

NORTHWEST BERGEN REGIONAL HEALTH COMMISSION
Regular Meeting Minutes
January 24, 2022, 6:00pm

The Regular Meeting, held at NWBRHC, was called to order at 6:05 pm by Mrs. Nancy Peet, President

The Opening Statement was read according to the Sunshine Law and was followed by Roll Call:

PRESENT: Mrs. Donna Guy
Mrs. Nancy Peet
Mr. Robert Rose

ABSENT: Mrs. Debra Dzubinsky
Mrs. Gina Marie Behre, Health Officer

PROFESSIONALS: Mrs. Corinne Woodward, Deputy Registrar
Mrs. Darlene Mandeville, Grant Administrator

There were no representatives present from contracting municipalities.

APPROVAL OF MINUTES

Mr. Rose made a motion to accept the November 22,2021 meeting minutes. Seconded by Mrs. Guy. All were in favor.

REGISTRAR'S REPORT

The November and December 2021 Registrar Reports were reviewed and accepted as information.

NURSING AND COVID-19 REPORT

Major surge in COVID-19 cases from mid-December until now. Long Term Care centers, LTC's, and group homes have had outbreaks. Huge numbers of staff and students in schools affected. There were 3300 cases from January 1st until now that were handled. Lots of work with line lists and CDRSS. Managing contact tracing was difficult during this time due to surge in cases. CDC changed isolation guidelines from 10 to 5 days. Daycare and childcare facilities were still following the old quarantine guidelines. NWBRHC/COVID team is working with LTC centers to help facilitate infection control practices to assist in cases . Change to vaccination guidelines as

well. Many updates and changes have come about very quickly regarding communicable diseases. NWBRHC implemented a COVID 19 vaccine booster clinic December 8th in Waldwick, 65 people attended. Another clinic in Westwood, tentative date February 1st. Received Pfizer vaccine for the 1st time so we can do additional vaccines; but they have to be used within 30 days.

Mrs. Guy questioned how the LTC facilities were handling these outbreaks. Mrs. Mandeville stated they were back to original isolation guidelines. Visitation was still allowed. Good news was that it was more of the employees rather than residents and many of them were vaccinated.

HEALTH EDUCATION REPORT

See Health Education report for highlights and updates.

ACTIVITY REPORT

Mrs. Mandeville reviewed the Health Officer Activity Report for December 2021/January 2022.

See Activity Reports for meetings attended, details, and administrative highlights.

Highlights discussed include:

- Prioritizing the COVID-19 surge and how we were going to handle. Constant contact with schools, superintendents.
- Negotiating contracts, budget, new staff, pensions.
- NWBRHC administered 1,152 doses of COVID-19 vaccines in 2021
- Food Handler's Course will be held on February 22, via zoom
- Government deployed NJ National Guard to the hardest hit facilities and 10 people were sent to one of our facilities.

Mr. Rose questioned the length of the Westwood contract. They have signed for 3 years.

Mrs. Peet questioned the status of the Washington Township contract. Mrs. Mandeville stated we were in contact and discussed some questions they had. They wanted a breakdown of nursing hours and some other information. We are still providing services for them even though the contract is not signed. We are still billing at the same rate.

Mrs. Guy questioned who should be signing off on contracts? Who has the final say? Mrs. Peet stated it's the Board of Health President signs off and then it goes to the mayor and council for approval for payment.

BUSINESS/FINANCIAL REPORTS

The Business/Financial Report and Profit and Loss Reports January – December 2021 were reviewed and accepted as information. January 1-24 2022 were reviewed and accepted as information.

Mrs. Mandeville went over some of the financials and budget for next year. Items covered by the grant, expenses, etc. There will be some additional costs for education this year, but this will be beneficial for the employees in the long run. Mr. Dorsi is will be attending the lead certification course to obtain his lead license. Ms. Fox will be taking the CHES exam to become a Certified Health Education Specialist.

Mrs. Peet questioned the accounting professionals fee and stated that we need to review their cost and services. She feels that the cost is a little high. Mrs. Mandeville advised that Mrs. Musella is going to try and obtain price quotes from other accounting firms.

Looking to apply for the CARES grant as well.

TREASURER'S REPORTS

The December 2021 Resolution was reviewed. Mrs. Guy read the resolution and then resolved the motion to approve the resolution in the amount of \$60,699.24, which was seconded by Mr. Rose. All were in favor. The January 2022 resolution was reviewed. Mrs. Guy read the resolution and then resolved the motion to approve the resolution in the amount of \$60,781.14, which was seconded by Mrs. Peet. All were in favor.

OLD BUSINESS

COVID-19 testing for employees: Mrs. Peet shared her company's policy on COVID-19 testing and she feels it is manageable. The policy was shared with Mrs. Behre. Does not need immediate action.

2022 Audit Review: Did not receive the copy of the 2021 audit. Mrs. Mandeville will follow up.

2022 Meeting Schedule: A new meeting date resolution for 2022 was presented. Motion made by Mrs. Peet to accept the proposed meeting dates set forth in the resolution 22-01, which was seconded by Mr. Rose. All were in favor.

NEW BUSINESS

Budget 2022: What to do with the money in the bank at this point? Interest bearing account? How much can be insured? This issue has been discussed in the past. A suggestion was made to have a financial advisor come in and give us some advice on how to proceed. Something we

should look into this year. Maybe Dominick or Sue can give us some guidance on where to start.

Lead Inspector/Risk Assessor Certification Class: Commissioners agreed it's a worthwhile investment to have an employee attend this class. Recertification is every two years.

Health Insurance Reimbursement: Topics discussed: Credit for not taking insurance through NWBRHC; subsidizing family insurance plans; looking for something to offer the employee some benefits. Mrs. Peet said we need to review policy and see what we have in place to make determination. The commissioners would like this on the agenda for next month and would like a copy of the current policy for review.

Township of Washington Contract: Mayor and Council questioned the cost of the 2022-23 public health services contract and is asking for clarification. Mrs. Peet noted they need to be aware of all of the services we provide and how we go above and beyond. This needs to be brought to the council and mayor's attention.

ADJOURNMENT

A motion to adjourn the regular meeting was made at 7:20pm by Mr. Rose and seconded by Mrs. Guy; all were in favor. The next regularly scheduled Commission meeting will be held on **Monday, February 28, 2022** at 6:00 pm.

Respectfully Submitted,

Corinne Woodward, Deputy Registrar