

NORTHWEST BERGEN REGIONAL HEALTH COMMISSION
Regular Meeting Minutes
September 26, 2022, 2:00pm

The Regular Meeting, held at NWBRHC, was called to order at 2:00 pm by Mrs. Nancy Peet, President.

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

PRESENT: Mrs. Nancy Peet
Mrs. Donna Guy
Mr. Robert Rose (virtual call-in; left meeting at 3:01 PM)

ABSENT: Mrs. Debra Dzubinsky

PROFESSIONALS: Mrs. Judith Migliaccio, Health Officer
Mrs. Darlene Mandville, Grant Administrator
Ms. Dana Anello White, Tech Administrator

APPROVAL OF MINUTES

Mrs. Guy made a motion to accept the August 22, 2022 meeting minutes, as corrected. Mr. Rose seconded the motion.

REGISTRAR'S REPORT

The August 2022 Registrar Reports were reviewed and accepted as information.

NURSING AND COVID-19 REPORT

Please see attached report. Mrs. Migliaccio reviewed key points as presented in the report. Mrs. Peet asked about Bristol Waldwick and clarification on quarantine protocols. Mrs. Mandeville reviewed current protocols for nursing home residents. No additional items were discussed.

HEALTH EDUCATION REPORT

Planning additional health education classes including the Tick and Lyme presentation. Continuing to address the needs of the Senior Community, using the survey results as guidance. Noted High Blood Pressure, Heart Disease, Life Enrichment, Nutrition, and Sleep concerns are

the topics that the community is most concerned with. Working on an Aging Program for the Senior Community as well.

HEALTH OFFICER ACTIVITY REPORT

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

September Highlights discussed include:

- Budget meetings are underway.
- Flu and COVID-19 vaccines are incoming, and clinics are being scheduled.
- Mrs. Guy asked about nursing coverage in Mahwah. Mrs. Mandeville clarified that NWRHC was contacted by the Governor's office to administer two in-home vaccines in Mahwah.
- Mrs. Guy asked about the NARCAN delivery. Mrs. Mandeville clarified the administration process of the drug.
- Two REHS candidates have been interviewed.

AUDIT REPORT

SPECIAL PRESENTATION by Robert J. Butvilla, Suplee, Clooney & Company began at 2:13 PM, reviewing the 2021 audit. Mr. Butvilla noted that previous audits were done as a not-for-profit status, whereas NWRHC is a government agency, requiring a "yellow book audit." This requires a second auditor's opinion on internal control and compliance. NWRHC reported a surplus of \$90,628, with \$498,000 in savings. Mr. Butvilla recommended more timely payment to DCRP for all part-time employees. He also recommends that all invoices be signed for approval by the Health Officer before checks are cut. Mrs. Guy made a motion to accept the audit as presented. Mrs. Peet seconded the motion.

BUSINESS/FINANCIAL REPORTS

The Business/Financial Report and Profit and Loss Reports were reviewed and accepted as information. The balance sheet was reviewed and accepted as information. Town contract payments have been listed in the agenda for reference. Mrs. Guy asked for clarification of the budget reflection when a town pays ahead. Mrs. Mandeville will clarify with Mrs. Venditti and provide an answer at the next meeting.

Mrs. Guy asked for clarification on the DCRP and pension payment process. Mrs. Mandeville clarified the current procedures and will follow up with Mrs. Venditti.

Mrs. Guy also asked for clarification on Rebecca Pignoncelli's last payment. Mrs. Mandeville clarified the number shown on the report and will follow up with Mrs. Venditti.

TREASURER'S REPORTS

Mrs. Guy read the resolution and made a motion to approve the September 30, 2022 resolution in the amount of \$64,827.65, which was seconded by Mrs. Peet.

PRIOR BUSINESS

Commission Meeting Time Change: It was unanimously agreed upon to meet on the fourth Monday of the month at 2:00 PM for the remainder of the year.

Health Officer Position: Mrs. Migliaccio advised that one candidate had been interviewed and offered a proposal for the position. Mrs. Migliaccio is awaiting a response.

Audit 2021: See previous notes

DCRP Update: Mrs. Mandeville reported that the issue regarding deductions for both DCRP and pension for Kirsteen Pinto has been resolved.

Flu Vaccine Update: Mrs. White and Mrs. Mandeville noted that flu vaccines are on the way, and clinics are being scheduled.

NEW BUSINESS

REHS Position: Mrs. Migliaccio reported that two candidates have been interviewed. References are currently being reviewed, and second interviews will be held as appropriate.

Employee Handbook: After a lengthy discussion, a revision to health benefit plans in the Employee Handbook will be revisited.

COVID-19 Vaccines: A clinic is scheduled for Friday, September 30, 2022, at the Waldwick Ambulance Corps.

Franklin Lakes Contract: A proposal in the amount of \$40,000 per year has been sent to Franklin Lakes Borough for Health Department services.

Accounting Fees Increase: The Commissioners unanimously agreed to an increase in pay to \$50/hour for Susan Venditti, effective October 1, 2022.

ADJOURNMENT

A motion to adjourn the meeting was made at 3:27 PM by Nancy Peet, seconded by Donna Guy. The next regularly scheduled Commission meeting will be held on **September 24, 2022 at 2:00 pm.**

Respectfully Submitted,
Dana Anello White