

NORTHWEST BERGEN REGIONAL HEALTH COMMISSION
Regular Meeting Minutes
January 23, 2023, 2:00pm

The Regular Meeting, held at NWBRHC, was called to order at 2:03 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

ABSENT: Mrs. Debra Dzubinsky

PROFESSIONALS: Mrs. Namitha Reddy, Director/Health Officer
Mrs. Corinne Woodward, Administrative Assistant

APPROVAL OF MINUTES

N. Peet asked if everyone reviewed the minutes from November 28, 2022. R. Rose made a motion to approved the minutes, which was seconded by N. Peet.

N. Peet questioned if we post the minutes of the Commission Meetings on the website. C. Woodward stated we do not. N. Peet stated that minutes should be posted on our website once they are approved to keep public and community informed. N. Peet also noted that the minutes from the Commission meetings should be sent directly to the Commission towns. C. Woodward noted she will forward minutes to the clerks, Borough Administrators and Board of Health Presidents directly for Midland Park and Waldwick.

REGISTRAR'S REPORT

The November and December 2022 Registrar Reports were reviewed and accepted as information.

HEALTH OFFICER REPORT

See Health Officers report for details and administrative highlights.

Public Health Grants: There are currently two grants that we are working on; the public health grants from NJACCHO and other from OLPH.

Board Of Health Meetings: Multiple Board of Health meetings attended between December/January. N. Reddy attending majority and G. Dorsi attended the remainder of which when dates were conflicting. N. Reddy has met with all of the boards.

Health Education: Outreach a focus point for 2023. A. Fox will be moved to a full time Health Educator position and will be reaching out to the communities to implement different programs. Activity reports are going to include a calendar of events for the municipalities. Balance of programs for both specific towns and some for the all commission towns to attend.

- N. Peet questioned if we can offer Blood Born Pathogen training. We will look into training, etc. OEM coordinators from each towns usually run the training.
- Fox is going to work with A. Musella to set up events out in the community. Going to create newsletters to send to the communities quarterly, along with an annual report from the Commission.

COVID Report: Omicron Bq1 is most prevalent, but severity of this variant is less. Same with influenza and RSV.

- PCG case investigators are being eliminated, so now focusing on more high risk situations.

Consumer Health: looking into more training courses for Food Manager/Handler Certification since turnover is so frequent.

- Nursing – Looking to hold blood pressure clinics, etc. at locations that would be more beneficial.

BUSINESS/FINANCIAL REPORTS

D. Guy questioned shouldn't the profit and loss budget vs. actual balance out at the end of the year? N. Reddy stated she reviewed some of the reporting and is going to sit down with S. Vendetti to clean up some of the reporting.

N. Reddy supplied additional reports detailing expenses and income for 2023.

- The grant money must be spent on qualifying purchases/salaries and then we are reimbursed. The idea is including salaries, etc. would like to expend money from the grant and bank income from contracts to build up a nest egg for the next couple of years.

Looking into new banking to open interest-bearing accounts with flexibility. We are looking for government pricing; need to supply articles of incorporation.

D. Guy questioned, are there any restrictions on what we can use the money for? The new grant is a little less restricted so we can use towards technology, etc.

N. Reddy noted we have the salaries listed under expenses for 2023. Couple of changes to note.

- Adding an additional part-time PHN, 20 hours, will be paid through the grant.
- Hired an additional REHS, Pamela Rosario, full-time.

- G. Dorsi has been moved to Assistant Health Director. Will oversee REHS, but responsibilities will be shifting toward management.
- A. Fox has been moved to full time Health Educator position.
- Posting for full time LHOC position, which is grant funded.
- C. Nist will be working on stored files and record retention, trying to clean up record keeping.
- J. Migliaccio was moved to Marketing/ Business Supervisor.

N. Reddy went over additional payroll expenses, etc. We are in the process of changing payroll company. There was some issue with the payroll company as well as how employees were reporting time on timesheets. A new timecard was created to better track time, comp time, PTO, etc. N. Reddy went over the new timecard with Commissioners.

N. Reddy discussed we need to address how we pay overtime for employees. It is not clearly defined in the handbook; we need to identify and clarify. Next month we are going to draft and see what we can incorporate. Also looking into how we are accruing time; sick time, vacation time, etc. This needs to be addressed and corrected in the handbook. Would be beneficial to separate sick time vs. vacation time, this way you can bank sick time and vacation time has to be used.

D. Guy stated that Waldwick has a labor attorney on retainer. We always had J. Mason. Could we possibly put a labor attorney on retainer? N. Reddy stated her thought process was to use Waldwick for Human Resources support. We are going to be using them for purchasing, so possibility to include a contract for HR support when needed.

N. Reddy went over office operation expenses. Most important expenses to note would be website updates, accounting services, technology updates and vehicle purchases, which would be covered by the grant.

N. Reddy presented the organizational chart created for NWBRHC.

TREASURER'S REPORTS

D. Guy read the resolution and made a motion to approve the December resolution in the amount of \$70,619.98. For January resolution, D. Guy questioned the rent increase for 2023; looks like a duplicate on the resolution. C. Woodward noted that it was correct, the rent increase for 2023 was \$50, but separated on the resolution. The January resolution was accepted for the amount of \$68,979.98

Meeting Dates: D. Guy questioned the meeting dates/times. Need to confirm D. Dziubinsky availability for the meetings. Need to discuss and see if there is a better date and time that is more convenient for all members. Once date is agreed upon will need resolution.

New Contracts: Still have not heard back from Paramus about Health Officer services. Franklin Lakes contract will begin June 1st.

Audit: Audit was approved by the state.

Health Department Move: Met with P. Wherry a couple more times and things are moving along. They seems very willing to help us with on numerous topics. Right now they are cleaning up, digitalizing, etc. In the meantime we are cleaning up files and digitalizing documents as well. Projected timeline would be end of the year.

Bank Change: Looking to open an account, better rate. Plainning to use grant money and bank contract money. Lay a strong foundation with grant money to secure us for the future.

ADJOURNMENT

A motion to adjourn the meeting was made at 3:50 PM by N. Peet, which was seconded by D. Guy. The next regularly scheduled Commission meeting will be held on **February 27, 2023 at 2:00 pm.**

Respectfully Submitted,
Corinne Woodward