



**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**

**September 13, 2025 \* 10 am \* By Zoom**

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1. Call to Order at 10:08 am
2. Salute to the Flag
3. Attendance:
  - Voting EXCOM Members Present — Paul Roman, Stephen Papenberg, Robert Uhrik, Steve Ember, Jojy Cheriyan
  - Past Presidents Present (other than Elected Officers) — None
  - Staff Present (Legal Counsel, Paid Secretary, Webmaster, Interns) — Julie Moy
  - Liaisons Present — None
  - Guests Present — Kim Laloma (Dept. of Health), Dr. Donna Lisi (Franklin/Somerset BOH), Derrick Webb (Mt. Olive), Andrea Grace (Berkeley Heights Resident)
  - Excused — Diana Lachman, John Saccenti, Joan Valas
  - Absent — Christine Harris, Laura O'Reilly–Stanzilis
4. Approval of Minutes of Previous Meeting(s):

*August 9, 2025 – MSP – Papenberg, Cheriyan*  
*Abstain: None*
5. Secretary's Report, Including Correspondence: No report
6. President's Report:

President Roman reported that NJACCHO is co-hosting a lunch and learn event, *Plan for Health NJ*, virtually on October 3, 2025.

President Roman reported that he has been invited to speak at NJACCHO's *New Health Officer Forum* on November 12, 2025. He will brief the new officers and attendees on NJLBHA and local boards in general.

President Roman reported that he has been invited by NJACCHO to speak at the League of Municipalities' Conference following the Health Commissioner on November 19, 2025.

President Roman reported that Libby Vinson, who provided him with pro bono information heads up about legislation, who was with Association Business Solutions (ABS) firm has been named the new CEO of NJ Association of Community Providers (NJACP). He and Ms. Vinson will continue their communication.
7. Executive Vice President's Report — John Saccenti

President Roman reported that he met with John at John's home to discuss our upcoming association election. The process begins in October.



President Roman reported that NJ Public Health Association (NJPHA) will be holding their 150<sup>th</sup> year anniversary event on October 16, 2025. Their evening program will include an award ceremony and reception. He spoke with Lisa Gulla, who presented our proposal to their Executive Board, to partner with NJPHA to present our awards at their event. Their Board approved this partnership. President Roman described NJLBHA's past awards. There will be a fast turnaround for awardee selections. He explained how he will gather candidate names for consideration. There will be three NJLBHA awards, which will include: The Walter A. Stein Memorial Award for Advocate of the Year, the Michael S. Richmond JD Memorial for Legislator of the Year and the Christopher Saccenti Memorial Award for Board of Health Member of the Year. We will partner with NJPHA on the Legislator of the Year award.

8. Treasurer's Report — Steven Papenberg

Mr. Papenberg went over our current financial balance.

9. Presentation and Approval of Bills

Julie Moy — August Meeting Invoice \$100

Cary Chelenza — \$67.50

The motion was made to authorize the payments: MSP: Cheriyan, Ember

10. Legal Counsel's Report — No report

11. Committee Reports:

A. By-Laws — President Roman stated that he is going to work on a small change to the Bi-Laws for the elections process and will send to EXCOM for review.

B. Finance — Mr. Ember met with President Roman to discuss the membership process. Mr. Ember will work on inputting membership information electronically; it will take time. Membership deadline is March 31 each year.

C. Membership —

President Roman reported that our membership is low. We currently only have 59 Boards and 3 individual memberships. There is approximately 450 boards in NJ. At one point, we had 120 boards; we need to significantly increase member enrollment. He asked the members to push for Boards to join.

D. Legislative — President Roman reported that the NJACCHO's *Costing the Foundational Public Health Services in NJ* report is out in draft. He sent the report to EXCOM members for comments. Note, none have been received to date.

E. Communications, Including Newsletter(s) and Website

President Roman reported that Ms. Valas has not been able to gain administrative control over the LinkedIn account. He spoke with Carey Chelenza who has agreed to take over the LinkedIn account and start sending out information through that platform including the monthly "On Board Newsletter"

F. Audit (as necessary) — No report

G. Nominating

President Roman previously emailed the biography for Dr. Donna M. Lisi. He then reviewed her qualifications to become an interim At-Large member until the next election. Dr. Lisi has been actively attending NJLBHA meetings.



The motion was made to nominate Dr. Lisi as an interim At-Large member of EXCOM: MSP: Cheriyan, Ember

Congratulations and welcome aboard to Dr. Lisi.

12. Public Health Associations Collaborative Effort (PHACE):

President Roman reported that PHACE, in collaboration with the Society for Public Health Education (SOPHE) and NJLBHA, co-sponsored a networking and leadership event at Montclair State University on August 21<sup>st</sup>. NJLBHA had an exhibit table. President Roman facilitated the main panel presentations during the event.

President Roman reminded everyone that we have an associate membership for \$20, which allows people of interest and students to join. This will give them the opportunity to join the meetings and receive the emails; no voting privilege

13. Public Health Institute — No report

14. Public Health Council

President Roman reported that he and Stephanie Carey, PHC Chair, met with Acting DOH Commissioner, Jeff Brown and Novneet Sahu, MD, Deputy Commissioner for Public Health Services. They discussed the role and future of the Public Health Council. President Roman also discussed PHACE and the need to educate boards of health. Both Commissioners agreed.

15. Liaison Reports

Dr. Cheriyan attended the NJDOH Local Public Health virtual monthly meeting on September 10, 2025. He summarized what was discussed. He will attend the NJ Pediatric Association monthly meetings. Dr. Cheriyan stated that the Freehold local Health Dept. has a podcast on YouTube which is very helpful. President Roman stated that members can find the podcast through DOH's website.

Kim Laloma announced that the *NJPHA Health Conference Gala* is in October 16, 2025, celebrating 150 years of public health. *The 3<sup>rd</sup> Annual NJ Rural Health Conference, The Power of Rural New Jersey*, will be held on November 20<sup>th</sup>, at Brookdale Community College hosted by the NJDOH Office of Primary Care and Rural Health.

President Roman reported that he had a meeting with the NJ Conference of Mayors' (NJCM), Executive Director, Amanda De Palma. Ms. De Palma informed him that a number of their staff left, and they are currently recruiting new staff. Funding is limited. NJCM will be hosting an event, *Policy to Practice, Energy Innovation & Resiliency*, at the Bay Head Yacht Club on September 25, 2025. We are placing an ad in the program book.

16. Old Business – None

17. New Business

President Roman reported on the training program update. He has been working closely with Colleen Wharton from Rutgers' School of Public Health (SPH). She has requested input from EXCOM members. She is conducting several interviews with NJLBHA board members and lastly will interview President Roman to create the introduction. Once our training is completed, Ms. Wharton will create a student version of the training for various statewide public health school programs to use as a tutorial. Rutgers' SPH and their legal team informed us that we should not use the title "*certified* Local Board of Health Member" unless/until a Bill is passed in the Legislature



and signed by the Governor, creating such a title. President Roman will meet with Senator Gopal to create such a Bill. Anyone completing our new training will receive a certificate of completion. When the training is ready to roll out, which is anticipated early next year, we will discuss making the training and certificate a benefit of membership and not offer it free.

President Roman reviewed the National Environmental Health Association (NEHA) document, *The Pillars of Environmental Health*. President Roman was extremely impressed and asked Ms. Wharton to imbed it in the training. It gives a summary of what health departments and inspectors' responsibilities are. Mr. Uhrik will ask NEHA members if anyone is aware of any group that is providing training and/or a certificate.

18. Educational Presentation (as necessary) — No report

19. General Discussion

Public guests did not have anything to report.

President Roman will discuss the election balloting process at the November meeting.

20. Announcement of Next Meeting

**October 11, 2025 at 10:00 am**

Zoom Meeting Link: <https://zoom.us/j/93466224975>

Meeting ID: 934 6622 4975

Dial by your location

929 205 6099

Meeting ID: 934 6622 4975

21. Adjournment:

Motion to adjourn at 11:18 am: MSP: Uhrik, Papenberg

Respectfully submitted,

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*Julie M. Moy*  
Recording Secretary