

NORTHWEST BERGEN REGIONAL HEALTH COMMISSION
Regular Meeting Minutes
April 25, 2022, 6:00pm

The Regular Meeting, held at NWBRHC, was called to order at 5:58 pm by Mrs. Nancy Peet, President.

The Opening Statement was read according to the Sunshine Law and was followed by Roll Call:

PRESENT: Mrs. Nancy Peet
Mrs. Debra Dzubinsky (arrived 6:00)
Mrs. Donna Guy
Mr. Robert Rose

PROFESSIONALS: Mrs. Gina Behre, Health Officer
Ms. Alexandra Fox, VPOC
Mrs. Darlene Mandville, Grant Administrator
Mrs. Corinne Woodward, Deputy Registrar

The meeting opened with Ms. Fox as the guest speaker to present research on the demographics of our towns. She gave us an update on the state as a whole and then narrowed down to our specific towns. Noted how the country needs to invest more in public health especially after the pandemic. It is important to research our demographics so we know what areas to focus on regarding education, etc. and support the needs of our residents. All of this information is necessary to qualify for the grant. Presentation can be reviewed for more specific information.

Mrs. Behre noted that Ms. Fox has passed her CHES exam, so she is now a Certified Health Education Specialist.

Information shared by Ms. Fox would be great for Mayor and Council as well as Board of Health members. Would be beneficial to narrow down statistics from each town and pinpoint differences.

APPROVAL OF MINUTES

Mr. Rose made a motion to accept the March 28th, 2022 meeting minutes, seconded by Mrs. Guy. All were in favor.

REGISTRAR'S REPORT

The March 2022 Registrar Reports were reviewed and accepted as information.

NURSING AND COVID-19 REPORT

The Northeast is still in moderate level risk. Several outbreaks have occurred in some of the schools. Ho-Ho-Kus school had a major outbreak with over 50 cases. A COVID clinic is set up for April 27th and registration has been picking up. Mill Gardens in Midland Park is looking for a clinic as well.

In process of scheduling additional blood pressure clinics, child health conference, etc. Our nurses have been continuing the audits of the schools as well.

HEALTH EDUCATION REPORT

On April 26th we are hosting a Health Care Decisions Webinar. We sent a reminder and included the zoom link for residents to sign up. We are planning to do this program in person in the future.

Noted that the Senior Center in Midland Park is a Bergen County facility and is not just for Midland Park residents.

Created and collected surveys for the seniors in the community to see what services and educational topics they would be interested in.

Collected data from the Board of Health members regarding subject areas they would like to learn about. The topics they are most interested in include mental health, diabetes, sleep disorders and heart disease.

Sending out educational material in regards to the plastic bag ban and ordered 125 reusable bags with the NorthWest Logo to distribute. The County is going to be handling all complaints received in regards to the plastic bags.

A successful in-service was provided for staff with Karen Barbato, a Social Worker from Valley Hospital as the speaker. She is in charge of complex discharges. She provided information and resources on how to help members of the community where there can be difficult situations. It is in discussion to possibly have the COVID grant include Karen on a per diem basis when there are situations that warrant a social worker.

Mrs. Dzubinsky questioned if there are any cannabis dispensaries in our towns? Mrs. Behre advised that as of now there is not, but some residents are advocating for it. This is not something that the local health departments will be regulating.

Mrs. Behre announced that the NJDOH is distributing COVID test kits to local health departments. NWBRHC is scheduled to receive 1200 kits and we are going to distribute to our towns. Mrs. Mandeville stated purchasing COVID tests is not approved under the grant.

Mrs. Dzubinsky questioned who would be teaching the food handler's courses? Mrs. Behre stated that our REHS Gary and Rebecca can teach the English version and Carmen and Gladys Swanton can teach the Spanish version. It's much easier class to teach in person rather than Zoom.

ACTIVITY REPORT

See Activity Reports for meetings attended, details, and administrative highlights.

Highlights discussed include:

- Guilda's milk recall – distributed information via email, posted on social media and inspectors went on site.
- Majority of Board of Health meetings moving back to in person.
- Food Manager's Class will possibly be held in the Fall.
- Ordered Flu vaccine, lowered amount due to past clinics and losing money. New Bridge Medical Center will be our back up if we run out of vaccine.

BUSINESS/FINANCIAL REPORTS

The Business/Financial Report and Profit and Loss Reports; January – April 2022 were reviewed and accepted as information.

Mrs. Guy mentioned that the CD was not listed on the balance sheet. Mrs. Behre noted we will follow up on that. Might not be reflecting due to the recent transfer. The CD should have been transferred into the regular account.

Mrs. Guy questioned the DRCP; who is covered? Mrs. Behre stated it's a savings program for part-time employees that make a minimum of 5k a year but do not earn an annual salary or work the amount of hours needed to qualify them for PERS.

Mrs. Guy questioned which of the town contracts have paid? Westwood's check bounced and they owe over 27K. Montvale's check bounced and they owe over 10K. Mrs. Behre noted that she called Westwood and Carmen called Montvale to follow up. These contracts need to be paid immediately. We need to contact the administrators in writing regarding the bounced checks. Possible late fees need to be imposed.

TREASURER'S REPORTS

The April 2022 resolution was reviewed. Mrs. Guy questioned how much the AED costs? Mrs. Manderville stated expenses have gone up and its around 3k.

Mrs. Guy read the resolution and made a motion to approve the April 30 2022 resolution in the amount of \$66,346.06, which was seconded by Mrs. Peet. All were in favor.

PRIOR BUSINESS

Employee Handbook: On hold as of now. Discussed adding the points that Mr. Wherry reviewed with us and add it to our current policies. Will be a huge undertaking to go through all of the three books, months of work.

Health Insurance Reimbursement: Would like to compensate employees that enroll in the family plan \$1500. Mrs. Mandeville presented data in regards to salaries, costs, etc. We are under Local Health Government plans. She noted salary reflects the percentage you pay for health costs. So when you are looking at total compensation you have to take this into consideration. She stated if you are looking to attract and keep quality employees we have to be mindful of the total compensation factor. Have to be consistent with policy and remain within budget.

Lease Renewal/ Possible Relocation: Commissioners who toured the Waldwick Municipal Building liked the space where the NWBRHC office might relocate. It was questioned what would be the benefit in the longrun with the expense of the move? We need to request a proposal from Mr. Wherry on all of the expenses and what would be included within the rent. We also need to assess how much the move would cost us. Mrs. Peet also questioned if there is going to be an increase in the current rent with the new owners? So far no, but Mrs. Behre has not been able to connect with the landlord. We need to see what is going on with the new lease/new owners as well.

New Audit Company: On hold. Dominick is going to connect back. Most likely will remain with him for one year this way we have no issues with the grant.

NEW BUSINESS

Flu Vaccine Order 2022 : Covered earlier.

Bank of America- CD/FDIC: Sue Vendetti stated the funds are in the regular account balance. We are covered up to \$250,000 under FDIC, and have the option to move money to another bank if we want the full amount covered. Mr. Rose said he would follow up with contact at TD bank and follow up next meeting.

ADJOURNMENT

A motion to adjourn the regular meeting was made at 8:22pm by Mrs. Peet and seconded by Mrs. Guy; all were in favor. The next regularly scheduled Commission meeting will be held on **Monday, June 27, 2022** at 6:00 pm.

Respectfully Submitted,
Corinne Woodward, Deputy Registrar