

Middle-Brook Regional Health Commission
May 3, 2010

1. Call to Order

The regular meeting of the Middle-Brook Regional Health Commission was held on the above date at the Green Brook Municipal Building and called to order by Vice-President Greg Riley by reading the Sunshine Law Statement at 7pm.

2. Roll Call

Middlesex: Mrs. Amelia Sherr, Mrs. Barbara Ferris
Green Brook: Dr. Jon Fourre
South Bound Brook: Mrs. Gertrude Epple
Warren: Mr. Greg Riley
Others in attendance: Mr. Kevin Sumner, Health Officer
Karen Wick, Secretary

3. Public Portion

Meeting opened to the public-no-response-meeting closed to the public.

4. Minutes

Mrs. Amelia Sherr made a motion to accept the minutes of the April 5, 2010 meeting as presented, seconded by Mrs. Barbara Ferris. All in favor.

5. Treasurer's Report

Mrs. Barbara Ferris made a motion to accept the treasurer's report for March, seconded by Mrs. Gertrude Epple. All in favor.

6. Unfinished Business

A. H1N1 Flu Update

K. Sumner informed Commission members that he is still waiting to hear if the Phase 4 of the H1N1 grant was approved. K. Sumner distributed to the members copies of this application and the previous phase of the H1N1 application as requested. K. Sumner informed Commission members that there is still money in reserve that needs to be adjusted for salaries. K. Sumner informed Commission members that this was to offset salaries and that no employee would see an increase in salary. K. Sumner also informed Commission members that the purpose of the H1N1 grant was to reimburse the Commission for the time that employees spent on H1N1 activities and items that were budgeted for H1N1. Phase 4 of the H1N1 grant would be more labor intensive and that

the focus of this grant is to reach the under served populations of the community. K. Sumner also informed Commission members that this would be used to update contact lists from these populations. K. Sumner advised Commission members that when the H1N1 grant was approved, the vaccine clinics would be smaller and clinics possibly held at local churches and organizations.

B. Shared Services Report from Somerset County Business Partnership

K. Sumner informed Commission members that Mr. Mike Kerwin, the President/CEO of the Somerset County Business Partnership attended the April 21, 2010 Watchung Board of Health meeting. He stated at this meeting that there will be no further follow up with this report from the Somerset County Business Partnership and the Partnership has moved its focus to other areas. Commission members commented that the public got to see the negativity from this report and the report did not reflect the participation from Health Officers.

C. Health Benefits for Retirees

K. Sumner sent Greg Riley the statements from Medicare that he had requested from last Commission meeting. The Commission is spending approximately \$5,000 per year to reimburse retired employees for their Medicare Part B. G. Riley wanted to adjourn this item until Mr. William Nehls was able to attend the meeting. Dr. Jon Fourre made a motion to adjourn this item to the next meeting, Mrs. Amelia Sherr seconded. All in favor.

D. 2010 Budget

K. Sumner informed Commission members that the final budget cuts were submitted to the towns in the Commission. These cuts were voluntary by the Commission and that there was pressure on all departments in all towns to reduce their budgets as well.

E. Food Handler Courses- completed

K. Sumner informed Commission members that the three food handler courses were completed. Approximately 120 people came to these training classes. The Commission charged \$30 per establishment (for as many employees that needed to be trained) and an estimated \$1500.00 in revenue was earned.

F. Website Updates- Agendas, minutes and Members

K. Sumner advised Commission members that the current Board membership is now correct on the Commission website. K. Sumner also informed Commission members that the meeting minutes would be posted on the website and also information on the Silverspoon Award program would be added to the website.

7. New Business

A. Annual Report Data- Accounting of services provided

K. Sumner distributed this report to Commission members. K. Sumner informed Commission members that the State of NJ has cut reporting requirements but this report includes the required State reports and much more. Commission members briefly discussed certain areas of the report including, state reportable diseases, food inspections that were done, H1N1 etc. K. Sumner also informed Commission members that the State of NJ Health Department contacted K. Sumner asking to use the Annual Report to The Community that is prepared by Colleen Mc Kay Wharton, Commission Health Educator as a guideline for other Health Departments.

B. Time Study- Phase I of III

K. Sumner informed Commission members that the time study was conducted from March 8, 2010 - April 2, 2010; during this period was the storm on March 14, 2010 that caused severe flooding in Bound Brook, Green Brook and Middlesex. K. Sumner informed Commission members that this time study would be skewed because of this storm. K. Sumner also informed Commission members that two more time studies would be completed this year; during June and then again in the fall. K. Sumner would then combine all three time studies for a complete study.

C. NJPIES- (NJ Poison Information and Education System)-1st Qtr Report

K. Sumner circulated the 1st Quarter Report to Commission members.

D. NJLBHA (NJ Local Board of Health Association) Spring Newsletter

K. Sumner distributed this newsletter to Commission members.

8. Addendum to Agenda

A. Thank you letter

K. Sumner read to Commission members the thank you letter that was written to the staff of the Commission by Anthony Grand, an intern from Rutgers University Fall 2009.

B. Bound Brook Letter

Commission members discussed that Bound Brook did not send any representative to attend the Commission meeting and that it is unknown if Mr. Nehls has written a letter to Bound Brook requesting attendance.

9. Adjournment

There being no further business, Mrs. Amelia Sherr moved to adjourn meeting at 8:15 pm, seconded by Dr. Jon Fourre.

Respectfully submitted,

Karen Wick, Secretary