1. Call to Order

The 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. Richard Eschle, Mr. Alberto Torregroza  
Green Brook: Dr. Jon Fourre  
South Bound Brook: Ms. Kathleen Bolmer  
Warren: Mr. Greg Riley  
Watchung: Ms. Fran Ellis  
Others in attendance: Mr. Kevin Sumner, Health Officer  
Ms. Karen Wick, Recording Secretary

3. Public Portion

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

4. Minutes

Mr. Riley made a motion to accept the minutes from the April 4, 2016 meeting, seconded by Ms. Ellis. Vote: All in favor.

5. Treasurer's Report

Mr. Riley made a motion to accept the March 2016 Treasurer's Report, seconded by Ms. Ellis. Vote: All in favor.

Mr. Riley made a motion to accept the April 2016 Treasurer's Report, seconded by Ms. Bolmer. Vote: All in favor.

Discussion of conference expense and the mini grant.

Mr. Torregrozo made a motion to accept the May 2016 Treasurer's Report, seconded by Mr. Riley. Vote: All in favor.
6. Unfinished Business

A. Strategic Plan Update- for Adoption

K. Sumner informed the Commission members of the change to the strategic plan priority A. The priority used to be “addressing lifestyle choices to improve public health” but was changed to “prevent disease.” K. Sumner informed the Commission members that the other priorities did not change. K. Sumner informed the Commission members that the mandated and routine activities of the department will be better aligned with the new objectives of “Prevent Disease.” K. Sumner reviewed the changes to the entire report. Mr. Riley made a motion to adopt the Strategic Plan, seconded by Ms. Ellis. Vote: All in favor.

K. Sumner informed the Commission Members that the large appendices for the report will be posted on the Commission website.

B. NJDOH Accreditation Mini-Grant- Performance Management

K. Sumner stated that the Commission members approved the policy at the last meeting. Ms. Wharton has developed the performance management system (Excel spreadsheet). K. Sumner informed the Commission Members that if measures are not met by a certain date then red flags will pop up within the system to keep staff appraised of progress. K. Sumner stated that only the administrative staff will have access to edit the document. K. Sumner explained the standardized report forms for state mandated inspections. Commission Members questioned the retention length of the forms to be kept. K. Sumner explained the time length that was required for the food inspections forms is set by state rules.

C. Intern Projects

1. Workforce Development Plan

K. Sumner informed the Commission Members that this project was not completed.

2. Environmental Health SOPs

K. Sumner informed the Commission Members that the intern developed a draft template of Standard Operating Procedures for inspections such as tanning facilities, kennels and pet shops, and food establishments. K. Sumner informed the Commission Members that the staff will be having a meeting to collectively work on the SOPs. K. Sumner informed the Commission Members that this will help guide the employees who normally do not get to inspect septic systems or tanning facilities, etc.
D. Culture of Health Grant

K. Sumner informed the Commission Members that MRBHC, RWJ Somerset, Middle Earth, American Lung Association and the Rutgers Cooperative Extension collectively submitted the grant application as a partnership. K. Sumner informed the Commission Members that there was a site visit in Bound Brook and they were in the top 10 of applicants.

E. Shaping NJ Grant

K. Sumner informed the Commission Members that this grant was applied for to focus on Green Brook, as well as North Plainfield and Bridgewater, and to address "complete" streets for safety. The grant encourages farmer's markets and can provide certain residents with food vouchers to use at the markets. K. Sumner informed the Commission Members that those towns that adopt a complete streets resolution will be eligible to receive bike racks.

F. Zika Virus

Commission Members discussed the Honduran woman who gave birth to a baby with the Zika virus at Hackettstown Hospital. Commission Members discussed environmental controls over breeding areas. K. Sumner informed the Commission Members that there would be a statewide workshop on the Zika virus on June 22, 2016 at the College of NJ. Commission members discussed the sexual transmission of the virus and the unknowns of the virus. K. Sumner stated there would be updates on the Commission website.

G. Lead in Water

K. Sumner informed the Commission Members that lead in the public water supply in NJ is usually an isolated event. K. Sumner informed the Commission Members that lead is typically not in the water supply but the pipes that carry the water. K. Sumner informed the Commission Members of the upcoming regulations that schools will be required to test for lead.

H. Sexually transmitted diseases

K. Sumner informed the Commission Members of the process of sexually transmitted disease investigations. He informed that the State had been doing the investigation and notification process. K. Sumner informed the Commission that there have been staff reductions over the past years and that these investigations were now being done by local health departments in some areas of the state. K. Sumner explained that
training needs to be provided to local health departments in order for them to perform these types of disease investigations.

7. New Business

A. Food Handler Courses held

K. Sumner informed the Commission Members that the department offered two food handler courses on May 17, 2016 and May 18, 2016. One of the sessions was offered in English and Spanish. K. Sumner informed the Commission Members that the attendance at these courses has been much lower since the state enacted their Food Handler's Course requirements.

B. Social Media

a. https://facebook.com/mbrhc

b. Follow us on Twitter @mbrhc

K. Sumner stated that the Commission has a Facebook page and a Twitter account. K. Sumner will be "tweeting" for the Commission. Members are encouraged to like and follow the accounts and to spread the word.

C. NJLBHA Spring Newsletter

K. Sumner included the Spring Newsletter in the Commission packet for the meeting.

D. Thank you card from Intern Matthew LaRosa

K. Sumner shared the thank you card with the Commission Members.

8. Addendum

A. Environmental Commission

Dr. Jon Fourre shared the concerns that the Environmental Commission was having on a property that was going to be developed. Commission Members suggested having the town and developer enter into a Developer's Agreement to allow access for other agencies as necessary.

There being no further business Mr. Riley made a motion to adjourn the meeting at 8:51pm, seconded by Dr. Fourre. Vote: All in favor. Meeting adjourned.

Respectfully submitted,  
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Karen Wick, Recording Secretary