

Town of Dover
Board of Health, January 11, 2010

The regular monthly meeting of the Dover Board of Health was held in Town Hall, 37 N. Sussex Street, Dover.

Board President Marie Hoffman called the meeting to order at 7:00 pm and announced that the meeting complies with the requirements of the Open Public Meetings Act and has been duly advertised and posted.

Secretary Donna Cook called roll.

ROLL CALL

PRESENT: Darlene Kasko, Irene Hansen, Constance Sibona-Foster, Marie Hoffman, Donna Cook, Sandra Scarneo, Judith Rugg, Christopher Chapman

ALSO PRESENT: Jack Delaney, Alderman
Carolyn Blackman, Alderman
Donald Costanzo, Health Officer

A motion to accept the minutes from the November 2009 Regular Meeting of the Board of Health was made by Sandra Scarneo, and duly seconded by Marie Hoffman.

ALL AYES; NO NAYS

CORRESPONDENCE:

1. Letter from Kristine Wilsusen, Health Educator to the HO dated 12/1/09; re: health education services for 2010.
2. Letter from Andrew Liput, Esquire, to the Town of Dover dated 12/10/09; re: Missionaries of God.
3. Letter from Randolph Twp. to the HO dated 12/14/09; re: animal control agreement.
4. Letter from Saint Clare's Hospital to the HO dated 12/16/09; re: domestic violence initiative kick-off.
5. Letter from UMDNJ School of Public Health to the HO dated 12/22/09; re: web-based training.

A brief discussion of the H1N1 Grant was initiated by Connie Foster who offered ideas for purchases relating to the influenza vaccination campaign. Ms. Foster suggested purchases such as computers, hand-sanitizers, badge makers, etc. with the intention of insuring that all of the H1N1 grant funds were used.

The HO informed the board that a make-up food-handlers class was held on December 14th. The class was offered to those who missed the first one. The make-up class concluded the offerings for 2009.

The HO also informed the board that the Dover Health Department conducted a Tobacco Education program for 9th and 10th graders at the High School freshman health class on December 11th, and a hand-washing/hygiene class at Academy Street School on December 15th.

Connie Foster praised the school education programs, particularly the hand-washing/hygiene class. Ms. Foster asked that the department focus on these types of programs rather than tobacco as there are other organizations that offer tobacco programs.

Sandra Scarneo felt that the school education programs deserved recognition and suggested that they be publicized.

The HO provided the board with an update on The Missionaries of God. The Missionaries of God have made arrangements to operate out of the Mount Zion Baptist Church, 61 Richards Avenue at the corner of Union Street. This was the former location of the Dover Child Care Center.

The health department conducted a satisfactory sanitary inspection of the church kitchen on December 19th. Mt. Zion Baptist church approved the operation of the Missionaries at their facility on January 8, 2010. The formal commencement of operation is scheduled for January 15, 2010.

Sandra Scarneo commented that just like the previous Hope House location, the current location is in a residential area. Ms. Scarneo expressed concern that issues relating to garbage and litter be addressed. The HO will visit the facility at the Mt. Zion Baptist Church when it opens and remind patrons to keep the area free of litter and to be respectful of the residential neighborhood.

In a matter related to garbage, Irene Hansen asked the HO how the garbage men know which houses are 1, 2 or 3 family dwellings, etc. The HO responded that at one time the contractor was given a list, but over time they have become familiar with the town. Occasionally, the garbage contractor is updated when questions arise.

NEW BUSINESS:

H1N1 clinics are planned for January 7th and 21st from 4:00 pm to 7:00 pm in the Court Room. After January 21st, a few hours a week will be set aside for vaccinations until demand is satisfied.

The HO introduced a proposed budget for health department operations for calendar year 2010. Worksheets were distributed to the Board and the budget was discussed.

A general discussion was raised regarding the request for part-time clerical help and concluded with the Board recommending that the HO clearly demonstrate need. The Board suggested focusing on the hours during the workday when the clerical assistance is greatest; for example, between the hours of 11:00 am and 2:00 pm.

By asking for clerical help during the most important hours of the day, the cost could be modestly reduced. The board felt that by clearly demonstrating need and offering more limited hours at lower cost would give the administrator and the finance committee more options for granting the request.

During further budget review, Connie Foster questioned the large increase in the cost of garbage stickers. The HO explained that because the stickers are numbered sequentially, the cost per sticker is significantly higher. The numbered stickers allowed the health department to check against the name and address of the purchaser. Also, from an auditing perspective, the numbers provide a strict accounting of every sticker sold.

Ms. Foster asked that after the year is completed, the benefit of purchasing numbered garbage stickers should be evaluated as part of the budget planning process.

A motion to approve the 2010 proposed budget as shown below was made by Connie Foster and duly seconded by Marie Hoffman.

**ROLL CALL VOTE
ALL AYES; NO NAYS**

The following is the Board of Health approved proposed budget for CY 2010:

Account	Title	2009 Budget	2010 Board Approved
021	ADVERTISING	\$ 500	\$ 500
023	OFFICE SUPPLIES	\$ 2,700	\$ 2,700
026	MAIN. OF EQUIP.	\$ 1,100	\$ 1,100
028	ANIMAL CONTROL CONTRACT	\$ 45,000	\$ 45,000
029	VETERINARY SERVICES	\$ 10,000	\$ 10,000
033	PUBLICATIONS	\$ 200	\$ 200
042	PROF. TRAINING - STAFF DEV.	\$ 1,000	\$ 900
044	DUES	\$ 700	\$ 600
045	PROGRAM EXPENSES		
	male/female cancer:	\$ 1,300	\$ 2,000
	smac blood:	\$ 1,700	\$ 1,200
	influenza program:	\$ 4,000	\$ 4,000
	laboratory services:	\$ 450	\$ 300
	nursing supervision:	\$ -	\$ -
	health education:	\$ 11,388	\$ 11,900
	per diem nursing:	\$ 1,000	\$ 1,000

	rodent control:	\$	400	\$	300
	practice standards:	\$	2,000	\$	1,500
	contingencies	\$	450	\$	300
	LESS STATE AID:	\$	11,388	\$	11,900
	SUB-TOTAL:	\$	11,300	\$	10,600
056	MEDICAL SUPPLIES	\$	800	\$	800
080	PUBLIC HEALTH NURSING	\$	40,320	\$	40,320
090	SANITATION EXPENSES	\$	500	\$	1,500
102	CONFERENCE REGISTRATION	\$	150	\$	150
103	TRAVEL REIMBURSEMENTS	\$	1,000	\$	900
OE TOTAL:		\$	115,270	\$	115,270

The HO presented to the Board the following service agreements for the 2010 calendar year:

Public Health Nursing Services:

Community Outreach Services of Saint Clare's Hospital for Public Health Nursing Services for 21 hours per week for forty-eight (48) weeks at an hourly rate of \$40.00 per hour and at an annual cost of \$40,320.

A motion to approve the 2010 service agreement for Public Health Nursing Services delivered by Saint Clare's Hospital was made by Sandra Scarneo and duly seconded by Christopher Chapman.

**ROLL CALL VOTE.
ALL AYES; NO NOES**

Nursing Supervision & Community Health Services:

Saint Clare's Hospital for Nursing Supervision services at no fee; one (1) Cholesterol Screening Program at an approx. cost of \$1,200; one (1) Male Cancer Screening Program at an approx. cost of \$1,000; and, one (1) Female Cancer Screening Program at an approx. cost of \$1,000.

A motion to approve the 2010 service agreement for Community Health Services delivered by Saint Clare's Hospital was made by Donna Cook and duly seconded by Marie Hoffman.

**ROLL CALL VOTE.
ALL AYES; NO NOES**

Health Education Services:

The HO stated that health education services will be paid with Public Health Priority Grant funds. No local monies would be used.

A motion to approve the 2010 service agreement for Public Health Education Services delivered by Kristine A. Wilsusen, MA, BSPH, CHES, at \$45/hr for an average of 253 hours for a total of approximately \$11,400, from January 1, 2010 to December 31, 2010 was made by Christopher Chapman and duly seconded by Donna Cook.

**ROLL CALL VOTE.
ALL AYES; NO NOES**

THE MEETING WAS OPENED TO MEMBERS OF THE BOARD WHO WISHED TO DISCUSS ANY PARTICULAR ISSUE.

Connie Foster asked about the previous submission of the Cigarette Container ordinance. The HO responded that he did know the status of the ordinance. The HO will talk with the administrator and give an update at the next meeting.

Sandra Scarneo mentioned the problem with recycling during a severely windy day during the Christmas holiday week. The wind scattered recyclables put out for collection creating a mess.

The board proceeded with a lengthy discussion on the subject of recycling containers and the benefits of having covers on them. The board concluded the matter by expressing the need for recycling education to better inform residents about recycling rules and regulations. Connie Foster felt it was important to work with Hispanic Affairs to help get the message out.

THE MEETING WAS OPENED TO MEMBERS OF THE GENERAL PUBLIC WHO WISHED TO DISCUSS A PARTICULAR ISSUE.

No members of the general public were present.

Upon completion of the public portion of the meeting, President Marie Hoffman entertained a motion to adjourn the meeting. **A motion to adjourn the meeting** was made by Sandra Scarneo and seconded by Donna Cook.

ALL AYES; NO NAYS

MEETING ADJOURNED