

**BOARD OF HEALTH MEETING
PUBLIC WORK SESSION MEETING MINUTES
THURSDAY, NOVEMBER 13, 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, Donna Garbaccio, RN, Michael Sparozic, R.PH, Lynne Spreen-Raffo, RN

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

Absent: 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.

Approval of September 14, 2014 Regular Meeting and Work Session Minutes:

Steve Clarke, DC motioned and Dr. Morski seconded; remaining members present voted affirmatively.

Approval of October 14, 2014 Regular Meeting and Work Session Minutes:

Linda Brock, RN motioned and Donna Garbaccio, RN seconded; remaining members present voted affirmatively.

Member of the public present:

Bob Harz

Report of Board Members:

Donna Garbaccio participated in a Webinar on Ebola as it relates to local schools and towns.

Ms. Coffey reported that the Municipal Alliance meeting was held today. The Wyckoff/Franklin Lakes/Oakland Municipal Alliances will be hosting a program on January 29, 2015 at Indian Hills High School along with the police departments regarding mental health and substance abuse issues. Suggestion was made to have the Wyckoff Board of Health/Wyckoff Municipal Alliance staff a table at this event. Volunteers will be needed.

Ms. Musella stated that the local health departments did not have an Ebola plan in place. NWBRHC has created an Ebola plan; areas addressed are quarantine and active monitoring of travel from affected areas to the United States. Ms. Musella is working with the State Health Department for guidance and will be attending a community education program on Ebola. The State of New Jersey has an Ebola hotline setup (1-800-962-1253).

Report of the Board of Health President:

Ms. Hertenstein attended a meeting at NWBRHC along with other NWBRHC serviced towns regarding the opportunity to participate in the ShapingNJ \$10,000 grant which is a wellness initiative program. Due to time constraints (letter of intent was due 11/14/14), it is not feasible for the Board of Health to participate this year.

Carol Hertenstein and Wendy Coffey attended 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 in Hackensack. This program is designed to bring health and wellness to our organization and community. The 2013 Community Health Initiative Program (CHIP) survey showed the top areas of concern are diabetes, mental health and obesity. The next step for the Board of Health is to meet with county liaisons to discuss ideas to get the township involved.

Report of the Health Officer:

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

1. Total flu vaccines administered were 220; this number included 37 children.
2. Seven mandated establishment inspections were performed; 2 were conditional.

3. Four Temporary Food Handler Licenses were issued to the vendors.
4. One food related complaint was received.
5. Two cases of Lyme disease were reported.

New and Unfinished Business:

Ms. Hertenstein stated that Dr. Cassell, founder of the Bergen County Volunteer Initiative, will speak at the next Board of Health meeting on Thursday, December 11, 2014 regarding the mission of this program.

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, R.PH motioned to close the Public Work session; seconded, Linda Brock, RN; all members present voting affirmatively.

Public Session:

Bob Harz, President of the Wyckoff Seniors, made a suggestion that mile markers be placed on the walking path at the Russell Farms Community Park; he recommended this as a possible Boy Scout project. Mr. Harz also stated that the Wyckoff Seniors would like more information regarding shingles and joint pain.

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

The Board of Health Meeting adjourned at 8:25 p.m.