1. Call to Order

The re-organization meeting of the Middle-Brook Regional Health Commission was held on the above date at Green Brook Town Hall and called to order by Executive Secretary, Mr. Kevin Sumner by reading the Sunshine Law Statement at 7:00 pm.

2. Roll Call

Bound Brook: Mr. Alberto Torregroza,
Green Brook: Dr. Jon Fourre, Ms. Jean Mazet (8 pm)
South Bound Brook: Ms. Lillian Barber, Ms. Brenda King
Warren: Mr. Greg Riley, Mr. Malcolm Plager
Watchung: Ms. Fran Ellis
Others in attendance: Mr. Kevin Sumner, Health Officer
Ms. Karen Wick, Recording Secretary

3. Election of the President of the Commission for year 2015

The Executive Secretary opened the floor for nominations of the President of the Commission for 2015. Mr. Greg Riley nominated Dr. Jon Fourre, seconded by Ms. Ellis. There being no further nominations Mr. Plager motioned to close the nominations, seconded by Dr. Jon Fourre. Vote: All in favor.

4. Election of the Vice-President of the Commission for the year 2015

The President of the Commission opened the floor for nominations of the Vice-President for year 2015. Mr. Plager nominated Mr. Greg Riley, seconded by Dr. Fourre. There being no further nominations Mr. Plager motioned to close the nominations, seconded by Ms. Ellis. Vote: All in favor.

5. Election of the Treasurer of the Commission for the year 2015

The President of the Commission opened the floor for nominations of the Treasurer of the Commission for the year 2015. Dr. Fourre nominated Ms. Jean Mazet, seconded by Ms. Ellis. There being no further nominations Mr. Plager moved to close nominations, seconded by Mr. Riley. Vote: All in favor.
6. Appointment of Executive Secretary

Mr. Kevin Sumner was appointed Executive Secretary for the Commission for the year 2015.

7. Appointment of Commission Physician

Dr. Ronald Frank was appointed Commission Physician for the year 2015.

8. Appointment of Commission Attorney

Mr. George Psak, Esq. was appointed Commission Attorney for 2015.

9. Public Portion

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

10. Minutes

Mr. Riley made a motion to accept the minutes from the November 24, 2014, seconded by Ms. Barber. Mr. Riley discussed amendments to pages 2, 4, 5. Mr. Riley amended his motion to accept the minutes with the proposed changes, seconded by Ms. Barber. Vote: All in favor.

11. Treasurer's Report

Mr. Riley made a motion to accept the November 2014 treasurer's report, seconded by Ms. King. Vote: All in favor.

Mr. Riley made a motion to accept the December 2014 treasurer's report, seconded by Ms. Ellis. Vote: All in favor.

Discussion of $1,500 payment to Colleen McKay-Wharton. It was noted this was part of her budgeted funds for activities in 2014.

Mr. Riley made a motion to accept the January 2015 treasurer's report, seconded by Mr. Torregroza. Vote: All in favor.

Discussion of payment of invoice 15-13, and 15-14 and flu clinic reimbursement.

12. Unfinished Business

A. 2014 Flu Clinic Summary
K. Sumner informed the Commission Members that there were 151 vaccinations given at the clinics. K. Sumner informed the Commission members that the Commission received Medicare reimbursement through Dr. Frank's office. K. Sumner informed the Commission members that CVS pharmacies reportedly vaccinated approximately 5 million people nationwide.

**B. 2014 Rabies Clinics Summary**

K. Sumner informed Commission Members that there were 5 Rabies Clinics in 2014, 1 in the spring and 4 in the fall. The Commission vaccinated 143 dogs and 35 cats. K. Sumner informed the Commission members of the NJDOH problems with rabies vaccine and the supplier. K. Sumner stated that the spring clinic might be cancelled due to the unavailability of the rabies vaccine.

**C. Strategic Plan Update**

K. Sumner distributed the Goals and Objectives of the strategic plan and explained the activities highlighted in pink were activities that the Commission had not implemented. K. Sumner explained that the activities highlighted in yellow were activities that the date had not expired yet on completion, but that work was also not complete. K. Sumner explained that the activities highlighted in green were activities that the Commission had completed. K. Sumner informed the Commission members that the staff would be evaluating goals and objectives to determine what should be changed. Commission members were also asked to reevaluate the goals and objectives as some of them are probably not realistic.

**D. NACCHO Accreditation Grant**

K. Sumner informed the Commission Members that there were 2 goals of the grant. The first goal was to adopt and implement a Quality Improvement Plan and the second goal was to increase compliance rates with food inspections. K. Sumner stated that the Commission has sent the 1st Report to NACCHO and it has been accepted so the Commission would be receiving $7,500, the initial installment of the grant. Although some staff are still somewhat resistant to the idea of QI K. Sumner had asked the staff to identify prior quality improvement activities. K. Sumner explained that he had the staff document the changes that have occurred over that last 10 to 15 years to demonstrate that the Commission has been using Quality Improvement, but not documenting it. Commission members discussed quality vs. quantity regarding inspections, there has to be a balance. Commission members discussed technology that would possibly be able to assist the inspectors so that less time is spent on paperwork and be able to increase the number of inspections. The Quality Improvement Plan was tabled to the next meeting.
E. MBRHC Website

K. Sumner showed the Commission Members the updated website. K. Sumner informed the Commission members that Colleen McKay-Wharton would be teaching MaryAnn Schamberger how to update the site. K. Sumner stated that the inspections would be more visible and results could be color coded. Commission Members discussed that a brief summary of a typical inspection should be on the website. K. Sumner will send a link to the Commission Members and encouraged the Commission Members to visit the website. Commission Members discussed social media and the Commission.

F. 2015 Budget

K. Sumner informed the Commission Members that the approved budgets have been submitted to all the towns and the Local Boards of Health have started to submit their quarterly payments. K. Sumner informed the Commission Members that there was $14,400 from the state accreditation grant, unexpended funds, and other revenue sources in the Commission account. K. Sumner stated that he would like to purchase 4 desktop computers, a server and software. K. Sumner stated that any leftover money should be placed into the vehicle replacement account. K. Sumner stated that he had an estimate for approximately $8,900 for the computer equipment and estimated labor to set up the system. Commission Members discussed different computers and would like to see a more specific written estimate from IT installer to guarantee time and service for work to be performed. This item will be discussed at the March meeting.

G. Quarantine and Isolation Ordinance

K. Sumner informed the Commission Members that this Ordinance had been reviewed by each Local Board of Health in the Commission. The Commission Members reviewed the Ordinance. Mr. Riley stated the changes that needed to be made regarding the statute. Mr. Riley made a motion to adopt the Quarantine and Isolation Ordinance with the changes made, seconded by Ms. Ellis. Vote: All in favor.

Commission Members questioned if the Ordinance adoption process is similar to Township Ordinances. K. Sumner stated that the procedures to adopt an ordinance are the same and will be followed.

13. New Business

A. 2015 Holidays for the Commission

K. Sumner distributed the 2015 Holiday schedule to the Commission Members stating it complied with the personnel policy. Mr. Torregroza made a motion to adopt the 2015
Holiday schedule as presented, seconded by Ms. Ellis. All in favor.

**B. 2015 Salary Resolution**

K. Sumner stated that staff salaries were included in the 2015 Budget that was adopted. This resolution memorializes that action. Mr. Riley made a motion to approve the 2015 Salary Resolution, seconded by Dr. Fourre. Vote: All in favor. Motion passed.

**C. VNA Contract for 2015**

K. Sumner stated that the contract would be the same as the 2014 Contract. Mr. Plager made a motion to accept the 2015 VNA Contract, seconded by Mr. Riley. Vote: All in favor. Motion passed.

**D. Zufall Health Center Contract for 2015.**

K. Sumner stated that the contract would be the same as the 2014 Contract. Mr. Riley made a motion to accept the 2015 Zufall Health Center Contract, seconded by Dr. Fourre. Vote: All in favor. Motion passed.

**E. Warren Agreement for 2015 and Watchung Agreement for 2015.**

K. Sumner stated that the amounts are the same as in the budget. Mr. Riley made a motion to accept the 2015 Warren Agreement, seconded by Mr. Plager. Vote: All in favor. Motion passed.

K. Sumner stated that the amounts are the same as in the budget. Ms. Ellis made a motion to accept the 2015 Watchung Agreement, seconded by Mr. Riley. Vote: All in favor. Motion passed.

**F. Appointment of Finance and Budget Committee for 2015**

K. Sumner informed the Commission Members that there should be one representative from each municipality on this committee.

Bound Brook- Mr. Alberto Torregroza
Green Brook- Dr. Jon Fourre, President
South Bound Brook- Ms. Brenda King
Warren- Mr. Greg Riley
Watchung- Mrs. Fran Ellis
Ex Officio – Ms. Jean Mazet, Treasurer

**G. Approval of 2015 Commission Meeting Dates**

The Commission meetings will take place at Green Brook Town Hall on the fourth
Monday of the following months:

Monday January 26, 2015 (moved to February 19, 2015 due to weather)
Monday March 23, 2015
Monday June 1, 2015 (due to Memorial Day)
Monday September 28, 2015
Monday November 23, 2015

H. 2015 Meeting Schedule

K. Sumner distributed the 2014 meeting schedule for the Commission and all local Boards of Health within the Commission.

14. Addendum to Agenda

K. Sumner distributed the revised Commission Services Brochure to the Commission Members. K. Sumner stated that this brochure will be printed soon and placed in municipal buildings in the Commission. K. Sumner stated that this brochure will have the website information on it and the services that the Commission provides. Members requested a slight language change to the emergency contact procedures for after hour incidents.

There being no further business Dr. Fourre made a motion to adjourn the meeting at 9:15 pm, seconded by Ms. Barber. Vote: All in favor. Meeting adjourned.

Respectfully submitted,

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Karen Wick, Recording Secretary