Middle-Brook Regional Health Commission
Re-Organization Meeting
January 27, 2014

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 7:15pm.

2. Roll Call

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

3. Public Portion

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

4. Minutes

Ms. Brenda King made a motion to accept the November 12, 2013 meeting minutes, seconded by Ms. Jean Mazet. Vote: Yes- Mr. Alberto Torregroza, Ms. Jean Mazet, Ms. Lillian Barber, Ms. Brenda King, Ms. Fran Ellis, Abstain- Mr. Greg Riley, Mr. Ron Jubin, Ms. Helen Goodrich, Not Present to vote- Dr. Jon Fourre. Motion passed.

5. Treasurer's Report

Mr. Greg Riley made a motion to approve the November 2013 Treasurer's report, seconded by Ms. Fran Ellis. Vote: All in favor.

Discussion of BJ's measles payment and phone service payments.

Mr. Greg Riley made a motion to approve the December 2013 Treasurer's Report, seconded by Ms. Lillian Barber. Vote: All in favor.
6. Unfinished Business

A. New Commission Brochure

Mr. Kevin Sumner distributed the brochure to Commission members. K. Sumner informed the Commission members that this was the project that the intern had started last year and that one panel had been changed to reflect the outcomes of the Strategic Plan. K. Sumner stated that the brochure would be distributed to the towns. Commission members approved the new brochure.

B. Red Light Cameras

Mr. Greg Riley informed the Commission members that the 2013 report was not yet published on the DOT website and that this report should have come out in November. Mr. Riley stated that the cameras are still at these sites.

C. Residential Pool- Voluntary Inspections

Mr. Greg Riley suggested that the Commission should develop a press release about the program and should create a public service announcement for the local TV station. Commission members stated that a script should be started and suggested contacting Raritan Valley Community College to see if students would be interested in this project. Commission members stated that they would volunteer to help with this project.

D. Regional Emergency Preparedness Planning

K. Sumner informed Commission members that the Health Officers from Somerset County, Mercer County and Hunterdon County were now sharing their expertise regarding local jurisdictions and their strengths and weaknesses as part of the grant process. K. Sumner stated that the Health Officer from Mercer County, Sharon McNellis is leading the effort. The goal is to share what works and to be as efficient as possible due to the continually reducing federal funds.

E. Hurricane Floyd Study published-Remediation Journal

K. Sumner stated that this study was written with a former intern following Hurricane Floyd and was subsequently updated. It has now been published in the Winter 2013 Edition of the Remediation Journal.
7. New Business

A. 2014 Holidays for the Commission

K. Sumner distributed the 2014 Holiday schedule to the Commission Members stating it complied with the personnel policy. Ms. Jean Mazet made a motion to adopt the 2014 Holiday schedule as presented, seconded by Mr. Greg Riley. All in favor. Motion passed.

B. 2014 Salary Resolution

K. Sumner stated that staff salaries were included in the 2014 Budget that was adopted in November 2013. This resolution memorializes that action. Ms. Fran Ellis made a motion to approve the 2014 Salary Resolution, seconded by Mrs. Barbara King. Vote: All in favor. Motion passed.


K. Sumner informed the Commission members that the amount of the contract is the same as last year$12,454.50. K. Sumner informed the Commission members of the services the VNA helps provide such as the monthly Child Health Conference, disease investigation, and flu clinics. Mr. Greg Riley made a motion to approve the 2014 VNA Contract, seconded by Ms. Fran Ellis. Vote: All in favor. Motion passed.

D. Warren Agreement

K. Sumner stated the Warren Board of Health had approved the contract at their reorganization meeting. Mr. Greg Riley made a motion to approve the Warren Agreement, seconded by Mr. Ron Jubin. Vote: All in favor. Motion passed.

Dr. Jon Fourre arrived at 8pm.

The Commission then proceeded with the Re-Organization part of the meeting.

E. Election of the President of the Commission for year 2014.

The Executive Secretary opened the floor for nominations for President of the Commission for 2014. Ms. Jean Mazet nominated Dr. Jon Fourre, seconded by Mr. Ron Jubin. There being no further nominations Ms. Barbara King motioned to close the nominations, seconded by Ms. Fran Ellis. Vote: All in favor.
F. Election of the Vice-President of the Commission for year 2014.

President Fourre opened the floor for nominations for Vice-President of the Commission for 2014. Ms. Jean Mazet nominated Mr. Greg Riley, seconded by Mr. Alberto Torregroza. There being no further nominations Ms. Fran Ellis motioned to close the nominations, seconded by Mrs. Lillian Barber. Vote: All in favor.

G. Election of the Treasurer of the Commission for year 2014.

President Fourre opened the floor for nominations for Treasurer of the Commission for 2014. Dr. Jon Fourre nominated Ms. Jean Mazet, seconded by Mrs. Lillian Barber. There being no further nominations Mr. Greg Riley motioned to close the nominations, seconded by Mrs. Lillian Barber. Vote: All in favor.

H. Appointment of Executive Secretary

Mr. Kevin Sumner was appointed Executive Secretary for the Commission for the year 2014. Commission Members also recognized Ms. Karen Wick as Recording Secretary.

I. Appointment of Commission Physician

Dr. Ronald Frank was appointed Commission Physician for the year 2014.

J. Appointment of Commission Attorney

Mr. George Psak, Esq. was appointed Commission Attorney for 2014.

K. Appointment of Finance and Budget Committee for 2014.

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

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

L. Approval of the 2014 Commission Meeting Dates

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

Monday January 27, 2014
M. 2014 Meeting Schedule

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

N. Women’s Health and Counseling Center merging with Zufall Health Center

K. Sumner informed the Commission Members that the Women's Health and Counseling Center had been struggling financially over the past years. K. Sumner informed the Commission Members that this merger would not change the contract between the Commission and the Women's Health and Counseling Center that provides for sexually transmitted disease services. In addition to the contract deliverables Women’s Health & Counseling provides other health services for women, such as rape crisis, cancer services, and primary care. K. Sumner stated that the merger would expand services to men and children.

O. 2013 Local Health Report

K. Sumner informed Commission Members that the 2013 Local Health Report would look different. K. Sumner stated that the report would be produced from the data that would be entered online. K. Sumner informed the Commission Members that this report still could be done in the previous manner with the narratives. After discussion, K. Sumner will still prepare the annual report as in past years and will also produce the new report and the Commission members can compare and determine the product for future years.

P. Accreditation Preparation Grant

K. Sumner informed the Commission Members that this one day workshop was attended by Robyn Key and himself and that as a result of moving toward Accreditation the Commission was eligible for a small grant. K. Sumner stated that more grant money may be available in the future to offset the personnel that is required to obtain accreditation.
Q. Interns- Anne Dulcio, William Paterson University and Chelsea Gohd, Rutgers University.

K. Sumner introduced Ms. Anne Dulcio and informed the Commission Members of the adult immunization project that she will be working on for the semester. Ms. Dulcio will be working on a flyer to increase awareness of the need to maintain immunity. Commission Members discussed possible areas to obtain information. K. Sumner informed Commission Members of Ms. Gohd's project regarding public health preparedness as well.

R. Tobacco Services Study.

K. Sumner informed the Commission Members that the Commission was chosen with four other Health Departments in the state to participate in this study. K. Sumner informed the Commission that NJ ranks 51st for tobacco control funding. Commission members discussed how addictive Tobacco is and that more people are smoking.

S. Osborne Award-Kevin G. Sumner

Dr. Jon Fourre informed the Commission members that Kevin Sumner has been awarded the Osborne Award (the highest award in Public Health in NJ). Dr. Jon Fourre informed the Commission members that the Green Brook Board of Health will be acquiring a commemorative award for the trophy case in Town Hall.

T. Powassan Virus

K. Sumner informed the Commission members of this tick borne disease that mimics Lyme Disease. K. Sumner informed Commission members that NJ had the first fatality from this disease.

8. Reimbursement from Flu Clinic

K. Sumner informed the Commission members that the Commission was reimbursed from Medicare for the Fall influenza clinics.

There being no further business Ms. Jean Mazet made a motion to adjourn the meeting at 9:15pm, seconded by Ms. Fran Ellis.

Respectfully submitted,

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Karen Wick, Recording Secretary