

NORTHWEST BERGEN REGIONAL HEALTH COMMISSION
Regular Meeting Minutes
August 22, 2022, 2:00pm

The Regular Meeting, held at NWBRHC, was called to order at 2:00pm 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 (on phone)
Mrs. Donna Guy
Mr. Robert Rose

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

APPROVAL OF MINUTES

Mrs. Peet made a motion to accept the June 27th, 2022 meeting minutes. Minutes were accepted as presented.

REGISTRAR'S REPORT

The June and July 2022 Registrar Reports were reviewed and accepted as information.

- Mrs. Woodward noted as of July 1st the fee for Marriage Licenses has been waived through July 1st, 2023.

NURSING AND COVID-19 REPORT

Please see attached report. We are still addressing COVID, but cases have been down over the past couple of weeks. Monkeypox is being managed with the increasing cases and we are investigating and providing guidance to the community. We are creating flyers, FAQ's, etc. for the website, social media, etc. to keep everyone informed. MPX will be added to the communicable disease reporting.

HEALTH EDUCATION REPORT

Planning additional health education classes including the Tick and Lyme presentation. Continuing to address 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 are 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.

July Highlights discussed include:

- Working on Mrs. Behre's retirement and departure plan. Diligently looking for a Health Officer for replacement. Worked on plans for temporary coverage. At the moment there are no towns interested for temporary coverage.
- Kentshire had an issue with HVAC system. Consistent contact with Management and responded on-site to oversee that issues were addressed.
- Contracted with new Auditing Company and they completed a new audit which was required for grant. Still working on final report.
- Mahwah – 3 large temp events coming up. Double Tree hotel has been closed due to a mold issue. Mrs. Musella is going to be the contact for Mahwah for the time since she already has a relationship with staff.

August Highlights discussed include:

- Meeting with Commissioners to discuss Mrs. Judy Migliaccio and came up with proposal for coverage.
- Mrs. Mandeville continuing to work on grant and communicable disease. The 2022-2023 grant for this year was approved. Revenue should be around \$274,000.00. Some of the money is federal and some is from NJ.
- Limited guidance on Monkeypox; receiving training to discuss with community.
- REHS staff busy with pools, temp events, complaints, inspections, etc.
- Contact tracing has been scaled down to 17 total.
- 1200 more COVID test kits will be distributed.

BUSINESS/FINANCIAL REPORTS

The Business/Financial Report and Profit and Loss Reports were reviewed and accepted as information. Balance sheet was reviewed and accepted as information. Town contract payments have been listed in the agenda for reference.

TREASURER'S REPORTS

Mrs. Guy read the resolution and made a motion to approve the July 31, 2022 resolution in the amount of \$63,190.58 and then the August resolution of \$62,908.43 which was seconded by Mr. Rose. All were in favor. Mrs. Guy questioned if Team Logic payment went up. Mrs. Mandeville stated that we are paying for Cloud backup, additional \$100 a month.

PRIOR BUSINESS

Lease Renewal/ Possible Relocation: Mrs. Behre and Mr. Wherry are still in discussion. Trying to see if the move would be feasible. Mr. Wherry stated he would be able to provide numbers next week. Mrs. Behre will meet with Mr. Wherry and the contractor tomorrow. Mrs. Dzubinsky questioned if we have enough money in the budget to move? Mrs. Behre stated we have to evaluate all aspects to see if it makes sense long term. We would have to include for the budget for 2023.

Rabies Clinic: Passed around the 2022 schedule, 11 clinics. State is no longer providing the free books; getting an estimate from the printer, towns have the options to purchase. Seeing if we can get the books covered through the grant. Discussed doing electronically, but might run into more issues.

NEW BUSINESS

Commission Meeting Schedule: For the rest of 2022 the Commission meetings will be held at 2:00. At the end of the year we will re-evaluate. We have to advertise the change in time.

DCRP: Reimbursement received to Kirsteen Pinto; arranging payment plan.

Flu Vaccine: Returned an additional 10 boxes; so hopeful that we will get more of a refund on unused flu vaccine than anticipated.

Health Officer Exit Plan: With the limited applications for the Health Officer position, two scenarios that we can adapt. By state law we need to have a full time Health Officer on staff.

Scenario A:

- Full time Health Officer coverage with a municipality in Bergen County via an inter-local contract for the period of 6 months to 1 year.
- Part time Health Officer on site at NWBRHC up to 24 hours per week to manage day to day activities.
- Part time NJDOH Health Officer Consultant primarily onsite for 10 hours per week. Assigned to Mahwah.
- Darlene Mandeville will be scheduled 13 hours per week. On site for assistance and direct supervision of communicable disease team.

Scenario B:

- Full time Health Officer coverage up to 24 hours per week. Would include an addendum to the employee handbook to include a temporary administrative position.
- Part time NJDOH Health Officer Consultant coverage primarily on site for 10 hours per week. Assigned to Mahwah.
- Darlene Mandeville's hours would be increased up to 24 hours per week. She would fill a newly established Director's position for up to 1 year while providing direct supervision to the communicable disease team.

Resolution to Appoint New Health Officer:

Mrs. Nancy Peet put forth a Resolution to appoint Full-Time Temporary Health Officer, working 24 hours a week in accordance with the addendum to the Employee Handbook.

Mr. Robert Rose motioned to appoint Judy Migliacco As the Full-Time Temporary Health Officer effective September 1, 2022. Motion was accepted Mrs. Donna Guy, all were in favor.

Correspondance: Ralph Grotheer has resigned from his position at NorthWest Bergen Regional Health Commission.

ADJOURNMENT

At 3:25pm, Mrs. Peet closed regular meeting. Opened a closed executive session at 3:25pm. Commission discussed personnel for (3) employees. No decisions were made. 3:45 meeting was

moved back to open session; closed at 3:45pm. The next regularly scheduled Commission meeting will be held on **September, 26, 2022** at 2:00 pm.

Respectfully Submitted,

Corinne Woodward, Deputy Registrar