



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)

REVISED MEETING MINUTES

June 25, 2022 * 10 am * By Zoom

1. **Call to Order** at 10:11 am
2. **Salute to the Flag**
3. **Attendance**
 - Voting *EXCOM* Members Present – Paul Roman, John Saccenti, Steve Papenberg
 - *At-Large Members*:
 - Excused: George Diferdinando, Jeremy Grayson, Joan Valas
 - *Past Presidents Present* (other than Elected Officers) – Christine Harris, Laura O'Reilly–Stanzilis (AL 10:40 am)
 - Staff Present (Legal Counsel, Paid Secretary, Webmaster, Interns) – Julie Moy
 - Liaisons Present –
 - Guests Present –
 - Excused –
4. **Approval of Minutes of Previous Meeting: May 21, 2022**
Meeting minutes dated May 21, 2022 – MSP: Papenberg, Harris
5. **Secretary's Report** – Including Correspondence – None
6. **President's Report**

President Roman reported that the Monmouth County Regional Health Commission on May 27, 2022 became the fifth Local Health Department to become nationally accredited. The other local departments include Bloomfield, Camden County, Princeton and Montgomery Township. The State Department of Health is also accredited.

Ms. Harris asked about the national accreditation; is it a requirement that senior services must be under the Health Dept. or can it be a stand-alone entity? Per President Roman, no. Senior services were transferred to the Dept. of Health, then back to Human Services. It is a local decision as to who handles senior services at the local level.

Ms. Harris commented that it seems that the advisory board is asking for individuals with more credentials than our Orientation Manual indicates for autonomous boards. If we are to talk about the level of expertise for Advisory Boards in the draft Annex in the Orientation Manual so it will be consistent. However, the State Statutes for autonomous Boards of Health has no such criteria. We cannot create what they have not put in the Statutes.



President Roman reported that the Regional Health Commission is still trying to get American Rescue Plan Act (ARPA) funds. The regional health commissions are still being denied because we are not considered a local government. There is a lot of funding still available.

President Roman reported that there were two special email blasts this month. Information included the infant formula crisis and Public Health Priority Funding Bill. President Roman asked members to send letters of support to Senator Vitale and Assemblyman Herb Conaway. The Bills have a good chance to pass. He reported that NJ Association of County and City Health Officials (NJACCHO) purchased a platform program allowing them to put people in touch with their Legislator on issues. It has been offered to PHACE partners. We have access and it will be added to our website.

President Roman reported that he received another letter from Cookie Richmond; he read it to the members. She is pulling together Mr. Richmond's documents that he was working on and will release to NJLBHA. Mr. Saccenti will speak with Mrs. Richmond regarding training video that he started.

7. Treasurer's Report – Steve Papenberg

Mr. Papenberg provided financial report.

Presentation and Approval of Bills– Steve Papenberg

There is only one bill anticipated from Ms. Moy for \$100 for May meeting.

The motion was made to authorize the payment Ms. Moy; MSP: Papenberg, Saccenti

Mr. Papenberg reported that he, Mr. Saccenti and President Roman went to the Bank of America to make sure all signers are authorized on the account. They applied for a credit card which was denied; Mr. Papenberg will follow up. Ms. Chelenza would like a credit/debit card to use to pay for Constant Contact account. Ms. Harris recalled discussing getting a pre-paid card for Ms. Chelenza. Mr. Saccenti recalled the discussion; we received one but it is running out of funds. We were looking into getting a debit card. Ms. Stanzilis suggested another option; we can consider linking our checking account to a Pay Pal account to make payments.

8. Legal Counsel's Report

President Roman stated that he has not had the opportunity to call any attorneys to see if s/he is willing assist us without cost to NJLBHA.

President Roman stated that after the Annex issue is resolved, he wants to go after the educational component of a Bill to mandate education standards for Local Boards of Health.

NJACCHO Grant

President Roman reported at the last meeting that we were proposed to receive \$5,000 grant from funds NJACCHO received from the State. NJACCHO has not received any funds yet. NJACCHO and the state are still in discussions on how the funds will be distributed. The State placed provisions and restrictions on the funds; they want authority to approve how NJACCHO will distribute the funds. The \$5,000 offered to NJLBHA has been denied by the State. We were going to allocate the funds as follows: \$4,000 for marketing efforts and \$1,000 for the formal structure for PHACE. State does not



agree to the marketing but will fund education. Linda Brown has resubmitted our grant funding provided additional education, webinar or workshops.

9. **Committee Reports**

Communications – Including Newsletter(s) and Website

President Roman and Ms. Chelenza want to expand our email blast. Once we get on Constant Contact, we will revise the blast to make more interesting and detailed.

10. **PHACE Report**

President Roman reported that people can still go on our website and click onto the site to provide comments in support of the Public Health Priority Funds bill.

President Roman reported that the S1 Bill is still pending in the Legislature.

President Roman reported NJACCHO received a grant from Public Health Accreditation Board (PHAB) to be part of a Second Century State Learning Collaborative to develop true cost standards for foundational services for Boards of Health. There is no standardized cost list to run a health department. PHAB is working with Robert Wood Foundation to develop the cost standard.

President Roman provided a summary of what has been discussed to update Ms. Stanzilis. She provided suggestions for the NJACCHO grant. According to the Local Board of Health practice standards, every Local Board of Health is required to participate in Community Health Improvement Plan (CHIP). She opined that it is critical to get education out to the LBOH so they can better understand their role in addressing health equity and social determinants of health. We can use this method of marketing for membership. Ms. Stanzilis will assist with developing the grant, parameters and to tie in member engagement and recruitment.

The Institute

President Roman reported that Robert Wood Johnson Foundation is still in process of deciding which organization will be the Incubator for the development of an Institute. The Design Team has been reconvened to review applications. The decision should be announced the end of July.

PHACE

President Roman reported that they finally received the members' approval to incorporate PHACE. He, Don Weinbaum and Kevin Sumner will begin the 501(c) (3) application process. They will begin to draft a charter, By-Laws and application to the IRS making it a legal organization.

11. **Old Business**

December Meeting Schedule

President Roman sent everyone a draft schedule for Zoom or a live meeting for December event to distribute awards. President Roman recited the options he drafted. Ms. Stanzilis suggested a 3rd option: in person with a panel instead of a keynote. He would like to discuss at the next meeting.

President Roman spoke about naming the Legislator of the Year Award on behalf of Mr. Richmond. This was voted on at the previous meeting.



Endorsement Policy

President Roman sent members a draft endorsement policy prior to the last meeting to review. We receive a number of requests for endorsements. He used NJ Public Health Association's policy to meet our needs. He sent the draft revised endorsement policy back for review and approve.

The motion was made to approve the revised endorsement policy: MSP: Stanzilis, Harris

President Roman also sent an endorsement form for an organization to complete for NJLBHA's review and consideration, regarding placing them on our website which constitutes a type of endorsement.

The motion was made to approve the endorsement form: MSP: Harris, Saccenti

12. New Business

President Roman stated that Bob Uhrik has been a great partner to NJLBHA. He helped host the pre-COVID meetings, he provides information, takes information back, he is a Mayor, and attends our meetings. President Roman spoke to Mr. Uhrik about all that he has done in supporting NJLBHA and would like to make him an At-Large Member of EXCOM. Mr. Uhrik is a member of his local Board of Health, by virtual of a local ordinance, which places the Mayor on the BOH. This makes him legally able to be an At-Large member of our Board. This would be an appointment until election time. Mr. Saccenti thinks it is a great idea but check with Mr. Uhrik for his interest. President Roman has already discussed with Mr. Uhrik and he is interested.

The motion was made to make Mr. Uhrik an At-Large member: MSP: Roman, Saccenti

13. Announcements

Ms. Stanzilis will send President Roman information for an educational initiative that can be used in grant applications.

President Roman reported that the State Public Health Council recommended the re-adoption of the Minimum Practice Standards, NJAC 8:52. The Department of Health has asked NJACCHO to have certain members review various sections of the current Practice Standards. They will convene a working group to revise and update the standard. PHACE will be part of the group.

Ms. Harris announced East Orange's Health Officer, Victor Kuteyi is retiring; he has been a great help to East Orange.

Next Meeting Date, Time, and Place: ***July 16, 2022, 10 am by Zoom***

14. Adjournment

The motion was made to adjourn at 11:17 am: Papenberg, Stanzilis

Respectfully submitted:

Julie M. Moy
Recording Secretary