

**BOARD OF HEALTH MEETING  
PUBLIC WORK SESSION MEETING MINUTES  
THURSDAY, SEPTEMBER 14, 2017**

Carol Hertenstein, 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.

Carol Hertenstein led the Pledge of Allegiance.

**Members in attendance:** Carol Hertenstein, RN, Wendy Coffey, MSW, LCSW, Donna Garbaccio, RN, Richard Morski, MD, Linda Brock, RN, Lynne Spreen-Raffo, RN, Brian Scanlan, Township Committee Liaison

**Staff in attendance:** Cindy Risseeuw, Secretary; Bergen County Department of Health (BCDOH) Staff: Michelle Delyannis, REHS

**Absent:** Steven Clarke, DC, Michael Sparozic, R.PH

**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 April 13, 2017 Public Business Meeting and Public Work Session Minutes:**

Linda Brock motioned and Dr. Morski seconded; Wendy Coffey, Donna Garbaccio and Brian Scanlan abstained; all remaining members present voted affirmatively.

**Approval of May 11, 2017 Public Business Meeting and Public Work Session Minutes:**

Lynne Spreen-Raffo motioned and Donna Garbaccio seconded; Dr. Morski and Linda Brock abstained; all remaining members present voted affirmatively.

## **Approval of June 29, 2017 Public Business Meeting and Public Work Session Minutes:**

Donna Garbaccio motioned and Lynne Spreen-Raffo seconded; Dr. Morski, Wendy Coffey and Linda Brock abstained; all remaining members present voted affirmatively.

No public present.

### **Report of REHS:**

Michelle Delyannis reviewed the REHS report and logs. There were no comments from Board members.

### **Report of Board Members:**

Carol Hertenstein noted that the Health Education information disseminated from the Bergen County Department of Health is useful and informative.

Wyckoff Day on June 3, 2017 was successful. Sunscreen and health literature was distributed. Linda Brock, Steve Clarke, Wendy Coffey, Donna Garbaccio and Brian Scanlan were in attendance.

### **New and Unfinished Business:**

Flu vaccine program for employees and 1<sup>st</sup> Responders is scheduled for Monday, September 18, 2017 4:30 – 7:30 pm Co. #1 Firehouse. Walgreens will be administering the vaccine. Walgreens will be providing literature regarding adult vaccines at the flu vaccine program. Brian Scanlan, Linda Brock, Carol Hertenstein and Cindy Risseuw will be attending.

Local BOH Training Certification – Carol Hertenstein recommends that members of the BOH take this on-line class.

Well Baby Clinic – Ms. Risseuw reports there were three visits during 2<sup>nd</sup> Quarter 2017 for immunizations.

Wendy Coffey stated that there have been no Wellness Program meetings scheduled. The Township posts weekly useful and timely wellness information on the website which is viewed by approximately 400 people.

A local restaurant owner approached Brian Scanlan regarding the conditional restaurant ratings which are reported to the NorthJersey.com newspaper. The restaurant owner would like the reporting policy changed. The BOH discussed the matter and there was a consensus that the board's mandate is to protect the public.

The board discussed and approved the 2018 BOH meetings schedule.

Donna Garbaccio had a follow up question regarding Ridgewood Water. Did the Township reach out to Hansel Asmar, Health Officer, BCDOH and Ridgewood Water to get a line of communication started between both organizations? Per Brian Scanlan, both organizations have been in communication with each other.

Lynne Spreen-Raffa suggested that a Fall Risk program be arranged for a small group of our senior citizens. Wendy Coffey will reach out to Eric Ciavaglia (BCDOH) to inquire about the possibility of a 20-30 minutes session. Also, Wendy Coffey will reach out to Andy Wingfield, Recreation Director regarding this program as the Senior Club falls under the direction of the Recreation Department.

Carol Hertenstein stated that the Stigma Free committee has been very active. Donna Garbaccio joined the committee this year. Bev MacKay visited the Stigma Free meeting as a guest. Ms. Hertenstein shared Bev MacKay's email response to the last Stigma Free meeting with the BOH members. The Stigma Free committee has asked if the Municipal Alliance grant money could be used by the Stigma Free Committee for 1<sup>st</sup> Aide Mental Health Training. (Krista Hussey has amended the Municipal Alliance grant to include the Stigma Free program.) Per Donna Garbaccio, the high schools have connected the TNT and SADD programs with the Stigma Free program. The high schools would like to do a basketball fund raiser between two high schools. Any BOH members are welcomed and encouraged to join the Stigma Free Committee, the committee meets the 1<sup>st</sup> Thursday of each month 3:30 – 4:30 pm at CHCC. Carol Hertenstein will speak with Cathy Pilone, Stigma Free Chairperson regarding changing the meeting time so it does not fall during the work day.

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.”

Dr. Morski motioned to close the Public session; seconded, Linda Brock; all members present voting affirmatively.

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