

**BOARD OF HEALTH MEETING
PUBLIC WORK SESSION MEETING MINUTES
THURSDAY, SEPTEMBER 11, 2014**

Ms. Carol Hertenstein, President of the Board of Health called the Board of Health meeting to order at 7:35 p.m. in the second floor west wing conference room.

Ms. Hertenstein led the Pledge of Allegiance.

Members in attendance: Carol Hertenstein, RN, Richard Morski, MD, Steven Clarke, DC, Donna Garbaccio, RN, Wendy Coffey, MSW, LCSW, Municipal Alliance Chair, Michael Sparozic, R.PH, Lynne Spreen-Raffo, RN, Brian Scanlan, Township Committee Liaison

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

Absent: Linda Brock, RN

Reading of the Open Public Meetings Act Public 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 May 8, 2014 Public Business Meeting and Public Work Session Minutes: Steve Clarke, DC, motioned and Donna Garbaccio, RN seconded; remaining members present voted affirmatively.

Approval of June 12, 2014 Public Business Meeting and Public Work Session Minutes: Richard Morski, MD, motioned and Michael Sparozic, R.PH seconded; Steve Clarke, DC abstained; remaining members present voted affirmatively.

Member of the public present was Bob Harz, President, Wyckoff Seniors

No public comment.

Report of Board Members:

Brian Scanlan presented a brochure regarding the 5th Annual Gala for the Bergen Volunteer Medical Initiative founded by Dr. Samuel Cassell. Mr. Scanlan suggested inviting Dr. Cassell to speak at a Board of Health meeting; Ms. Risseeuw will scan a copy of the brochure to board members.

Wendy Coffey stated the 2015 calendar theme includes information about addiction, resources, and local information on how to get help. Also, the US Drug Enforcement Agency program "National Drug Take Back Initiative" will be held on Saturday, September 27, 2014 from 10 a.m. – 2 p.m. at the Wyckoff Police Department, Scott Plaza.

Report of the Board of Health President:

Ms. Hertenstein stated that invitations have been sent to possible Health Fair participants.

Report of the Health Officer:

Ms. Angela Musella, Health Officer, reviewed the NWBRHC June 2014 Activity Report (distributed and attached) as follows:

1. Ms. Musella stated that six mandated establishment inspections were performed; all satisfactory.
2. Sixteen Temporary Food Handler Licenses were issued to the vendors participating at the YMCA Wyckoff Day.
3. One food related complaint and two non-food related complaints were received.
4. Ms. Musella stated three animal bites were reported.
5. One case of Lyme disease was reported.
6. One case of Pertussis was reported.

Ms. Angela Musella, Health Officer, reviewed the NWBRHC July 2014 Activity Report (distributed and attached) as follows:

1. Ms. Musella stated that six mandated establishment inspections were performed; all satisfactory.
2. Three food related complaints and one non-food related complaint were received.

3. Ms. Musella stated four animal bites were reported.

Ms. Angela Musella, Health Officer, reviewed the NWBRHC August 2014 Activity Report (distributed and attached) as follows:

1. Ms. Musella stated that ten mandated establishment inspections were performed; all satisfactory.
2. Six Temporary Food Handler Licenses were issued.
3. Two food related complaints and two non-food related complaints were received.
4. Ms. Musella stated six animal bites were reported.
5. One case of Lyme disease was reported.

Ms. Musella stated that NWBRHC will be offering the following five flu vaccine dates to Wyckoff residents, volunteers and employees:

Saturday, 09/20/14 at Stop & Shop – 11 a.m. – 3 p.m.
Saturday, 10/11/14 at Wyckoff Library (Health Fair) – 11 a.m. – 3 p.m.
Saturday, 10/18/14 at Stop & Shop – 11 a.m. – 3 p.m.
Saturday, 10/25/14 at Wyckoff YMCA – 9 a.m. – 12 noon
Wednesday, 10/29/14 at Wyckoff YMCA – 4 p.m. – 7 p.m.

Ms. Risseeuw stated the food handler course information for the fall 2014 has been mailed to all restaurants/food handling establishments on 09/10/14.

New and Unfinished Business:

Ms. Hertenstein reminded members that the 2014 Health Fair and Influenza Prevention Program will be held on Saturday, October 11 in the lower level of the Wyckoff Library. Setup for the health fair will take place on Friday afternoon, October 10. Volunteers will be needed from 10:00 a.m. to 4:00 p.m. on the day of the health fair.

The board discussed the concerns presented by Haakon Jepson, Township Committee member, at the June 2014 board meeting regarding simplifying the temporary food handling application. The conclusion of the board was that every effort was made to make the temporary food handling policy user friendly and informative regarding the need/purpose for the license. The license permits the licensee to serve food and provides proper food handling education.

Ms. Hertenstein stated that the Wyckoff Family YMCA would like to join efforts with the Wyckoff Board of Health once again to create a 4-session program with

a suggested theme of heroin and substance abuse. A planning meeting will be held.

Ms. Hertenstein polled board members for topic suggestions for the next program collaboration involving the Board of Health and the Wyckoff YMCA. Suggestions were as follows:

- Continuation of the elder care programs
- Mental Health – depression, anxiety, dementia, obsessive compulsive disorder

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.”

Brian Scanlan motioned to close the Public Work session; seconded, Michael Sparozic; all members present voting affirmatively.

The Board of Health Meeting adjourned at 8:35 p.m.