



Section 1: Board of Health Orientation Overview- 2016

Welcome

The Board members and the staff of the Princeton Health Department welcome you to the Princeton Board of Health and thank you for your service to our community.



This document serves as your orientation to the structures and processes of Princeton government, the Princeton Health Department, and the Board of Health.

Please ensure that you do the following:

- 1) Read** this document in its entirety. Many of the sections also contain links to additional documents that are important to review. The links are indicated with [blue](#) text for ease of reading.
- 2) Ask questions!** If you have any questions about these documents or your role as a Board of Health member, please do not hesitate to let us know by calling or e-mailing Jeff Grosser, Health Officer at 609-497-7610 or jgrosser@princetonnj.gov
- 3) This packet, and other important documents related to the Board of Health, can always be found on the Princeton Health Department webpage.

Table of Contents

Section 1 Orientation Overview

Section 2 Town Overview

Section 3 Health Department Structure & Operations

Section 4 Health Department Services

Section 5 BOH Responsibilities, Policies, and Procedures



Section 2:

Town Overview



Public Health
Prevent. Promote. Protect.

Princeton Health Department

Princeton, NJ



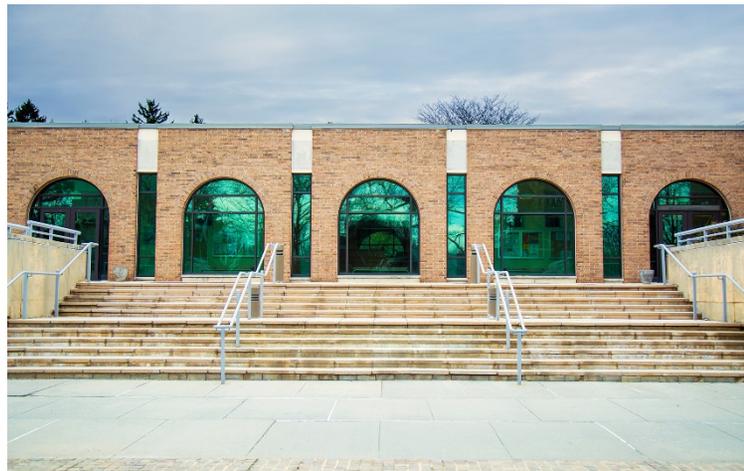
Princeton covers an area of 18.1 square miles in the heart of central New Jersey. It is composed of the former Township of Princeton and Borough of Princeton which consolidated effective January, 2013 and is now known as Princeton. The population of Princeton is approximately 30,000.

A substantial portion of the property of Princeton University lies within the borders of Princeton as does the property of the Institute for Advanced Study. Other well-known educational institutions within Princeton are the Hun School, the Princeton Day School, and the Stuart Country Day School of the Sacred Heart.

While no major arteries directly touch Princeton, it is dissected by US Highway Route 206; and there is ready access to US Highway Route 1, the New Jersey Turnpike, the Garden State Parkway and Amtrak and New Jersey Transit which provide direct rail services to New York and Philadelphia.

In general, Princeton is an open semi-wooded community of diverse housing, including substantial and moderate homes and a highly recognized affordable housing program and is an example of sound suburban development. There is also one shopping center, several other shopping areas of smaller size, some office research and services areas and a large amount of preserved open space.

If you're new to Princeton, please visit this [page](#) to find out what services are available.



Section 3:

Health Department

Structure &

Operations





Public Health
Prevent. Promote. Protect.

Princeton Health Department

Princeton Health Department

Prevent. Promote. Protect.

Princeton Health Department 2016 Organizational Chart



**Mayor Liz Lempert
Town Council**

Board of Health
Joann Hill
George DiFerdinando, MD, MPH
Linda Steiner-Sichel
Rick Weiss, MS
Steven Miller, PhD
Lauren Babcock-Dunning, MPH
Linda Schwimmer, JD
Mona Shah, PhD
Meredith Hodach-Avalos, MD
Heather Howard, JD, Council Liaison

Health Officer
Jeffrey C. Grosser, MHS, HO, REHS

Animal Control Officer
Rabies Control
Nate Barson

Sr. REHS
Randy Carter

REHS
Keith Levine

Registrar of Vital Statistics
Lauralyn Bowen

Deputy Registrar of Vital Statistics
Tamara Kretschmann

Public Health Nurse
Kathy Korwin

Health Educator
Devangi Patel

Child Health Conferences
Dr. Anjali Sharma

Video Overview of Public Health in Princeton

[Princeton Health Department Video - Summer 2015](#)



The image shows a screenshot of a YouTube video player. At the top left is the YouTube logo. To its right is a search bar containing the text "princeton health department". Below the search bar is a video player. The video content features a large blue shield with a white cross in the center. Below the shield, the text "Public Health" is written in a large, bold, blue serif font. Underneath that, the tagline "Prevent. Promote. Protect." is written in a smaller, blue serif font. At the bottom of the video player is a dark grey control bar. From left to right, it contains a play button, a next button, a volume icon, a progress bar showing "0:20 / 3:31", a CC icon, a settings gear icon, a full screen icon, and a close icon.

Princeton Health Department

Mission: To preserve, promote and improve the health and well-being of the people, animals and environment of Princeton

Vision: Leading the way to a healthy Princeton

Values

Compassion: Treat one another and those we serve with empathy and kindness.

Integrity: Hold our responsibilities to the community of Princeton in the highest regard.

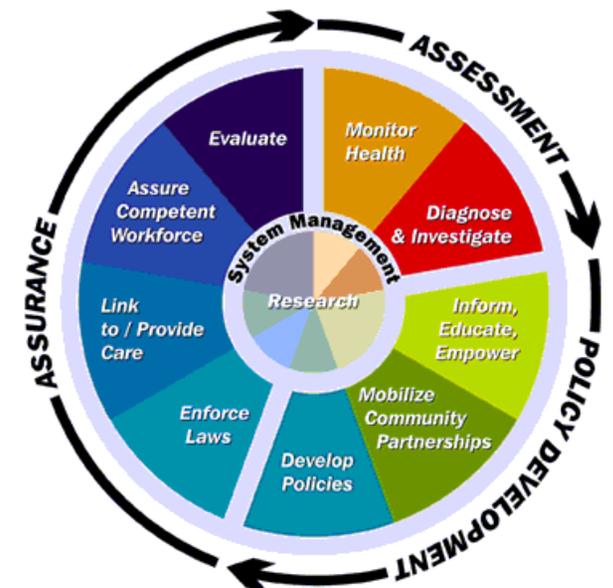
Dedication: Stay focused on the cause and purpose of our work.

Collaboration/Partnership: Work collaboratively with our community partners, sharing knowledge and resources to enhance access to services and improve the health and well-being of all residents in Princeton.

Knowledge: Strive to be the best in our field by keeping up to date with the various interdisciplinary areas we cover.

Essential Services

- Monitor health status to identify community problems, needs and assets
- Diagnose and investigate health problems and health hazards in the community
- Link people to needed personal health services and assure provision of health care, health education, and outreach services, especially to vulnerable populations
- Inform and educate people about health issues
- Mobilize community partnerships and action to address community health needs
- Develop policies and plans that advocate for and support individual and community health efforts
- Assure an expert public health workforce
- Evaluate effectiveness, accessibility, and quality of health services
- Research for new insights and innovative solutions to health problems



Section 4:

Health Department

Services



Public Health
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Princeton Health Department

Environmental Health Services

Environmental Health is responsible for protection of public health through the following programs:

Inspection Services

- Restaurants
- Childcare Centers
- Schools
- Swimming Pools
- Street Festivals and Temporary Food Stands
- Mobile Food Units (Food Trucks)

Septic Systems, Wells, and Water Testing

- Septic Systems
- Wells
- Water Testing

Other Services

- Lead Poisoning Prevention
- Property Information Search
- Public Water Supply Referral
- Well Water & Health

Staff also offers education in every area of coverage. Registered Environmental Health Specialists perform an annual refresher to food service workers in Princeton.

Environmental health also consults or collaborates in the following efforts:

- Public water supplies
- Watersheds protection and preservation
- Sanitation at community facilities
- Environmental contaminants incidents (chemical spills, groundwater contamination, etc.)
- Natural and man-made disaster response
- Air quality information and monitoring

Public Health Nursing & Communicable Disease Services

Public health nursing and communicable disease services are responsible for the investigation of outbreaks of communicable diseases, surveillance of reportable diseases and provision of educational materials and services to assist communities in reducing the incidence of communicable disease.

Public Health Nurse: Public Health Nurses (PHNs) investigate reported diseases and, as appropriate, involve epidemiologists, environmental health specialists, the public health laboratory, or the health officer in their investigations. They conduct interviews, provide health education, refer for further care and treatment, and take measures to prevent further spread of the disease.

Core Functions:

- 1. Assessing and identifying populations at risk;
- 2. Providing outreach and case finding using population-based services;
- 3. Using systematic, relevant data collection from public health nursing practice for community health assessment;
- 4. Using case information and epidemiological methods to link epidemiology and a clinical understanding of health and illness;
- 5. Developing and implementing health guidance, counseling, and educational plans using the established nursing process;
- 6. Providing health plans to assure health promotion efforts that include primary clinical prevention and early intervention strategies;
- 7. Using the nursing process and triage to determine priorities for interventions and services based on risk assessment and community needs especially for underserved populations;
- 8. Advocating policies and funding that create clinical programs and improve health status;
- 9. Establishing procedures and processes which ensure competent implementation of prevention measures and treatment schedules;
- 10. Providing clinical preventive services, including clinical screenings and preventive care;
- 11. Facilitating access to care through the use of nursing assessment, referral for risk reduction, prevention, restorative, and rehabilitative services, and the establishing clinical programs and services;
- 12. Participating in all components of communicable disease prevention and control, including clinical surveillance, case identification, and treatment;
- 13. Planning, developing, and initiating interdisciplinary nursing plans for care and case management;
- 14. Establishing and maintaining written procedures and protocols for clinical care; and
- 15. Identifying, defining, coordinating, and evaluating enhanced clinical services for complex populations and special risk groups.

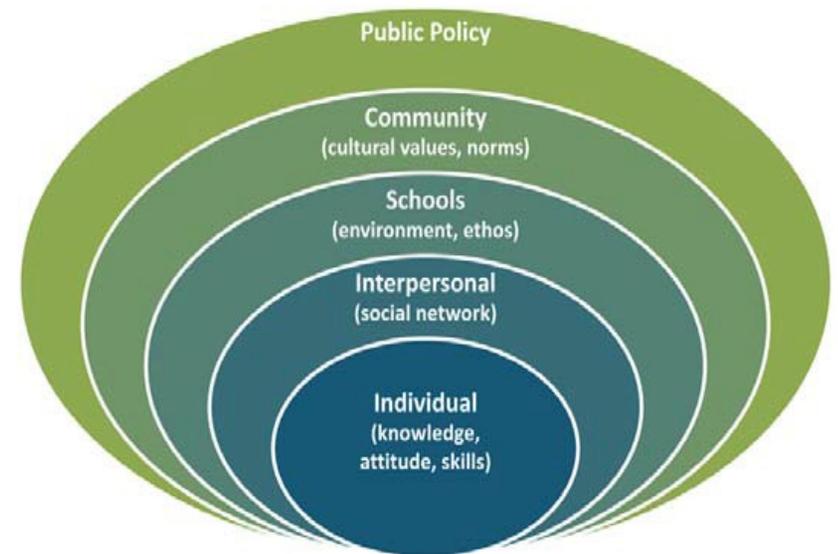
Health Promotion & Education Services

Health Promotion and Education Services is a multi-disciplinary team of health professionals who educate, facilitate, advocate and collaborate to motivate all members of the Orange County community to achieve safe and healthy lifestyles.

"The focus of health education is on people and action. In general, its aims are to encourage people to adopt and sustain healthful life patterns, to use judiciously and wisely the health services available to them, and to make their own decisions, both individually and collectively, to improve their health status and environment." -- World Health Organization

Common Roles and Responsibilities:

- Assessment and data collection
- Communication of health information
- Community engagement and collaboration
- Counseling and consultation
- Liaison to task force and coalitions
- Media facilitation
- Program planning and evaluation
- Resource development and grant writing
- Social marketing
- Staff development and training



The **Socioecologic Framework**, which illustrates the many levels on which Princeton Health Department works to improve health.

Vital Records and Statistics Services

Vital records and statistics services consist of two NJ Certified Registrars of Vital Statistics that record birth, death, marriage and civil unions for the municipality.

Vital Statistics records have been kept in Princeton since 1903. Vital Statistics is the recording of all Births, Deaths, Marriages, and Civil Unions that occur within a municipality. All Vital Statistics are also recorded to the State to provide data on morbidity and mortality.

Additional Responsibilities:

- Marriage licenses and certificates
 - Birth certificates
 - Death certificates
- Civil union licenses and certificates
 - Issuing burial permits
 - Disinterment permits
 - Transit permits



Section 6: BOH Responsibilities, Policies, and Procedures



Public Health
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Princeton Health Department

Board of Health Member Responsibilities

The Board of Health is the primary policy-making, rule-making and adjudicatory body for the health department and is charged to protect and promote the public health of Princeton

This function may include allocating resources, planning programs, and advising the Health Officer on health needs.

Responsibilities of board members can be divided into three primary categories: Administrative Work, Advocacy, Policy Development. These duties may include, but are not limited to any of the following.

Administrative Work of the Board

- Attend meetings of the Board of Health regularly and promptly.
- Serve on Board Committees or as a representative of the Board of Health to other bodies, such as the Human Services Commission Princeton.
- Review all meeting materials in advance of meetings and complete assigned work between meetings.
- Participate fully in open, constructive dialogue regarding local public health both in and out of meetings. Ask critical questions; seek clarity and implications of decisions before voting.
- Evaluate the performance of the health officer on an annual basis.
- Attend health department sponsored community activities or special events as requested.

Advocacy

- Serve as a Board liaison to designated organizations of importance to the board as requested.
- Represent a broad cross-section of the community to the board.
- Represent public health to the community.
- Speak for the board only when delegated to do so by the board.
- Stand behind decisions of the board and Health Officer.
- Inform other policy-makers and the community of the needs of the health department in its mission to protect and promote the public's health.

Policy Development

- Educate yourself on your community, its public health status, and its needs. Communicate issues, trends, or other relevant information to the board and the health director.
- Present need for new policies as Board member becomes aware of need from serving on other community groups.
- Carefully examine all new policies for community-wide implications and discuss issues and concerns openly in Board meetings.

Board of Health Policy and Procedure Manual

Board of Health policies and procedures can be found in the Princeton Boards, Commissions, Committees (BCC) Handbook. It is reviewed annually by the Mayor and governing body of Princeton and distributed to all members in January.

In addition to the BCC handbook, upon being appointed to the Board of Health members will also receive a Princeton Board of Health Orientation packet that includes a welcome letter from the Health Officer and “Effective Boards of Health” document, authored in collaboration between the National Association of Local Boards of Health and the New Jersey Local Boards of Health. Said document highlights roles and responsibilities of a Board of Health member in New Jersey as well as provides an overview of how meetings operate and what services should be provided by the Health Department.

PRINCETON BOARD OF HEALTH ORIENTATION PACKET 2016



Board of Health Strategic Plan

Based on the health priorities identified in the Community Health Assessment, the Princeton Board of Health identifies priority areas to work on through policies and programs. Though the Community Health Assessment is completed only every three to five years, the BOH Strategic Plan is updated every two years.

The 2015 strategic plan focused on three priority areas: Healthy and Safe Community Environments, Public Health Continuous Improvements, and Prepare for Public Health Emerging Threats. It was developed through a participatory process that includes research on effective programs and policies, staff and community expertise, and available resources . Each priority includes objectives and specific action steps.

Board members oversee and provide input on the work of the plan through involvement in at least one of the priority area subcommittees. The implementation and evaluation of the plan is supported by health department staff, community stakeholders, and other municipal departments.

[The full plan is located on the Publications and Reports section of the PHD website](#)

BOARD OF HEALTH ROSTER

<i>NAME</i>	<i>EMAIL</i>	<i>FIELD</i>	<i>APPOINTED</i>	<i>TERM EXPIRATION</i>
George DiFerdinando, MD, MPH Chairperson	diferdge@sph.Rutgers.edu	Epidemiology/Health Policy	12/31/2015	12/18/2018
Linda Steiner-Sichel Vice-Chariperson	Linda_Sichel@yahoo.com	Nursing	1/1/2015	12/31/2017
JoAnn Hill Secretary	joannbry@Verizon.net	Infectious Disease	1/1/2015	12/31/2017
Steven Miller, PhD	msteverino@aol.com	Environmental Science	12/31/2015	12/18/2018
Rick Weiss, MS	Weiss@viocare.com	Health Technology	1/1/2014	12/31/2016
Lauren Babcock-Dunning, MPH Alternate No. 1	laurencbd@gmail.com	Biostatistics	12/31/2015	12/31/2017
Linda Schwimmer, JD	Linda.Schwimmer@gmail.com	Health Policy	12/31/2015	12/18/2018
Mona Shah, PhD	mona77@gmail.com	Epidemiology	12/31/2015	12/31/2017
Meredith Hodach-Avalos, MD	mhavalos@gmail.com	General Medicine	7/2016	12/31/2016
Heather Howard, JD Council Liasion	Heatherhoward@yahoo.com	Health Policy	1/1/2016	12/31/2016

Princeton Board of Health

Committees 2016

Member Assignments

<u>Committee</u>	<u>Member</u>
Budget & Finance / Personnel	George DiFerdinando Linda Steiner-Sichel
Planning	Linda Schwimmer Steve Miller Mona Shah

Liaison Roles

Joann Hill Linda Steiner-Sichel	Princeton Alcohol and Drug Alliance (PADA)
George DiFerdinando Steve Miller	Princeton Environmental Commission

Board of Health Meetings

The Princeton Board of Health meets each month of the year, except August. All meetings are held on the third Tuesday of the meeting months at Monument Hall, One Monument Drive in Princeton, unless noted otherwise.

The week before each meeting, you will receive monthly health reports for the Board via e-mail. It will contain the agenda for the next week's meeting and any materials related to the agenda item that should be reviewed in advance.

Meeting agendas contain a variety of items, including educational sessions, reports on Health Department programs or activities, or review of state and local laws and regulations.

2016 Meeting Schedule

January 18, 2016
February 16, 2016
March 15, 2016
April 19, 2016
May 17, 2016
June 21, 2016
July 19, 2016
September 20, 2016
October 18, 2016
November 15, 2016
December 20, 2016

Location:

Monument Hall
One Monument Drive
Princeton, NJ 08540
East Conference Room

Time:

7:30 p.m

Contact Person:

Jeff Grosser, Health Officer

609-497-7610

jgrosser@princetonnj.gov