



NEW JERSEY LOCAL BOARDS OF HEALTH ASSOCIATION

Regular Meeting Location

South Brunswick Municipal Building

*540 Ridge Avenue * South Brunswick, New Jersey*

*P.O. Box 5069 * Kendall Park, NJ 08824*

*January 15, 2022 * 11 am * Virtual Meeting*

1. Call to Order

2. Salute to the Flag

3. Attendance

- Voting EXCOM Members: John Saccenti, Nancy Wilson, Paul Roman, Steve Papenberg
- Past Presidents (Other than Elected Officers): Christine Harris, Joan Valas
- Staff Present (Legal Counsel, Paid Secretary and Webmaster): Michael Richmond, Julie Moy
- Liaisons Present: Robert Uhrlik, NJEHA
- Guests Present: Steve Ember, Middlesex BOH
- Excused:
- Absent: George Diferdinando, Jeremy Grayson, Laura O'Reilly-Stanzilis, Dianna Lachman

4. Approval of Meeting Minutes of Previous Meeting(s) – December 11, 2021

Meeting Minutes dated December 11, 2021 – MSP, Papenberg, Harris

5. Secretary's Report – Including Correspondence – None

6. President's Report

President Roman welcomed everyone back to the meeting and thanked everyone for their continued participation. He went over the new agenda format; draft was emailed to the members. He proposed that the Past Presidents' participation can be used towards a vote, but not to be counted in the quorum. This is to be discussed later in the meeting.

2022 Meeting Dates – 3rd Saturday Each Month Except March & April

Proposed dates are as follows:

February 19	May 21	Sept. 17	Dec. 17
March 12	June 18	Oct. 15	
April 9	August 16	Nov. 19	

Adopt 2022 Meeting Dates, MSP, Wilson, Papenberg

Annual Meeting – March 12, 2022

Mr. Saccenti will send out notice for renewals and officer nominations.

President Roman requested that anyone who has the fuchsia colored stationary to return to him so he may use to send out membership renewals.

There was discussion on utilizing the Google Drop Box for document review and editing.



President Roman reported that we will honor Christine Harris this year for her service to the Association.

7. Executive Vice President's Report – No Report

8. Treasurer's Report – Steve Papenberg

Mr. Papenberg provided the Association's financial report for December 2021 along with a list of bills that require payment. Signatures on checking accounts have to be changed removing Ms. Harris and adding President Roman.

9. Presentation and Approval of Bills

Mr. Papenberg reported the following invoices have to be paid:

- Carey Chelenza – Web services \$365
- Paul Roman – Mail Reimbursement \$31.20
- Julie Moy – Recording Secretary \$100

Mr. Papenberg reported that he received an invoice for the domain listing from a company in Las Vegas. This is the first time he has seen this invoice; it has never been paid before; most likely spam. He will check with Cary Chelenza.

Bill list to be paid – MSP Harris, Wilson

10. Legal Counsel's Report – Michael Richmond, Esq.

Regarding the number needed for a quorum, Mr. Richmond stated that we can choose to have a fixed number in attendance in place of a percentage to have a quorum. He went on to talk about things boards can do without a formal meeting.

Sustainable Jersey

Mr. Richmond reported on Sustainable Jersey's activities. They recently sent out an email that included a survey that would allow people to complete for public health funds. Mr. Richmond will participate in the review process.

Orientation Manual

Mr. Richmond reported that he will begin the draft outline for the orientation manual. He will send outline, which will include the Sustainable Jersey component, prior to the next meeting.

11. Committee Reports

A. By-Laws

Discussion held in regards to quorum.

President Roman stated that Past Presidents have a permanent seat on EXCOM. However, if they do not attend the meeting, it counts against the quorum, because of this, we did not have some meetings and could not conduct business. Mr. Richmond pointed out that under the New Jersey Nonprofit Corporate Laws, we are allowed to have a fixed number greater than three or less than



half of eligible members. So, we agreed to use four members which is a couple less than what we had in the past. So, this proposal we will act on under new business.

B. Finance

Mr. Papenberg will meet with President Roman and Mr. Saccenti to work on Annual Report and budget of 2022.

C. Membership

Mr. Saccenti reported that he preparing the mail for renewals and new prospects. There was a brief discussion lead by President Roman in regards to possibility of contact Colleen McKay Wharton, Rutgers University School of Public Health, Centers for Education & Training (CET) regarding the workforce development and Public Health. This is in regards to getting graduate student intern to assist contacting municipalities, develop information about their boards and help prospect for members.

D. Legislative – Paul Roman

To be covered under PHACE report.

E. Communications – Including Newsletter & Website

President Roman would like to limit newsletters to twice a year this year. He would like to email blast the newsletters. Joan Valas has volunteered to be appointed to the position of Communications Vice President. Duties will include assisting with printed and digital newsletter, website update and will make an inquiry at Montclair State University's School of Public Health regarding a student assistant. President Roman reported that he is working with Carey Chelenza to develop a monthly digital "blast" to serve as informal newsletter. President Roman and Ms. Chelenza are working on other website issues.

F. Audit – to be performed next month

G. Nominating

Mr. Saccenti pointed out since last ballot to elect officers was held early 2021, current officer elected for 2 years are still current office holders for this year. President Roman replaced Ms. Harris and past president, Joan Valas will be appointed as Communications Vice-President. Therefore, no election of officers needed to be held this year.

12. Liaison Reports

Mr. Uhrik reported on the association plans for the year and including the Annual Meeting.

13. PHACE – Paul Roman and Steve Papenberg

Public Health Council

President Roman reported that he applied to become a member of the Public Health Council (PHC); currently the Governor has not appointed anyone to PHC to date. NJ Association of City and County Health Officials (NJACCHO) is working on a list of members they would like to see on the Council.



Cottage Home Bakers Bill

President Roman reported an update on the Cottage Home Bakers bill.

The *PHACE Logo* is under development.

President Roman expressed his concerns for limited authority on the ability to distribute federal funds to regional health commissions, which are not considered as local government by federal government; information was sent to senators and congressmen.

President Roman reported on the Rutgers' study of assessing NJ Public Health capabilities. He suggested members read the results of the report which is on the website.

New Jersey Public Health Association (NJPHA)

President Roman reported that we are now members of NJPHA.

Bill S1

President Roman reported an update on the Bill S1. It did not get approved in the lame duck legislators, now we have to wait to see if it gets reintroduced.

Bill S1416

President Roman reported that there is a bill that allows the local governing body to act as the Board of Health for towns with a population less than 30,000. The bill was before the State and Local Government Committee of the Assembly as of June 10, 2021. It also did not get approved by the lame duck legislators.

Training

President Roman reported that it may be possible to get training for Board of Health members in a new bill like the reintroduction to S1416. Mr. Richmond opined we should send this information to the Health committees of the Senate and Assembly.

Bill A6132

President Roman reported and described the bill that allows volunteer paramedics who are off duty to respond as part of their existing program.

14. Old Business – None

15. New Business

- a) Continuation of quorum discussion and first approval by EXCOM of proposal as stated above. This will be formalized in written format by President Roman and sent to members for comments per the By-Laws along with the annual mailing for membership, renewals and applications.

Should there be no negative comments the EXCOM will vote at March meeting to approve.

- b) As stated earlier, the review of website will take place over next few months.



- c) Reports are to be received from Ms. Wharton and Ms. Valas in regards to interns.
- d) President Roman and Ms. Wharton will work on a collaboration between NJLBHA and Rutgers University to update training test and text so it conforms with new orientation manual. We will not give up any ownership.
- e) President Roman will work with Assemblyman and Health Committee Chair, Dr. Herb Conaway and Senator Vin Gopal, President Roman's Senator, and new Chair of the Senate Education Committee, regarding mandatory training for local board members.

16. Educational Presentation – None

General Discussion – None

Announcement of Next Meeting Date, Time & Place

Saturday, February 19, 2022, 10 am by Zoom. The link will be provided in blast newsletter which will be entitled “*On Board*” to be issued around February 1st.

Adjournment

Meeting adjourned at 12:46 pm, MSP – Papenberg, Harris

Respectfully Submitted by:

Julie M. Moy

Recording Secretary