

**BOARD OF HEALTH MEETING
PUBLIC WORK SESSION MEETING MINUTES
WEDNESDAY, NOVEMBER 9, 2016**

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, Richard Morski, MD, Donna Garbaccio, RN, Lynne Spreen-Raffo, RN

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

Absent: Wendy Coffey, MSW, LCSW, Steven Clarke, DC, Michael Sparozic, R.PH, 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 8, 2016 Public Business Meeting and Public Work Session Minutes:

Carol Hertenstein motioned and Linda Brock seconded; Wendy Coffey abstained; all remaining members present voted affirmatively.

Approval of October 12, 2016 Public Business Meeting and Public Work Session Minutes:

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

Report of Board Members:

None

Report from the Health Officer:

Marjorie Vanacore, REHS reviewed the BCDOH October 2016 monthly reports and reportable diseases as well as the Sanitary Inspector's Report with the board.

New and Unfinished Business:

Plans are in process to conduct the 8-hour First Aid Mental Health Youth Training at the Christian Healthcare Center on a Saturday in 2017. The program will be offered first to Faith Community Church members (who are providing the funding from their Battle of the Band fund raiser, second to local school educators and third to first responders. Space is limited.

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

Ms. Hertenstein addressed the BOH regarding calls received by the BOH Secretary from neighbors reporting concerns regarding residents who need assistance and have no family members to assist. Calls have been coming into the BOH office where the caller will not provide information of the name or address of a person in need. In an effort to streamline the process of providing callers local and county resources which are available, the BOH would like to update the township website BOH page to provide links to available services. A suggestion was made to revisit the Survey of Special Needs which had appeared in a previous township newsletter following a major storm (this may also be a possible Boy Scout Eagle project or Girl Scout Gold project).

Ms. Hertenstein polled board members to find areas of interest for future educational programs/information. A suggestion was made to compile Emergency Preparedness information for residents, without any recent major storms/events a review of preparedness steps is in order. Linda Brock and Donna Garbaccio will contact Brian Zivkovich, Office of Emergency Management Coordinator to discuss available resources.

The following BOH members are available to assist with the January 7, 2017 Rabies Clinic, Lynne Spreen-Raffo and Carol Hertenstein.

Due to a conflict with the December 8, 2016 BOH meeting, a motion was made by Dr. Morski and seconded by Linda Brock to cancel the meeting and reconvene on January 12, 2017. All members in attendance voted affirmatively.

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.”

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

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