



## **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*

## **EXECUTIVE COMMITTEE (EXCOM)**

### **MEETING MINUTES**

**February 19, 2022 \* 10 am \* By Zoom**

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1. Call to Order – 10:21 am
2. Salute to the Flag
3. Attendance
  - Voting EXCOM Members Present – George Diferdinando, Jeremy Grayson, John Saccenti, Steve Papenberg, Joan Valas, Paul Roman
  - Past Presidents Present (other than Elected Officers) – Christine Harris
  - Staff Present (Legal Counsel, Paid Secretary, Webmaster, Interns) – Michael Richmond, Julie Moy
  - Liaisons Present – Robert Uhrig, NJEHA
  - Guests Present – None
  - Excused – None
  - Absent – Nancy Wilson, , Laura O'Reilly–Stanzilis, Dianna Lachman
4. Approval of Minutes of Previous Meeting(s) – January 24, 2022  
Meeting minutes dated January 24, 2022 – MSP, Diferdinando, Valas
5. Secretary's Report – Including Correspondence – None
6. President's Report, Paul Roman  
President Roman reported that the NJ Inclusive Health Community Program has issued a request for proposals for funding opportunities.

President Roman reported on the Earned Income Tax Credit (EITC); Rick Hager with the Department of Community Affairs, Division of Finance is the support person for the EITC tax credit.

President Roman reported on the Robert Wood Johnson Foundation NJ Advisory Council promoting health equity. This group will advise on NJ grant making.

President Roman reported on some revisions Cary Chelenza made to the association's email. The email, [president@NJLBHA.org](mailto:president@NJLBHA.org), was transferred to President Roman and receives a substantial amount of spam emails.

Drop Box: President Roman asked about the drop box and how documents appear and how to access the box. Dr. Diferdinando explained process and accessibility.

President Roman reported that one of the new members in the Legislature, Michele Matsikoudis, represents the Republican District 21 in the Assembly. Ms. Matsikoudis is a former member of the



New Providence Board of Health. President Roman reached out to ask her to encourage New Providence to join NJLBHA.

President Roman reported that he received an email from Christine Serrano Glasser, Mayor of Mendham Boro; he read his response on behalf of this Association.

Per Ms. Harris, the online training certificate signature needs to be changed to President Roman's by Ms. Chelenza.

President Roman reported that he spoke with Angie Alberti from the Norwood Board of Health which is served by the County's Health Department. He assisted her with a tutorial and was invited to participate in their Board of Health Meeting on March 7. Ms. Alberti gave all their members a copy of our orientation material; she has asked their Board to consider joining NJLBHA.

President Roman reported that he reached out twice to Shereen Semple, Director of the Office of Local Public Health. He asked her to include him on the list to attend the Commissioner's Stakeholder's meetings. He is waiting for her response.

7. Executive Vice President's Report, John Saccenti

EVP Saccenti requested an update on the mailing; information was sent to Ms. Chelenza last month. Per President Roman, mailing should already be completed. EVP Saccenti explained what was prepared for the mailing. President Roman is working with Ms. Chelenza on purging the email address list.

Jeremy Grayson re-introduced himself. Dr. Grayson is a Pediatrician Anesthesiologist, working with North American Partners in Anesthesia (NAPA), he works at St. Joseph's in Paterson and CareWell Health Medical Center (fka East Orange Hospital). Dr. Grayson is also the President of Montgomery Township Board of Health for the past three years.

8. Treasurer's Report, Steve Papenberg (had Zoom connection difficulty)

President Roman went over the budget; he reported on the finances and expenditures to date. We need 90–100 members to meet budget goals. President Roman will email the budget to EXCOM members to review and vote on next month.

9. Presentation and Approval of Bills – None

10. Legal Counsel's Report, Michael Richmond

Mr. Richmond reported that he has been working on the draft information and ordinance for Advisory Boards of Health; draft was emailed to members. Mr. Richmond also sent the draft copy to the NJ Sustainable Health for any comments; no feedback yet. He drafted the manual following South Brunswick and Franklin Park's ordinances. President Roman, EVP Saccenti and Ms. Harris approved the document. Mr. Richmond will work with Ms. Harris to get on the website.

Mr. Richmond is working on the script for the video that will go with the orientation manual; it will be ready for next meeting.



Mr. Richmond stated that he has not been in contact with other law firms regarding his possible retirement as our counsel.

## 11. Committee Reports

### A. By-Laws

President Roman reported that he and Mr. Richmond had worked up the revision to the number needed for quorum; four voting members needed. President Roman called for a roll call vote. MSP: Saccenti/Valas. Packet will be sent out to all members for comments. If no cogent comments are received, at the March 12, 2022, Annual Meeting, the EXCOM will cast final vote for passage and then It will be added to our By-Laws on the website.

### B. Finance

President Roman reported that for bookkeeping purposes, as Mr. Papenberg pays a bill, it will then be booked; using the “cash basis” method. We will no longer have the accrual basis.

### C. Membership

President Roman reported that membership mailing has been completed by EVP Saccenti.

### D. Legislative

President Roman did not have anything new to report. There are a number of items that did not make it through the Legislative Lame Duck session. We are now waiting to see if they are reintroduced.

### E. Communications – Including Newsletter(s) and Website

We need to determine a date for a regular full email newsletter. President Roman reported that he is working with Ms. Chelenza on sending out new email blast, “*On Board*” once a month; first copy went out on February 1<sup>st</sup>. President Roman explained what will be included in the email. The monthly meeting contact information and any items for members action such as By-Law will be followed by any items of interest. Follow up email sent on February 16<sup>th</sup> was a reminder for this meeting. Per President Roman, the “*On Board*” email will be blasted on the first of the month with a reminder a few days before each monthly meeting.

Ms. Valas reported that she went over the NJLBHA website with the Montclair State University Internship Coordinator. Ms. Valas shared the comments she received from the Coordinator.

#### *Interns from Montclair State*

She explained what Montclair’s MPH program requirements are for their interns and what is NJLBHA looking for from student. EVP Saccenti will be co-preceptor with President Roman on the program.

#### *Newsletter*

President Roman asked Ms. Valas to work towards April or May for the newsletter. Per Ms. Harris, articles are usually sent to Ms. Chelenza, uploaded on website and someone will need to review and give Ms. Chelenza approval to post.



F. Audit (President Roman and Mr. Papenberg, now on the phone)

President Roman reported that he and Mr. Papenberg performed a cursory audit. There are no issues.

President Roman's name needs to be added to the bank accounts; EVP Saccenti's name has already been added. President Roman will go to Princeton soon to be added to the account.

G. Nominating – No report

12. Liaison Reports – Bob Uhrik

Mr. Uhrik reported that NJEHA is moving forward with its live conference in Atlantic City on March 6, 2022; he provided a report of the agenda. Mr. Uhrik will place handouts and newsletter copies for display at the conference promoting NJLBHA.

*Home Bakers' Bill*

President Roman asked Mr. Uhrik if he was able to find out why the Governor vetoed the bill. The code is in place which conflicts with the bill as sent to the governor. This may be reason for veto.

13. PHACE Report, President Roman

President Roman reported that they met and what was discussed; they will again begin discussions to formalize the organization and to decide on a logo. It was also announced that there will be an information webinar "*Why New Jersey Needs an Institute*" on March 10. This will be listed "*On Board*".

14. Old Business

*Elections* – No elections will be held this year.

*Rutgers University Internship*

President Roman sent EVP Saccenti and Mr. Papenberg, a request for bullet list of items to go on a questionnaire at the request of Colleen McKay Wharton, Rutgers University, neither had yet responded. She is willing to do work on our training program with an intern. Mitch Rosen, Director, Center for Public Health Workforce Development at the New Jersey School of Public Health, was able to secure grant funding to for the work. We will not give up the rights to our training program. President Roman explained how Ms. Wharton would like to set it up; it is online for EXCOM to review. He will work with Ms. Wharton and Mr. Rosen on updating the training program. President Roman sent an email to the EXCOM group to consider the partnership with Rutgers. President Roman read the email he received from Ms. Wharton. The Members agreed that President Roman should move forward with working with Ms. Wharton.

15. New Business

*Annual Meeting*

EVP Saccenti stated that the Annual Membership Meeting is usually held with elections. Since there are no elections this year, there are no critical items to resolve. Therefore, unless non-EXCOM members have any items for discussion, it will be a just another EXCOM meeting.



### *Social Media*

President Roman stated that it shows on website that we have the following accounts: Twitter, LinkedIn and Facebook. None of the sites has been updated for a few years. President Roman suggested we close the accounts since we are not using the sites; information is old. Ms. Valas suggested we keep the Twitter account open to get information out if need; Mr. Richmond agreed. Dr. Grayson suggest we keep all the social account; younger participants will access information from these sites. Information from the *On Board* email blast can be uploaded on the sites.

### *Membership Year*

President Roman made the recommendation to change the membership year end date from December 31 to March 31. He explained that town budgets are not finalized until at least March or April. We continue to send our membership campaign in late January, so by the time we receive renewals, it is late.

The motion was made to change Membership Year to April 1 through March 31; MSP: Valas, Papenberg

16. Public Comments – None

17. General Discussion

Dr. Diferdinando brought up the issue of cannabis legalization; many Boards of Health across the State are dealing with this issue and its potential health effects. An informal poll was done in Mercer County; none of the Health Departments have dealt with this issue due to the pandemic. Dr. Diferdinando has been doing research on the cannabis effects to the community. There was continued discussion on cannabis laws and distribution in NJ.

18. Announcement of Next Meeting Date, Time, and Place

March 12, 2022 at 10 am by Zoom also is the Annual Membership Meeting

19. Adjournment

The motion was made to adjourn at 12:12 pm; MSP: Diferdinando, Saccenti

Respectfully submitted,

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Julie M. Moy  
Recording Secretary