

**BOARD OF HEALTH MEETING  
WORK SESSION MEETING MINUTES  
THURSDAY, DECEMBER 12, 2013**

Ms. Carol Hertenstein, President of the Board of Health called the Board of Health meeting to order at 7:30 p.m. in the second floor west wing conference room.

Ms. Hertenstein led the Pledge of Allegiance.

**Members in attendance:** Carol Hertenstein, RN, David Klopp, DVM, Steven Clarke, DC, Donna Garbaccio, RN, Michael Sparozic, R.PH, Brian Scanlan, Township Committee Liaison

**Staff in attendance:** Angela Musella, Health Officer, Northwest Bergen Regional Health Commission (NWBRHC), Cindy Risseeuw, Secretary

**Wyckoff Municipal Alliance Chair in attendance:** Wendy Coffey, MSW, LCSW

**High School Liaison:** Grace Tellado, Senior, Indian Hills High School – Absent

**Absent:** Richard Morski, MD, Linda Brock, RN, Marilyn Taylor, RN, and Member Emeritus: Tret Bushman, RN

**Reading of the Open Public Meetings Act Work Session statement:**

Cindy Risseeuw, Secretary read the Open Public Work Session statement: “This Regular Work Session Meeting of the Wyckoff Board of Health is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of meetings. A copy of said Annual Schedule has been posted on the Bulletin Board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the Agenda thereof was similarly posted, filed and mailed to said newspapers. Formal action may be taken at this meeting.”

**Approval of November 14, 2013 Regular Meeting Minutes:** Michael Sparozic, R.PH, motioned and David Klopp, DVM seconded; and Linda Brock, RN.

**Report of the Board of Health President:**

Ms. Hertenstein stated that the June 12, 2014 Board of Health meeting will need to be rescheduled for Thursday, June 19, 2014 due to a conflict with the Care Conversations: Our Aging Parents program scheduled for June 12, 2014 at the

Wyckoff Family YMCA.

**Report of Board Members:**

Ms. Wendy Coffey, Wyckoff Municipal Alliance Chair, reported that the program “Mental Health First” conducted by Care Plus NJ did not qualify under the Municipal Alliance grant. Ms. Coffey will research other program options.

**Report of the Health Officer:**

Ms. Musella reviewed the NWBRHC November 2013 Activity Report (distributed and attached) as follows:

1. Ms. Musella stated that 10 mandated establishment inspections were performed; all were satisfactory.
2. One Temporary/Special Event food license was issued; Wyckoff Reformed Church Holiday Fair
3. One non-food related complaint was received and two food related complaints were received.
4. Zero animal bites were reported.
5. NWBRHC reported two cases of Pertussis.
6. NWBRHC reported one case of Lyme disease; 23 total cases were reported in 2013.

**New and Unfinished Business:**

The next program in the series entitled, “Care Conversations: Our Aging Parents – When Care at Home is Not Enough” and will be held Tuesday, January 14, 2014 (weather date is January 21). Speakers have been secured and advertising will begin next week. The Wyckoff YMCA is thrilled with the partnering arrangement with the Wyckoff Board of Health.

Ms. Hertenstein noted that the Board of Health researched the requirements for the Township of Wyckoff to become a “NJ Healthy Town”. The board concluded that at this time meeting of the program requirements are not feasible due to the amount of effort involved in the Care Conversations program and Health Fair and Influenza Prevention program planning.

The Board of Health briefly reviewed the Emergency Operations Plan as requested by Lt. Charlie Van Dyk. Recommendations will be forwarded to Lt. Van Dyk.

Ms. Hertenstein stated that the 2014 Rabies Clinic will be held January 11, 2014 from 1-3 p.m. Ms. Hertenstein will be attending a meeting on December 13, 2013 regarding the program logistics. Board members available to volunteer at this event should contact the Board of Health Secretary.

Ms. Hertenstein reminded Board of Health members that the board will be participating in the YMCA Wyckoff Day in June 2014; suggestions are requested from board members regarding a theme.

Ms. Hertenstein stated that 2014 Health Fair and Influenza Prevention program planning will begin early this spring; decisions need to be made regarding a date and venue.

Ms Hertenstein reminded members of the following Open Public Records Act (OPRA) Law requirements. Board members must include the following language on all memos to board members:

“The Board/Commission Secretary or Liaison shall be included in any email a Township Committee appointed Board/Commission member sends. All emails are subject to the Open Public Records Act and as such, may be requested by citizens. (This requirement is applicable to all members of the Wyckoff Planning Board, Zoning Board of Adjustment, Library Board of Trustees, Recreation and Parks Commission, Board of Health, Environmental Commission, Shade Tree Commission, Design Review Advisory Committee and any other ad-hock committee regardless if it is sent from your personal/business computer or personal/business data phone.) There should be no expectation that the content of emails exchanged with municipal officials and employees will remain private.”

Mr. Sparozic motioned to close the work session; seconded, Donna Garbaccio, RN; all members present voting affirmatively.

The Board of Health Meeting adjourned at 8:30 p.m.