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  
Green Brook: Dr. Jon Fourre, Ms. Jean Mazet  
South Bound Brook: Ms. Lillian Barber, Ms. Brenda King  
Warren: Mr. Greg Riley  
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 accept the minutes of the June 2, 2014 meeting, seconded by Ms. Lillian Barber. Vote: All in favor. Motion passed.

Ms. Fran Ellis arrived at 7:05pm.

5. Treasurer's Report

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

Mr. Greg Riley made a motion to accept the July's Treasurer's Report, seconded by Mr. Ron Jubin. Vote: All in favor. Motion passed.

Discussion of the Hurley Insurance Agency insurance payment. K. Sumner informed Commission members the payment was for the Commission's liability insurance.
Ms. Fran Ellis made a motion to accept the August Treasurer's Report, seconded by Ms. Lillian Barber. Vote: All in favor. Motion passed.


A. Red Light Cameras

Mr. Greg Riley and Mr. Kevin Sumner prepared correspondence to be sent to the Commission towns Mayors and Council members. The Commission members discussed how local boards of health felt about this issue, so an informational letter was drafted instead of a Resolution stating a position. Commission members offered suggestions and the letter was amended. K. Sumner read the letter to the Commission members with the changes. Mr. Greg Riley made a motion to approve the letter as amended by the Commission, seconded by Ms. Lillian Barber. Vote: All in favor. Motion passed. Letter is to be sent to all Mayors and Councils as well as the Governor and key state legislative members.

B. Residential Pool Safety Program

K. Sumner played the video for Commission members. Mr. Riley thanked K. Sumner for his role. Mr. Riley stated that the Commission has written a thank you letter to the Watchung Hills High School student who assisted the Commission with this project and will be sending a gift card also. K. Sumner read the thank you letter to Commission members. Dr. Jon Fourre made a motion to approve the letter as written and gift card, seconded by Ms. Fran Ellis. Vote: All in favor. Motion passed.

K. Sumner informed Commission Members of the assessment and evaluation that was conducted for the Pool Safety Program. K. Sumner will be submitting this program to NAACHO for consideration of a Model Practice Award and to get feedback from colleagues.

C. Tobacco & Pharmacies (CVS)

K. Sumner informed Commission members that CVS instituted the tobacco free policy a month earlier than originally stated. K. Sumner stated that 2 out of the 3 privately owned pharmacies in the Commission area have been tobacco free for at least 10 years. K. Sumner informed the Commission members that the third pharmacy is considering this policy, but due to financial reasons is hesitant. K. Sumner informed the Commission members that an e-cigarette bill is being considered by the state legislature.
7. New Business

A. Dengue fever, EV-D68

Mr. Jubin discussed some of the diseases circulating in the Commission area and the country. K. Sumner informed Commission Members of a confirmed case of dengue fever in the Commission area. K. Sumner stated that this case was travel related.

B. Two positive rabies cases

K. Sumner informed Commission members that a bat tested positive for Rabies in South Bound Brook. K. Sumner informed Commission members that a skunk tested positive for Rabies in Bound Brook. Press releases were issued for both to inform our residents.

C. Flu Clinic

K. Sumner stated that the Commission's public flu clinic will be held on Wednesday October 1, 2014 from 12:30 to 1:30pm at Our Lady of the Mount Catholic Church in Warren. Dr. Frank’s office will handle the Medicare billing.

D. Rabies Clinic

K. Sumner informed the Commission members of the dates and locations of the Rabies Clinics.

Saturday November 1, 2014:
South Bound Brook  Green Brook
South Bound Brook Garage  Green Brook Fire House
9am to 10am  11am to 12:00 noon

Saturday December 6, 2014:
Watchung  Bound Brook
Watchung Fire House  Bound Brook Police/Borough Hall
9am to 10am  11am to 12 noon

E. Financial Disclosure Statements

K. Sumner advised members that he had sent many follow up emails to Commission members regarding the Financial Disclosure Statements due to the State sending notice that further actions may be taken by the State due to non compliance.
F. Strategic Plan Update- Regular Agenda Item
Accreditation Activities:
- QI Plan
- Workforce Development Plan
- Job Description Update
- NACCHO Accreditation Grant

K. Sumner informed Commission members that the Strategic Plan would be a recurring agenda item so that the Commission could review priorities, change focus areas and discuss items that need to be deleted or changed. K. Sumner discussed some of the Strategic Plan Priorities:

- PRIORITY A. Addressing Lifestyle Choices to Improve Public Health
- PRIORITY B: Public Communications
- PRIORITY C: Emergency Preparedness
- PRIORITY D: Accreditation Preparation

K. Sumner informed Commission Members that activities that have been occurring that are aligned with the strategic plan and accreditation readiness include more regularly sending press releases to media outlets including nj.com (most recent on rabies), working on accreditation documentation of a quality improvement plan and workforce development plan, applying for a NACCHO accreditation readiness grant, and employee attendance at quality improvement seminars. Mr. Riley questioned if the Commission was ahead or behind with the accreditation as compared to other health departments. K. Sumner informed the Commission Members that the Commission is a trailblazer compared to other health departments. K. Sumner informed the Commission Members that only 3 Health Departments have applied for accreditation, including the State Health Department.

G. Travel Reimbursement Policy

K. Sumner informed the Commission Members that since the Commission employees are attending more seminars that there would most likely be an increase in travel reimbursement. He also advised that the current policy does not stipulate the starting point for travel reimbursement: home or the office. Following discussion members agreed that the current policy would remain in effect, but may need to be addressed in the future if it appears it is being abused.
H. 2015 Budget- Finance Committee

K. Sumner informed the Commission Members that he was still waiting for some figures and most likely the Finance Committee would meet in early October.

I. MBRHC Domain and Email/Web Host Provider

K. Sumner informed the Commission Members that he is looking for a new email hosting company as there are occasional problems with receiving emails with our current service. If any Commission Members have any suggestions for companies please let Kevin know.

J. NJLBHA Newsletter and Member Cards

K. Sumner emailed the newsletter to the Commission Members and distributed the member cards.

8. Addendum to Agenda
   A. Website

K. Sumner informed the Commission Members that the MBRHC’s website would soon be updated and Mary Ann Schamberger would likely be taking over the responsibility of maintaining the website due to the limited time available to Colleen.

   B. Annual Reports
Members agreed to a single ‘annual report’ being produced that would cover both years 2013 and 2014. K. Sumner informed this will allow for the reporting of trends if any are identified and also be motivation to complete the annual report earlier in the year.

   C. Services Flyer

K. Sumner inquired if any Commission Members had a digital copy of the services flyer since he could not locate one due to a computer issue.
D. Request for a proposal

K. Sumner informed the Commission Members that he had received a request from Far Hills for a proposal to provide services and with encouragement from the members he will submit one.

E. CO Monitors

Mr. Jubin informed the Commission Members that the Watchung Board of Health had concerns about CO monitors not being placed in commercial building and referenced a newspaper article regarding this subject.

There being no further business, Mr. Greg Riley made a motion to adjourn the meeting at 8:45pm, seconded by Mr. Alberto Torregroza. Vote: All in favor. Meeting adjourned.

Respectfully submitted,

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Karen Wick, Recording Secretary