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: Ms. Lisa Slater
Green Brook: Dr. Jon Fourre
South Bound Brook: Ms. Lillian Barber, Ms. Brenda King
Warren: Mr. Greg Riley
Watchung: Ms. Fran Ellis
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 February 19, 2015 meeting, seconded by Ms. Fran Ellis. Vote: All in favor. Motion passed.

5. Treasurer's Report - February 2015

Mr. Greg Riley made a motion to accept the Treasurer's Report for February 2015, seconded by Ms. Brenda King. Vote: All in favor. Motion passed.

6. Unfinished Business

A. Strategic Plan Update

K. Sumner stated that this would be kept on the agenda. Mr. Riley stated that he did review the document and suggested changes such as deleting item A-5 personal gardening as an objective. Mr. Riley had concerns with the costs associated with uniforms in item B6 and kits in item C5. K. Sumner informed the Commission Members
that the kits in storage contained items such as forms, flashlights and batteries. K. Sumner clarified that these items were currently in two large containers and needed to be organized into smaller kits for individual staff use. Mr. Riley made a motion to adjourn this item to the next meeting, seconded by Ms. King. Vote: All in favor. Motion passed.

**B. NACCHO Accreditation Grant**

K. Sumner informed the Commission Members that the staff had utilized Quality Improvement Practices to develop a new plan regarding food inspections. K. Sumner explained that there was an issue with food inspections not being done and the staff implemented the following change. K. Sumner informed the Commission Members that the staff had decided to take the total number of inspections and divide by 10, this would be the number of inspections that would need to be completed on a monthly basis. K. Sumner explained that this was part of the process, plan-do-study-act. K. Sumner stated that this would be implemented for a month and half and then studied. Ms. Slater stated that some establishments might need to be inspected multiple times.

K. Sumner informed Commission Members that he had attended a QI Conference and one topic that was discussed was that smaller health departments had to meet the measures and standards of Quality Improvement Practices. K. Sumner informed the Commission Members that the size of a Health Department is typically defined by the population, but that it may often be better to define their size by staff sizes. K. Sumner stated that there were three types of small Health Departments; small, rural and frontier, but that they take all forms and staff sizes. K. Sumner advised the challenges that these Health Departments face are different from departments with larger staffs.

**C. MBRHC Website**

K. Sumner informed the Commission Members that food inspection section was still being worked on. K. Sumner stated that Colleen McKay Wharton was changing the format.

**D. 2015 Budget - Technology Upgrades**

K. Sumner dispersed to the Commission Members a more detailed proposal of services and equipment to be purchased. K. Sumner stated that there would also be a battery backup for the server. Commission Members discussed if troubleshooting was a part of the proposal. Mr. Riley questioned if the accounting software would also be on the server. K. Sumner informed the Commission Members that currently this software is only on his computer. Mr. Riley made a motion to adopt the contract with the addition of adding the cost associated with having accounting software on the server, seconded by Ms. Ellis. K. Sumner also requested that the balance remaining be transferred to the
vehicle replacement account. Mr. Riley amended the original motion to add that any remaining balance be transferred to the vehicle replacement account, seconded by Ms. Ellis. Vote: All in favor. Motion passed.

E. Quarantine and Isolation Ordinance - 2nd and final reading.

K. Sumner stated that the Ordinance had been advertised as required by NJ Statute. K. Sumner distributed a copy of the ordinance with the changes that had been made at the last meeting. Mr. Riley noted a minor correction that was a typographical error. Mr. Riley made a motion to adopt the ordinance, seconded by Dr. Fourre. Vote: Ms. Slater-yes, Ms. Barber-yes, Ms. King-yes, Mr. Riley-yes, Ms. Ellis-yes, Dr. Fourre-yes. Motion passed.

F. Quality Improvement Plan - Adoption

Mr. Riley questioned if K. Sumner spot checks the food inspections. K. Sumner explained that in the next phase of the Quality improvement activities the review would happen. K. Sumner informed the Commission Members that no spot check inspections are conducted to assure adequate inspections, but the food inspection sheet used by the inspectors (the check sheet that the NJ Department of Health has adopted) is routinely reviewed for completion and accuracy. K. Sumner informed the Commission Members that each inspector also has a state license and has to follow the regulations to stay licensed so there is incentive to conduct appropriate inspections.

K. Sumner informed the Commission Members that in the past changes to operations were made but not documented, this Plan will represent and require the written evidence of what works and does not work. K. Sumner highlighted the storyboard in the QI Plan that illustrates and provides documentation of how the Commission has changed the food inspection process. K. Sumner stated that the staff had opportunity for input. Ms. Slater stated that the staff could make adjustments if this new way was not working. Mr. Riley questioned how much time the employees spend on the QI Plan and if this pulled the employee away from their regular duties. K. Sumner informed the Commission Members that the employees spend approximately 2 hours a month. K. Sumner stated that an incentive to adopt the QI plan was that it is a part of the accreditation process, that the Commission also received grant money that helped increase Nancy Lanner’s hours to do the work. K. Sumner gave examples of QI activities that other Health Departments have used such as decreasing the wait time for a flu shot. K. Sumner will give the Commission Members the URL link to a website that provides other examples of QI activities.

Mr. Riley stated he had reviewed the Plan and commented on the corrections to be made. Mr. Riley made a motion to adopt the Quality Improvement Plan as amended, seconded by Ms. Ellis. Vote: All in favor. Motion passed.
7. New Business

A. Job Descriptions

K. Sumner informed the Commission Members that the motivation behind the review of the job descriptions was to incorporate language from our QI plan and about QI responsibilities, incorporate language about cultural diversity, and align job descriptions with the public health competencies. K. Sumner stated that the competencies were broken down into front line staff, supervisors and administrative. K. Sumner informed the Commission Members the revised job descriptions would be aligned with the QI Plan and the competencies spelled out the details of what is expected from the employee. The Commission Members reviewed the job descriptions and suggested changes such as changing Secretary to Administrative Assistant and wording in the REHS dealing with court activities. Mr. Riley made a motion to adopt the job descriptions as amended, seconded by Ms. Barber. Vote: All in favor. Motion passed.

B. New Jersey Immunization Rule Proposals

K. Sumner informed the Commission Members that he and Mr. Riley have been working on a letter in support of the introduced bill that would impose more rigorous requirements for claiming a religious exemption from mandatory vaccinations. K. Sumner informed the Commission.

K. Sumner then questioned the Commission Members if the letter should be converted to a Resolution from the Commission. Mr. Riley made a motion to develop a resolution based on the letter, distribute it for a vote and if approved send it to the Assemblymen and Senators from the Commission, seconded by Ms. Ellis. K. Sumner will draft a Resolution and letter and send out to the Commission Members for electronic vote.

Mr. Riley commented that the Autism website stated that vaccinations do not cause Autism.

8. Addendum to the Agenda

A. MBRHC Document

K. Sumner distributed a document to the Commission Members. This document illustrates how federal funding activities are directly related to local governmental public health activities and is used by Kevin for advocacy efforts to support and increase resources for local public health.

B. Community News

K. Sumner informed the Commission Members that the Adult Immunization article submitted by the Commission was published in the Community News.
C. Financial Disclosure Forms

K. Sumner informed the Commission Members that in April the Financial Disclosure Forms would need to be filled, if on multiple boards members have to fill one out for each board and agency they sit on.

D. Bound Brook

K. Sumner informed the Commission that the contract with Bound Brook needed to be signed, this contract states what services Bound Brook receives from the Commission. There is no proposed change to the contract beyond the dollar amounts, which match the budget, and dates. Mr. Riley made a motion to adopt the Bound Brook Contract, seconded by Dr. Fourre. Vote: All in favor.

There being no further business Mr. Riley made a motion to adjourn the meeting at 8:55pm, seconded by Ms. Ellis. Vote: All in favor. Meeting adjourned.

Respectfully submitted,

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Karen Wick, Recording Secretary