

**BOARD OF HEALTH MEETING
PUBLIC WORK SESSION MEETING MINUTES
THURSDAY, OCTOBER 9, 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, Richard Morski, MD, Steven Clarke, DC, Wendy Coffey, MSW, LCSW, Municipal Alliance Chair, Linda Brock, RN, Michael Sparozic, R.PH

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

Absent: Donna Garbaccio, RN, Lynne Spreen-Raffo, RN, Brian Scanlan, Township Committee Liaison

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.

Motion to move the reading of September 11, 2014 Public Business Meeting and Public Work Session Minutes to November 13, 2014:

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

No members of the public were present.

Report of Board Members:

Wendy Coffey suggested adding information to the Board of Health website regarding the Enterovirus.

Wendy Coffey would like ideas for a future Municipal Alliance community program, as well as much needed volunteers to assist with the Municipal Alliance.

Wendy Coffey and Carol Hertenstein will be attending the training session for the Wellness for Bergen County Initiative sponsored by the Bergen County Department of Health and Human Services on November 6, 2014. This program is designed to bring health and wellness to our organization and community.

Report of the Board of Health President:

Ms. Hertenstein stated Cathy Pilone, RN, MSN, NEA-BC, Vice President/Administrator of Mental Health Services, Ramapo Ridge Psychiatric Hospital, Christian Healthcare Center (CHCC), approached Mayor Doug Christie regarding initiating a joint effort between the CHCC and the Township to participate in the Bergen County Stigma Free Initiative. Currently there are 12 towns in Bergen County participating. This program's mission is to demystify the mental health stigma. The Bergen County Department of Health and Human Services has all materials available for this initiative at no cost to the township. Mayor Christie suggested to Cathy Pilone that the township could write a proclamation regarding this initiative. A response from Mayor Christie is still pending. If requested, Cathy Pilone is willing to make a presentation to the Township Committee regarding this program.

Ms. Hertenstein reviewed information regarding a grant opportunity which Angela Musella provided to the Board of Health. This grant entitled "ShapingNJ Healthy Community Grant" with funds available from \$7,500 - \$12,000. This grant is designed to promote systems, policy and environmental change for obesity and chronic disease prevention at the local level. This grant can involve multiple township organization such as the Board of Health and Parks and Recreation Office. There is no deadline for this grant.

Report of the Health Officer:

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

1. Five mandated establishment inspections were performed; all satisfactory.
2. Five Temporary Food Handler Licenses were issued to the vendors.
3. Two non-food related complaints were received.
4. One animal bite was reported.
5. One case of Pertussis was reported.

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.

Ms. Hertenstein stated that the Wyckoff Family YMCA, CHCC, Van Dyk's Nursing Home and Board of Health are planning another series entitled "Wellness in a Changing World". Individual sessions will focus on subjects such as the influence of technology, infectious disease, effects of instant media availability, stress and mental health. Ms. Hertenstein will be attending a planning session at the Wyckoff Family YMCA.

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."

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

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