

**DOVER BOARD OF HEALTH**  
**Reorganization / Regular Meeting**  
**January 9, 2023 6:00 pm**

**MEETING CALLED TO ORDER / SUNSHINE STATEMENT**

Sarah Perramant, Assistant Health Officer, temporarily assumed the role of acting secretary and called the meeting to order and read the following Sunshine Law Statement:

This meeting is being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, N.J.S.A. 10:4-6. Notice of the meeting was duly posted and advertised.

**Introduction of Assistant Health Officer**

The Assistant Health Officer, Sarah Perramant, introduced herself to the board and talked briefly about her background and work experience.

Ms. Perramant informed the board that Health Officer Michael Fitzpatrick retired at the end of December 2022, and that Amy Monaco, a Health Officer and member of the Bloomfield Health Department staff, replaced Mr. Fitzpatrick as the new Health Officer.

The Bloomfield Health Department is contracted to provide health services to the Town of Dover through June, 2023. Ms. Perramant stated that she works in Dover a full day on Tuesdays and in the afternoon on Wednesdays.

The Board of Health welcomed Ms. Perramant.

**ROLL CALL**

Until the new President of the Board of Health is elected, the acting secretary called the Reorganization Meeting to order.

Sarah Perramant, Assistant Health Officer, serving temporarily as the acting secretary, called the ROLL.

**ROLL CALL**

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
<b>Darlene Kasko</b>	<b>X</b>		
<b>Alessandra Scarneo</b>		<b>X</b>	<b>X</b>
<b>Rosita Scinto</b>	<b>X</b>		
<b>Rhoda Myles</b>	<b>X</b>		
<b>Janice Anthony</b>	<b>X</b>		
<b>Denise Jones, Alternate</b>		<b>X</b>	

**ALSO PRESENT**

<b>Sarah Perramant, Assistant HO</b>
<b>Ary Orama-Galloza, Registrar</b>
<b>Donald Costanzo, Assistant</b>
<b>Judith Rugg, Alderman/Liaison</b>

**BOARD OF HEALTH MEMBERSHIP**

The board was informed that Janice Anthony is formally appointed to the Board of Health and is no longer an alternate member. Ms. Anthony's appointment is for 3 years (2023 – 2025) and will expired 12/31/2025 as per the Mayor & Board of Aldermen's Resolution No. 21-2023.

Also, Denise Jones, is formally appointed to the Board of Health as an Alternate Member. Ms. Jones' appointment is for 3 years (2023 – 2025) and will expired 12/31/2025 as per the Mayor & Board of Aldermen's Resolution No. 21-2023.

**OATH OF OFFICE / OATH OF ALLEGIANCE**

Janice Anthony was administered the Oath of Office/Allegiance by Sarah Perramant, Assistant Health Officer who read the following oath to Janice Anthony:

**Janice, do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of New Jersey, and that you will bear true faith and allegiance to the same and to the governments established in the United States and in this State, under the authority of the people: and ...**

**Do you further solemnly swear that you will impartially and justly perform all of the duties of the office as a member of the Board of Health, according to the best of your ability, so help me God.**

**Janice Anthony responded “I do.”**

### **ELECTION OF OFFICERS**

#### **PRESIDENT:**

Sarah Perramant, Assistant Health Officer and Acting Secretary, entertained nominations for President.

**Rhoda Myles made a motion to nominate Darlene Kasko for President of the Board of Health. The motion was duly seconded by Rosita Scinto.**

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

#### **ROLL CALL VOTE for Nominations for President**

<b>Name</b>	<b>Motion</b>	<b>Second</b>	<b>Ayes</b>	<b>Noes</b>	<b>Abstain</b>
<b>Darlene Kasko</b>			<b>X</b>		
<b>Rosita Scinto</b>		<b>X</b>	<b>X</b>		
<b>Rhoda Myles</b>	<b>X</b>		<b>X</b>		
<b>Janice Anthony</b>			<b>X</b>		

A motion to close nominations for President was made by Janice Anthony 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		X		

**VICE PRESIDENT:**

The Acting Secretary turned over the meeting to the newly elected President of the Board of Health, Darlene Kasko. Ms. Kasko proceeded with the election of the Vice-President.

**Board President Kasko entertained nominations for Vice President.**

**Rhoda Myles made a motion to nominate Alessandra Scarneo for Vice President of the Board of Health. The motion was duly seconded by Janice Anthony.**

**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		
Rosita Scinto			X		
Rhoda Myles	X		X		
Janice Anthony		X	X		

**A motion to close nominations for Vice President was made by Rosita Scinto and duly seconded by Rhoda Myles.**

**ROLL CALL VOTE for Closing Nominations for Vice President**

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Rosita Scinto	X		X		
Rhoda Myles		X	X		
Janice Anthony			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:         Alessandra Scarneo

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

Affirmed this 9<sup>th</sup> day of January, 2023, 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		

### **SCHEDULE OF MEETINGS**

President Kasko proceeded with the subject of the schedule of regular meetings for Year 2023 and the Reorganization meeting in January 2024.

**After completion of discussion, a motion to approve the following schedule of meeting dates for Year 2023 and the Reorganization Meeting in January 2024 and the location of meetings, was made by Rosita Scinto and duly seconded by Rhoda Myles.**

**ROLL CALL VOTE**

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Rosita Scinto	X		X		
Rhoda Myles		X	X		
Janice Anthony			X		

The resolution declaring the annual schedule of meetings of the Dover Board of Health reads as follows:

**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 2023 and Reorganization meeting in 2024:

<b>April 10</b>	<b>(2<sup>nd</sup> Monday)</b>
<b>June 12</b>	<b>(2<sup>nd</sup> Monday)</b>
<b>October 16</b>	<b>(3<sup>rd</sup> Monday)</b>
<b>January 8, 2024</b>	<b>Reorganization &amp; Regular Meeting (2<sup>nd</sup> Monday)</b>

The Board of Health will hold its Regularly Scheduled Meetings at 6:00 PM. The Reorganization Meeting also begins at 6:00 PM immediately followed by the Regularly Scheduled Meeting. **Meetings will be held at Dover Town Hall, 37 N. Sussex Street, Dover.**

Name	Ayes	Noes	Abstain
Darlene Kasko	X		
Rosita Scinto	X		
Rhoda Myles	X		
Janice Anthony	X		

**REORGANIZATION MEETING CONCLUDED**

## Regular Meeting of the Board of Health

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

### ROLL CALL

Name	Present	Absent	Excused
<b>Darlene Kasko</b>	<b>X</b>		
<b>Alessandra Scarneo</b>		<b>X</b>	<b>X</b>
<b>Rosita Scinto</b>	<b>X</b>		
<b>Rhoda Myles</b>	<b>X</b>		
<b>Janice Anthony</b>	<b>X</b>		
<b>Denise Jones, Alternate</b>		<b>X</b>	

President Kasko asked for a motion to accept the minutes from the October 17, 2022, regular meeting of the Board of Health.

**A motion to accept the minutes from the October 17, 2022, regularly scheduled meeting was made by Rosita Scinto and duly seconded by Janice Anthony.**

### ROLL CALL VOTE

Name	Motion	Second	Ayes	Noes	Abstain
<b>Darlene Kasko</b>			<b>X</b>		
<b>Rosita Scinto</b>	<b>X</b>		<b>X</b>		
<b>Rhoda Myles</b>			<b>X</b>		
<b>Janice Anthony</b>		<b>X</b>	<b>X</b>		

### OLD BUSINESS:

The following summary of old business was provided by Sarah Perramant, Assistant Health Officer:

- A Rabies Vaccination Program by voucher was conducted similar to last year's program. The program ran for the month of November. Pet owners picked up a voucher from town hall and took their dogs/cats to Hodes Veterinary Group in Mine Hill for a vaccination. 31 dogs and 10 cats were vaccinated at a cost of \$287 (\$7 per vaccination) billed to the Dover Health Department.

Darlene Kasko raised the issue of unlicensed dogs and how to go about getting residents to license their pets.

Ms. Perramant discussed the possibility of a dog canvas conducted during the summer months as an intern project.

Judy Rugg, Alderman/Liaison, asked what would be the education level of the interns. Ms. Perramant stated they would be college level students and ideally bilingual.

***In other Old Business...***

- Flu shots were given to Town of Dover employees on 10/20/2022. Thirty-six (36) persons were vaccinated. Walgreens conducted the vaccinations and insurance cards were required resulting in zero cost to Dover.
- Sarah Perramant, Assistant Health Officer, provided the board an update of the Strengthening Public Health grant.

Two (2) new staff member employed under the grant:

- Laura De La Cabada Moro, who is an Outreach Coordinator whose responsibilities include outreach, networking, & family relationship.
- Baian Rasheed, Infectious Disease Coordinator whose responsibilities include reportable disease investigations, handling outbreaks, and managing the Communicable Disease Registry System.
- Both workers are full-time.
- The grant has been extended to June 2024.
- Blood Pressure screenings in Dover are being planned as well as blood pressure screening for key public works employees.

Another grant has been offered to the Town of Dover called “Enhancing Local Public Health Infrastructure” in the amount of \$178,430. The grant will involve some renovations to the health department offices and the possible employment of a full-time health inspector, a community health needs assessment, & data collection and analysis.



## **NEW BUSINESS:**

The following summary of New Business was provided by Sarah Perramant, Assistant Health Officer:

- Staffing Update:

Tina Ayala, Deputy Registrar, has been moved from the health department to parking utility full-time.

The Town of Dover will hire a part-time person to take Ms. Ayala's place.

Until a new p/t person is hired, Jean Winans, who works in administration, will assist the registrar at lunch times, on days that the registrar is out, or when needed.

- The health department is currently processing:

Food License renewals.  
Tattoo & Massage Parlor Licenses.  
Dog & Cat Licenses.

- Compensatory Pay for the Registrar.

### **COMPENSATORY PAY FOR THE REGISTRAR**

Board President Darlene Kasko provided the board an overview of the issue of compensation.

Examples of work activities outside the scope of the Registrar include:

- Board of Health related duties.
- Preparation of Agenda and Minutes.

Following discussion:

**A motion to compensate Aracelis Orama Galloza, Registrar of Vital Statistics, for work performing secretarial duties for the Board of Health outside the course of normal work schedules and outside her normal work activities in the amount of \$5,000 per year to be included in her salary effective January 1, 2023, was made by Rosita Scinto and duly seconded by Janice Anthony.**

**ROLL CALL VOTE**

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Rosita Scinto	X		X		
Rhoda Myles			X		
Janice Anthony		X	X		

**THE MEETING WAS OPENED TO MEMBERS OF THE BOARD**

Rhoda Myles asked Ms. Perramant if Bloomfield will be around for a long-time lending continuity to community health services. Ms. Perramant responded that the contract period sets the timeframe for services and when the contract is up for renewal at the end of June, the Blookfield Board of Health will ultimately make the determination for continued services.

Sarah Perramant, Assistant Health Officer, distributed the latest report or update on COVID. Also, a copy of the 10 Essential Public Health Services was handed-out provided the board a summary of the driving framework of public health departments.

Darlene Kasko asked Ms. Perramant if she has encountered an unique problems in Dover. Ms. Perramant responded in general no. Dover has its challenges but nothing that is insurmountable.

**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 Rhoda Myles and duly seconded by Rosita Scinto.**

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Rosita Scinto		X	X		
Rhoda Myles	X		X		
Janice Anthony			X		

**MEETING ADJOURNED**  
**7:00 pm**