

APPROVED

Bergen County Improvement Authority
**ONE Bergen County Plaza,
Hackensack, New Jersey
Work Session
CERTIFIED MINUTES
June 2, 2011**

Present: Commissioners: P. Wilson, K. Corcoran, L. D'Arminio, E. Trawinski
BCIA Staff: R. Garrison, M. Raguseo, J. Montag, B. Losito, G. Velazquez
General Counsel: T. Bruinooge, Esq.
Urban Health Institute: P. Breyer

Meeting Called to Order

The meeting was called to order at 5:35 p.m. by Chairperson Philip Wilson.

Proof of Public Meeting Notice Publication

B. Losito read the Proof of Public Meeting Notice.

Open Meeting for Public Comment for Matters Not on Today's Agenda

Chairperson Wilson stated for the record that all Commissioners serve on the BCIA Board without compensation. That includes Mr. Trawinski, Ms. Visotcky, Mr. Corcoran, Mr. D'Arminio and himself. In addition, the Chairperson requested that those members of the public wishing to speak at the meeting address his/her question to the Chair and limit any comments to seven (7) minutes in accordance with our By-Laws.


Motion was made by Commissioner Trawinski and seconded by Commissioner Corcoran to open the meeting for public comment. Motion carried unanimously.

Chairperson Wilson asked if there were any questions by the public concerning matters not on today's agenda.

Close to Public

As there was no members of the public wishing to be heard, Chairperson Wilson asked for a motion to close the meeting for public comment.

I hereby certify that these are the minutes of the meeting held on June 2, 2011.


Bernadette Losito, Assistant Secretary

Motion was made by Commissioner Trawinski and seconded by Commissioner Corcoran to close the meeting for public comment. Motion carried unanimously.

Chairperson's Report

Chairperson Wilson advised that at our May 19, 2011 Special Meeting, the BCIA awarded contracts to Bruinooge and Associates as General Counsel and Wolff & Samson as Special Legal Counsel, BRMC. Chairperson took the opportunity to welcome Tom Bruinooge as our General Counsel, as well as Arthur Goldstein, and his two associates, Dorit Kressel and David Hyman, who are not in attendance, to the BCIA as Special Counsel, BRMC. In addition, Chairperson Wilson wanted to thank Joe Rizzi, John Shahdanian and Doctor Roshong, head of the contract compliance committee and a member of the COB for their service. We would like to thank Dr. Roshong and others who have served us.

General Counsel's Comments

General Counsel Bruinooge thanked the Board for voting for him for General Counsel. He looks forward to the opportunity to serve the BCIA. He had a number of meetings with Executive Director as well as Mr. Orlando of the BRMC. He also had a meeting with John Shahdanian who is compiling of list of open matters, including litigation. His mission among other things is to help focus the efforts of the BCIA so that it functions as efficiently as possible. Also, he wanted to inform the commissioner that a decision was made to refer the McHale matter to the firm of Wolff & Samson.

Executive Director's Report

Executive Director Garrison advised that the BCIA is continuing its effort to turn over the reins of the Equestrian Center to the County Parks Department. We have met with Ron Kistner of Parks and Recreation and Joe Crifasi of Public Works in order for them to prepare an RFP offering for the management of the BEC.

The BCIA is also looking to the future of our bonding program. We are pulling together some cost analysis as it relates fees associated with issuance. We have also asked for some input from the LFB. We should have this information by our July meeting.

Further, the BCIA has been working with Mike Formanek of RSC Architect to put together the BRMC capital improvement program for this year as well as future years. The BCIA usually submits this request to the County Freeholder Board during the summer. We are also looking at the Morris-Switzer master facility plan at the hospital. By the end of the summer, we should have a better idea how we are going to move forward with the future of the hospital.

Commissioner D'Arminio brought up our solar initiative. Mr. Garrison responded that he, on behalf of the BCIA and the Planning Department, had a meeting with the Meadowlands Commission. Mr. Raguseo attended the meeting as well. The Meadowland Commission is interested in the solar initiative, but does not have bonding capabilities. We will continue our

talks with them in this regard. Commissioner D'Arminio advised that he would be willing to assist in this matter.

Hospital Report

Mrs. Mendelowitz' report included the following:

Regulatory compliance:

- LTC – On May 13, we received an unannounced visit from a surveyor with the Joint Commission to investigate a complaint regarding general resident care, pain management and response to resident needs. The surveyor toured units, spoke with staff and residents, observed care being rendered, reviewed medical records, HR files, and infection control data. She could not find anything to substantiate the complaint. She did cite two issues with documentation: one involved two physicians who did not sign off on their monthly medication orders and the other involved nurses who did not identify their initials with their signature on a treatment flow sheet. BRMC will submit a plan of correction to the Joint Commission on those two findings.
- Acute – On May 11, BRMC received a letter from the Joint Commission commending our performance on certain core measures and inviting us to participate in a new online forum called the “Core Measure Solution Exchange.” The purpose of the forum is to have hospital's share their success strategies with other hospitals who want to improve their performance.

Follow up from previous meeting:

- The pavers that were mentioned as being in disrepair at the May 5 meeting had been replaced 3 weeks prior to that meeting.
- Invoices with delivery dates of March 22 and April 7 were provided to the BCIA office reflecting orders totaling 192 pair of pajama bottoms. An inventory of current stock shows 50 pair remaining. We are looking into purchasing single use items. Hospital gowns are available.
- Jim Stockdale, Vice President of Facilities/Environment of Care & Support Services presented to the COB the maintenance program at BRMC that tracks work orders from the time the order was initiated until the project is completed. Reports from this program can readily answer questions regarding the timeliness of repairs.

Mrs. Mendelowitz reiterated her explanation regarding Behavior Health Services medical doctor coverage. She said that the hospital is still investigating as to whether to replace the medical doctor position which is now vacant or to use the medical doctor coverage formula that had been reported to the BCIA by the hospital at our last BCIA meeting. Dr. Breyer questioned Mrs. Mendelowitz' explanation asking if the medical doctor services will be incorporated into existing staff duties. Mrs. Mendelowitz said that this wasn't what she had said. She elaborated that

presently four (4) doctors or doctor groups are handling the duties of the vacant position by picking up more hours while BRMC management is investigating its options. These doctors and doctor groups are private attending physicians, not employees of the BRMC.

Compliance Report

No report at this time.

Urban Health Report

Dr. Breyer reviewed the 2010 Year-End Oversight Report with the audience. The report included utilization trends for bed and volume distribution for the period 1994 through 2010. He reiterated that acute care is mainly addiction services. In addition, the report includes BRMC Psychiatric and Long Term Care comparisons to other hospitals for the period 2004 through 2010. BRMC is much longer than all of the other facilities included.

Mr. Garrison stated that he and Mr. Raguseo sat with Dr. Breyer and discussed what the County is going to do six years down the road. Mr. Garrison advised that Dr. Breyer was very helpful and that they will have more meetings in the future in this regard.

Deputy Executive Director's Report

Executive Director Raguseo wanted to report that the BCIA website includes the names and titles of staff members, all minutes of the BCIA public meetings, as well as all meeting schedules, which includes our 2011 public, the COB and subcommittees meetings. In the next month, we expect to be ready to switch our website over to the County server which will save us \$12,000 per year.

In addition, Mr. Raguseo advised that the BCIA has a meeting set up with HPAE representatives about patient safety issues. We are going to discuss with them some updates that we have as to the form for reporting patient safety issues which will be exchanged through the hospital and the COB.

Mr. Raguseo also gave an overview of resolutions on tonight's agenda concerning additional work to be performed by RSC Architects for Building 5 Tunnel Reconstruction which was included as an alternate to the last month's contract award for Building 10 Tunnel Reconstruction but not included in RSC Architects' original Proposal for construction management services for Building 10. In addition, the Commissioners had received an e-mail concerning the collapse of Building 12 Roof (cafeteria). Due to the structural damage, the BCIA authorized the emergency roof shoring by Adamo Brothers.

Mr. Raguseo advised the Board that he had provided them with two booklets this evening. The first is the report prepared by RSC Architects setting for the state of the hospital's tunnels. Also included is BRMC's Capital Improvement Budget Request for a six (6) year period. In the

coming weeks, we will review and discuss this information in order to determine what projects will be presented to the Freeholders for funding.

In addition, Mr. Raguseo mentioned that we are also hopeful that we will receive funds from the PSE&G Carbon Abatement Program in an amount upwards of \$11 million.

Commissioner D'Arminio asked Mr. Raguseo what his suggestion would be for the Commissioners to get a meaningful understanding of the six year plan. Mr. Raguseo offered that the plan is broken down by year. Each project is followed by comments and analysis from RSC Architects. Mr. Garrison added that our staff, architect and attorney meet every other week to discuss BRMC projects. He offered that we could have a Commissioner subcommittee involved should there be an interest. Mr. Raguseo advised that once we analyze each line item of each individual request, we will report back to the Commissioners with our findings. Commissioner Trawinski asked with all due respect that the Commissioners as a whole discuss the Capital Budget Plan because of the importance of BRMC Capital Projects. Commissioner Corcoran advised that he would like to visit the site to see what projects will be presented to Freeholders for approval. Mr. Orlando advised that he could put together a photographic depiction of project proposed. Chairperson Wilson asked for the Mr. Raguseo to give us a couple of dates in order for the Commissioners to have a site visit to view project requests.

Action Items:

- Deputy Executive Director Raguseo to advise status of the BCIA utilizing the County server for its website needs.
- Deputy Executive Director Raguseo to poll Commissioners for their availability for a BRMC site visit to review Capital Budget Projects requests.
- Mr. Orlando to arrange for limited, read-only access for Mr. Raguseo to the BRMC tracking system for maintenance requests
- Executive Director Garrison to provide feedback/analysis concerning fees associated with BCIA bonding. **(generated from 5/5/11 work session)**
- Deputy Executive Director Raguseo to inform Board if staff complaint form had been accepted by the COB Committee. **(generated from 5/5/11 work session)**
- Executive Director Garrison asked Mrs. Mendelowitz for:
 - medical staff/human resources for procedure/policy for hiring new doctor in behavior health
 - for procedure/policy for any personnel replacement, if any. **(generated from 4/7/11 work session)**
- BRMC - Medical liaison in Behavior Health replacement to be in place within thirty (30) days of our April 7, 2011 meeting. **(generated from 4/7/11 work session)**. The hospital is investigating its option as to how they will permanently handle this vacancy moving forward. **(6/2/11)**
- General Counsel Shahdanian to research/render a advisory opinion whether conflict of interest exists with Commissioner D'Arminio status on the BCIA Board considering that BCIA's Executive Director Robert Garrison is also the Acting Director of the Department of Planning and Economic Development and that Commissioner D'Arminio's firm has

client matters before the County Planning Board. **(generated from 3/3/11 work session)**
Mr. Shahdanian advised that his office will provide response shortly.**(5/5/11)**

Adjournment

There being no further business, motion was made by Commissioner Trawinski and seconded by Commissioner D'Arminio to close the Work Session at 6:24 p.m. Motion was carried unanimously.