

**SPECIAL BOARD OF HEALTH MEETING
WORK SESSION MEETING MINUTES
WEDNESDAY, FEBRUARY 19, 2014**

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, Steven Clarke, DC, Donna Garbaccio, RN, Michael Sparozic, R.PH, Lynne Spreen-Raffo, RN and Brian Scanlan, Township Committee Liaison

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

Absent: Richard Morski, MD, Wendy Coffey, MSW, LCSW and Wyckoff Municipal Alliance Chair, Linda Brock, RN, and Member Emeritus: Tret Bushman, RN

Reading of the Open Public Meetings Act Work Session statement:

Ms. Risseeuw, Secretary, read the Special Open Public Work Session statement: "This Special Meeting of the Board of Health of the Township of Wyckoff is now in session. In accordance with Section 8 of the Open Public Meetings Act, I wish to advise that the 48-Hour Notice of this meeting has been posted in the main level of Memorial Town Hall since 02/12/14. A copy of the notice has been filed with the Township Clerk and copies were sent to The Ridgewood News, Bergen Record and the North Jersey Herald and News on 02/12/14, all papers with general circulation throughout the Township of Wyckoff.

This Special Open Public Work Session was rescheduled from Thursday, February 13, 2014 due to inclement weather.

Approval of January 12, 2014 Regular Meeting Minutes: Michael Sparozic, R.PH, motioned and Donna Garbaccio, RN seconded; and Brian Scanlan, Township Committee Liaison abstained.

Report of the Board of Health President:

Ms. Hertenstein welcomed new Board of Health member Lynne Spreen-Raffo, RN (Alternate #2). All members in attendance introduced themselves and described their health field background.

Report of Board Members:

None.

Report of the Health Officer:

Ms. Musella reviewed the NWBRHC January 2014 Activity Report (distributed and attached) as follows:

1. Ms. Musella stated that 17 mandated establishment inspections were performed; all were satisfactory.
2. The spring Food Handler Courses have been scheduled; information has been posted on the NWBRHC website. Registration is available online at www.nwbrhc.org.
3. The NJ Department of Health (NJDOH) has been mandated to sustain/build on six prioritized Centers for Disease Control (CDC) emergency preparedness capabilities (emergency public information and warning, information sharing, mass care, medical countermeasure dispensing, medical material management, and volunteer management) through a Public Health Emergency Preparedness grant. Regional partners will decide how funds will be distributed within their respective regions (Northwest region consists of Bergen, Hudson and Essex counties, including Newark). The Health Officers in Bergen County have developed and approved a sample work plan with specific one year goals which now needs to be approved by the Health Officers in Hudson and Essex counties before being submitted to the NJDOH.
4. Ms. Musella met with Lt. Charlie Van Dyk, Carol Hertenstein and Cindy Risseeuw to review and revise the Public Health Annex of the Emergency Operations Plan.
5. Five non-food related complaints were received.
6. One animal bite was reported.
7. School Immunization audits were performed for Eisenhower, Sicomac, Lincoln and Coolidge Schools.
8. NWBRHC reported two reopened cases of Pertussis by the State.
9. NWBRHC reported one case of Lyme disease; 24 total cases were reported in 2013.

New and Unfinished Business:

Ms. Risseeuw opened the floor to nominations for President of the Board of Health. Steve Clarke, DC nominated Carol Hertenstein, RN as Board of Health President.

Motion: Steve Clarke Second: Michael Sparozic

Roll Call Vote:

Brock Absent Clarke Yes Garbaccio Yes Hertenstein Yes
Spreen-Raffo Yes Morski Absent Scanlan Yes

Ms. Hertenstein accepted the office of Board of Health President with the support and volunteer assistance from all members of the Board of Health.

Ms. Risseeuw opened the floor to nominations for Vice President of the Board of Health. Steve Clarke, DC nominated Richard Morski, MD as Board of Health Vice President.

Motion: Steve Clarke Second: Michael Sparozic

Roll Call Vote:

Brock Absent Clarke Yes Garbaccio Yes Hertenstein Yes
Spreen-Raffo Yes Morski Absent Scanlan Yes

Ms. Hertenstein expressed concern regarding the procedures followed for a recent case involving a township resident and possible unfit living conditions. The Wyckoff Police Department notified the health officer in a timely manner; however, the Board of Health (secretary) was not notified of the situation nor did she receive a copy of the police report. Ms. Hertenstein stated that the Police Department properly contacted the health officer in a timely manner. However, NWBRHC needs to communicate/notify the Board of Health Secretary of any reports they receive from the Police Department; an assumption cannot be made that the Board of Health has been notified by the Police Department. Following the report of an incident, Ms. Hertenstein is requesting that: (1) NWBRHC notify the Board of Health of the incident and (2) NWBRHC prepare a report of their findings indicating what, if any, action has or will be taken and if a follow-up visit is required. If no action is required, the report should state no action required. This follow-up report needs to be forwarded to the Board of Health Secretary in a timely manner. Ms. Hertenstein does not want to wait until the issuance of the monthly NWBRHC monthly report to be informed of the disposition of a case. Ms. Hertenstein referenced and distributed a memo from Robert Shannon, Township Administrator to Angela Musella, Health Officer dated April 11, 2008, re: Future Responses to Reports of Residential Living Conditions Unfit for

Human Occupancy. Ms. Hertenstein would like to create an updated policy regarding unfit residential living conditions with the input from the Board of Health and NWBRHC. This subject will be re-reviewed at the May 2014 Board of Health meeting.

Ms. Hertenstein stated that there has been recent confusion regarding when a temporary food handling license is required. Mr. Scanlan stated that the mission of the Board of Health is to protect the public from illness resulting from the improper handling/serving of food. Mr. Scanlan and Ms. Musella will discuss developing a policy/guidelines for the issuing of temporary food handling licenses.

The next program in the series entitled, "Care Conversations: Our Aging Parents – Paying for Care" will be held Tuesday, March 11, 2014 from 7:00 – 9:00 p.m. in the Wyckoff Family YMCA Upper Level Gym I (weather date is Tuesday, March 18). Volunteers are needed to help with this event; please contact Ms. Risseeuw if you are available.

Ms. Hertenstein reminded members that Wendy Coffey in her role as Wyckoff Municipal Alliance chair will be holding a three week program entitled "Raising Thriving Children" which will be held in the Monroe Room of the Wyckoff Library on Monday, March 10, 17 and 24 from 10:30 a.m. to 12:00 noon. Volunteers from the Wyckoff Board of Health are needed; please contact Ms. Risseeuw if you are available.

Ms. Hertenstein reminded Board of Health members that the board will be participating in the YMCA Wyckoff Day, June 7, 2014; board members agreed that the theme for this year's event will be "Watch Your Fun in the Sun – topics to be included are tanning beds, melanoma information and Lyme disease. Volunteers from the Wyckoff Board of Health are needed; please contact Ms. Risseeuw if you are available.

Ms. Hertenstein stated that the 2014 Health Fair and Influenza Prevention program will be held on Saturday, October 11, 2014 in the lower level of the Wyckoff Library (Monroe, Shotmeyer and Friends of the Library rooms). Ms. Risseeuw completed the Wyckoff Library Room Reservation Form and received approval from the Library. Setup will be done on Friday, October 10, 2014 from 4:30 – 6:00 p.m. at the Library. Ms. Risseeuw will contact the Midland Park Board of Health president regarding our health fair partnership with Midland Park Board of Health.

Mr. Sparozic stated that staffing of the Blood Pressure program at the Wyckoff YMCA is becoming a problem due to lack of volunteer Ambulance Corps manpower. Changes to this program may need to be made in the near future.

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, Mr. Scanlan; all members present voting affirmatively.

The Board of Health Meeting adjourned at 9:05 p.m.