

**BOARD OF HEALTH MEETING
PUBLIC WORK SESSION MEETING MINUTES
WEDNESDAY, JANUARY 12, 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, Richard Morski, MD, Steven Clarke, DC, Donna Garbaccio, RN, Lynne Spreen-Raffo, RN, Brian Scanlan, Township Committee Liaison

Staff in attendance: Cindy Risseeuw, Secretary; Bergen County Department of Health (BCDOH) Staff: Marjorie Vanacore, REHS

Absent: Michael Sparozic, R.PH, 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 November 9, 2016 Public Business Meeting and Public Work Session Minutes:

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

Report of Board Members:

Both Wendy Coffey and Lynne Spreen-Raffo attended the Community Health Improvement Partnership (CHIP) meeting.

Report from the Health Officer:

Marjorie Vanacore, REHS reviewed the BCDOH November 2016 and December

2016 monthly reports and reportable diseases as well as the Sanitary Inspector's Report with the board. All retail food establishment and public pool inspections have been completed.

Donna Garbaccio has again requested the BCDOH monthly nursing report reflect a breakdown of each disease and the numbers of cases associated with each disease. (Previously, Meg Mantello 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.) Marjorie Vanacore will notify Meg Mantello, RN (BCDOH).

New and Unfinished Business:

Brian Scanlan noted it is customary to periodically review the BOH fee schedule. The BOH secretary will forward copies of the fee schedule to members for review.

The Rabies Prevention Program was held on Saturday, January 7, 2017 from 1-3 pm. Approximately 157 dogs and 27 cats were vaccinated. The numbers were down from the previous year probably due to inclement weather.

The Wellness Stigma Free committee has arranged for the 8-hour First Aid Mental Health Youth Training course to be held on Saturday, January 28, 2017 from 9 am – 5 pm. Christian Healthcare Center has offered space for this program. This program is at no cost to participants (Faith Community Church provided funds from the Battle of the Bands fund raiser). There are currently 15-20 participants.

Ms. Hertenstein requested volunteers to assist with the YMCA Healthy Kids Day to be held on Saturday, March 25, 2017 from 10 am – 1 pm. Volunteers are needed for event preparation and/or assistance the day of event. Wendy Coffey volunteered to assist on the day of the event.

Wendy Coffey reported that she will be meeting with Marla Klein, Partnership Liaison, Bergen County Department of Health Services and Mayor Rudy Boonstra to discuss possible Mayor's Wellness Challenge programs for the spring.

Sgt. Brian Zivkovich and Lt. Charlie Van Dyk attended the BOH meeting at the request of the board to discuss Emergency Preparedness. Brian Zivkovich reported that the Public Health Annex was accepted by Bergen County and valid to 2018. Donna Garbaccio would like to see more community awareness regarding emergency preparedness. Donna suggested that eblasts, Twitter and Facebook messages be sent out regarding emergency preparedness for each season of the year. Brian Zivkovich stated that in the event of another super storm "Sandy" he would like to see involvement from the BOH paired with CERTs to help disseminate information, go door to door, and check on senior citizens. Brian Zivkovich asked if there was a formal agreement in place with regard to

using the Christian Healthcare Center (CHCC) as a primary shelter. Carol Hertenstein suggested a meeting between Brian Zivkovich, Charlie Van Dyk and Doug Struyk regarding the matter. Carol Hertenstein will contact Doug Struyk to obtain the name of a CHCC contact person for Brian Zivkovich and Charlie Van Dyk. The YMCA is also installing a generator which will allow for daytime sheltering.

Nomination of Board of Health President and Vice President

Donna Garbaccio nominated Wendy Coffey for Vice President of the Board of Health.

Motion: Donna Garbaccio Second: Steve Clarke

Roll Call Vote:

Brock Absent Clarke Yes Coffey Yes Garbaccio Yes
Hertenstein Yes Spreen-Raffo Yes Morski Yes Sparozic Absent
Scanlan Yes

Dr. Morski nominated Carol Hertenstein for President of the Board of Health.

Motion: Dr. Morski Second: Steve Clarke

Roll Call Vote:

Brock Absent Clarke Yes Coffey Yes Garbaccio Yes
Hertenstein Yes Spreen-Raffo Yes Morski Yes Sparozic Absent
Scanlan Yes

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.”

Steve Clarke motioned to close the Public session; seconded, Brian Scanlan; all members present voting affirmatively.

The Board of Health Meeting adjourned at 8:40 p.m.