

**BOARD OF HEALTH MEETING
WORK SESSION MEETING MINUTES
THURSDAY, APRIL 10, 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, Richard Morski, MD, Linda Brock, RN, Donna Garbaccio, RN, Wendy Coffey, MSW, LCSW, Michael Sparozic, R.PH, Lynne Spreen-Raffo, RN

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

Absent: Brian Scanlan, Township Committee Liaison, Member Emeritus: Tret Bushman, RN, Grace Tellado, Senior, Indian Hills High School

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. A least 48 hours prior to this meeting the Agenda thereof was similarly posted, file and mailed to said newspapers. Formal action may be taken at this meeting.

Motion to move the reading of March 13, 2014 Regular Meeting and Work Session Minutes to next month:

Linda Brock, RN motioned and Michael Sparozic, R.PH seconded; remaining members present voted affirmatively.

No members of the public were present.

Report of Board Members:

Linda Brock stated there was a house fire on Monroe Avenue and temporary housing was required for the residents. The police desk had difficulty reaching the American Red Cross and called Ms. Musella and Ms. Risseuw in the early morning hours for assistance. Ms. Hertenstein stated that the American Red Cross is the correct mechanism for placing the residents. Suggestion was made to have the Red Cross come to the Board of Health meeting to speak regarding responding to local emergency events; invitations will be sent to Lt. Charlie Van Dyk and the Wyckoff Ambulance Corps.

Ms. Coffey, Chairperson of the Wyckoff Municipal Alliance (MA), stated that the MA is funding a program entitled Shattered Lives which will be held on June 6 at Ramapo High School. This program addresses drunk driving and reenacts an accident scene and eulogy.

Ms. Coffey stated that the Thriving Children program is complete. Recommendations were made to hold the program in the evening for better attendance.

Report of the Board of Health President:

Ms. Hertenstein stated the 4th session of the Care Conversations had over 90 people in attendance. The surveys reviewed following the event show positive feedback. The next program will be held May 20, 2014 from 7-9 p.m. at the Wyckoff YMCA and will address Mental Health and the Aging.

Ms. Hertenstein stated that the Wyckoff Day theme will address summer safety. The board will be partnering with the Municipal Alliance at this event. Ms. Garbaccio suggested providing cancer prevention information and Ms. Spreen-Raffo will contact various organizations for free sunscreen samples.

Ms. Hertenstein asked Ms. Musella to contact the Wyckoff YMCA to arrange for two days at the YMCA in the fall to administer the flu vaccine.

Ms. Hertenstein sent an email to Mayor Doug Christie regarding participation in the Mayor's Wellness program. She is awaiting a response.

Report of the Health Officer:

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

1. Ms. Musella stated that eight mandated establishment inspections were performed; all satisfactory.
2. Two Temporary Food Handler licenses were issued; one to St. Nicholas Church for the Wildcats Beefsteak Dinner and one to Abundant Life Church

for their pancake breakfast.

3. One plan review was conducted for the Starbuck's interior renovation.
4. Two non-food related complaints were received.
5. Two employees from 3 Chica's attended the ServSafe food handler classes.
6. Ms. Musella stated that no animal bites were reported.

New and Unfinished Business:

Ms. Hertenstein reminded members that there will be a planning session for Wyckoff Day on April 17 and a Health Fair Planning session will be held on May 1.

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.”

Steve Clarke, DC motioned to close the Work session; seconded, Lynne Spreen-Raffo; all members present voting affirmatively.

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