

NORTHWEST BERGEN REGIONAL HEALTH COMMISSION
Regular Meeting Minutes
June 27, 2022, 6:00pm

The Regular Meeting, held at NWBRHC, was called to order at 6:04pm 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. Debra Dzubinsky
Mrs. Donna Guy
Mr. Robert Rose (arrived at 6:35pm)

PROFESSIONALS: Mrs. Gina Behre, Health Officer
Mrs. Darlene Mandville, Grant Administrator
Mrs. Corinne Woodward, Deputy Registrar

APPROVAL OF MINUTES

Mrs. Peet made a motion to accept the April 25th, 2022 meeting minutes, seconded by Mrs. Guy. All were in favor.

REGISTRAR'S REPORT

The April and May 2022 Registrar Reports were reviewed and accepted as information.

NURSING AND COVID-19 REPORT

The NJDOH has shifted to monitoring the CDC's COVID-19 Community Levels, rather than the NJ COVID-19 Activity Level Index (CALI) to inform public health guidance in order to better align with the CDC. We are currently in medium risk category. Overall there has been a positive decline eventhough we have been dealing with a couple different variants that have been less severe. Besides a couple of school outbreaks, flu cases have also been on the decline. We saw a slight increase of outbreaks in the LTC centers; we are continuing to monitor. Concluding most of the school audit and are now starting daycares.

HEALTH EDUCATION REPORT

Christine Dempsey has been working on a needs assessment survey for the senior groups in our communities. She has been visiting to introduce herself and speak about NorthWest. From the towns that she has visited it seems that high blood pressure was biggest concern. Going to try and implement some programs based on these requests. Westwood will be hosting a lunch and learn where they bring in speakers.

Alexandra Fox has been assisting Christine with health education aspects such as updating the window with "Henry the Hand" to promote hand washing, multiple postings on the social media account and advertising the programs that we have available.

Mrs. Dzubinsky noted that Ms. Fox has been an excellent presence in the community and that her presentation to the town on the demographics was well received. Mrs. Guy questioned if the Tick and Lyme disease presentation was promoted through Waldwicks weekly community update. Mrs. Behre stated it was sent to the library and administrators and we can send it out again if needed. Mrs. Guy and Mrs. Peet agreed that we have to make sure these programs are being advertised to the community. Mrs. Dzubinsky noted that maybe we could promote these seminars by offering free covid testing kits. Mrs. Behre stated we would contact whoever does the community updates via Nixel and promote.

Christine Dempsey is scheduled to go to Mahwah's safety town on June 29th to teach about the importance of handwashing. Alex created bookmarks and some goodie bags for the kids as well.

HEALTH OFFICER ACTIVITY REPORT

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

Highlights discussed include:

- REHS staff worked diligently to open up the seasonal pools (19).
 - Mrs. Peet noted that residents of The Kentshire are upset that the pool isn't open. It was noted they are trying to find a new management company.
- Most of the Board of Health meetings are now resuming to in person.
- Mrs. Behre noted that we are not going to be receiving the free registration books for upcoming rabies clinics. New books are going to have to be covered by each town.
- Educational material was sent out to the towns regarding the plastic ban to each town.
- Spanish Food Handlers Course was successful, 13 attendees.
- Still distributing over the counter Covid tests to the towns.
- Planning Flu Clinics for the fall.

- Meeting weekly with COVID team and with the PCG supervisor that oversees the contract tracers. They are scaling back on the contract tracers, from over 40 now is being reduced to 18.
- Planning to transfer responsibility of Right to Know Survey to Mrs. Pignocelli.
- Conducted inspection with Mrs. Pignocelli at Pet Lodge and Spa regarding dog barking complaint. Trying to mediate, but most likely going to move to a civil case.
- We have signed Karen Barbato, LSW for the next year for 10 hours to be utilized if we have any issue that need a social worker and its covered by the grant.

BUSINESS/FINANCIAL REPORTS

The Business/Financial Report and Profit and Loss Reports were reviewed and accepted as information.

Mrs. Behre mentioned that on the profit and loss report page 2 we received a refund of \$1894.00 for the flu returns. Possibility that in the fall we will be able to return some of the additional vaccines that we have left over.

Mrs. Behre noted we are going to purchase extra syringes for the rabies clinics this year to make sure we have them on hand.

Mrs. Behre spoke to Susan about the CD that was not reflecting on the reports. Its hard to see with the influx of money in and out, but it was deposited into the checking account.

Westwood has paid up until August and we waived the late fee.

TREASURER'S REPORTS

Mrs. Guy read the resolution and made a motion to approve the May 31 2022 resolution in the amount of \$65,189.55 and then the June resolution of \$61,192.94 which was seconded by Mr. Ross. All were in favor.

PRIOR BUSINESS

Lease Renewal/ Possible Relocation: Mr. Wherry and Mrs. Behre have been in conversations, but nothing has been discussed in regards to a move; a meeting needs to be scheduled. Looking to get the bottom line numbers from Mr. Wherry to see if it would be beneficial to the Commission financially. Mrs. Behre was finally able to get i in touch with the owner of the building in regards to the current lease. Was nice and responsive. We have a 5 year

rider/extension on the current lease. If we continue with the current lease, he is willing to put in a clause that we could get out of the contract as long as there is ample time. If we did it this way there would be no increase.

New Audit Company: In questioning the audit, it has now been discovered that the audit we were doing was not correct over all these years. The firms should have been completing a governmental audit. Dominick stated in order to move to a government audit, the firm would redo the 2020 audit to reflect government. We got the engagement letter and he went up \$8,000 on the cost. Audit has to be done by end of September to be qualify for the grant. Mrs. Behre is in contact with the firm that does the audit for Mid-Bergen and is hoping to come up with an agreement. Mrs. Behre will follow up with engagement letter.

NEW BUSINESS

Grant Update: Winding up the 2021-2022 grant, which ends at the end of the month. Working on getting resources, new refrigerator, chairs, new refrigeration for vaccine storage, etc. We have about 100k left which will be distributed in the next couple of months. Finishing up the application for next year; some stuggles including hours of part time employees. We adjusted and moving forward. This years grant amount will be lower. Last year was a total of \$291,000 and this one is \$274,000.00. Still not sure if it will be renewed for next year.

Contracts: Trying to get contracts all lined up before Mrs. Behre's retirement. There are about five contracts that are up for renewal. HHK, SR, RV, AL, HD (child health). Mrs. Peet said we need to keep it within reason and recommended a percentage. Thinking about 2%, but going to see what the total contract price is and see what the dollar amount is.

Commission Meeting Schedule: Mrs. Behre asked is there any months we can eliminate on the meeting schedule? Everyone will think it over for next meeting.

Closed Session for Health Officers position.

ADJOURNMENT

A motion to adjourn the regular meeting was made at 7:47pm by Mr Rose and seconded by Mrs. Guy; all were in favor. The next regularly scheduled Commission meeting will be held on **Monday, August 22, 2022** at 6:00 pm.

Respectfully Submitted,
Corinne Woodward, Deputy Registrar