

NORTHWEST BERGEN REGIONAL HEALTH COMMISSION
Regular Meeting Minutes
March 28, 2022, 6:00pm

The Regular Meeting, held at NWBRHC, was called to order at 6:02 pm by Mr. Robert Rose, Vice President.

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

PRESENT: Mrs. Nancy Peet (via phone)
Mrs. Donna Guy
Mrs. Debra Dzubinsky
Mr. Robert Rose

PROFESSIONALS: Mrs. Corinne Woodward, Deputy Registrar
Mrs. Gina Behre, Health Officer

GUEST SPEAKER: Mr. Patrick Wherry

Mrs. Behre began the meeting by introducing Patrick Wherry, Administrator and Risk Manager for the Borough of Waldwick. Mr. Wherry attended to offer some guidance to NWBRHC in regards to the employee handbook, policies and the JIF policy. There is a lot of resources available to Northwest as we are covered by Waldwick Borough's JIF policy through quasi coverage. The JIF has supplied an update to their employee handbook, policy and procedures manual regarding the safe treatment of minors.

Mr. Wherry stated since we are covered through the JIF we are required to adopt the policies that pertain to us. We can also attend any of the trainings for safety, etc.

Mr. Wherry recommends updating the policy before we start implementing any changes. He recommends when we review, glance over sections that do not pertain to us. The ones that do pertain to us we have to change to adapt to our existing policy or update sections we don't have and offer training. Some of the examples would be background checks, driver's license checks etc. These would be things that the Commissioners will have to discuss and review.

APPROVAL OF MINUTES

Mr. Rose made a motion to accept the January 24th, 2022 meeting minutes. Mrs. Peet made a motion and was seconded by Mrs. Guy. All were in favor.

REGISTRAR'S REPORT

The January and February 2022 Registrar Reports were reviewed and accepted as information.

NURSING AND COVID-19 REPORT

In February, three clinics were held, at which time, we offered the Pfizer and Moderna vaccines as well as flu. Covid cases were still high during the month of February. Outbreaks are closing out in most of the LTC centers. It takes 28 days for them to get out of the outbreak status. Bristol was in outbreak status. We have until the end of March to close out all of the cases. The state helped us to close out the cases.

Correction on report for Care One (which is Westwood, not Waldwick).

Correction on the Campylobacter case/ Cheesecake factory. We reached out to Hackensack Health Department. They are not covered by Bergen County. Contacted their nurse and was advised that it would be hard to determine where it originated. Have not heard back from Hackensack Health Department. There has to be two or more confirmed illnesses to be considered a foodborne outbreak.

HEALTH EDUCATION REPORT

See Health Education report for highlights and updates. Mrs. Peet questioned if the Living Will presentation has been publicized. Mrs. Behre noted that it is in final approval status in house and once finalized we will send out. There was a delay in getting a hold of someone at Hackensack, but tentative date is 4/26/22. Survey has been developed to collect data from the Board of Health to see what programs they would be interested in. Plans have been made to develop and distribute a survey via senior centers and senior groups in our communities to see what programs they would like. Mrs. Peet questioned the 2023 grant; letter of intent was submitted. Alex and Darlene are going to be presenting at the next meeting to provide an update. The current Strengthening grant cycle ends June 30th. Darlene has been training Gary on aspects of the grant as well.

ACTIVITY REPORT

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

Highlights discussed include:

- Mrs. Behre will contact a new bank to see if we can get a better return on the funds we have in the bank.
- Mahwah-Mrs. Behre is supervising the office, but trying to get them to manage themselves a little more with the new hiring of Donna.
- There are some issues with Kirsteen paying into PERS and DCRP. Gina wrote a letter for a hardship case and what we should do legally.
- Allendale sent the contract back signed / no negotiations.

- Food Handlers class held 2/22 – via zoom
- Food Manager class in the works along with a Food Handlers class in Spanish.
- Gary completed the lead course and will take the 2nd part of the exam in May and then will be certified.
- Alex is taking the CHES class and will be able to do some Health Education once she passes the exam.

BUSINESS/FINANCIAL REPORTS

The Business/Financial Report and Profit and Loss Reports; January – March 2021 were reviewed and accepted as information.

In talks with Sue Vendetti to streamline the reports and make them a little easier to read. Darlene is going to come next meeting to go over grant and budget numbers.

TREASURER'S REPORTS

The February and March 2022 Resolutions were reviewed. Mrs. Guy was questioning the line item NJ State Health Benefit Program cost. February had a much larger cost of \$10,777.00 and March was \$5,913.00. Mrs. Behre explained that there were some issues when Mr. Dorsi got married and added his wife to the benefits. They back charged us for two months when they were not married. We are working on getting a reimbursement for those months. By next month we should get a credit for the extra charge.

Mrs. Behre mentioned possibly doing a one time payment to assist employees with medical costs. Need something uniform for all the employees. Might need to adjust to make it worthwhile to keep good employees.

Mrs. Guy read the resolution and then resolved the motion to approve the February 28, 2022 resolution in the amount of \$78,072.60, which was seconded by Mr. Rose. All were in favor. The March 31, 2022 resolution was reviewed. Mrs. Guy read the resolution and then resolved the motion to approve the resolution in the amount of \$113,564.83, which was seconded by Mr. Rose. All were in favor.

Mr. Rose left the meeting at 7:40.

OLD BUSINESS

COVID-19 testing for employees: We are going to refocus on writing a communicable disease policy instead of a COVID policy.

Health Insurance Reimbursement: Going to review the plans that the employees currently have and revisit them. Maybe we can work out an agreement with Waldwick Borough in regards to Human resources.

Budget/ Employee Policies: Already discussed and in process.

NEW BUSINESS

Office Cleaning: Alex has taken over the office cleaning.

Midland Park Vital Statistics Contract: Inquiry from Mrs. Peet regarding the vital statistics contract. Discussion tabled for a later date.

NWBRHC Lease Renewal: Mrs. Behre reached out to the new owners to see what would be our lease options in December and is awaiting a return call. The Borough has possible interest with us moving there. There are renovations going on in the Municipal Building as well. We need to have a discussion with the Borough regarding the rental of the building, expenses, etc. If we were to move it would have to be a significant decrease with a long term lease.

New Audit Company Quote: Contacted five auditors, which raised some questions. Do we need to legally have an audit? Are we being reviewed incorrectly? Mrs. Behre spoke with Domenick, from PKF, and they are willing to stay at the \$10,500.00 fee. He is still investigating if we should be categorized as a government business or non-profit organization.

Flu Vaccine Order: About to place an order, going to order less this year since we lost a significant amount of money. Contacted towns to let them know we were placing orders. Some of the towns seem to want to do clinics another new year. Still going to concentrate on providing flu vaccines to the senior citizen facilities.

ADJOURNMENT

A motion to adjourn the regular meeting was made at 8:22pm by Mrs. Guy and seconded by Mrs. Dzubinsky; all were in favor. The next regularly scheduled Commission meeting will be held on **Monday, April 25, 2022** at 6:00 pm.

Respectfully Submitted,
Corinne Woodward, Deputy Registrar