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

Green Brook: Dr. Jon Fourre, Mrs. Jean Mazet (7:10pm)
South Bound Brook: Ms. Brenda King, Mrs. Lillian Barber
Warren: Mr. Greg Riley
Watchung: Mrs. Fran Ellis, Mrs. Harriet Stambaugh
Others in attendance: Mr. Kevin Sumner, Health Officer
Ms. Karen Wick, Secretary

3. Public Portion

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

4. Minutes

Mr. Greg Riley made a motion to accept the April 22, 2013 meeting minutes with the amendment on page 4 paragraph C, seconded by Mrs. Fran Ellis. All in favor. Motion approved.

5. Treasurer's Report

Mr. Greg Riley made a motion to accept the April Treasurer's Report, seconded by Mrs. Fran Ellis. Vote: All in favor. Motion passed.

Discussion of check fee; K. Sumner advised that the fee should be for deposit slips not checks and he is still trying to straighten this out with the bank.

Mr. Greg Riley made a motion to accept the May Treasurer's Report, seconded by Mrs. Fran Ellis. Vote: All in favor. Motion passed.
Discussion of translation services for food handlers course. K. Sumner advised that he paid an individual an honorarium to translate from English to Spanish to accommodate our Spanish speaking food workers.

6. Unfinished Business

A. Strategic Planning

Mr. Kevin Sumner distributed to the Commission Members the first twenty pages of this report. K. Sumner stated that this committee worked hard and this was a great experience. K. Sumner informed the Commission Members that the priority areas are lifestyle choices, public communication, emergency preparedness and accreditation preparation. K. Sumner stated that these goals and objectives were identified and the work plan with specific activities would be developed. K. Sumner informed the Commission Members that the work plan would be more specific. Mr. Greg Riley commented that this is ambitious and concerned about negative effects on the staff. Mr. Riley used teachers trying to reach higher and higher standards as an example. K. Sumner stated that there would be a few revisions to the report, that some of the goals might be too narrow. K. Sumner and Commission members reviewed the Strategic Plan and suggested areas that need to be revised. On motion by J. Fourre and second by F. Ellis the strategic plan was approved by unanimous vote.

B. Red Light Cameras

Mrs. Jean Mazet stated that the program had been frozen. Mr. Greg Riley stated that he did not prepare his comments and would work on this and bring to the next Commission meeting.

C. Residential Pool- Voluntary Inspections

K. Sumner distributed the pool flyer and checklist inspection form. K. Sumner informed Commission Members that the areas of focus are: safety equipment, barrier requirements, suction entrapment, chemicals and electricity. Commission members commented on moving items in the pamphlets, some revisions and adding a disclaimer to the checklist. K. Sumner informed Commission members that the intent of the project is for guidance for homeowners. K. Sumner informed Commission members that this would be put in place and then be evaluated as a potential best practice to be submitted for national recognition. Mr. Riley made a motion to have pamphlet revised and move forward with this project, seconded by Mrs. Fran Ellis. Vote: All in favor. Motion passed.
D. Commission Annual Meeting

K. Sumner informed Commission members that normally this meeting would take place in June but this year would be in the early fall. K. Sumner stated that he did have a rough agenda. Commission Members added suggestions for the agenda. K. Sumner will inform the Commission Members when a date has been set.

E. Immunization Advocacy

Mr. Riley distributed an article on the success of immunization regarding HPV. Commission members were informed that this particular vaccination is not mandatory in NJ. K. Sumner stated at one time NJ was considering making it mandatory but has since backed away from this.

F. Food Handler Courses

K. Sumner informed the Commission Members that this class was held in April. The class had 77 participants and the Commission made $2,196.

G. Rabies Clinic

K. Sumner informed the Commission Members that the clinic was held in May in Warren. There were 73 vaccinations given, a 30% increase from last year. K. Sumner informed the Commission Members that the state supplies the vaccine but has stopped supplying the syringes. K. Sumner stated that the cost of the syringes was nominal.

H. New Commission Brochure

K. Sumner distributed the brochure to the Commission Members. K. Sumner and the Commission members discussed revisions to the brochure. K. Sumner stated that the core functions page would be replaced with the vision mission and other details from the Strategic Plan document. This item was tabled to the next meeting.

7. New Business

A. 2012 Annual Report

K. Sumner distributed the 2012 Annual Report to the Commission Members. K. Sumner informed the Commission Members that there are minor changes to be made. Commission Members reviewed the report and suggested changes. K. Sumner
informed the Commission Members that the report will be sent mostly electronically since there are links to websites in the report.

**B. Article from the New England Journal of Medicine and Emerging Infections**

K. Sumner had emailed the Commission Members this article. Dr. Jon Fourre informed Commission Members that a new virus H5N1 and MERS had been reported. Dr. Jon Fourre informed the Commission Members that MERS has a 52% mortality rate and transmission can be passed thru close contact. Dr. Jon Fourre informed Commission Members that this could possibly be the next global pandemic and has been seen in the Middle East.

**C. NALBOH Annual Conference - August 14-16 Utah**

K. Sumner informed the Commission Members of the registration fees and dates for this conference.

**8. Addendum to Agenda**

**A. Workers Compensation Policy**

K. Sumner had previously informed the Commission Members of the budgeted amount. K. Sumner had been working with the company to reduce the amount the Commission has to pay. The Commission had budgeted $10,000 and the cost will be under budget at $8,744 for 2013.

**B. NACCHO and NALBOH Conference**

K. Sumner informed the Commission Members that NACCHO would be paying the registration fees for him to attend the NACCHO annual conference.

**C. NJ Tobacco Settlement**

K. Sumner informed the Commission Members that none of the fees and taxes when purchasing tobacco are used for tobacco control. K. Sumner had drafted a Resolution in support of a tobacco control program. K. Sumner read this Resolution to the Commission Members. Mrs. Mazet inquired about adding a statement regarding taxes. K. Sumner explained that this was already included in the Resolution. Dr. Jon Fourre
made a motion to approve the Resolution, seconded by Mr. Greg Riley. Vote: All in favor. Motion passed.

D. Measles

K. Sumner explained the incident of a United Kingdom visitor who unknowingly had measles, visited the BJ’s Wholesale Club in Watchung prompting an extensive investigation and follow up. K. Sumner explained the role that the Commission had taken to work with BJ’s store, contacting the VNA to provide testing for employees, excluding employees as appropriate, and educating the public about the situation. K. Sumner stated that only one employee that had come in contact with this visitor who found to not have immunity from measles and therefore had to be excluded from work.

9. Adjournment

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

Respectfully submitted,

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Karen Wick, Secretary