

NORTHWEST BERGEN REGIONAL HEALTH COMMISSION
Regular Meeting Minutes
November 28, 2022, 2:00pm

The Regular Meeting, held at NWBRHC, was called to order at 1:59 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. Donna Guy
Mr. Robert Rose

ABSENT: Mrs. Debra Dzubinsky

PROFESSIONALS: Mrs. Namitha Reddy, Director/Health Officer
Mrs. Judith Migliaccio, Interim Health Officer
Mrs. Corinne Woodward, Administrative Assistant

APPROVAL OF MINUTES

Mrs. Peet asked if everyone reviewed the minutes from October 31, 2022. Mr. Rose made a motion to approved the minutes, which was seconded by Mrs. Guy.

REGISTRAR'S REPORT

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

NURSING AND COVID-19 REPORT

Please see attached report. Mrs. Peet questioned how The Bristol, LTC facility is currently in outbreak; what is the status? Mrs. Reddy noted that they are; must be two incubation periods without any positive cases for status to be removed.

Mr. Rose questioned the COVID increase in the New York area. Mrs. Reddy noted that there is a new variant that might not be covered by the vaccine, which is causing an increase in cases. Mrs. Guy questioned the Child Health Clinic and if any of the children from the Ukraine attended? Will follow up with the nurses on status.

HEALTH EDUCATION REPORT

Please see attached report. Mrs. Guy questioned that the report has been limited over the last couple of months and would like to see more programs for the community instituted for 2023. Everyone agreed that there would be more outreach and programs implemented in 2023.

HEALTH OFFICER ACTIVITY REPORT

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

Highlights discussed include:

- Numerous rabies and flu/COVID clinics were held in November, along with BOH meetings. Mrs. Reddy is hoping to attend December / January meeting to meet BOH members.
- Written proposal sent to Franklin Lakes in regards to joining the Commission; revisiting in March once contract is up.
- Audit and financial statements were completed.
- State health department is issuing an additional grant for local health departments. Purpose is to build up public health infrastructure.
 - SWOT analysis to be completed to determine what is most needed.
- Meningitis case in Midland Park; parochial school student from Prospect Park. Proper protocol was followed, was not Neisseria, so no response from public health prospective necessary. Responded in accordance with the state health department.
 - Mrs. Peet noted that we need to encourage the proper protocol for reporting by both Parochial and Public schools. Mrs. Migliaccio noted we can send something out to the schools in regards to the procedures.
 - Mrs. Peet questioned Legionella, when is it more prevalent? Mrs. Reddy noted usually in the summer months with the air conditioners, water fountains, etc. but is always present in environment.
- Received the notice of grant award for the 2023 Strengthening Local Public Health Capacity Grant, but NOGA (notice of grant award) has yet to be received.
- Still working on Giant's Farmers Market to be in compliance. Educating on how to maintain temperatures for hot food.
- Paramus Health Department reached out looking for proposal for Health Officer Services.
- Meeting with Waldwick Administrator Patrick Wherry to discuss possible move. Great space, lots of benefits, ability to build and room to grow. Waiting for us to let them know if we are committed on moving forward. Expenses need to be evaluated as well as record retention.
- Mrs. Reddy was selected by the state and the Health Officers association for a scholarship for Certified Public Manager Program. Approved by Commission.

- Norris McLaughlin is requesting records for Ralph Grotheer due to his accident while employed with NWBRHC. Agreed to send all records pertaining to his employment.

BUSINESS/FINANCIAL REPORTS

The Business/Financial Report and Profit and Loss Reports were reviewed and accepted as information.

TREASURER'S REPORTS

Mrs. Guy questioned the cell phones listed under Bank of America; is that the correct amount for the new phones? There were a couple new phones purchased, need to confirm amounts for new phones / plans/ protection, etc.

Mrs. Guy questioned the mileage reimbursement for Mrs. Musella, as it was taken from petty cash. She is paid by the grant, so not sure if this should be coming from grant funds or petty cash.

Mrs. Guy read the resolution and made a motion to approved the November resolution in the amount of \$65,034.22 with correction or reimbursement on the petty cash, which was seconded by Mrs. Peet.

Employee Handbook: Mrs. Guy mentioned that the handbook needs to be reviewed in a couple of aspects including the PTO, sick time, earned time off, etc. We need to updated the verbiage in the handbook in 2023. Needs to be added to our agenda.

2023 Holiday Schedule: Holiday schedule was reviewed and approved for 2023.

RESOLUTION 01-2023:

Mrs. Peet put forth a Resolution to continue the dialogue with the Borough of Waldwick to support the Health Department Services at the Municipal building. The motion was approved by Mr. Rose and 2nd by Mrs. Peet. All in favor.

ADJOURNMENT

A motion to adjourn the meeting was made at 3:10 PM by Mr. Rose, which was seconded by Mrs. Guy. The next regularly scheduled Commission meeting will be held on **January 23, 2023 at 2:00 pm.**

Respectfully Submitted,
Corinne Woodward