

**BOARD OF HEALTH MEETING
PUBLIC WORK SESSION MEETING MINUTES
WEDNESDAY, OCTOBER 12, 2016**

Wendy Coffey, Vice President of the Board of Health (BOH) called the Board of Health meeting to order at 7:30 p.m. in the second floor west wing conference room.

Wendy Coffey led the Pledge of Allegiance.

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

Staff in attendance: Cindy Risseeuw, Secretary; Bergen County Department of Health (BCDOH) Staff: Meg Mantello, RN

Absent: Carol Hertenstein, RN, Linda Brock, RN, Donna Garbaccio, 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."

Motion to move the reading of September 8, 2016 Regular Meeting and Work Session Minutes to next month:

Brian Scanlan motioned and Michael Sparozic seconded; Wendy Coffey abstained; all remaining members present voted affirmatively.

Report of Board Members:

Brian Scanlan reminded BOH members that the H.A.P.P.Y program will be held on Tuesday, October 18 at Eisenhower School. Sessions will be held at 8:10 am and 9:40 am.

Report from the Health Officer:

Marjorie Vanacore, REHS was not present to review the BCDOH September

2016 monthly reports and reportable diseases as well as the Sanitary Inspector's Report with the board.

New and Unfinished Business:

Plans are in the process to conduct the First Aid Mental Health Youth Training at the Christian Healthcare Center. This is an 8-hour program which will be held over a two-day period. The program will be offered to first responders and members of the school system.

A nominating committee consisting of Linda Brock and Steve Clarke was formed to put together candidates for the 2017 President and Vice President of the BOH.

Donna Garbaccio posed a question via email due to her unavailability to attend this BOH meeting. Donna would like the monthly nursing reports to reflect the numbers associated with diseases, such as Lyme disease and indicated if it was confirmed, suspected, or unconfirmed. Meg Mantello, RN (BCDOH) was in attendance to answer this question. Meg stated that the data reported to the State is in some cases is changed by the State to reflect possible or probable cases. Meg stated that a major concern is the issue of confidentiality. Meg informed the BOH that if there is a concern or issue in the schools, a health care facility or a restaurant, a red alert would be issued and the Wyckoff BOH would be notified. Wendy Coffey stated that confidentiality of our residents is a major issue. Wendy stated that the BOH trusts the BCDOH to do follow-up and reporting.

Meg Mantello informed the BOH that the BCDOH is available to do educational programs for our seniors regarding medication interaction, alcohol, tobacco, breast cancer, cervical cancer, dementia/Alzheimer's and fall prevention.

The BCDOH is currently doing their audit of the Wyckoff schools. The BOH would like to know the percentage of Wyckoff students who are exempt from immunizations. Meg Mantello will provide that information.

The flu vaccine was administered to Township employees and first responders on Wednesday, October 5 from 4:30 – 7:30 pm at Fire Company #1. Approximately 34 people were vaccinated.

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 session; seconded, Brian Scanlan; all members present voting affirmatively.

The Board of Health Meeting adjourned at 8:10 p.m.