

# LAWRENCE TOWNSHIP HEALTH ADVISORY BOARD

## MINUTES

May 16, 2012

6:00 P.M.

**Present:** Maureen Adams, Mary Baird, Leo Brummel, Dr. Kevin McGuigan, Chairperson, Mayor James Kownacki, Council Liaison, Carol Chamberlain, Health Officer

**Absent:** Dr. Anthony Brickman, Darlene Hanley, Liang Schweizer

**Agenda:** The agenda for the meeting was reviewed and approved.

**Minutes:** The minutes from the meeting of February 15, 2012 were reviewed. Mary Baird made a motion to accept the minutes. Maureen Adams made a motion to second the minutes. The minutes were approved.

### **OLD BUSINESS:**

#### **A. Mercer County Needs Assessment**

Carol Chamberlain reported the focus group surveys have been completed by the Greater Mercer Public Health Partnership (GMPHP). Data has been collected and is currently being assessed. The GMHPH met with the Community Advisory Board in February and April. The next major event will be the presentation of the Community Health Assessment. This will take place on July 18, 2012 at Educational Testing Service. Carol Chamberlain informed the board they will all be invited to attend. Information was distributed about the event. Carol Chamberlain suggested to the board to attend the July 18<sup>th</sup> presentation in lieu of the board meeting scheduled for the end of June. The board agreed to cancel the June Health Advisory Board meeting with the intention members will attend the GMPHP event July 18<sup>th</sup>. Carol Chamberlain said additional information will be forthcoming about the community presentation.

#### **B. Health Department Activities**

The health department participated at the St. Lawrence Rehabilitation Center Bike Rodeo. Information on sun safety was distributed to children and their parents.

The N.J. D.E.P. awarded the health department a grant for \$1,000.00 to distribute radon kits to residents. To date, sixty radon kits have been distributed.

The staff spent a few weeks focusing on preparation for the state health department evaluation. Several standard operating procedures were revised and updated.

### **NEW BUSINESS:**

**New Jersey State Health Department Performance Evaluation** - Two evaluators from the State Department of Health, Office of Local Health visited the health department on May 3, 2012. Copies of the draft exit report were distributed to the board. There were three recommendations noted for improvement.

1. Employee Performance Evaluations Not Supplied. A copy of a memorandum from the Township Manager stated employee performances are not conducted.

2. The Health Officer did not provide documentation of agency-wide workforce assessments conducted once per year. Carol Chamberlain noted the recommended A.A.R.P. assessment was completed the day after the evaluation was conducted. The assessment was forwarded to the evaluators.
3. The Health Officer was unable to show the relevant staff understand their roles in the Emergency Operations Plan Public Health Annex. The Health Officer is to provide documentation. A copy of the plan is available for review by relevant personnel. Carol Chamberlain stated the review of the Emergency Operations Plan Public Health Annex by staff has been initiated.

The official performance evaluation report will be shared with the board after it is received.

New Jersey Local Boards of Health Association – Carol Chamberlain said the evaluators also questioned whether training opportunities were shared with the Health Advisory Board. Copies of the N.J. Local Boards of Health Orientation Manual were distributed to the Health Advisory Board members. Information about the new online training for board members on the N.J. Local Boards of Health Association website was shared with the board members. An application for membership to the New Jersey Local Boards of Health Association has been submitted for 2012.

Other Business – Carol Chamberlain notified the board the elimination of one part-time public health nurse position has been added to the 2012 budget. The elimination of the public health nurse position which is currently a 20 hour per week position will result in a reduction of services. Maureen Adams asked who will be available to respond to communicable disease questions and disease outbreak issues. Carol Chamberlain also stated there are concerns about office coverage for the nurses as well as concern about how clinics will be operated with only one part-time nurse remaining. There is also concern about staffing for emergencies such as an H1N1 outbreak or responding to Hurricane Irene. Carol Chamberlain stated there are no answers available to address these concerns at this time. Mayor Kownacki stated he plans to review these issues with the Township Manager before the budget meeting on Thursday, May 17, 2012.

Carol Chamberlain said she will keep the board informed about how the elimination of the public health nurse position will affect public health services.

**NEXT MEETING:** The next meeting is scheduled for June 30, 2012. Carol Chamberlain asked the board if in lieu of the meeting, board members would attend the GMPHP Community Needs Assessment on July 18 at Educational Testing Service. The board members indicated if they are available, they will attend the July 18 meeting. Dr. Kevin McGuigan asked the board if substituting the July 18 event for the June 30 Health Advisory Board meeting was acceptable. The board agreed. The next regular Health Advisory Board meeting will be Wednesday, September 12, 2012 at 6:00 p.m.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Carol Chamberlain  
Health Officer