

DOVER BOARD OF HEALTH
Reorganization & Regular Meeting
January 8, 2024 6:00 pm

MEETING CALLED TO ORDER / SUNSHINE STATEMENT

The Reorganization Meeting of the Dover Board of Health was held at Dover Town Hall, 37 N. Sussex Street, Dover.

Until the new President of the Board of Health is elected, Ary Orama-Galloza, Board Secretary, called the Reorganization Meeting to order at 6:00 pm and announced that the meeting complies with the requirements of the Open Public Meetings Act and was duly advertised and posted.

ROLL CALL

Until the new President of the Board of Health is elected, Ary Orama-Galloza, Board Secretary, called **ROLL**.

Name	Present	Absent	Excused
Darlene Kasko	X		
Rosita Scinto	X		
Rhoda Myles	X		
Janice Anthony	X		
Irene Hansen	X		
Alessandra Scarneo, Alternate	X		

ALSO PRESENT

Sarah Perramant, Health Officer
Ary Orama-Galloza, Registrar
Sandra Wittner, Alderman/Liaison

APPOINTMENTS & REAPPOINTMENTS TO THE BOARD OF HEALTH

The board was informed that the following candidates have been reappointed and appointed to the Board of Health:

- **Darlene Kasko: reappointed to a 3-year term expiring 12/31/2026.**
- **Irene Hansen: appointed to a 3-year term expiring 12/31/2026.**
- **Alessandra Scarneo: Alternate II appointed to a 2-year term expiring 12/31/2025.**

Sarah Perramant, HO, stated that a copy of the signed oath of office for each of the above board members will be provided to the health department once completed and received by administration.

ELECTION OF OFFICERS

PRESIDENT:

Ary Orama-Galloza, board secretary, entertained nominations for President.

Irene Hansen made a motion to nominate Darlene Kasko for President of the Board of Health. The motion was seconded by Rosita Scinto.

No other nominations for President were made by the Board.

Roll Call Vote for Nominations for President

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko	X		X		
Rosita Scinto		X	X		
Rhoda Myles			X		
Janice Anthony			X		
Irene Hansen			X		
Alessandra Scarneo, Alternate			X		

A motion to close nominations for President was made by Alessandra Scarneo and duly seconded by Rosita Scinto.

Roll Call Vote for Closing Nominations for President

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Rosita Scinto		X	X		
Rhoda Myles			X		
Janice Anthony			X		
Irene Hansen			X		
Alessandra Scarneo, Alternate	X		X		

VICE PRESIDENT:

Ary Orama-Galloza, board secretary, turned over the meeting to newly elected President Darlene Kasko, who proceeded with the election of the Vice-President.

Board President Kasko entertained nominations for Vice President.

Darlene Kasko made a motion to nominate Rosita Scinto for Vice President of the Board of Health. The motion was seconded by Alessandra Scarneo.

No other nominations for Vice President were made by the Board.

Roll Call Vote for Nominations for Vice President

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko	X		X		
Rosita Scinto			X		
Rhoda Myles			X		
Janice Anthony			X		
Irene Hansen			X		
Alessandra Scarneo, Alternate		X	X		

A motion to close nominations for Vice President was made by Alessandra Scarneo and duly seconded by Janice Anthony.

Roll Call Vote for Closing Nominations for Vice President

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Rosita Scinto			X		
Rhoda Myles			X		
Janice Anthony		X	X		
Irene Hansen			X		
Alessandra Scarneo, Alternate	X		X		

Following the election of officers by the Board of Health, President Kasko memorialized the board's actions in the form of a resolution.

**RESOLUTION DECLARING ELECTION OF OFFICERS
DOVER BOARD OF HEALTH**

BE IT RESOLVED that after an election of officers of the Dover Board of Health held pursuant to its rules, the following officers to wit:

President: Darlene Kasko
Vice President: Rosita Scinto

are hereby declared to have been duly elected to serve in the capacities indicated.

Affirmed this 8th day of January, 2024, and passed by the following vote:

Roll Call Vote for Declaring Election of Officers

Name	Ayes	Noes	Abstain
Darlene Kasko	X		
Rosita Scinto	X		
Rhoda Myles	X		
Janice Anthony	X		
Irene Hansen	X		
Alessandra Scarneo, Alternate	X		

SCHEDULE OF MEETINGS

President Kasko proceeded with the subject of meeting dates for calendar year 2024 and the Reorganization meeting normally held in January of the following year, 2025.

After completion of discussion, a motion to approve the following Schedule of Meetings for calendar year 2024, the Reorganization Meeting in January 2025, and the location of meetings was made by Janice Anthony and duly seconded by Rhoda Myles.

RollCall Vote Approving the Schedule of Meetings

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Rosita Scinto			X		
Rhoda Myles		X	X		
Janice Anthony	X		X		
Irene Hansen			X		
Alessandra Scarneo, Alternate			X		

Following the approval of the Schedule of Meetings by the Board of Health, President Kasko memorialized the board's actions in the form of a resolution.

**RESOLUTION DECLARING ANNUAL SCHEDULE OF MEETINGS OF THE
DOVER BOARD OF HEALTH**

BE IT RESOLVED that the Town of Dover Board of Health adopts the following schedule of Regular Meetings for the year 2024 and Reorganization meeting in 2025:

April 8	(2nd Monday)
June 10	(2nd Monday)
October 21	(3rd Monday)
January 13, 2025	Reorganization & Regular Meeting (2nd Monday)

The Board of Health will hold its Regularly Scheduled Meetings at 5:30 PM. The Reorganization Meeting also begins at 5:30 PM immediately followed by the Regularly Scheduled Meeting. **Meetings will be held at Dover Free Public Library, 32 E. Clinton Street, Dover.**

Affirmed this 8th day of January, 2024, and passed by the following vote:

Roll Call Vote for Resolution declaring Annual Schedule of Meetings

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Rosita Scinto			X		
Rhoda Myles			X		
Janice Anthony	X		X		
Irene Hansen		X	X		
Alessandra Scarneo, Alternate			X		

REORGANIZATION MEETING CONCLUDED

Regular Meeting of the Board of Health

President Darlene Kasko commenced the regular portion of the meeting by calling the roll.

ROLL CALL

Name	Present	Absent	Excused
Darlene Kasko, President	X		
Rosita Scinto, V.P.	X		
Rhoda Myles	X		
Janice Anthony	X		
Irene Hansen	X		
Alessandra Scarneo, Alternate	X		

ALSO PRESENT

Sarah Perramant, Health Officer
Ary Orama-Galloza, Registrar
Sandra Wittner, Alderman/Liaison

President Kasko asked for a motion to accept the minutes from the October 23, 2023, regular meeting of the Board of Health.

A motion to accept the minutes from the October 23, 2023, regularly scheduled meeting was made by Janice Anthony and duly seconded by Alessandra Scarneo.

ROLL CALL VOTE

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko, President			X		
Rosita Scinto, V.P.			X		
Rhoda Myles			X		
Janice Anthony	X		X		
Irene Hansen					X
Alessandra Scarneo, Alternate		X	X		

Sarah Perramant, Health Officer proceeded by providing the board a summary of both old and new business.

OLD BUSINESS:

The following summary of old business was provided by Sarah Perramant, HO:

- Monthly Activity Report Highlights
 - Health Officer's report
 - REHS report
 - Communicable Disease & Outreach report
 - Health Education report
 - Animal Control reports
 - Grants: Strengthening Public Health AND Childhood Lead

Highlights:

- Annual school audits will be conducted by the Public Health Nurse (PHN).
- Community outreach to encourage both COVID and INFLUENZA vaccinations is currently being conducted by Laura De la Cabada, the health department's Local Health Outreach Coordinator. Ms. De la Cabada has reached out to the homeless with the assistance of the police department.
- Vaccinations have been incentivized with an offer of \$25 for a flu shot and \$45 for a covid shot, but the community has not been receptive.
- Currently, the Zufall Health Center is working on a community canvas of the homeless to improve outreach efforts.
- The REHS has been inspecting massage parlors. Summons have been issued to those establishments operating without a license.
- Since the Massage Parlor ordinance is a Mayor and Council law, the HO has asked the Board of Health to recommend an increase in the fee per therapist. An entry level fee of at least \$500 per therapist was suggested.
- President Kasko asked if there is a time limit for massage parlors to operate. The HO stated there is in the State code. President Kasko asked if we have any after hours inspector. The HO will be coordinating with the REHSs schedules for after hour inspections
- The HO recommended that all department fees be examined and any increases be memorialized by the Board of Health in a resolution presented to the Mayor and Council for the April 8th meeting.
- A food handling class will be introduced and become mandatory for all food establishments and their employees to attend.

- Carolina Then, Deputy Registrar, will be doing an internship in Health Education and will be splitting her time between office work and the internship.
- The Outreach Coordinator is working with the Kubert School on artwork and sketches for a coloring book, the theme of which is lead education. The target groups are children in day care centers and elementary school age students.
- Regarding the sale of tobacco related products, the HO will be directing attention to establishments that illegally sell vaping products.
- Regarding prior occurrences of the illegal sale of poultry out of a van, the health department is working with federal agencies to apprehend the person of interest.

NEW BUSINESS:

The following summary of New Business was provided by Sarah Perramant, HO:

- Staffing Update.
- Update and timeline on the health department facilities improvement.
- Budgeting.
- Other new business.

Highlights:

- Juana DeGuilhem, the department's new REHS, passed her inspector's exam and will be formally promoted from trainee to REHS.
- A Public Health Nurse (PHN) has been hired and will start work the week of January 15th. The new PHN has been a nurse for 3 years, is bilingual, and is familiar with Dover. The position is currently part-time, but will eventually become full-time.
- Regarding health department facilities improvements, a resolution will soon be approved by the Mayor and Council awarding a contractor to do construction.
- Regarding budgeting, the Health Officer is currently working on an annual budget that provides for the transitioning of some grant positions into town employees under civil service guidelines.
- The HO announced the commencement of a Community Health Needs Assessment during the week of January 15th.

THE MEETING WAS OPENED TO MEMBERS OF THE BOARD

All comments were noted in real time during the Health Officer's summary of old and new business.

THE MEETING WAS OPENED TO MEMBERS OF THE GENERAL PUBLIC:

No members of the general public were present.

ADJOURNMENT:

A motion to adjourn the meeting was made by Janice Anthony and duly seconded by Alessandra Scarneo.

ROLL CALL VOTE

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Rosita Scinto			X		
Rhoda Myles			X		
Janice Anthony	X		X		
Irene Hansen			X		
Alessandra Scarneo, Alternate		X	X		

MEETING ADJOURNED

_____7:20 pm