



NJACCHO General Business Meeting

Virtual

September 14, 2023

Draft Minutes

1. Call to Order and Approval of Minutes – Chris Merkel

- a. Meeting called to order at 9:31 am
- b. Minutes from the June 2023 meeting were reviewed

Motion to Approve: Holly Cucuzzella

Second: Stephanie Gorman

Discussion: None

Nays: None

Abstentions: None

All remaining voted yes.

Motion Carries

2. COVID-19 Vaccine Update (Rebecca Werbel and Noelle Bessette)

- a. Taylor Crosby is the New VFC Coordinator
- b. Majority of the vaccine will come through the private market
- c. Vaccine will be available through the VFC and 317/Bridge program
 - i. VFC is for eligible children. All VFC providers will be required to order COVID vaccine.
 - 1. Supply is currently limited
 - ii. 317/Bridge Access for eligible adults.
 - 1. If you are not a 317 and want to be a Bridge Access provider, you have to enroll in 317.
- d. All bivalent vaccines deauthorized as of 9/11/23.
 - i. All should be removed, discarded and recorded in NJIIS.
- e. 2023-2024 COVID Vaccine
 - i. Vaccine: 12+ approved and 6mo-11yr is EUA
 - ii. 6mo and 4 yr should complete a multi dose series and at least one dose 23-24 new dose (finish new series with new product)
 - iii. 5+ = one dose regardless of vaccine status
 - iv. For immunocompromised, please see guidance as dosage will vary by age group
 - v. Bridge access will also be available at pharmacies
 - vi. Recommendation for COVID and Flu at the same time
 - vii. Vaccines.gov will be used to push locations and will have a page just for bridge information
 - viii. Communications

1. VPDP and the health educators are updating the material.
- ix. NJDOH will be purchasing vaccine and will be making it available to locals
 1. Amount not finalized and can purchase off CDC contract and ship to sites
 2. Un and underinsured, 6 months-2 insured population, and those populations in mobile/pop up clinics. This will include homebound.
 3. Eligibility for access dollars, must be a VFC/317 provider.
 4. Doses should be available mid-October
- x. The federal program for therapeutics is continuing. The two oral antibiotics are still offered at no cost.

3. OLPH Update (Shereen Semple, Jamie Weller)

- a. COVID Testing
 - i. Home test kits are still available and quarterly distributions will continue
 - ii. Another distribution is planned for October
 - iii. If you need it now please let your LINCS agency know and they will see if they can fill it now.
- b. HEPA filter distribution
 - i. A lot more distributed and thank you for your support.
- c. Foundational Public Health Services
 - i. Continue to advocate with the department
 - ii. Had a side meeting PHAB and accreditation
 - iii. Will be presenting at the public health services branch

4. Membership Forums

- a. Why Forums:
 - i. New addition to Bylaw updates – November 2022
 - ii. Resulted from membership requests to improve communication with NJACCHO leadership
 - iii. Purpose:
 1. Encourage communication and sharing amongst similar local health departments and foster communication of matters to the leadership of the Association for their consideration.
 2. Allows like-minded members from similarly structured/sized local health departments an open space to share experiences, practices, and matters.
 3. Provides the Forum the opportunity to elect a Forum Leader, who can communicate their feedback in a structured manner to the Board of Directors for further consideration and/or action, when deemed warranted.
- b. Each Member and/or Organization can self-select a forum each year.
- c. Staff members of an Organizational membership should inquire with their primary member for selection.

- d. Groups spent 15 minutes in each forum to elect chairs, discuss priorities and meeting schedule
5. CEHA Update – Walter Beland
- a. Things are moving forward with the FY24 contract. Financial issues figured out and hopefully going out soon.
 - i. Waiting for final guidance document on how fringe will be documented
 - b. If anyone needs a letter of intent, contact their office.
 - c. OPRA requests are increasing
 - i. Guidance letter to counties on OPRA requests for work being done under CEHA contract
 - d. Looking to schedule next bi-annual meeting in November.
 - e. Local environmental planning committees to be a county wide program. Used to be delegated to municipalities and now becoming a county level.
 - f. Compliance advisories sent out- pesticide and air pollution (small emergency generators)
 - g. The request was made for Walt to send trainings to all not just counties.
6. MRC Update (Julie Petix)
- a. MRC Strong
 - i. ASPR awarded NJ 1.5 million to MRC Strong
 - ii. June 2023 to May 2025
 - iii. A federal site visit will take place in 2024
 - iv. Enhance volunteer recruitment
 - v. Standardize curriculum
 - 1. Online and in person
 - vi. Modernize volunteer management software
 - vii. 2025 funding to local MRC units
 - viii. Hiring two temp FTEs
 - 1. Grant manager and IT specialist
7. President's Report – Chris Merkel
- a. Vaccine roll out is taking up everyone's time and information changing minute by minute
 - i. Please forward any concerns to Linda and Chris
 - b. Deadline to apply for a Board of Directors position, please reach out to Linda or Stephanie
 - c. On August 7, 2023, EC met with the Commissioner Bastin and Dr. Hathi. It was her first day on the job.
 - d. Advocacy
 - i. Continue to set up meetings with legislatures
 - ii. Still pushing sustainability
 - e. New Lead Housing Law

- i. Some LHDs are looking to set up an inspection for the town. Please make sure you explore all aspects of the law.
- ii. NJDOH talked about only using grant funds for 8:51 activities.

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

i. **General Checking:**

Starting Balance:	\$ 109,208.57
Deposits:	\$ 276.07
Deductions:	\$ 102366.48
Ending Balance:	\$ 7,118.16

Grant Checking:

Starting Balance:	\$ 3,935,999.46
Deposits:	\$ 2,012,935.67
Deductions:	\$ 2,320,786.31
Ending Balance:	\$ 3,628,148.82

Money Market:

Starting Balance:	\$ 20,051,244.88
Deposits:	\$ 41,014.11
Deductions:	\$ 2,00,003.00
Ending Balance:	\$ 18,092,255.99

Fidelity Investments as of August 31, 2023

CDs-maturing:	\$300,000.00
Beginning balance:	\$ 300,392.55
Additions:	\$ 100,000.00
Ending Balance	\$400,362.94

Motion to Approve: Peter Tabbot

Second: Kevin Sumner

Discussion: none

Nays: none

Abstentions: none

All remaining voted yes.

Motion Carries

9. Executive Director Report (Linda Brown)

a. Organization Updates/Reminders

i. Staffing Updates

1. Jalil Nabili left NJACCHO
2. Priyanga Iddamalgoda has joined NJACCHO in a part time role as a financial assistant

ii. Needs Assessment Data Collection

1. Interviews – 31

2. Surveys – 63
3. Results will be presented to the Board in October
- iii. Organizational Members
 1. Update staff on your membership profile
- iv. League of Municipalities Conference
 1. We are working on different sessions to better educate municipal officials
 2. We have 2 sessions:
 - a. 10 reasons to know your health department
 - b. The looming workforce cliff
 - c. We are working on a flyer and will share for you to promote
- v. 21 C- Costing Model
 1. Working on a model that will assess the cost of providing public health services
- b. ELC Funding
 - i. Staff Changes
 1. Please reach out if you are unsure who your current fiscal and program leads are
 - ii. Current Status
 1. 80 LHDs have been awarded Grant Amendments
 - iii. Reminders
 1. Quarter 4 Ends 9/30/23
 2. September Fiscal Reports will be due 10/10/23
 3. Q4 Progress Reports will be due 10/10/23
 - iv. Indirect Costs Calculations
 1. There is a miscalculation on the form and NJACCHO will be reaching out to you to adjust this.
 - v. Budget Modifications
 1. Up to 3 formal modifications can be fielded during this grant year
 2. Reach out to your Fiscal & Program leads first
 3. If needed, a formal modification request form will be released to you
 - vi. Allowable/Excluded Items
 1. This funding cannot cover the purchase of vaccine.
- c. Workforce Development Grant
 - i. Dale Carnegie
 1. 4 Options
 - a. Skills for Success
 - b. Develop Your Leadership Potential
 - c. Leadership for Managers
 - d. High Impact Presentations
 - ii. Communicable Disease Training Session
 1. June 12, 2024
 - iii. Needs Assessment for New HOs

- iv. Certified Infection Control (CIC) Certification Scholarships
- v. Support for PHACE organization programming

d. MRC Trainings

- i. NJDOH has asked if NJACCHO would be interested in regional training for MRC members
- ii. More information to come

10. Grant Updates

a. New to Public Health Residency – Sylvia Bookbinder

i. Residents

- 1. Completed Modules 6, 7 and 8
 - a. Environmental Health
 - b. Maternal, Child and Family Health
 - c. Access to and Linkage with Clinical Care
- 2. Next Steps
 - a. Continue monthly online modules
 - b. Hold monthly live group discussions
 - c. Continue to connect with mentors
 - d. Work on EBPH or QI project

ii. Mid-Program Survey

iii. Mentors

- 1. Monthly meetings with Residents
- 2. Quarterly Mentor Meeting Held in August

iv. Supervisors

- 1. Joint meeting with mentors in early October

b. Strike Team/Project Firstline (PFL) – Michael Hodges

i. Promotion to Date (Jun-Aug)

- 1. 4 Web postings
- 2. 8 email blasts, 262 Reached
- 3. 13 Facebook posts, 42,650 reached
- 4. 2 Instagram posts, 258 reached
- 5. 2 tweets, 2,851 reached
- 6. 2 in person meeting
- 7. Digital Signs
 - a. Total Reach: 46,021

ii. Trainings (Jun-Aug)

- 1. 15 IPC Trainings
- 2. 9 Train the Trainer
- 24 total trainings
- 46 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

iv. Join us

c. PHEP Coordinator Report

- i. The position is open and we are accepting resumes.
- ii. Surplus PPE requests are pending and NJDOH said you will hear something in the next 2 weeks.

11. PHACE Updates

- a. No updates

12. NACCHO Update

- a. Local Health Official Training from NACCHO is development and will launch in July. It will be for new Health Officers.
- b. NACCHO will be meeting with CDC to talk about direct funding to local health departments and SACCHOs.
- c. 2024 NACCHO 360 will be in Detroit
- d. 2025 NACCHO 360 will be Anaheim

13. Workgroup/Committee Updates

a. Committee Chairs

- i. Awards – Marconi Gapas
 1. Mo Mullet award looking for applications
 2. Please pay attention to the criteria
- ii. Finance – Marconi Gapas
 1. 2022 Audit will be done in August
 2. Audit and insurance costs will be increasing
- iii. Bylaws – Kevin Sumner
- iv. Nominating – Stephanie Gorman
 1. Tomorrow is the deadline for the Board Applications
 2. Please reach out to Stephanie Gorman

b. Committee

- i. Advocacy - Lynette Medeiros
 1. Meetings coming up
- ii. Communicable Disease – Megan Avallone and Sarah Perramant
 1. Meeting on a regular basis
 2. Discussing updating the outbreak manual
 3. Focusing on workforce development
 4. Working on a Hep A toolkit
- iii. Chronic Illness & Disease – Patrick Anderson

- iv. Emergency Preparedness – Dan Regenye
 - 1. The group did meet and need to set up a meeting with the state and where it is headed
 - 2. Need to collect best practices from the LHDS
- v. Environmental & Consumer Health – Derrick Webb
- vi. Maternal & Child Health – Cindy Weaver
- vii. Membership, Marketing and Fundraising – Lisa Gulla
- viii. Program – Chris Hellwig
 - 1. Please see Linda's reports above and the list below
- ix. Workforce Development – Chris Hellwig
 - 1. Workforce and Program meetings are combined for now

14. Upcoming trainings

- a. Visit the NJACCHO website for full listing:
 - i. Dale Carnegies- more info to come
 - ii. League of Municipalities
 - iii. June 2024 Communicable Disease Session

15. 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 November 15, 2023 at the League of Municipalities
- c. Evaluation for today can be found at
<https://www.surveymonkey.com/r/NJACCHOSep23>
- d. Michelle Samayra Timm – NEHA Updates
 - i. NEHA Annual Education Conference - Pittsburgh PA July 15-18, 2024. Call for abstracts open until October 9th. Please consider sharing some of your individual and collective activities.
 - ii. A new wildfire guide for environmental public health professionals:
www.neha.org/epr-wildfire-resources
 - iii. NEHA will be hosting a Hill Day in March 2024. More details will be coming soon.

Motion to Adjourn: Margy Jahn

Second: Paschal Nwako

Discussion: none

Nays: none

Abstentions: none

All remaining voted yes.

Motion Carries

Meeting adjourned: 12:07pm