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 President, Dr. Jon Fourre by reading the Sunshine Law Statement at 7:00pm.

2. Roll Call

Bound Brook: Mr. Alberto Torregroza, Mr. Richard Eschle
Green Book: Dr. Jon Fourre
South Bound Brook: Ms. Kathleen Bolmer
Warren: Mr. Greg Riley, Mr. Malcolm Plager, and Ms. Laura Burger
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

Mr. Greg Riley made a motion to approve the June 6, 2016 meeting minutes, with the amendments on page 2 as discussed, seconded by Mr. Richard Eschle. Vote: All in favor. Motion passed.

5. Treasurer's Reports

A. June 2016 Treasurer's Report

Discussion was had about the costs of workers compensation insurance, liability insurance and employees’ car insurance. Concern was expressed about the possible need for general liability insurance to cover employees’ using their own vehicles.

Mr. Greg Riley made a motion to approve the June 2016 Treasurer's Report, seconded by Mr. Richard Eschle. Vote: All in favor. Motion passed.

B. July 2016 Treasurer's Report
Mr. Malcolm Plager made a motion to approve the July 2016 Treasurer's Report, seconded by Mr. Alberto Torregroza. Vote: All in favor. Motion passed.

C. August 2016 Treasurer’s Report

Discussion of increase in worker compensation insurance cost after audit and receipt of performance improvement grant from NJ Department of Health.

Ms. Fran Ellis made a motion to approve the August 2016 Treasurer’s Report, seconded by Mr. Ron Jubin. Vote: All in favor. Motion passed.

D. September 2016 Treasurer's Report

Mr. Greg Riley made a motion to approve the September 2016 Treasurer's Report, seconded by Ms. Fran Ellis. Vote: All in favor. Motion passed.

6. Unfinished Business:

A. NJDOH Accreditation Mini Grant-Performance Management

K. Sumner informed the Commission Members that the employees are testing the performance management system over the last quarter of the year. He showed examples of the excel spreadsheets that Mary Ann or Barbara will be using to enter data. K. Sumner informed the Commission Members that the first part of the process is to collect the data. The second part of the process is to use the data to identify trends to improve performance.

B. Standard Operating Procedures

K. Sumner informed the Commission Members that this is a long-term project started by the intern; the staff is continuing to review and update. These procedures and the documentation are a part of the Performance Management Procedure.

C. Culture of Health Grant

K. Sumner informed the Commission Members that this is a collaborative grant between Robert Wood Johnson, Healthier Somerset, Middle Earth, American Lung Association, and MBRHC. This grant will focus on Bound Brook and South Bound Brook to help overcome barriers and form new relationships to change the culture of health in the communities.

D. Healthy Communities Grant (formerly Shaping NJ)

K. Sumner informed the Commission Members that Green Brook, North Plainfield, and Bridgewater are using this grant to adopt complete streets resolutions calling on future development to consider safe streets for all users. K. Sumner stated that the County would be adopting a similar Resolution to have complete streets considered countywide. K. Sumner informed the Commission Members that these towns would also attempt to have farmer’s markets. If created, residents may be able to qualify
for vouchers to take to these markets to obtain produce. K. Sumner stated that he would be working with the town administrator to create an ad for a local volunteer to run and maintain this program.

**E. Zika Virus**

K. Sumner explained that Health Departments are involved in the screening and approval of residents to be tested for the Zika Virus. K. Sumner informed the Commission Members that all the cases in NJ are travel related. K. Sumner informed the Commission Members that the focus is education and avoiding travel to areas that have the Zika Virus.

**F. Lead in water (and elsewhere)**

K. Sumner informed the Commission Members that the schools have to May 2017 to comply with the state guidelines on testing their water for lead. K. Sumner stated that schools who have tested early might have to redo the testing to comply with the state requirements. K. Sumner stated that lead exposure also happens from lead paint. K. Sumner stated that the current treatment guideline level is 10 micrograms per deciliter, while the CDC recommends using 5 micrograms deciliter. K. Sumner distributed a chart showing that the Commission caseloads will increase if the 5 micrograms are used. K. Sumner stated that State Health Department would need to increase funding for lead investigations, as the workload will increase substantially.

**7. New Business**

**A. Public Flu Clinic cancellation justification**

K. Sumner informed the Commission Members of the decrease in the number of residents being vaccinated by the Commission. K. Sumner informed the Commission Members that he would still arrange for Mt. Saint Mary's Academy and Bound Brook Schools to receive vaccinations through the Commission. K. Sumner stated that the Commission website has been changed so that residents can enter their zip code and a link will show them where they can obtain a flu shot.

**B. Commission Vehicle Replacement Proposal**

K. Sumner informed the Commission Members that the current vehicle will need many repairs in order to pass inspection. K. Sumner informed the Commission Members of the 3 options taken off of the State Contract. K. Sumner stated that he compared a Ford Explorer, Jeep Patriot and Dodge Durango. The Commission Members discussed warranties, the tow package, and the three options. Mr. Greg Riley made a motion to approve the purchase of the Ford Explorer with the tow package, seconded by Dr. Jon Fourre. Vote: All In favor.

**C. 2016 Finance Committee-2017 Budget**

K. Sumner will send out possible dates for the subcommittee to meet. K. Sumner stated that some fixed costs will be increasing such as PERS and worker compensation insurance. K. Sumner stated that if the subcommittee meeting is held early then the December Commission meeting could be moved up to November.
D. Rabies Clinics

South Bound Brook
November 5
Green Brook Saturday,
Saturday, November 5 9:00 am to 10:00 am
11:00 am to 12:00noon South Bound Brook Municipal Garage
Green Brook Fire House 44 Washington Ave.
115 Greenbrook Road

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E. Local Board of Health National Profile

K. Sumner informed the Commission Members of the NACCHO Report. This report was sent electronically to Commission Members.

F. Article: "A Wider View"

K. Sumner discussed the article that illustrates the new thinking about governmental public health activities and the new direction in which public health is moving.

G. Other Documentation

1. Newsletter

K. Sumner distributed a copy of the newsletter articles that were sent to each town of the Commission.

2. Vaccination

K. Sumner distributed these articles electronically to all Commission Members.

3. NJLBOH member cards

K. Sumner distributed the cards to the Commission Members.

8. Addendum to Agenda

1. Coxsackie Virus

K. Sumner informed the Commission Members that this virus is commonly known as "Hand Foot and Mouth Disease". K. Sumner informed the Commission Members that more cases have been reported at the High School and Middle School levels than are typically seen.
2. Vice-President of NACCHO

K. Sumner informed the Commission Members that he was elected to be the Vice-President of NACCHO. This is a four-year commitment as it progresses from Vice President to President-elect, President, and Past President. Commission Members congratulated K. Sumner on his position.

3. Enterovirus D68

Mr. Ron Jubin informed the Commission Members that there have been 50 cases of the Enterovirus D68 this year. Commission Members discussed this disease, as some of the symptoms are similar to polio.

There being no further business, Mr. Greg Riley moved to adjourn the meeting at 8:40pm, seconded by Ms. Fran Ellis. Vote: All in favor. Meeting adjourned,

Respectfully submitted,

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Karen Wick, Recording Secretary