

CUMBERLAND COUNTY  
BOARD OF HEALTH MINUTES  
February 22, 2017

The regularly scheduled meeting of the Cumberland County Board of Health was held at the Conference Room of 309 Buck Street, Millville, NJ. Joy Wood, Vice Chairperson, called the meeting to order at 5:30 p.m.

Joy Wood, read the following:

**OPEN PUBLIC MEETING STATEMENT:** Pursuant to Chapter 271 of the Public Laws Act of 1975, notice of meeting date, time and place has been sent to the newspaper and agenda for said meeting has been posted.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Joy Wood, Vice Chairperson, Freeholder Carol Musso, Freeholder James Sauro, Freeholder Darlene Barber, Rick Abbott, Douglas VanSant, and Neil Riley. Also present were, James Schroeder, Esquire; Steven Errickson, Secretary; Robert Montgomery, Custodian of Funds; Noah Hetzell, Assistant Health Officer; and Megan Sheppard, Health Officer.

*\*With both voting Freeholders in attendance, Freeholder Barber (Alternate) did not vote.*

**MINUTES:** On a motion made by Freeholder Sauro, seconded by Neil Riley, the Board accepted and approved the minutes from the January 25<sup>th</sup>, 2017 Board of Health Meeting.

NAME	MOTION	SECOND	AYES	NAYS	ABSTAIN
ABBOTT			X		
MUSSO			X		
RILEY		X			
SAURO	X				
VANSANT			X		
WOOD			X		

**EXPENSE REPORT:** Robert Montgomery, Custodian of Funds, reported to the Board the expenses for the month of January.

	<b>January</b>	
Other Expense	\$52,068	
Salaries and Wages:	\$82,901	
Total expense for the month:	\$134,969	8.33%

On a motion made by Freeholder Musso, seconded by Rick Abbott, the Board unanimously accepted and approved the expense reports and payment of the bills for the month of January

NAME	MOTION	SECOND	AYES	NAYS	ABSTAIN
ABBOTT		X			
MUSSO	X				
RILEY			X		
SAURO			X		
VANSANT			X		
WOOD			X		

**RESOLUTIONS:**

**1/2017-04 – Resolution for Environmental Sample Testing Services**

WHEREAS, the Cumberland County Board of Health in furtherance of its mission to promote good health and improve the lives of the citizens of Cumberland County; and

WHEREAS, there exists a need for Environmental Sample Testing Services; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11.1 et seq.) requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids, must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND COUNTY BOARD OF HEALTH,

1. Has awarded this contract to:

\_\_\_\_\_

under terms described in:

\_\_\_\_\_.

2. That this contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law because Statutes permit the waiving of competitive bids for this type of service.

**CERTIFICATION**

Passed and adopted at the Reorganization Meeting of the Cumberland County Board of Health held on January 25, 2017 at 5:30 p.m.

\_\_\_\_\_/S/\_\_\_\_\_  
JOY WOOD, Vice Chairperson

\_\_\_\_\_/S/\_\_\_\_\_  
STEVEN ERRICKSON, Secretary

On a motion made by Freeholder Sauro, seconded by Vice Chair Joy Wood, the Board unanimously accepted and approved Resolution 1/2017-04.

NAME	MOTION	SECOND	AYES	NAYS	ABSTAIN
ABBOTT			X		
MUSSO			X		
RILEY			X		
SAURO	X				
VANSANT			X		
WOOD		X			

*\*Resolution was tabled from the January 22<sup>nd</sup> meeting. Amended to say “Passed and Adopted February 22<sup>nd</sup>, 2017”*

**2/2017-01 Resolution for Lead Testing**

**CUMBERLAND COUNTY BOARD OF HEALTH  
RESOLUTION NO. 02/2017-01**

**WHEREAS**, every child deserves to grow up in a healthy, safe environment, free from the harmful effects of lead, and to that end, the County of Cumberland fully supports proposed changes to N.J.A.C. 8:51; and

**WHEREAS**, certain changes are necessary to N.J.A.C. 8:51 to better identify children at risk of elevated blood lead levels, and there is a need to request funding from the New Jersey Department of Health to implement local services to affected children; and

**WHEREAS**, childhood lead poisoning is considered the most preventable environmental disease among young children, yet approximately half a million children throughout the country still have elevated blood lead levels; and

**WHEREAS**, the sources of lead exposure to children are mainly from lead based paint and lead contaminated dust found in deteriorating buildings built before 1978, and from contaminated drinking water, lead in soil and take home exposure from a workplace; and

**WHEREAS**, the proposed changes to N.J.A.C. 8:51 are expected to identify an additional four thousand children annually in New Jersey with elevated blood lead levels of 5 micrograms per deciliter or higher. This will mandate the Cumberland County Health Department to provide nursing case management and environmental intervention to these additional lead affected children residing in Cumberland County as a result of the changes in N.J.A.C. 8:51; and

**WHEREAS**, to date the New Jersey Department of Health has not earmarked direct funding for the proposed mandated services under N.J.A.C. 8:51 for local health departments.

**NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND COUNTY BOARD OF HEALTH** that direct funding to support the critical services of lead nursing case management and environmental intervention in the County of Cumberland is requested from the State of New Jersey to ensure the health and well being of our children in Cumberland County; and

**BE IT FURTHER RESOLVED** that the clerk forward a certified true copy of this resolution to the Governor of the State of New Jersey; the President of the New Jersey State Senate; the Speaker of the General Assembly; the New Jersey Department of Health; the Cumberland County Counsel; the Cumberland County Board of Freeholders; and the New Jersey Association of City and County Health Officials.

**CERTIFICATION**

Passed and adopted at the Meeting of the Cumberland County Board of Health held on February 22, 2017 at 5:30 p.m.

\_\_\_\_\_/S/\_\_\_\_\_  
JOY WOOD, Vice Chariperson

\_\_\_\_\_/S/\_\_\_\_\_  
STEVEN ERRICKSON, Secretary

On a motion made by Freeholder Musso, seconded by Neil Riley, the Board unanimously accepted and approved Resolution 2/2017-01.

NAME	MOTION	SECOND	AYES	NAYS	ABSTAIN
ABBOTT			X		
MUSSO	X				
RILEY		X			
SAURO			X		
VANSANT			X		
WOOD			X		

**02/2017-02—RESOLUTION FOR TAX LEVY**

**CUMBERLAND COUNTY BOARD OF HEALTH  
RESOLUTION NO. 02/2017-02**

WHEREAS, in compliance with N.J.S.A. 26:3A2-19, the county public health officer shall prepare and submit annually to the board of chosen freeholders, subject to the advice of the county board, in each year, a budget setting forth in detail the amounts of money necessary for the operation of the county department of health during the ensuing year and present that budget to the board of chosen freeholders; and

WHEREAS, such sum as approved by the board of chosen freeholders shall be certified by the board of chosen freeholders to the county board of taxation which shall apportion such amount among the municipalities participating in the county health department in accordance with the provision of R.S. 54:4-49; and

WHEREAS, the amount thus apportioned to each municipality shall be assessed, levied and collected in the same manner and at the same time as other county taxes are assessed, levied and collected therein; and

WHEREAS, the Finance Committee of the CCBOH presented a proposed 2017 budget to the CCBOH for its review and adoption; and

WHEREAS, the CUMBERLAND COUNTY BOARD OF HEALTH (“CCBOH”) by resolution No. 12/2016-01 approved 2017 budget on December 21, 2016, which is attached; and

WHEREAS, the CCBOH requests an estimated 2% increase in funding from \$2,369,580 in 2016 to \$2,416,972 for 2017 to meet the needs presented and accomplish the work of the mission charged to CCBOH;

NOW THEREFORE, BE IT RESOLVED BY THE CUMBERLAND COUNTY BOARD OF HEALTH that the CCBOH hereby requests funding from the COUNTY OF CUMBERLAND and the CUMBERLAND COUNTY BOARD OF CHOSEN FREEHOLDERS in the amount of \$2,416,972.00 (Two Million Four Hundred Sixteen Thousand Nine Hundred Seventy-Two Dollars) for 2017.

BE IT FURTHER RESOLVED that the Public Health Officer shall send a certified copy of this Resolution shall be sent to the Cumberland County Board of Chosen Freeholders for approval and certification, along with a copy of the 2017 budget.

CERTIFICATION

Passed and adopted at the meeting of the CCBOH held on February 22, 2016 at 5:30 p.m.

\_\_\_\_\_/S/\_\_\_\_\_  
JOY WOOD, Vice Chairperson

\_\_\_\_\_/S/\_\_\_\_\_  
STEVEN ERRICKSON, Secretary

On a motion made by Doug Vansant, seconded by Neil Riley, the Board unanimously accepted and approved Resolution 2/2017-02 through a roll call vote.

NAME	MOTION	SECOND	AYES	NAYS	ABSTAIN
ABBOTT			X		
MUSSO			X		
RILEY		X			
SAURO			X		
VANSANT	X				
WOOD			X		

**OLD BUSINESS:**

- N/A

**NEW BUSINESS:**

- Freeholder Sauro requested a meeting be set up with the Engineers and CCDOH, similar to the meeting we had with the Board of Realtors, to discuss how we can improve upon communication and interfaces for the betterment of their clients and our residents. Noah Hetzell will provide a contact list for the engineers that we work with often.

**ADMINISTRATIVE REPORT:**

- **Carnavale-** The case was taken to Cumberland County Superior Court on January 13<sup>th</sup>. Prior to entering the court room, solicitor Schroeder & Noah met with the defendant where they were presented with a letter from Mr. Carnevale which stated that he was surrendering his A-901 license to the NJDEP. Mr. Carnevale also disclosed that his business had been dissolved and the business assets had already been seized by his lending bank (Capital) who was now operating the business as Capital Carnevale. Mr. Carnevale also presented that he did not believe that the violation had occurred at the CCIA landfill as accused but argued that the violation had occurred in his business yard. After brief discussion, the pending charges were dropped due to the convolution of the bank already seizing the assets from Mr. Carnevale, provided that he presented his statement and letter before the presiding Judge. The court dismissed the charges, and Mr. Carnevale's statements, along with his letter, were forwarded on to the NJDEP solid waste transportation unit for further investigation. There is potential that additional violations of NJAC 7:26 are occurring, but outside of our jurisdiction.
- **Health Equity Forum-CCDOH** has been asked to host the event this year on April 12<sup>th</sup> at Cumberland County College. Megan will send out registration information to the Board if they would like to attend.
- **High flu outbreak in the State.** Also, high instances of respiratory illnesses are being seen as well.

- **Venue Phone System**-Megan discussed idea of this system that adds informative messages when residents call our department and while callers are on hold.
- **Call out Policy**-Employees are to notify supervisor via whatever means determined by the supervisor, and also call and leave a message on the front desk voicemail. The front desk attendant will send the voicemail to the supervisor via email.
- **Summer Intern**-Noah discussed the summer intern position, advising the Board that the State has approved this to be a paid temporary position. Megan and Noah will work with Personnel when hiring the intern.
- **Local Health Report**-Our yearly Health Department report that is required to be submitted to the State was submitted last week, prior to the due date.
- **HIV Van**-The MOU with the State has expired and the title will be transferred to SJ Aids Alliance for use.
- **NJ Healthcare Quality Institute-Year 2**-Funds have been slightly decreased. Two items have been changed on the MOU. New MOU will be signed once changes have been made.
- **Zika Public Health Nurse**-The State has received a grant for 5 Zika Public Health Nurses to be stationed throughout the State. They have asked Cumberland County to host a part time nurse. Megan will be working on this and will present more information to the Board at the March meeting.

**CORRESPONDENCE:**

- **Save the Date: Health Equity Form**
- **Intern Posting**
- **New Jersey Healthcare Quality Institute Year 2 MOU**

**OPEN PUBLIC COMMENT PORTION:**

- **Megan acknowledged the Thank You card sent to the Board by Nancy Ridgeway.**

**CLOSED SESSION:** With a motion by Freeholder Sauro, seconded by Freeholder Musso, the Board approved to enter Closed Session to discuss a rare virus at Seabrook House at 6:07p.m.

NAME	MOTION	SECOND	AYES	NAYS	ABSTAIN
ABBOTT			X		
MUSSO		X			
RILEY			X		
SAURO	X				
WOOD			X		

**CLOSED SESSION:** With a motion by Freeholder Sauro, seconded by Freeholder Musso, the Board approved to leave Closed Session and go back into Open Session at 6:35p.m.

NAME	MOTION	SECOND	AYES	NAYS	ABSTAIN
ABBOTT			X		
MUSSO		X			
RILEY			X		
SAURO	X				
WOOD			X		

**ADJOURNMENT:** On a motion made by Freeholder Sauro, seconded by Neil Riley, the Board accepted and approved to adjourn the meeting at 6:35 p.m.

<b>NAME</b>	<b>MOTION</b>	<b>SECOND</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>
<b>ABBOTT</b>			<b>X</b>		
<b>MUSSO</b>			<b>X</b>		
<b>RILEY</b>		<b>X</b>			
<b>SAURO</b>	<b>X</b>				
<b>WOOD</b>			<b>X</b>		

*Carroll Hooven*  
Confidential Assistant

The next meeting of the Cumberland County Board of Health is scheduled for Wednesday, March 29<sup>th</sup>, 2017 in the Conference Room at 309 Buck Street, Millville at 5:30 p.m.