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 7:00pm.

2. Roll Call

Bound Brook: Mr. Alberto Torregroza, Ms. Mariella Milanova
Green Brook: Dr. Jon Fourre, Ms. Jean Mazet
South Bound Brook: Ms. Lillian Barber, Ms. Brenda King
Warren:
Watchung: Mr. Ron Jubin, Ms. Fran Ellis
Others in attendance: Mr. Kevin Sumner, Health Officer,
Ms. Cherrybel Agbay, Intern

3. Election of the President of the Commission for year 2013

The Executive Secretary opened the floor for nominations of the President of the Commission for 2013. Mr. Ron Jubin nominated Dr. Jon Fourre, seconded by Ms. King. There being no further nominations Ms. Barber motioned to close the nominations, seconded by Ms. Milanova. Vote: All in favor.

4. Election of the Vice-President of the Commission for the year 2013

The Executive Secretary opened the floor for nominations of the Vice-President for year 2013. Dr. Fourre nominated Mr. Greg Riley, seconded by Ms. Ellis. There being no further nominations Ms. Barber motioned to close the nominations, seconded by Dr. Fourre. Vote: All in favor.

5. Election of the Treasurer of the Commission for the year 2013

The Executive Secretary opened the floor for nomination of the Treasurer of the Commission for the year 2013. Dr. Fourre nominated Ms. Jean Mazet, seconded by Mr. Jubin. There being no further nominations Ms. Barber moved to close nominations, seconded by Ms. Ellis. Vote: All in favor.
6. Appointment of Executive Secretary

Mr. Kevin Sumner was appointed Executive Secretary for the Commission for the year 2013.

7. Appointment of Commission Physician

Dr. Ronald Frank was appointed Commission Physician for the year 2013.

8. Appointment of Commission Attorney

Mr. George Psak, Esq. was appointed Commission Attorney for 2013.

9. Public Portion

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

10. Minutes

Mr. Jubin made a motion to accept the minutes from the November 19, 2012 as presented, seconded by Ms. Milanova. Vote: All in favor.

11. Treasurer's Report

Ms. Barber made a motion to accept the November 2012 treasurer's report, seconded by Ms. Ellis. Vote: All in favor.

Ms. Ellis made a motion to accept the December 2012 treasurer's report, seconded by Mr. Torregroza. Vote: All in favor.

Ms. Milanova made a motion to accept the January 2013 treasurer's report, seconded by Ms. King. Vote: All in favor.

12. Unfinished Business

A. Rutgers QI Grant

K. Sumner distributed copies of the existing and revised process maps used to evaluate the Commission's process of contact documentation and interaction with the public. Also distributed were the forms documenting the problems with the process and steps to improve it. K. Sumner explained the process of improvement and further explained that some of the improvements have yet to be implemented due to its leading to collaboration with the State Health Department to develop a database for local use. Members were impressed with the work but noted the process could still be simplified. K. Sumner stated that a second process, septic system applications, is also being addressed and others will follow.
B. Strategic Planning

K. Sumner informed the Commission members that the Strategic Planning efforts will be resumed in March and the appointees can expect an invitation in the coming weeks. All members are invited, but each local Board has appointed a representative.

C. Red Light Cameras

Commission members opted to table discussion on this item until Mr. Riley can be present to participate.

D. Residential Pool – Voluntary Inspection

K. Sumner introduced intern Cherrybel Agbay who has been working on developing this program. He explained that the first step is to perform an assessment of need and this is what Ms. Agbay has been doing and she is ready to present on her findings. Ms. Agbay explained that residential drownings, near drownings, and injuries are a significant problem nationally. In addition, several incidents have occurred in New Jersey and two drownings occurred in New Jersey in 2012. No problems have been identified in Commission towns, but in order to prevent any future incidents a program can be developed to address hazards. K. Sumner advised that the next step is to research existing programs, meet with local construction officials, and develop an education program with voluntary inspection procedures that can be implemented in the summer. Commission members offered suggestions such as contacting the Red Cross for information and NJ Poison Center for data on exposures. Ms. Mazet questioned what the root cause of the identified drownings was. Agbay reported that detail of information was not available. Mr. Torregroza told a compelling story of a recent incident at his neighbor’s pool where a drowning was nearly averted. Members agreed that the focus of the program should be on education and there is still some question about liability relative to onsite inspections.

13. New Business

A. 2013 Holidays for the Commission

K. Sumner presented the proposed list of holidays as detailed in the personnel policy. All were in favor as was aligned with personnel policy.

B. 2013 Salary Resolutions

K. Sumner informed the Commission members that the 2013 Budget was adopted by the Finance Committee and the Commission at the end of 2012. The resolution read into the record affirms the salaries approved in the budget. Ms. Ellis made a motion to adopt the
resolution, seconded by Ms. Barber. Motion was approved by roll call vote with all present voting in the affirmative. Motion carried. Resolution adopted.

C. VNA Contract for 2013

K. Sumner informed the Commission members that the contract had to be amended for 2013 due to the passing of the physician who serviced our child health conferences. Sumner explained that he worked with the VNA to incorporate Commission services into the contract without increasing the cost of the contract. Other services were reduced, such as number of flu clinics and child health clinics, but the critical services were maintained. Ms. King moved to approve the contract as presented, seconded by Ms. Barber. All in Favor

D. Warren Agreement for 2013; Bound Brook Agreement for 2013; Watchung Agreement for 2013

K. Sumner informed the Commission members that the contract for each of the towns includes the annual rate determined by the Commission Budget approved for 2013 and also defines a quarterly rate for payment purposes. No other changes were made to any of the agreements as compared to the approved agreements in 2012. Ms. Mazet made a motion to approve Warren, Bound Brook, and Watchung agreements, seconded by Ms. Ellis. Vote: All in favor. Motion carried.

E. Appointment of Finance and Budget Committee for 2013

K. Sumner informed the Commission members that there is one representative from each municipality on this committee.

Bound Brook- Mr. Alberto Torregroza
Green Brook- Ms. Jean Mazet
South Bound Brook- Mrs. Lillian Barber
Warren- Mr. Greg Riley (will be confirmed)
Watchung- Mrs. Fran Ellis
Ex Officio – Dr. Jon Fourre, President

The Committee will meet in September or October to prepare the Budget for 2014.

F. Approval of Meeting Dates and Locations

The Commission meetings will take place at Green Brook Town Hall on the fourth Monday of the following months:
Monday April 22, 2013 Green Brook Town Hall
Monday June 24, 2013 Green Brook Town Hall
G. Greater Somerset Public Health Partnership Annual Meeting

K. Sumner informed Commission members that in partnership with all of the County’s Health Officers, an annual meeting of the health departments and Boards of Health will be held on April 4, 2013. It will be a breakfast meeting and the issues of Cancer support and septic systems will be addressed by topic experts. There is no cost to attend and all are encouraged. An official invitation will be distributed.

H. Commission Annual Meeting

K. Sumner asked Commission members if they would be interested in having a local annual meeting. This is something we have not done in a couple years, but this year we may have a new strategic plan to present as well as our annual report which we anticipate being completed sooner than in past years. All members were in favor and an event will be scheduled for late spring/early summer.

I. Interns

K. Sumner informed Commission members that in addition to Ms. Agbay a second individual is interning at the Commission. She will be developing either a new Commission services brochure to update our old one or developing a personal preparedness flier. The project is still to be determined, but the Commission residents will benefit from either.

J. 2013 Meeting Schedule

K. Sumner distributed the 2013 meeting schedule for the Commission and all local Boards of Health within the Commission.

K. 4th Quarter NALBOH Newsbrief

K. Sumner distributed the Newsbrief to Commission members.

L. NJLBOH 2013 Membership Renewal

Dr. Fourre made a motion to approve the renewal of the NJLBOH membership for 2013, seconded by Mr. Jubin. Vote: All in favor. Motion carried.
14. Addendum to Agenda

Ms. Mazet raised the question of the name of the Commission, Middle-Brook Regional Health Commission. She felt that since Middlesex was no longer a member that the name may no longer be relevant or appropriate. Others expressed concern about changing the name as it would impact IRS and New Jersey government designations as well as changing the name on file with many entities. A “doing business as” designation was discussed as a possible alternative. Members agreed to consider this and discuss at the next meeting.

Mr. Torregroza stated he felt the Commission needed to be more visible in the community and that conducting a health fair may be one way to accomplish this. K. Sumner explained that the Commission used to hold a large health fair and attendance was high, but due to changes in health insurance and access to care attendance dropped precipitously and the cost and time to prepare for the fair outweighed the benefits. Attendance went from in excess of 500 to less that 25. In addition, staffing levels have significantly decreased and it is difficult to expect night and weekend work of staff outside of emergencies. Finally, a single event in a single town tends to draw almost exclusively from that municipality so Sumner suggested identifying existing fairs and events in the local towns and having members attend on behalf of the Commission. Members all agreed that increased visibility was important and further agreed to consider alternatives for future discussion.

15. Adjournment

There being no further business Ms. Mazet made a motion to adjourn at 9:00 pm, seconded by Ms. Ellis. Vote: All in favor. Meeting adjourned.

Respectfully submitted,

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Kevin G. Sumner, Secretary