



NJACCHO General Business Meeting

Virtual

June 08, 2023

Draft Minutes

1. Call to Order and Approval of Minutes – Chris Merkel
 - a. Meeting called to order at 9:31am
 - b. Minutes from the April 2023 meeting were reviewed

Motion to Approve: Margy Jahn
Second: Lynette Medeiros
Discussion: None
Nays: None
Abstentions: Derrick Webb, Michael Balka
All remaining voted yes.
Motion Carries
2. Walter Rand Institute – NJACCHO Strategic Plan (Carla Villacis and Kristin Curtis)
 - a. Needs Assessment of NJACCHO for the Strategic Plan
 - i. Interviews: 30-45 min over Zoom/Teams
 1. WRI invitation via email
 2. Interview Interest Survey
 - a. https://rutgers.ca1.qualtrics.com/jfe/form/SV_1Sq1SJl7OFB7Rz0
 - ii. Survey: 10 min
 1. One per Officer
 2. Link: https://rutgers.ca1.qualtrics.com/jfe/form/SV_4MluciGPo0NOXyu
 - iii. Emails coming from a “camden.rutgers.edu” address
 1. cv288@camden.rutgers.edu
 2. str78@camden.rutgers.edu
 3. jtj63@camden.rutgers.edu
 - iv. Questions?
 1. Kristin Curtis- krcurtis@camden.rutgers.edu
 2. Carla Villacis- cv288@camden.rutgers.edu
3. CEHA Update – Walter Beland
 - a. Things are moving forward with the FY24 contract
 - b. NJDEP staff are getting used to what treasury is looking for

- c. Warehouse funding, the county match has to be documented. Working on moving it to a different line to show the match. If cannot get done in time, counties with the warehouse match will have to do an amendment.
 - d. FY22 contracts
 - i. 50% have been paid
 - e. FY23
 - i. 30% of them are executed
- 4. OLPH Update – Jamie Weller
 - a. COVID Hepa filter program is still available
 - i. 50% k-12 schools
 - 1. 75% of highest priority areas
 - ii. ECE has lower uptake and outreach continues
 - iii. Is highly effective for the current air quality issues
 - iv. Survey will be closing tomorrow 6/9/23
 - b. Grant Funds
 - i. More grants than ever
 - ii. Please be aware of personnel funding and make sure there is not duplication of personnel.
 - c. Ending of Federal PH emergency
 - i. Bridge program and uninsured still need further discussion
 - ii. Will still continue quarterly distribution of home test kits
 - iii. Federally funding ICAT sites, those are starting to close
 - 1. CDC has a new free test locator
 - 2. Federal free test kits has ended
- 5. Office of Food Security – Mark Dinglasan
 - a. Slides were provided in the meeting materials
 - b.
- 6. President’s Report – Chris Merkel
 - a. Grant updates will be provided by Linda and the grantees below but Chris thanked Linda, Nicole and the finance team in managing the grants.
 - b. Advocacy Updates
 - i. Over the last year, NJACCHO has increased advocacy and have done a lot of educating of local legislatures of public health beyond COVID
 - ii. Chris has been working with the media about increasing awareness about long term sustainable funding
 - iii. Senate Bill 2413 and Assembly Bill 4115
 - 1. We have had success in building partnerships and testifying. The bill did pass the Senate Health committee.
 - 2. It appears that the assembly bill has stalled. It was pulled by the assembly leadership. The speaker is not in favor of the bill and wants

more information. We are working on getting a meeting with Coughlin but it does not appear we will get it before the budget is passed.

- c. NJACCHO continues to try to communicate with the commissioner and set up meetings.
- d. NACCHO Conference is next month in Denver. Looking forward to seeing everyone there

7. Treasurer's Report – As of January 31, 2023 – Margy Jahn

i. **General Checking:**

Starting Balance:	\$ 72,031.96
Deposits:	\$ 1,250.00
Deductions:	\$ 290.70
Ending Balance:	\$ 72,991.26

Grant Checking:

Starting Balance:	\$ 1,980,088.10
Deposits:	\$ 3,016,682.91
Deductions:	\$ 3,391,538.56
Ending Balance:	\$ 1,695,232.45

Money Market:

Starting Balance:	\$ 17,987,261.83
Deposits:	\$ 24,547.22
Deductions:	\$ 3,00,003.00
Ending Balance:	\$ 15,011,806.05

Fidelity Investments

CDs-maturing February 2024:	\$300,000.00
April 30, 2023 balance:	\$ 300,252.97
Money Market	\$ (414.38)
Ending Balance	\$299,838.59

Motion to Approve: Marconi Gapas

Second: Sarah Perramant

Discussion: none

Nays: none

Abstentions: none

All remaining voted yes.

Motion Carries

8. Executive Director Report = Linda Brown

- a. Welcomed Denise DePalma, the new executive assistant to NJACCHO
- b. Forum Selection
 - i. Member Profile > Additional Member Data >select which forum
 - 1. Selection is for whoever is designated as the primary member

9. Grant Updates

- a. Workforce Development – Linda Brown

- i. Grant Ends 6/30/23
 - ii. Current/Ongoing Programs
 - 1. Certified Public Manager Course
 - iii. Completed Programs
 - 1. The PHACE of Public Health in NJ: A Collaborative Effort for Transformation – April 20th
 - 2. Emergenetics – Registration Complete
 - a. May 3rd – Turtle Back Zoo
 - b. May 4th – Rowan College at Burlington County
 - 3. Adaptive Leadership – 34 participants (March 8th & 9th)
 - 4. Dale Carnegie Cohorts
 - iv. Upcoming Programs
 - 1. Foundational Public Health Services & NJ Transformation – 6/9/2023
 - 2. Preaching What You Practice: Communication Strategies for Outbreaks – June 14th
 - 3. Building Expertise in Administration and Management (BEAM)
 - v. Other items
 - 1. AAR Support is still available
 - 2. Scholarships
 - a. NACCHO Preparedness Summit (sold out)
 - b. NJ Emergency Preparedness Conference
 - c. Basic Course for Principles of Infection Prevention and Control
- b. ELC Funding - Linda
 - i. Grant Year ends June 30th
 - 1. May expense reports due 6/9
 - 2. June expense reports due 7/14/23
 - 3. Please submit any outstanding report ASAP
 - ii. Year 2 Funding
 - 1. All unspent dollars will roll automatically into year 2
 - a. You are strongly encouraged to spend and/or encumber as much as possible now
 - 2. Estimated allocated awards have been sent out
 - 3. Application
 - a. Full grant budget is required (10/1/22 – 6/30/24)
 - i. You can reallocate money as needed when you submit year 2
 - b. Funds expended cannot be modified
 - c. Roll over funds MAY be reallocated to meet current and/or changing needs
 - 4. There will be a TA call for year 2 application
 - 5. Formal letters of intent to fund will be forthcoming

- c. New to Public Health Residency – Sylvia Bookbinder
 - i. Residents
 - 1. Completed Modules 4-5
 - a. Communicable Disease
 - b. Chronic Disease & Injury Prevention
 - 2. Next Steps
 - a. Continue monthly online modules
 - b. Hold monthly live group discussions
 - c. Continue to connect with mentors
 - d. Start EBPH or QI project
 - ii. Mentors
 - 1. Began monthly meetings with Residents in March
 - 2. Quarterly Mentor Meeting Held in May
 - iii. Supervisors
 - 1. Provided program guidebook
 - 2. Sending monthly updates to Supervisors & Mentors
 - iv. N2PH Revision
 - 1. The program will be going through reaccreditation and are looking for feedback.
- d. Strike Team/Project Firstline (PFL) – Michael Hodges
 - i. Promotion to Date
 - 1. 7 Web postings
 - 2. 8 email blasts
 - 3. 14 Facebook posts
 - 4. 11 LinkedIn posts
 - 5. 4 Instagram posts
 - 6. 3 News Stories
 - 7. 4 Tweets
 - a. Total Reach: 26, 929
 - ii. Trainings to Date
 - 1. 28 IPC Trainings
 - 2. 1 high risk facility support training
 - 1 advanced level training
 - 3. 16 Train the Trainer
 - 46 total trainings
 - 26 different LTC/SNF
 - iii. What's Next
 - 1. Asynchronous Norovirus Training Webinar
 - 2. Reservoirs and Recognizing Risks
 - 3. C. Difficile podcast/webinar
 - 4. C. Auris podcast/webinar
- e. PHEP Coordinator Report – Adam Perper

- i. Document Plan Templates / Review
 - 1. Montgomery
- ii. Overall PH Plans / conversion to ESF8 formatting
- iii. Grant 2023/2024
 - 1. New grant requirement(s) reviewed
 - 2. Submitted additional deliverables; not approved by NJDOH as of yet
- iv. Juvare Advisory Committee Update
 - 1. Currently reviewing contacts inputted into system
 - 2. Training forthcoming for all people that require access to this web-based system
 - 3. Meeting with other PH agencies across the country to their use / needs of the system
 - 4. Attended Admin training to assist with future roll out of this platform
- v. Regional Healthcare Coalition:
 - 1. Shared the Pediatric Burn Surge Exercise AAR/IP with membership
 - 2. Shared region (north, central, south) HVA completed but is very healthcare facility oriented
- vi. Emergency Preparedness Committee
 - 1. Next Meeting July 2023 (Date/Time TBD)
 - 2. Taking forward progression in providing insight and assistance to any/all LHD/LINCS agencies requiring assistance
- vii. Upcoming Activities
 - 1. Working on a catalog list of standing trainings to help staff
 - 2. Working on Public Health and Emergency Preparedness competencies and capabilities and how they are integrated
 - 3. Working on a list of training(s) being held state-wide for new and existing staff members
 - 4. Will be sharing HVA templates
 - a. What HVA's are used for
 - 5. Who should be involved in completing an HVA
- viii. If I can assist in any way with your agency(s) please reach out and let me know
 - 1. Document Review
 - 2. Trainings
 - 3. Exercises
- ix. Contact Information
 - 1. phep@njaccho.org
 - 2. (908) 455-6883

10. PHACE Update

- a. PHACE is still working to develop by-laws for the newly incorporated 501 c 3 organization.

- b. PHACE has and continues to advocate for the passage of Senate Bill 2413 and Assembly Bill 4115 which would assure a minimum of \$10 million dollars is budgeted annually for Public Health Priority Funds.
- c. PHACE, with NJACCHO sponsored a statewide spring meeting funded by the workforce development grant on foundational public health services and the future of public health in New Jersey. We had a great turnout, especially from disciplines other than Health Officers, and attendees were very happy. This is intended to be a kickoff of our 21C efforts around Foundational Public Health Services and Capabilities and a follow-up meeting is already scheduled for June 9 (tomorrow) at 10am at RWJ Fitness in Hamilton.

11. NACCHO Update

- a. NACCHO is preparing for the conference next month

12. Workgroup/Committee Updates

a. Committee Chairs

i. Awards – Marconi Gapas

- 1. Has met once and will be reaching out for the remaining members of the committee
- 2. A call for nominations will be forthcoming

ii. Finance – Marconi Gapas

iii. Bylaws – Kevin Sumner

iv. Nominating – Stephanie Gorman

- 1. Will be meeting later in July
- 2. A new form will be used this year
- 3. Nominations cannot be made on behalf of someone

b. Committee

i. Advocacy - Lynette Medeiros

- 1. We need everyone to sign up and support these bills and our efforts

ii. Communicable Disease – Megan Avallone and Sarah Perramant

- 1. Have been working on the risk communication training for next week
- 2. Thank you to the panel moderators
- 3. NJDOH in partnership with NJHA will be putting on 2 training session for LTCs (Late July and August)
 - a. Topic for LTCs are what is Public Health and what does your LHD do
 - b. If you have examples of best practices, please share with Sarah (sperramant@dover.nj.us)

iii. Chronic Illness & Disease – Patrick Anderson

- 1. Operating page on the NJACCHO site
- 2. Each committee member is working on a video for their area of expertise

iv. Emergency Preparedness – Dan Regenye

1. Adam Perper discussed the last meeting and next meeting will be in July
2. Anyone that is interested in joining our Emergency Preparedness Committee please send an email to phep@njaccho.org and dan@ochd.org
- v. Environmental & Consumer Health – Derrick Webb
 1. Working with NJDOH on a variety issues:
 - a. Cannabis infused food items
 - b. Re-evaluate Chapter 24
 - i. Change over to SVA food code
 - c. Startup/resume standardization program
 - d. Smoke lounges and class 5
 2. Lead Inspection Funding
 - a. NJDCA (Lead-Based Paint Inspections in Rental Dwelling Units), <https://www.nj.gov/dca/divisions/codes/resources/leadpaint.html#:~:text=The%20law%20imposes%20an%20obligation,no%20valid%20lead%2Dsafe%20certification>
 3. Chris discussed cottage foods and NJDOH sending complaints to LHDs
 4. Live bat submissions have ended
 5. Derrick Webb (NJACCHO Environmental and Consumer Health Workgroup): dwebb@mtolivetwp.org
- vi. Maternal & Child Health – Cynthia Weaver
- vii. Membership, Marketing and Fundraising – Lisa Gulla
 1. Looking at making proposal to modify tier levels
- viii. Program – Chris Hellwig
 1. If you have topics you want to see covered please reach out to Linda or Chris
- ix. Workforce Development – Chris Hellwig
 1. Closing out the WFD grant cycle
 2. There is a labor/workforce survey coming out so we can use it to capture data to use for advocacy

13. Open Forum

- a. Lisa Gulla – has posted a survey in the forum for her dissertation. She is hopeful it will help provide data on LHDs in NJ.
- b. Next meeting is September 14, 2023
- c. Evaluation for today can be found at <https://www.surveymonkey.com/r/NJACCHOJune2023>.

Motion to Adjourn: Sarah Perramant

Second: Lynette Medeiros

Discussion: none

Nays: none

Abstentions: none

All remaining voted yes.

Motion Carries

Meeting adjourned: 11:57am