

**Borough of Hopewell Board of Health**  
**February 22, 2016, 7:00 PM**  
**MINUTES REVISED**

1. Meeting was called to order at 7:10 PM with the OPENING STATEMENT - Adequate notice of this meeting as required by sections 3(d) and 4(a) of the Open Public Meetings Act has been provided to the public and filed with the Borough Clerk.

2. Roll Call: Present were: Lois Kotkoskie, Mary Galioto ,Sheila Reynertson  
Deborah Lehman, Borough Council Representative  
Stephanie Carey, Health Officer  
Absent: M.K. Lundquist

*The Board acknowledges that there is a Board vacancy that needs to be filled with the resignation of Jessica Flint. Members are inquiring within the community.*

3. Election of officers for 2016

For the Office of **President: Sheila Reynertson** Nominated by M. Galioto, Seconded by L. Kotkoskie

For the Office of **Vice President: M. Galioto** Nominated by S. Reynertson, Seconded by L. Kotkoskie

Unanimously Approved.

4. Schedule of meetings, 2016

Monday, February 22

Monday, May 16

Monday, September 19

Wednesday, December 14 Joint Meeting

Motion to approve meeting schedule by L. Kotkoskie: Seconded by S. Reynertson. Approved  
Health Officer is to assure that adequate notice of these meetings is published.

3. APPROVAL OF MINUTES: The minutes of the Board of Health Meeting, held on **September 21, 2015** *No quorum for December, 2015 meeting*

Motion to approve: L. Kotkoskie Seconded by: S. Reynertson. Approved

4. Discussion Items

A. Draft Performance Management Plan for Board Review and Approval

S. Carey provided an overview of the policy for measuring progress and identifying areas for improvement. Oversight will be provided of a subcommittee of Board members from all four municipalities. The subcommittee will meet for a Performance Management review quarterly, at least a week before the Board of Health meetings. (Early April; Early July; Early September; Early December). ***Measure Monthly; Review Quarterly; Plan Yearly.***

Ms. Carey also provided samples of Performance Measures against State Standards. The first round of measurement, we will track about 20 standards to become accustomed to the program. Thereafter, we can add additional measures to address gaps and document success.

**Motion to Approve Performance Management Plan:** D. Lehman, Second: S. Reynertson. **Approved.**

B. Report on Performance Management Self-Assessment Survey

S. Carey reports that the Accreditation Subcommittee and staff completed the Public Health Foundation's "Performance Management Self-Assessment Survey" to evaluate areas of strength and areas for improvement in PM (See accompanying summary sheet). Findings include:

Three areas of strength:

- We meet Project Deadlines
- Financial Reporting is timely, and linked to our outputs
- We use existing sources of data whenever possible (activity tracking is already in place; we seek to link our activities with our outcomes and community priorities)

Three areas we need to work on most:

- Documenting our customer focus and satisfaction (e.g., use of customer/stakeholder feedback to make program decisions or system changes)
- Documenting Progress in developing a structured PM System
- Regularly develop performance improvement or Quality Improvement plans that specify timelines, actions, and responsible parties. (Currently, QI is *ad hoc*)

***These areas for improvement form the core of our Accreditation grant activities, so are being addressed.***

C. Appointment of Hopewell Borough Representative to Accreditation Subcommittee

The Accreditation Subcommittee (serving multiple oversight functions under PHAB standards) is currently meeting twice a month, second & fourth Tuesdays at 10AM to make staff participation easier. Once the Accreditation process is farther along, the meetings will be quarterly.

Hopewell Borough requests that some meetings be scheduled in the evening so that they can be represented (at least at the quarterly meetings). In the meantime, the Borough's representative will be emailed all materials under consideration for review and comment.

**Lois Kotkoskie** is appointed **Hopewell Borough Accreditation Subcommittee Representative**, and will review and comment on documents; and will attend evening meetings.

D. Greater Mercer Community Health Improvement Planning

The 2016-2018 CHIP is currently being finalized. The four focus areas for improvement remain unchanged since 2012-2015: Healthy Eating and Active Living; Mental Health and Substance Abuse; Chronic Disease; and Transportation.

This planning cycle will focus on *implementation*, with assigned responsibilities and measures. A Public Presentation of the plan is tentatively planned for next month; *Invitations to all Board members will follow.*

E. Review of (Draft) Local Health Report

All data reporting to the State Health Department has been completed in compliance with required timeframes for the 2015 Local Health Report.

The next step is to prepare a user-friendly document for the public, which can be shared on the website, provided to governing officials, and be used as part of our Accreditation Readiness and Stakeholder outreach initiatives. S. Carey showed a sample of data presentation and community highlights from the LHR. The completed document will be shared with Board members soon.

5. New Business

A. 2017-2019 Contract Discussions

S. Carey reminded the Board that contract renewals will be under discussion this summer. The good news is that we have done a good job of keeping costs under control. Preliminary estimates of contract costs are near flat, or within the two percent cap.

There are two special assessments that may impact the final contract price:

- A \$1000 assessment (split between Hopewell & Pennington Boroughs) for Community Health Improvement Planning from the Greater Mercer Public Health Partnership
- A \$300 to \$600 assessment per Borough for access to the Mercer County Tuberculosis Clinic (see below)

B. Mercer County TB Clinic Funding

Health Officers have been notified that the State of New Jersey will no longer provide funding to the Mercer County Tuberculosis Clinic (for indigent cases; exposure screenings; and difficult-to-manage cases) as of March 1. This critical service must remain available both legally and as a matter of Public Health and Safety. Mercer County has offered funding to cover about one-third of the cost of the clinic. The remainder of the cost is being divided among the municipalities based on population and typical case load. As the Boroughs have low caseloads, S. Carey estimates the cost per Borough to be between \$300-\$600 per year. Final cost determinations will be available in March.

6. Members' Comments

- A. Walk & Roll to School Day is scheduled at Hopewell Elementary School for May 27. S. Reynertson is hosting a parents' meeting on Sunday, February 28 to launch the Spring Walking School Bus, using the GMTMA Walking School Bus app.
- B. M. Galioto is also working with others to promote the Lawrence-Hopewell Trail to improve recreation and active transportation options.
- C. There have been several complaints of rats in the West Broad Street neighborhood. Health Inspectors canvassed the neighborhood and sent an educational letter to area residents to reduce potential harborage.
- D. Grease Ordinance follow-up: The Board requested the health Officer to contact the Sewer Department to see if there have been improvements associated with last fall's grease education and enhanced inspection of grease traps at retail food establishments. The Board wants to move forward with a Grease Trap maintenance ordinance at the May meeting.
- E. The Board recommends providing a link on the website to current information on Zika virus
- F. The Board would like a description/fact sheet on Accreditation, and our grant initiative.

7. Motion to adjourn: S. Reynertson Second: M. Galioto. Adjourned 8PM.

Next meeting: Monday, May 16, 7:00 PM