

**Town of Dover**  
**Board of Health, November 8, 2004**

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 7:30 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 the roll.

**ROLL CALL**

**PRESENT:** Marie Hoffman, Constance Sibona-Foster, Donna Cook, Karen Vaughan, Jean Cater, Christopher Chapman, Ramiro Gomez

**ABSENT:** All present.

**ALSO PRESENT:** Donald Costanzo, Health Officer

President Hoffman called for a motion to accept the minutes from the October 2004 Regular Meeting of the Board of Health.

**A motion to accept the minutes from the October 2004 regular meeting of the Board of Health** was made by Donna Cook and duly seconded by Marie Hoffman.

**ALL AYES; NO NAYS**

**CORRESPONDENCE:**

1. Letter from Carmello LaCapria to the Health Department dated 10/29/04; Re: thank you for the influenza immunization.

President Hoffman asked if there was any correspondence to discuss. The HO stated that there was no significant correspondence.

**OLD BUSINESS:**

The Health Officer (HO) distributed the monthly report to the Board for review.

Garbage tonnage for October 2004 was 480.93 tons; down from the same month one-year ago by 41.36 tons or 8%.

Garbage sticker receipts for October 2004 were \$3,565.00; up from the same month one-year ago by \$511.50 or 17%.

The only thing out of the ordinary about the garbage figures was that sticker receipts jumped 19% from the same month a year ago when the actual tonnage significantly dropped. Normally, garbage tonnage and sticker receipts rise and fall together.

The HO pointed out that the nurse's activity report was included in the monthly report. Much of the nurse's time is spent on Directly Observed Therapy (DOT) for TB patients. This is a growing concern due to the large number of contact investigations, transient population, and the length of DOT.

The HO informed the Board that the following programs were conducted over the past month:

- Influenza program for Dover seniors (10/18)
- Substance abuse program called "Heroin-What You Need to Know" (10/22)

The Health Department conducted its Flu Shot Program for Senior on October 18<sup>th</sup>. The department vaccinated 328 residents. The remaining doses were given in home visits and to the retired physicians at the Zufall Community Clinic.

The HO stated that emergency vaccine is currently being dispensed to area health departments that did not have any vaccine. Those health departments will receive approximately 42% of their original orders.

Donna Cook stated that she had received ½ of their flu vaccine order from Aventis before the shortage became a crisis. However, the ½ order booked with Chiron was not filled.

Chris Chapman asked if the Health Department had heard about the use of split-dose subcutaneous injections for the flu shot. Connie Foster had heard about its use. The HO was not informed about the product.

The HO stated that the Heroin substance abuse program was very successful. About 300 persons attended the program to hear David Toma speak. David Toma is considered one of the greatest motivational speakers on the subject of substance abuse in America today. Mr. Toma's presentation was powerful and well received.

The HO stated that at the Board of Health's request, a memo was sent to the Mayor and Board of Aldermen asking that the matter of limiting the number of dogs per household be reconsidered emphasizing the following points:

- Noise issues from barking dogs; disturbing/annoying; multiple dogs amplify noise becoming shrill and compound the problem through interaction.
- Defecation & foul odors.
- Issues relating to dogs getting loose and running at large.
- Pointing out that other towns limit the number of dogs per household; it is not unusual for communities to limit the number of dogs a resident can keep.

Upcoming programs include:

- Stress Management; Dover High School Senior Girls; MC Girl Scout Council; Dover High School.
- REBEL (Reaching Everyone By Exposing Lies) presentation to the Board of Aldermen (11/9).
- Tobacco Prevention Program, Dover Middle School; 7<sup>th</sup> & 8<sup>th</sup> graders (11/12).
- Conference on Child Development & Behavioral Management; in Spanish; for adult child caregivers; Hanover Marriott (11/13).
- Dover Presbyterian Church Health Fair; nutrition/exercise table (11/14).
- Safe Sitter Program; Head Start (11/20).
- Stress Management; 6<sup>th</sup> – 8<sup>th</sup> grade girls; MC Girl Scout council; Dover Middle School (12/8).

Connie Foster asked the Board & Health Officer if they had seen the 60 Minutes TV show featuring a story on food sanitation in school cafeterias. The show visited school cafeterias across the country and found problems such as bad food temperatures, mouse droppings, inadequate hand-washing facilities, and other serious problems.

Ms. Foster asked the HO what type of program the Dover Health Department has with the Dover public schools regarding sanitary inspections. The HO explained that we have a cooperative relationship with the schools, and that the health inspector checks the cafeterias each year. The HO added that the school cafeterias are exceptionally clean.

**NEW BUSINESS:**

The HO introduced a proposed budget for health department operations for calendar year 2005. Worksheets were distributed to the Board and the budget was discussed.

Instructions were again given by the finance department to keep the proposed operating budget at or below the amount approved for the previous year unless the increase can be justified.

Regarding salaries & wages, the HO informed the Board that salaries are typically determined by the Board of Aldermen. Only the Registrar's salary is set by contract. Therefore, salaries for the Health Officer and the Nurse are unknown for CY 2004.

**A motion to approve the 2004 proposed budget as shown below was made by Marie Hoffman.**

ACCOUNT	TITLE	2004 BUDGET	EXPENDED	BOARD APPROVED
021	ADVERTISING	\$ 200	\$ 364	\$ 300
023	PRINTING	\$ 1,000	\$ 1,500	\$ 1,500
026	MAIN. OF EQUIP.	\$ 500	\$ 616	\$ 600
028	SPECIAL SERVICES			
	male/female cancer:	\$ 1,300	\$ 1,645	\$ 1,700
	smac blood:	\$ 1,700	\$ 1,178	\$ 1,500
	influenza program:	\$ 2,500	\$ 3,057	\$ 3,100
	lead paint testing:	\$ 300		\$ 300
	nursing supervision:	\$ -		
	health education:	\$ 9,100	\$ -	
	per diem nursing:	\$ 2,000	\$ 2,000	\$ 1,900
	rodent control:	\$ 300	\$ 385	\$ 300
	practice standards:	\$ 4,000	\$ 4,000	\$ 4,000
	contingencies	\$ 360	\$ 317	\$ 360
	LESS STATE AID:	\$ 9,100		
	SUB-TOTAL:	\$ 12,460	\$ 12,582	\$ 13,160
033	BOOKS/PUBL	\$ 300	\$ 115	\$ 500
036	OFFICE SUPPLIES	\$ 1,200	\$ 1,500	\$ 1,500
042	TRAINING	\$ 1,000	\$ 600	\$ 800
045	TRAVEL	\$ 2,500	\$ 1,550	\$ 1,300
044	DUES	\$ 600	\$ 575	\$ 600
053	OFF. EQUIP/FURN	\$ 1,000	\$ 933	\$ 1,000
056	MEDICAL SUPPLIES	\$ 600	\$ 557	\$ 600
058	HARDWARE/TOOLS	\$ 100	\$ 5	\$ 100
059	PHOTO SUPPLIES	\$ 700	\$ 150	200
<b>OE TOTAL:</b>		\$ 22,160	\$ 21,047	\$ 22,160
<b>UNEXPENDED OE:</b>			\$ 1,113	
<b>S&amp;W TOTAL:</b>		\$ 195,220		
<b>GRAND TOTAL:</b>		\$ 217,380		

**Following a work session and discussion, the motion to approve the budget was seconded by Jean Cater.**

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

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

No members wished to discuss a particular issue.

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

Judy Rugg, a Dover resident and student working on her BSN at St. Elizabeth College, was in attendance. Ms. Rugg introduced herself to the Board and explained that she had attended last month's meeting as well. Ms. Rugg stated that she plans to continue to attend Board of Health meetings to stay informed about the Dover community.

The Board of Health welcomed Ms. Rugg and thanked her for her interest in the community.

Upon completion of the public portion of the meeting, President Hoffman entertained a motion to adjourn the meeting. **A motion to adjourn the meeting** was made by Christopher Chapman and seconded by Karen Vaughan.

**ALL AYES; NO NAYS**

**MEETING ADJOURNED**