

**Minutes**  
**Joint Meeting of the Boards of Health of Montgomery Township,**  
**Rocky Hill Borough, Pennington Borough and Hopewell Borough**  
**December 14, 2016**  
**7:00pm**

- I. **JOINT MEETING** – Stephanie Carey, on behalf of the Boards of Health of Montgomery Township Pennington Borough, Hopewell Borough and Rocky Hill Borough called the Joint Meeting to order at 7:30 p.m. on the above date. Adequate notice of the meeting as required by sections 3d and 4a of the Open Public Meetings Act has been provided to the public and filed with the Township Clerk. Those present were:

**A. ROLL CALL**

**Montgomery Township** : Mr. Bucci (X), Dr. Lambert (X) Mr. Kaganowicz (A) Mrs. Patel (A), Dr. Couch (X), Jing Liu (A), Mr. Bona (X)

**Alt 1**: Dr. Faisal (A)

**Alt 2**: Pat Scully (X)

**Health Officer**: Stephanie Carey - X

**Administrative Assistant**: Jennifer Foster x

**Pennington Borough** – Steve Papenberg, X Kit Chandler, X Dan Boone, A Debbie Gorczycki, X Toni Lewis, X Susan Ferris, X

**Rocky Hill Borough** – Margaret Querec, X Kenneth Rizzi, X Dr. Robert Olson, A Julia Temple, A Robert Uhrig, X Heather Pearson X

**Hopewell Borough** – Lois Kotkoskie, X Mary Kate Lundquist, A Mary Galio, X Sheila Reynertson, X Kathy Ryan, X Deborah Lehman, A

**B. CONSENT AGENDA**

All matters listed hereunder are considered routine in nature and will be approved in one motion. Any member may request that an item(s) be removed for separate consideration:

**1. MONTHLY REPORTS –**

1. Health Department Monthly Report- November 2016
2. Communicable Disease Report – November 2016
3. Animal Control Report – November 2016

**2. MINUTES APPROVED** The minutes of the regular meeting of the Board of Health held on **November 9, 2016 (Montgomery)**

Minutes of prior meetings were approved by each town separately.

The monthly reports were supplied and broken down to each specific town.

**Motion to Approve: Mr. Bucci Seconded: Mrs. Reynertson**

Unanimously approved by Montgomery, Hopewell, Pennington and Rocky Hill

**C. Distribution of Board of Health Member Orientation**

**Manual** All Boards of Health Members have previously received the NJ Local Boards of Health Orientation Manual within 90 days of their appointment. This Manual is being re-distributed tonight. Mr. Papenberg, an officer of the NJLBHA, provided an overview of the “Board of Health Members Orientation Manual”. Board of Health Members are asked to sign to acknowledge receipt of the Manual.

**II. Education Session Guest Speaker: Don Parker, President & CEO of Carrier Clinic. Topic: “Why Mental Health Matters”**

Mr. Parker spoke on the rise in depression and mental illness due to the holidays. 1 out of every 4 people in the United States require some form of help and only about 10% get the help they need. Carrier Clinic is a tertiary hospital that specializes in complex mental health issues that cannot be handled in regular hospitals. 75% of their patients are committed.

Mr. Parker went on to inform the board members of the types of services and treatments Carrier Clinic has to offer to treat those suffering from mental illness.

Mrs. Carey is looking forward to working with Carrier Clinic in the future. Our Strategic Plan identifies mental health and substance abuse as a Priority Area for our Public Health interventions. The strategic work plan in 2017 calls for a multi-pronged approach:

1. the Health Department and its partners will offer mental health first aid as there is a tremendous interest throughout our service area. First responders, parents and school staff are just a few people in the community who are interested.

2. We would also like to do parent education to learn how to notice early signs and symptoms with your kids, as well coping strategies and reducing stigma.
3. A third prong is to work with provider education. (Opioids prescribing best practices, and encouraging screening for mental health during routine exams). These programs are being sponsored by the Municipal Alliance.
4. Finally we will work with schools clubs toward building resiliency.

**III. Joint Resolution 2016-01 – A Joint Resolution of the Boards of Health of Montgomery Township and the Boroughs of Hopewell, Pennington and Rocky Hill adopting a Health Department Workforce Development Plan**

Mr. Papenberg made a motion to approve the resolution  
Dr. Lambert has seconded the motion for approval.

Roll Call:

Montgomery Township: Mr. Bucci (X), Dr. Lambert (X) Mr. Kaganowicz (A) Mrs. Patel (A), Dr. Couch (X), Jing Liu (A), Mr. Bona (X), Dr. Faisal (A), Mrs. Scully (X)

Pennington Borough – Steve Papenberg,(X) Kit Chandler, (X) Dan Boone, (A) Debbie Gorczycki, (X) Toni Lewis,(X) Susan Perris, (X)

Rocky Hill Borough – Margaret Querec, (X) Kenneth Rizzi, (X) Dr. Robert Olson (A) Julia Temple, (A) Robert Uhrig, (X) Heather Pearson (X)

Hopewell Borough – Lois Kotkoskie, (X) Mary Kate Lundquist,(A) Mary Galioto, (X) Sheila Reynertson, (X) Kathy Ryan, (X) Deborah Lehman, (A)

**IV. Approval of the 2017 Montgomery Township Health Department Strategic Work Plan**

The Health Department Strategic Plan contains 3 years' worth of initiatives to address the priority areas of

- mental health,
- healthy eating and active living,
- Preventing infectious and chronic disease and
- building the capacity for public health accreditation.

The Strategic Work Plan spreadsheet shows the action items for 2017. We will be measuring progress on a quarterly basis. The Multi-Functional Subcommittee has had the opportunity to review the 2017 work plan.

Mr. Papenberg made a motion to adopt the 2017 Strategic Work Plan. Dr. Lambert seconded

All in favor: Aye – all boards agreed

**V. Review and Approval of the Montgomery Township Health Department Branding Plan**

The Branding Plan is another accreditation requirement. This plan address how to create visibility for the department so that people know where they can go for community health services, for guidance on regulatory compliance, and other health issues. The plan shows our logo and reinforces the organizational mission. It also includes improving the use of using staff engagement and social media. Once approved, the recommended items for improvement can be included in our 2017 action plan.

Mr. Papenberg made a motion to approve the branding plan. It was seconded by Sheila Reynertson

All in favor: Aye – all boards agreed

**VI. Health Officers Comments**

Mrs. Carey wanted to take a moment to thank all of the interns who could not be here tonight for all of their hard work and dedication this semester. In particular, she presented the Quality Improvement Story Boards which highlighted the Department's Improvement actions for 2016.

MTHD vaccinated a total of 388 people against the flu at 7 clinics in October and November. We vaccinated 15 animals at the Hopewell Borough Rabies clinic in November. The largest Rabies clinic will be held on January 21<sup>st</sup> 2017 in Montgomery Township.

We have started uploading our data for accreditation but must pick up the pace to meet our target date.

The next multi-functional subcommittee meeting is scheduled for Tuesday January 10<sup>th</sup> 2017 to review 4<sup>th</sup> quarter 2016 Performance Measurement and Quality Improvement data.

**VII. ADJOURNMENT at 9:05pm**

**Motion to Adjourn Dr. Lambert Seconded: Mr. Kaganowicz  
Unanimously approved.**