

CUMBERLAND COUNTY  
BOARD OF HEALTH MINUTES  
July 19th, 2017

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

Charlotta Birdsall 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:** Charlotta Birdsall, Chairperson; Joy Wood, Vice Chairperson; Freeholder James Sauro; Rick Abbott; Dennis Gaggini; 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.

**MINUTES:** On a motion made by Freeholder Sauro, seconded by Neil Riley, the Board accepted and approved the minutes from the June 28, 2017 Board of Health Meeting.

NAME	MOTION	SECOND	AYES	NAYS	ABSTAIN
ABBOTT			X		
BIRDSALL					X
GAGGINI			X		
RILEY		X			
SAURO	X				
WOOD			X		

**EXPENSE REPORT:** Rob Montgomery reported to the Board the expenses for the month of June.

<b>June</b>	
Other Expense	\$ 98,046
Salaries and Wages:	\$175,190
Total expense for the month:	\$273,236 41.73%

On a motion made by Neil Riley, seconded by Dennis Gaggini, the Board unanimously accepted and approved the expense reports and payment of the bills for the month of June.

NAME	MOTION	SECOND	AYES	NAYS	ABSTAIN
ABBOTT			X		
BIRDSALL			X		
GAGGINI		X			
RILEY	X				
SAURO			X		
WOOD			X		

**RESOLUTIONS:**

**CUMBERLAND COUNTY BOARD OF HEALTH  
RESOLUTION NO. 07/2017-01**

WHEREAS, pursuant to *N.J.S.A.* 26:2D-84, local boards of health are responsible for the inspection of tanning facilities to certify their compliance with the safety standards at *N.J.S.A.* 26:2D-83, as well as the regulations promulgated by the New Jersey Department of Health (“NJDOH”) at *N.J.A.C.* 8:28-1.1 to -5.; and

WHEREAS, the NJDOH’s Public Health Sanitation Program has created a Tanning Facilities Registration and Inspection Project (“Project”); and

WHEREAS, the Project offers grants to local health departments to reimburse them \$200.00 for each registered tanning facility inspected in their jurisdiction with up to ten (10) sunlamp products and \$10.00 for each additional sunlamp product at the facility, with the grant period covering the period from July 1, 2016 to June 30, 2017; and

WHEREAS, the Cumberland County Department of Health has inspected multiple tanning facilities within the County of Cumberland within the aforesaid time period; and

WHEREAS, the Cumberland County Department of Health desires to enter into a Grant Agreement with NJDOH to receive the monies it is eligible for pursuant to the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND COUNTY BOARD OF HEALTH, that the Board accepts the Grant Agreement offered by the New Jersey Department of Health Public Health Sanitation Program under its Tanning Facilities Registration and Inspection Project.

BE IT FURTHER RESOLVED that the Health Officer is hereby authorized to execute and transmit whatever documents, contracts, agreements or instruments necessary to enter into and accept a Grant Agreement with the New Jersey Department of Health Public Health Sanitation Program for the Tanning Facilities Registration and Inspection Project.

BE IT FURTHER RESOLVED that the Health Officer is hereby authorized to execute and transmit whatever payment vouchers or other supporting documentation which may be necessary for the Cumberland County Department of Health to receive the monies it is eligible for under the terms of the Grant Agreement.

BE IT FURTHER RESOLVED that the Health Officer is hereby authorized to transmit a copy of this resolution to the New Jersey Department of Health Public Health Sanitation Program.

CERTIFICATION

Passed and adopted at the meeting of the Cumberland County Board of Health held on July 18, 2017 at 5:30 p.m.

\_\_\_\_\_/S/\_\_\_\_\_  
 CHARLOTTA BIRDSALL, Chairperson

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

On a motion made by Dennis Gaggini, seconded by Neil Riley, the Board unanimously accepted and approved Resolution 07/2017-01.

NAME	MOTION	SECOND	AYES	NAYS	ABSTAIN
ABBOTT			X		
BIRDSALL			X		
GAGGINI	X				
RILEY		X			
SAURO			X		
WOOD			X		

**CUMBERLAND COUNTY BOARD OF HEALTH  
 RESOLUTION NO. 07/2017-02 CHILD HEALTH GRANT**

WHEREAS, on June 27, 2017, The Cumberland County Board of Health received a letter from The State of New Jersey Department of Health (“NJDOH”) informing the Board of Health that the NJDOH intends to process Grant Application for US ZPR Enhanced Data Collection Grant Program-Zika Public Health Nurse in the amount of \$42,814.00; and

WHEREAS, Pending the availability of funds the total Grant award will be awarded for the budget period of July 1, 2017 through July 31, 2018.; and

NOW, THEREFORE, BE IT RESOLVED BY THE CUMBERLAND COUNTY BOARD OF HEALTH, that the Board accepts the Letter of Intent to process the Grant Application of the Cumberland County Health Department for US ZPR Enhanced Data Collection Grant Program-Zika Public Health Nurse during the period of July 1, 2017 through July 31, 2018 in the funding amount of \$42,814.00.

BE IT FURTHER RESOLVED that the Health Officer is hereby authorized to execute whatever documents, contracts, agreements or instruments necessary to enter to accept and enter into a Grant Agreement with the NJDOH.

BE IT FURTHER RESOLVED that the Health Officer is hereby authorized to transmit a copy of this resolution to the NJDOH.

CERTIFICATION

Passed and adopted at the meeting of the Cumberland County Board of Health held on July 19, 2017 at 5:30 p.m.

\_\_\_\_\_/S/\_\_\_\_\_  
 CHARLOTTA BIRDSALL, Chairperson

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

On a motion made by Neil Riley, seconded by Rick Abbott, the Board unanimously accepted and approved Resolution 07/2017-02.

NAME	MOTION	SECOND	AYES	NAYS	ABSTAIN
ABBOTT		X			
BIRDSALL			X		
GAGGINI			X		
RILEY	X				
SAURO			X		
WOOD			X		

#### **OLD BUSINESS:**

- **Ordinance 13 Meeting Review:** Solicitor Schroeder updated the Board on the ad-hoc Committee meeting, explaining the majority of Ordinance 13 is a restatement of State Statute, however, there are portions that go beyond State requirements. After discussion, it was recommended that those portions will be pared back to meet what the State requires. These changes will be presented at the August Board meeting.

#### **NEW BUSINESS:**

- **Annual Report:** Megan presented the Board members with a copy of the CCHD Annual Report, a summary of the 2016 highlights. This will also be put on the website,
- **2016 Financial Audit:** The Board received copies of the 2016 Audit, as well as the Exit Conference Report for review. There were no issues to report on the audit. Any questions will be addressed at the next meeting.
- **Overtime On-Call Matter:** The UAW Contract states if an employee must report out after hours, they automatically get paid for 4 hours. Also, any hours between 35-40 are paid at straight time, anything over 40 hours is time and a half.
- **Solid Waste Enforcement Fee:** A Resolution accepting the fee change will be done at the August meeting.

#### **ADMINISTRATIVE REPORT:**

- **County Store:** The County Clerk's Office has opened a store in the Cumberland Mall and offered space for CCHD to put some informational materials out for the community.
- **Public Health Nurse:** This vacancy has been filled with a start date of August 14<sup>th</sup>.
- **State Budget:** Included in the recently passed budget is additional funding for local Health Departments for the Lead program. It is anticipated that the new regulations will require case management in children with blood-lead levels of 5 (currently 10). This could possibly be a Competitive Grant that would require an application. Megan will update the Board as more information becomes available.  
Also, Megan briefly spoke about the Governor's Proposal to put Mental Health Addiction services and Opiate Abuse under the New Jersey Department of Health. It is unknown at this time how that change would affect everyone at the local level.
- **Peking Tokyo:** Megan addressed the article recently printed regarding Peking Tokyo.
- **LHCC:** A Live Healthy Cumberland County Dining Week is planned for September 25<sup>th</sup>-29<sup>th</sup>. This involves asking local restaurants to feature healthier options and possibly offer discounts for healthier meals. If restaurants choose to participate, they will also receive half a point towards their Silver Spoon Award. Currently working w/SNJ to do a media campaign.  
Another event coming up in August/September is the "Walk with a Doc" event. This national initiative will give participating doctors a chance to talk about a topic of their choice, while giving the public the opportunity to ask questions while walking with the doctors.
- **Horizon BC/BS Contract:** CCDOH now has a signed billing contract w/Horizon BC/BS, allowing them to bill for certain vaccines.

#### **CORRESPONDENCE:**

- **Child Health Amendment: Zika Public Health Nurse Project**

**OPEN PUBLIC COMMENT PORTION:**

- N/A

**ADJOURNMENT:** On a motion made by Dennis Gaggini, seconded by Neil Riley, the Board accepted and approved to adjourn the meeting at 6:05 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>BIRDSALL</b>			<b>X</b>		
<b>GAGGINI</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, August 30, 2017 in the Conference Room at 309 Buck Street, Millville at 5:30 p.m.