

# **REGULAR MEETING OF THE OAKLAND BOARD OF HEALTH**

**June 18, 2013 - 7:30 p.m.**

**Conference Room - Municipal Building, Municipal Plaza, Oakland, NJ**

## **CALL TO ORDER**

Mr. Tiffinger called the meeting to order at 7:31 PM.

## **ROLL CALL**

Ms. Blanco, Dr. Danko, Mr. Ostapczuk, Mr. Talucci, Mr. Tiffinger, Ms. West, Ms. Wilgus

## **OTHERS PRESENT**

Council Liaison Pasquale Pignatelli, Thomas J. Romans, Esq., and Sr. R.E.H.S. Deborah A. McGrath, Dr. Charlene Gungil

## **ABSENT**

No members absent.

## **MEETING ANNOUNCEMENT**

Mr. Tiffinger announced that the meeting was being held in accordance with the regulations of the Public Meetings Law, notices of which were sent to The Record, Suburban Trends and any other persons requesting same.

## **REGULAR BUSINESS**

### **ADOPTION OF MINUTES**

The Board reviewed the May minutes.

On motion of Ms. West, seconded by Mr. Talucci, the minutes were approved.

ROLL CALL: All Yeas – Ms. Blanco, Dr. Danko, Mr. Talucci, Mr. Tiffinger, Ms. West. Mr. Ostapczuk & Ms. Wilgus abstained.

### **REVIEW REPORTS**

The Board reviewed the following reports:

- Sanitarian's (REHS') Report – May
- Secretary's/Registrar's Report – May
- Tyco Animal Control Report – May

On motion of Ms. Blanco, seconded by Mr. Ostapczuk, the reports were accepted.

Roll Call: All Yeas – Ms. Blanco, Dr. Danko, Mr. Ostapczuk, Mr. Talucci, Mr. Tiffinger, Ms. West, Ms. Wilgus

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### **PAYMENT OF BILLS**

The Board reviewed the following bills:

5/30/2013 – Tyco Animal Control (Monthly Animal Control Services for the month of May, per contract)	\$1,175.00
5/30/2013 – Tyco Animal Control (Emergency calls (3) for the month of May, per contract)	\$ 180.00
6/18/2013 – Thomas J. Romans, Esq. (For professionals services rendered during June 2013, per contract)	\$ 212.00

Motion of Ms. Wilgus, seconded by Mr. Ostapczuk, the bills were approved.

Roll Call: All Yeas - Ms. Blanco, Dr. Danko, Mr. Ostapczuk, Mr. Talucci, Mr. Tiffinger, Ms. West, Ms. Wilgus

Mr. Tiffinger interrupted the normal order of business to allow Dr. Gungil to introduce herself. Dr. Gungil reported that she is a former Westwood R.E.H.S. and the former Epidemiologist for Passaic County. As Coordinator of Community Health Services, Dr. Gungil's responsibilities include oversight of the County's R.E.H.S. staff and the Health Promotion Group. Dr. Gungil has also been tasked with developing an educational training program to provide opportunities for different professionals, including REHS.' and C.H.E.S'. (Certified Health Education Specialists) to receive continuing education credits through the County. The County currently provides continuing education training for nurses. Dr. Gungil is responsible for the County's new website and oversight of quality improvement programs, including the Gold Star Awards Program. Dr. Gungil will look at all programs and community data to develop divisions based on data.

On behalf of Dr. Mangieri, Dr. Gungil assured the Board that the County will be able to provide the extra day of R.E.H.S. service that Oakland has requested. Going forward, the County is looking to hire another full-time and a part-time REHS. The County will be cross training the R.E.H.S. staff so more R.E.H.S.' will be trained in septic.

### **UNFINISHED BUSINESS**

#### **UPDATE ON CHRONIC DISEASE SELF-MANAGEMENT PROGRAM**

It was reported that Carol Parker made her presentation at the Senior Center and 16 seniors signed up. Ms. Parker announced that participants who attend four out of the six sessions will receive a certificate of completion as well as a \$25.00 ShopRite gift certificate. The third session is the cutoff for registration. According to Senior Center Director Rose Burik, the program is being well received. Council Liaison Pignatelli would like a survey done at the end of the program. Ms. Dubowick will find out if the program includes a survey and, if not, develop one to be used.

#### **AMENDMENT TO THE FOOD ORDINANCE**

The Board reviewed and approved the proposed food ordinance that will be introduced in September and adopted in October.

#### **REHS HOURS**

Ms. Dubowick reported that she spoke with Administrator Kunze about funding for an additional unit of REHS service and learned it is available. The two options considered are to hire a part-time independent R.E.H.S. and amend the contract with BCDHS.

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Mr. Kunze advised that in order to enter into a sub-contractor arrangement with an independent REHS, the salary ordinance would have to be amended. Further investigation revealed that the County is able to provide the additional service and, in Mr. Kunze's opinion, the reduced cost of REHS service through the County would be in line with the cost to hire a sub-contracted REHS. Therefore, Council Liaison Pignatelli recommended the Board should proceed with amending the BCDHS contract.

Motion of Mr. Ostapczuk, seconded by Mr. Talucci, the Board approved the amendment to the 2013 Bergen County Contract for Shared Public Health Services for an additional unit of REHS service, effective July 1, 2013, and authorized Mr. Tiffinger to execute the contract.

Roll Call: All yeas - Ms. Blanco, Dr. Danko, Mr. Ostapczuk, Mr. Talucci, Mr. Tiffinger, Ms. West, Ms. Wilgus

## **NEW BUSINESS**

### **JULY BOARD OF HEALTH MEETING**

Ms. Dubowick addressed the Board about summer adjournment. For the past five years, the Board adjourned for the month of August, whereas, in previous years, the Board adjourned for two months, July and August. During the period of summer adjournment, decisions are made and bills are approved by the President or Vice-President and ratified at the September meeting. The President may, at any point, call an emergency meeting, if necessary.

Ms. Dubowick reported that a one- month period of summer adjournment does not provide enough time to catch up on filing that accumulates throughout the course of the year and, therefore, requested that the Board consider returning to adjourning for a two-month period.

The Board discussed the matter and on motion of Mr. Talucci, seconded by Ms. Wilgus, the Board agreed to adjourn for the months of July and August from this point forward.

Roll Call: All Yeas - Ms. Blanco, Dr. Danko, Mr. Ostapczuk, Mr. Talucci, Mr. Tiffinger, Ms. West, Ms. Wilgus

### **POD FOR MASS DISTRIBUTION OF MEDICATION**

Mr. Tiffinger raised the subject of the POD and said he would like to stop at the Van Vooren Fire House to see if the contents of the POD are still intact and if the syringes are still holding their sterile seals. Council Liaison Pignatelli suggested the Board hold another table-top exercise. The Board decided it would be a good idea to do so in September.

### **ANIMAL CONTROL**

Mr. Ostapczuk addressed the Board about three negative experiences he has had with animal control since he has lived in Oakland. The first two experiences were not with the Borough's current animal control service provider. The last experience resulted from incorrect information being given by the dispatcher who was in the midst of an emergency situation when Mrs. Ostapczuk called.

The Board discussed the matter and agreed that a memo should be sent to the Police Dept. reminding them that the only animal control service number to be given to the public is the general number for Tyco Animal Control. Council Liaison Pignatelli suggested including the date and time of Mrs. Ostapczuk's second call, i.e., sometime during the day on Wednesday, June 12<sup>th</sup>.

**ANY OTHER BUSINESS**

It was reported that 40 people signed up for the blood drive held during the Farmers' Market on June 15<sup>th</sup>. Of the 40 people, eight were deferred. A total of 32 pints of blood were collected. All those who came to donate will be mailed two free Mets tickets.

**SUMMER ADJOURNMENT**

On motion of Mr. Ostapczuk, seconded by Ms. West, the Board of Health adjourned for July and August or by call of the Chair with sufficient advance notice to publicize the meeting, as required by the Open Meetings Law.

Roll call: All Yeas – Ms. Blanco, Dr. Danko, Mr. Ostapczuk, Mr. Talucci, Mr. Tiffinger, Ms. West, Ms. Wilgus

**AUTHORIZATION TO PAY BILLS**

On motion of Mr. Ostapczuk, seconded by Ms. West, President or Vice-President authorized to approve for payment any vouchers requiring payment during period of summer adjournment; same to be ratified at the next regular meeting of the Board of Health.

Roll Call: All Yeas - Ms. Blanco, Dr. Danko, Mr. Ostapczuk, Mr. Talucci, Mr. Tiffinger, Ms. West, Ms. Wilgus

8:22 PM – Dr. Gungil excused herself from the meeting.

**AUTHORIZATION TO HANDLE CERTAIN MATTERS**

On motion of Mr. Talucci, seconded by Ms. Blanco, any problems arising during the period of summer adjournment shall be submitted to the President or Vice-President for review and suggested action, with all such matters to be reported for ratification at the next regular meeting of the Board of Health.

Roll Call: All Yeas - Ms. Blanco, Dr. Danko, Mr. Ostapczuk, Mr. Talucci, Mr. Tiffinger, Ms. West, Ms. Wilgus

Mr. Talucci asked about whether the July meeting needed to be canceled. Ms. Dubowick will place a legal notice in the newspaper cancelling the meeting.

**ADJOURNMENT**

On motion of Mr. Ostapczuk, seconded by Dr. Danko, the meeting was adjourned at 8:28 PM.

Roll Call: All Yeas – Ms. Blanco, Dr. Danko, Mr. Ostapczuk, Mr. Talucci, Mr. Tiffinger, Ms. West, Ms. Wilgus

APPROVED:

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Stephen C. Tiffinger, President

ATTEST: \_\_\_\_\_  
Karin Kennedy Dubowick, Secretary

DATE: \_\_\_\_\_