

DOVER BOARD OF HEALTH
October 17, 2022 6:10 pm

MEETING CALLED TO ORDER / SUNSHINE STATEMENT

President Darlene Kasko called the meeting to order and stated the meeting was being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, and duly posted and advertised in the Daily Record and the Citizen.

Vice President Alessandra Scarneo called the **ROLL**.

Name	Present	Absent	Excused
Darlene Kasko	X		
Alessandra Scarneo	X		
Rosita Scinto	X		
Rhoda Myles	X		
Javier Mauricio Herrera		X	
Janice Anthony, Alternate	X		

ALSO PRESENT

Michael Fitzpatrick, Health Officer
Ary Orama-Galloza, Registrar
Donald Costanzo, Assistant

INTRODUCTION – NEW HEALTH OFFICER

Board of Health members were formally introduced to Dover’s new Health Officer, Michael Fitzpatrick. Mr. Fitzpatrick provided the board with an overview of his background and a description of the Bloomfield Health Department and its resources. In addition to Health Officer services, staffing includes 7 health inspectors, 5 nurses and 3 health educators.

Before proceeding to the normal order of business, the board had general questions regarding the grant, ‘Strengthening Public Health.’

The board expressed concern about how grant funds will be spent and emphasized they be entirely dedicated to the Town of Dover.

Mr. Fitzpatrick assured the board that the approved spending plan will be strictly followed, and that grant progress reports and required oversight will prevent the misallocation of funds.

Mr. Fitzpatrick stated that he intended to moderately amend the grant spending plan. He specifically mentioned the grant's approved purchase of a \$21k Variable Message Board. Mr. Fitzpatrick felt the expenditure was unnecessary and expensive, and believed the funds would be better spent on direct services to Dover residents.

President Kasko asked why the Board of Health was not required to sign the application. Mr. Fitzpatrick explained that contracts tend to be deferred to the governing body for signatures. Also, in this case, there may have been pressure to get the grant agreement signed before expiration and possible loss of funding.

In other matters, Mr. Fitzpatrick stated his department was tracking 40 cases of communicable disease, one of which was at the Exel Nursing Home; and, he is involved in matters relating to retail food establishments and has checked several restaurants over the past weekend.

Rosita Scinto and Darlene Kasko raised the subject of basement egress at town hall and the use of office space citing very tight quarters occupied by the health department. Mr. Fitzpatrick acknowledged the issue and stated the problem of space was brought to the attention of administration.

In another matter, Alessandra Scarneo stressed to the Health Officer the importance of staff being bilingual. Mr. Fitzpatrick acknowledged the language needs and reinforced the importance of departmental cultural competency.

Regarding the inspection of food establishments, President Kasko, raised the subject of the use of office files and the policy of not taking them out into the field. Mr. Fitzpatrick responded that general policy was that food files were used in the office to review prior inspection history, etc. and that they were not taken out into the field.

President Kasko raised the issue of Darling Zambrana, REHS, being separated in an upstairs's office, and stated that she did not know the reason for it. Also, Ms. Kasko pointed to the disparity in pay between newly hired Jean Winans and long-time employee Tina Ayala. Ms. Winans is paid a higher wage. Ms. Kasko felt that this was unfair.

Regarding public health nursing, President Kasko asked the Health Officer if a nurse will be coming to Dover. Mr. Fitzpatrick responded affirmatively.

The meeting resumed he normal order of business.

President Kasko entertained a motion to accept the minutes from the June 13, 2022, regular meeting of the Board of Health.

A motion to accept the minutes from the June 13, 2022, regular meeting of the Board of Health was made by Rosita Scinto and duly seconded by Janice Anthony.

ROLL CALL VOTE

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Alessandra Scarneo			X		
Rosita Scinto	X		X		
Rhoda Myles			X		
Javier Mauricio Herrera			-		
Janice Anthony, Alternate		X	X		

CORRESPONDENCE:

1. Letter/Card from May Ginty, to Ary Orama Galloza, Registrar, dated 10/03/2022; re: Thank you for customer service.

OLD BUSINESS:

Although some old business was presented earlier in the meeting following Michael Fitzpatrick's introduction to the board, the Health Officer provided an overview of remaining old business:

- Staffing update: Tina Ayala, became Deputy Registrar. Jean Winans, the new Alternate Deputy Registrar and full-time addition. Ary Orama remains Registrar; and, Don remains Alternate Deputy.
- Since July 1st the fee for a marriage license was suspended by executive order. A marriage license is currently free.

A discussion of the marriage license fee waiver ensued with comments centered around the work required to manage this activity and the responsibility of the registrar without state recognition of the work.

NEW BUSINESS:

Michael Fitzpatrick, Health Officer, proceeded with the following new business and announcements:

- Flu vaccinations for town employees will be held on Oct. 20th in town hall. Walgreen will administer the vaccinations.
- Food license renewal activity begins November 1st.
- Rabies vaccinations for dogs and cats by voucher will be conducted during the month of November. Hodes veterinary group will administer the vaccinations.
- A possible special meeting to prepare the CY 2023 operating budget may be necessary.
- Board of Health member Javier Herrera has been absent 40% of meetings in 2021 and 100% or all meetings in 2022 without notice. According to meeting attendance rules, a member who is absent for more than 25% of the regularly scheduled meetings “shall be deemed terminated and vacant.”
- Due to the board vacancy created by the departure of former board member, Javier Herrera, it is recommended that alternate board member, Janis Anthony, be upgraded to full membership status.

Regarding a special meeting to prepare a CY 2023 operating budget, Michael Fitzpatrick, HO, stated he will check with administration to determine the Board of Aldermen’s budget planning process so that a special meeting date can be coordinated with budgeting timelines.

The board discussed the attendance record of Mr. Herrera who missed 40% of the board meetings in 2021 and 100% of meetings conducted in 2022 to the present, as well as the promotion of Janice Anthony, Alternate, to a fully qualified member of the Board of Health.

A motion declaring the Board of Health membership position formerly occupied by Javier Mauricio Herrera VACANT due to 40% absenteeism in 2021 and 100% absenteeism in 2022; and, the Board of Health recommending to the Mayor and Board of Aldermen that Janice Anthony, alternate member of the Board of Health be upgraded and appointed as a fully qualified member of the Board of Health. The motion was made by Alessandra Scarneo and duly seconded by Rhoda Myles.

RESOLUTION RECOMMENDING THE UPGRADE OF ALTERNATE MEMBER TO FULLY QUALIFIED MEMBER OF THE BOARD OF HEALTH

WHEREAS, the membership position formerly occupied by Javier Mauricio Herrera is declared vacant by the Board of Health due to 40% absenteeism in 2021 and 100% absenteeism in 2022; and,

WHEREAS, Janice Anthony, is currently serving as an “alternate” member of the Board of Health with 100% attendance and participation;

NOW THEREFORE BE IT RESOLVED by the Board of Health of the Town of Dover, to formally recommend to the Mayor and Board of Aldermen that Janice Anthony, Alternate Member of the Board of Health be promoted and appointed as a fully qualified member of the Board of Health.

ROLL CALL VOTE

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Alessandra Scarneo	X		X		
Rosita Scinto			X		
Rhoda Myles		X	X		
Javier Mauricio Herrera			-		
Janice Anthony, Alternate			X		

THE MEETING WAS OPENED TO MEMBERS OF THE BOARD

Alessandra Scarneo welcomed Mike Fitzpatrick, HO, and wished him success. The board also extended its welcome.

President Darlene Kasko asked about the status of Guadalupe Bakery and showed the Health Officer photographs taken by the REHS of the kitchen showing poor sanitation. The REHS issued an unsatisfactory sanitary inspection rating. Mr. Fitzpatrick stated he will return to the establishment with the inspector on 10/18; and, they are currently working to clean-up the establishment.

The HO and board spoke at length on the decision-making process a health inspector must navigate when dealing with difficult situations during food inspections.

In an unrelated matter, President Kasko asked about the annual dog canvass. The HO responded that the State of NJ no longer requires an annual dog census.

President Kasko also asked the HO how often the board would receive an expenditure report for the 'Strengthening' grant. The HO responded quarterly.

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 Alessandra Scarneo and seconded by Rosita Scinto.

ROLL CALL VOTE

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko			X		
Alessandra Scarneo	X		X		
Rosita Scinto		X	X		
Rhoda Myles			X		
Javier Mauricio Herrera			-		
Janice Anthony, Alternate			X		

MEETING ADJOURNED

7:55 pm