

Town of Dover
Board of Health, November 14, 2005

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.

Donna Cook, Board Secretary, called the roll.

ROLL CALL

PRESENT: Jean Cater, Marie Hoffman, Constance Sibona-Foster,
Donna Cook

ABSENT: Ramiro Gomez, Christopher Chapman, Karen Vaughan

ALSO PRESENT: Donald Costanzo, Health Officer
Cynthia Burbridge, Alderman/Liaison

President Hoffman called for a motion to accept the minutes from the October 2005 Regular Meeting of the Board of Health.

A motion to accept the minutes from the October 2005 Regular Meeting of the Board of Health was made by Donna Cook and duly seconded by Jean Cater.

ALL AYES; NO NAYS

CORRESPONDENCE:

1. Letter from the NJDHSS to the HO dated October 2005; re: Application for Public Health Priority Funding Grant.
2. Letter from Gerald Gardner Assoc. to the HO dated 10/21/05; re: Septic System repair application.

3. Letter from Saint Clare's Community Health Trust to the HO dated 10/24/05; re: Thank you for substance abuse program.
4. Letter from Saint Clare's Hospital to the Public Health Nurse dated 10/25/05; re: Thank you for assistance at flu clinic.
5. Letter from Saint Clare's Hospital to the HO dated 11/3/05; re: Agreement for services for CY2006.

President Hoffman asked if there was any correspondence to discuss. The HO mentioned the thank you letter to Irma McKenna, Public Health Nurse, regarding the health department's participation in the flu vaccination clinic for the homeless at Trinity Lutheran Church.

This sparked a conversation about flu clinics and the availability of flu vaccine. Donna Cook mentioned that her office pre-booked for flu vaccine but has only received sporadic amounts. Generally flu vaccine was unavailable and creating problems for healthcare professionals.

Marie Hoffman expressed surprise that approximately 70 homeless persons participated in the vaccination program at Trinity Lutheran Church. This led to a general discussion of the flu clinic costs, Medicare reimbursements, etc.

Connie Foster mentioned a newsletter in the general mail called "Prevention Counts" published by the NJ Coalition for Prevention of Developmental Disabilities. Ms. Foster referred specifically to an article about harmful levels of lead in paint in children's soft vinyl lunchboxes.

Ms. Foster suggested that this information be passed along to the public schools and that by doing so it will show the Board of Health's interest in sharing this important information with the school system. The HO will provide the public schools with this information.

The subject of bicycle helmets and bicycle safety was also raised and briefly discussed since it was part of the same newsletter. It was generally agreed that the police department sponsors and endorses programs surrounding this topic.

OLD BUSINESS:

The Health Officer (HO) distributed the summary of Health Department activities for the past month and discussed with the Board various parts of the report.

Garbage tonnage for October 2005 was 491.90 tons; up from the same month one-year ago by 10.97 tons or 2.3%.

Garbage sticker receipts for October 2005 were \$3,330.00; down from the same month one-year ago by \$235.00 or 6.6%.

The HO commented that garbage tonnage was in-line with established trends and seasonality.

The following events/programs were conducted since the October 17th Board of Health meeting:

- 10/17 Flu Clinic for Seniors; 5 pm – 7 pm; Town Hall; registration 9/19.
- 10/17 In-Home Safety; 2 pm; Dover Senior Housing, 215 E. Blackwell St.
- 10/21 Methamphetamines, Let's Stop It Now; Skylands 8 – 2 pm.
- 11/4 Flu Clinic for the Homeless; Trinity Lutheran Church, E. Blackwell St.
(70 persons vaccinated).

The HO summarized the Substance Abuse Program on methamphetamines and the flu clinic for the homeless at Trinity Lutheran Church.

NEW BUSINESS:

The HO introduced a proposed budget for health department operations for calendar year 2006. 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 Public Health Nurse are uncertain for CY 2006.

A motion to approve the 2006 proposed budget as shown below was made by Marie Hoffman.

ACCOUNT	TITLE	2005 BUDGET	EXPENDED	2006 PROPOSED	BOARD APPROVED
021	ADVERTISING	\$ 300	\$ 425	\$ 300	\$ 300
023	PRINTING	\$ 1,500	\$ 1,300	\$ 1,400	\$ 1,400
026	MAIN. OF EQUIP.	\$ 600	\$ 600	\$ 600	\$ 600
028	SPECIAL SERVICES				
	male/female cancer:	\$ 1,700	\$ 1,814	\$ 1,800	\$ 1,800
	smac blood:	\$ 1,500	\$ 1,311	\$ 1,500	\$ 1,500
	tuberculosis case mgmt.			\$ 618	\$ 618
	influenza program:	\$ 3,100	\$ 3,973	\$ 4,100	\$ 4,100

	laboratory services:	\$ 300	\$ 253	\$ 300	\$ 300
	nursing supervision:	\$ -	\$ -	\$ -	\$ -
	health education:	\$ 9,979	\$ 9,979	\$ 10,186	\$ 10,186
	per diem nursing:	\$ 1,900	\$ 1,900	\$ 1,800	\$ 1,800
	rodent control:	\$ 300	\$ -	\$ 300	\$ 300
	practice standards:	\$ 4,000	\$ 3,000	\$ 3,000	\$ 3,000
	contingencies	\$ 360	\$ 328	\$ 300	\$ 300
	LESS STATE AID:	\$ 9,979	\$ 9,979	\$ 10,186	\$ 10,186
	SUB-TOTAL:	\$ 13,160	\$ 12,579	\$ 13,718	\$ 13,718
033	BOOKS/PUBL	\$ 500	\$ 300	\$ 300	\$ 300
036	OFFICE SUPPLIES	\$ 1,500	\$ 1,400	\$ 1,400	\$ 1,400
042	TRAINING	\$ 1,300	\$ 1,000	\$ 1,200	\$ 1,200
045	TRAVEL	\$ 800	\$ 550	\$ 700	\$ 700
044	DUES	\$ 600	\$ 535	\$ 600	\$ 600
053	OFF. EQUIP/FURN	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
056	MEDICAL SUPPLIES	\$ 600	\$ 750	\$ 700	\$ 700
058	HARDWARE/TOOLS	\$ 100	\$ 100	\$ 100	\$ 100
059	PHOTO SUPPLIES	\$ 200	\$ -	\$ 100	\$ 100
OE TOTAL:		\$ 22,160	\$ 20,539	\$ 22,118	\$ 22,118
UNEXPENDED OE:			\$ 1,621		
S&W TOTAL:		\$ 191,241		\$ 210,674	\$ 210,674
GRAND TOTAL:		\$ 213,401		\$ 232,792	\$ 232,792

Following a work session and discussion, the motion to approve the budget was seconded by Donna Cook.

ROLL CALL VOTE; ALL AYES; NO NAYS

The HO informed the Board that the CY2006 Public Health Priority Funding grant is available to the Dover Health Department in the amount of \$10,856.

The HO asked the Board's authorization in the form of a resolution to apply for the grant on behalf of the Town of Dover.

A motion authorizing the Health Officer to apply for Public Health Priority Funding (PHPF) in the amount of \$10, 856 on behalf of the Town of Dover was made by Marie Hoffman and duly seconded by Donna Cook.

ALL AYES; NO NAYS

The resolution reads as follows:

WHEREAS, the Board of Health of the Town of Dover, County of Morris, State of New Jersey, is in the process of making application for the calendar year January 1, 2006 to December 31, 2006, to the New Jersey State Department of Health and Senior

Services for Public Health Priority Funding in the amount of Ten Thousand Eight Hundred Fifty-Six dollars (\$10,856); and,

WHEREAS, said Public Health Priority Funding will greatly benefit the health of the people of the Town of Dover;

NOW, THEREFORE, BE IT RESOLVED by said Board of Health of the Town of Dover, that the making and filing of said application is hereby authorized, and the Health Officer shall execute the same including additional information as may be required on behalf of the Board of Health of the Town of Dover.

The Health Officer presented to the Board the following service agreement for the 2006 calendar year:

Nursing Supervision & Community Health Services:

Saint Clare's Hospital for Nursing Supervision services *at no fee* and the annual Cholesterol Screening Program at a fee of \$23.00 per test.

Connie Foster suggested, and the Board of Health agreed, that the approval of the above service contract be tabled. The Board requested the HO to approach Saint Clare's Hospital and ask them to consider reducing its fees. The HO will implement the Board's request and resubmit the agreement at next month's meeting.

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

Connie Foster referred the Board and the HO to an advertisement in the Daily Record from a company called "Healthfair USA" who operates a large mobile van that visits designated sites and performs a 'package' of diagnostic tests designed to prevent heart attacks.

Ms. Foster wondered if anybody else was familiar with Healthfair USA (no one else had heard about the company) and to see if the health department could invite them to come to Dover.

The HO asked where the van could set-up. Ms. Foster thought that the nursing home might be a suitable location. The HO stated that he would call for information and visit them when they come to Sunrise Assisted Living in Morris Plains on November 29th.

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

No one was present from the general public.

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 Donna Cook and seconded by Marie Hoffman.

ALL AYES; NO NAYS

MEETING ADJOURNED