

**NORTHWEST BERGEN REGIONAL HEALTH COMMISSION**  
**Regular Meeting Minutes**  
**October 31, 2022, 2:00pm**

The Regular Meeting, held at NWBRHC, was called to order at 2:00 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. Darlene Mandville, Grant Administrator  
Mrs. Corinne Woodward, Administrative Assistant  
Mrs. Judith Migliaccio, Health Officer  
Ms. Alexandra Fox, MPH

**RAPID PUBLIC HEALTH ASSESSMENT**

Ms. Fox presented the Rapid Public Health Assessment as requirement for the CDC grant. There was an assessment completed for the towns in regards to the community impacts of specific communicable diseases. For grant purposes we are focusing on COVID-19, Hep A, Lyme Disease and Rabies. Ms. Fox went into detail discussing the health, employment and educational impacts of each of these diseases on the communities. She also discussed how community resources are impacted as there will be prolonged service disruptions for each. In conclusion, community preparedness enables the community readiness strategies as well as recovery effort.

**APPROVAL OF MINUTES**

Mrs. Peet made a motion to accept the September 26, 2022 meeting minutes, Mr. Rose seconded the motion.

**REGISTRAR'S REPORT**

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

## **NURSING AND COVID-19 REPORT**

Please see attached report. Mrs. Migliaccio reviewed key points as presented in the report.

### **Highlights included:**

- COVID info session held via zoom to all the school nurses in the district on September 14<sup>th</sup>. MPX info session as well on September 16<sup>th</sup>.
- Several COVID vaccine booster clinics / Flu vaccine clinics held. Approximately 100 doses distributed between both.
- CHC clinic held September 21<sup>st</sup>. Several referrals for children coming from Ukraine.

## **HEALTH EDUCATION REPORT**

Please see attached report. Continuing to address the needs of the Senior Community, using the survey results as guidance. Working with schools to offer programs such as presenting handwashing programs to students. In contact with Mahwah to provide babysitting course program in the winter for pre-teens.

## **HEALTH OFFICER ACTIVITY REPORT**

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

### **September Highlights discussed include:**

- Hired REHS Steven Salerno to begin 10/17/22
- Hired HO Namitha Reddy to begin 11/1/22
- Discussion with Paul Roman re: ARPA, decided letters of support would be submitted.
- Three year contracts for Public Health services submitted to HHK, RV, SR and MP. As well as Vital Statistic contracts to SR and AL for three years.
- Meetings with Franklin Lakes Borough Administrator for potential Commission proposal.
- Notification of kitten that tested positive for rabies. Post exposure treatment started for all those that were in contact with kitten.

## **BUSINESS/FINANCIAL REPORTS**

The Business/Financial Report and Profit and Loss Reports were reviewed and accepted as information. Mrs. Guy questioned town payments and where they are deposited. Mrs. Mandeville stated the amounts are in the general fund, as this is a standard accounting practice.

## **TREASURER'S REPORTS**

Mrs. Guy questioned the McKesson line item on the report, for \$2,667.06. Mrs. Mandeville stated we are having issues with our McKesson bill due to the AED credit. Still working on clearing up the credit but will all balance once straightened out.

Mrs. Guy read the resolution and made a motion to approve the October 31, 2022 resolution in the amount of \$72,648.83, which was seconded by Mr. Rose.

## **PRIOR BUSINESS**

**Vacant Positions have been filled.**

**Audit 2021:** Received and only correction was Health Officer signature on each bill. We ordered a stamp with place for signature and date.

**DCRP Update:** DCRP payments are now made every payroll.

**Flu Vaccine Update:** No additional returns. Scheduled numerous clinics for the fall and we are on target to use most of the vaccine that have been ordered.

**Employee Handbook:** Need some revisions on the handbook with legal representation.

**Franklin Lakes Contract:** A proposal in the amount of \$40,000 per year has been sent to Franklin Lakes Borough for Health Department services.

**Rebecca Pignoncelli Payroll:** Reviewed payroll sheets, PTO, etc. and she is owed accrued PTO time that she was not paid out. She is owed 28 hours of PTO which a check will be cut. For the future need to look into checks and balances on PTO.

## **NEW BUSINESS**

**Paramus Health Department:** Possible discussion in offering Health Officer services with Paramus Health Department. Conversation still in the works, possible proposal.

**HO Transition:** Keeping Mrs. Migliaccio on until the end of the year to assist with training of Mrs. Reddy.

**Lease:** Lease for 20 W. Prospect was signed for 5 years with a clause that we can terminate with to give 100 days notice as long as all payments are up to date. Still waiting for update from Mr. Wherry with cost on the move.

**Resolution on Lease Renewal:**

Mrs. Peet put forth a Resolution to accept lease renewal from 2023-2028. Was seconded by Mr. Rose.

**Resolution to Appoint New Health Officer:**

Mrs. Nancy Peet put forth a Resolution to appoint Full-Time Health Officer in accordance with the addendum to the Employee Handbook.

Mr. Robert Rose motioned to appoint Namitha Reddy as the Full-Time Health Officer effective November 1, 2022. Motion was accepted Mrs. Donna Guy, all were in favor.

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Mr. Rose questioned if there are new owners of Giants Farmers Market in Waldwick. Mrs. Mandeville stated it was sold in August. There have been some issues with new owners. There was a smoke issue and work completed without plans. As of now they are posted conditional.

Mrs. Guy questioned if Mrs. Behre ever met with the town architect in regards to the move. Mrs. Mandeville stated she believed so, but emphasized that we are not having conversations without numbers.

**ADJOURNMENT**

A motion to adjourn the meeting was made at 3:29 PM by Mr. Rose. The next regularly scheduled Commission meeting will be held on **November 28, 2022** at 2:00 pm.

Respectfully Submitted,  
Corinne Woodward