meeting, the Strategic Plan should be updated and the Commission can review the priorities and objectives.

C. Intern Projects

1. Workforce Development Plan.

K. Sumner informed the Commission Members that the graduate student was working with the staff on what the workforce goals are currently and what should the Commission be doing in the future. K. Sumner has asked the staff and students to brainstorm about non financial incentives that could be implemented.

2. Environmental Health SOP's

K. Sumner informed the Commission Members that the undergraduate students are reviewing the Standard Operating Procedures and they are trying to develop a template/document so the SOP'S all look the same. This would then be another tool to collect data. Commission Members discussed if the Commission was audited, K. Sumner stated that there are state record retention requirements and that the Commission had an administrative audit several years ago that we passed.

D. Culture of Health Grant

K. Sumner informed the Commission Members that this grant was being funded by the Robert Wood Johnson Foundation and that this was still pending. K. Sumner was not sure of the amount to be awarded. It is a 5-year grant that will focus on Bound Brook and South Bound Brook if received. Other partners on the application include Robert Wood Johnson Hospital, Middle-Earth, and Rutgers cooperative extension.

E. Shaping NJ Grant

K. Sumner informed the Commission Members that this grant is now called NJ Healthy Communities. This is a 2yr grant focusing on nutrition and exercise. This grant would be $10,000 over 2 years split between 3 communities. The grant had been used in Bound Brook last year to provide vouchers for Residents to use at local farmers markets and purchase bike racks. This grant is focused on Green Brook. Commission Members discussed infrastructure changes and Washington Ave redevelopment area.

7. New Business
A. Press Release sent on rabid fox

K. Sumner informed the Commission Members that a fox attacked a dog and cat, and when the owner treated the dog wounds then they were exposed to the Rabies virus. K. Sumner informed the Commission Members that the owner received treatment for exposure.

B. Public Health Priority Funding

K. Sumner informed the Commission Members that health departments serving populations greater than 25,000 received these funds based on their needs and economy in the past. K. Sumner informed the Commission Members that the State eliminated this fund in 2010. The funding was used for lead testing, and health education, among other activities. K. Sumner informed Commission Members that due to the lead contamination in Flint, Michigan there have been discussions about reinstating the funding. K. Sumner stated that the State Funding was 6 million in 1998, 2.5 million in 2010, and the NJ Association of County and City Health Officials is seeking 5 million for 2016. The Commission discussed the media coverage about lead funding.

C. Zika Virus

K. Sumner distributed a Zika Virus article to the Commission Members. K. Sumner informed the Commission Members of the CDC guidelines for mosquito controls, larvicide treatment, removing stagnant water, and mosquito surveillance. Dr. Fourre informed the Commission Members of related diseases to the Zika virus such as Dengue fever and Chikungunya. K. Sumner stated that he had reached out to the Mosquito Commission but has not gotten a response, he had wanted a representative to speak on routine procedures such as removal and treatment of mosquitoes. K. Sumner informed the Commission Members that the CDC has taken 10% of public health emergency funds to address Zika, this will lead to less funding at the state and then local levels.

D. Lead in water

K. Sumner discussed the exposure in school vs. home setting and he will be speaking to schools to see if they will be testing water and has already reached out to many of them.

E. Employee Performance Evaluations

K. Sumner has asked the employees to set their own personal goals and the staff is working on them.
F. NJDOH Annual Report

K. Sumner informed the Commission Members that the Annual Local Health Report is required to be submitted to the state and that the report has been submitted.

G. Financial Disclosure Statements

K. Sumner will email the directions to the Commission Members and informed them of the deadline of April 30, 2016.

8. Addendum to Agenda

A. NALBOH (National Association Board of Health)

K. Sumner recommended not joining this association this year.

There being no further business Mr. Riley made a motion to adjourn the meeting at 9:20 pm, seconded by Ms. Ellis. Vote: All in favor.

Respectfully submitted,

Karen Wick, Recording Secretary