

**CITY OF ENGLEWOOD**

**BOARD OF HEALTH REGULAR MEETING**

**November 10, 2010**

1. The regular meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:10 p.m. by Dr. Earl A. Marsan, President, Board of Health.

**MEMBERS PRESENT:**

Dr. Earl A. Marsan, President; Dr. Lisa L. Wisotsky, Vice President; Bertha-Nora Acosta; JoEllen Bostick; Stephanie Davis; and Dianna Lachman.

**ALSO PRESENT:**

Nelson Xavier Cruz, Director, Health Services/Health Officer/Secretary to the Board; and Janet Kast, Confidential Executive Secretary.

**ABSENT/with apology:** Lisa Levien and Richard A. Lustgarten, Esq., Board of Health Attorney

Mr. Cruz read the Open Public Meetings Statement.

Dr. Earl A. Marsan, Board President, asked those present to stand while the Pledge of Allegiance was recited.

- 2A. **Motion to approve Items 2.A.i. (Minutes of September 15, 2010 Meeting- Open/Closed); 2.A.ii. (Receipts - September/October, 2010); 2.A.iii. Bills - September/October, 2010; 2.A.iv.(Employee Reports - September/October, 2010); 2.A.v. (Communications - September/October, 2010); and 2.A.vi. (Digest of Mail - September/October, 2010).**

Mr. Cruz stated that cash receipts for the month of September, 2010 were \$11,014.75, and for the month of October, 2010 \$9,655.00. Vouchers/Orders for Payment for September, 2010 were \$3,063.04, and for October, 2010, they were \$7,030.79. Non-budget payments were \$14,805.08 in September, 2010, and \$23,423.45 in October, 2010. Electronic Death Registration Receipts for the month of September, 2010 totaled \$1,066.50 and for the month of October, 2010 \$1,065.00.

Motion to approve Items 2.A.i.-vi. together was made by Ms. Bostick, and seconded by Ms. Lachman. Motion was approved 6-0.

## **2.B. Motion to approve Retail Licenses - September/October, 2010**

Dr. Marsan asked Mr. Cruz if there were any objections to the licenses being approved. Mr. Cruz said there were none. Motion to approve Retail Licenses for the months of September/October, 2010 was made by Ms. Davis, and seconded by Ms. Lachman. Motion was approved 6-0.

## **2.C.i. Board Liaison Reports**

There were no Board Liaison Reports.

## **2.C.ii. Committee Reports**

Dr. Wisotsky stated the Personnel Sub-Committee report would be presented in Closed Session.

Mr. Cruz requested that item #9 under “New Business” be presented next, as the guest speaker, Mr. Winston Ramkissoon, would be speaking on the Englewood Community Needs Assessment.

Winston Ramkissoon, an MS/MPH student at the University of Massachusetts at Amherst, conducted an oral health needs assessment on the senior citizen population of Englewood between September and November, 2010. The study was divided into needs and access. The study found 32% of the residents felt they were currently in need of dental treatment, but the cost was preventing them from seeking care. 24% of the residents had no health insurance due to the high cost. And 41% of the subjects would like to have dental care closer to Englewood. Mr. Ramkissoon concluded that it was important to eliminate the barriers that prevent senior citizens from having good dental care access.

## **OLD BUSINESS**

### **3. Englewood Board of Health Bylaws**

Mr. Cruz stated that a revised copy of the draft Bylaws had been provided to the Board Members, and that discussion had been tabled until the Board of Health meeting on December 8, 2010.

### **4. Hispanic Heritage Health Fair**

Mr. Cruz reported that many of the 32 agencies participating in the Hispanic Heritage Health Fair had expressed a desire to have the fair on a Sunday in the future, instead of on a Saturday. It was suggested that instead of holding many smaller health fairs during the year, the Department hold one health fair, to be all-inclusive, incorporating child safety, the dental van, and other screenings. It was felt that this would reduce the cost of such events, including staff overtime. The name Englewood Family Health Festival was suggested, and Dr. Wisotsky asked everyone to bring a calendar to the next Board meeting to look at dates for next year’s fair.

**5. NIMS/ICS Training**

Mr. Cruz reported that the staff of the Englewood Health Department, the Board of Health, and one member of the City Council received NIMS/ICS training on October 13, 2010. He said health annex training is scheduled for November 23, 2010, for the Health Department staff with Bryan Krane of the Englewood Police Department.

**6. Flu Clinics**

Mr. Cruz reported that the Department had spent approximately \$7,000 on the two flu clinics this year, a cost normally offset by Public Health Priority Funding, which is no longer available. He said he had reached out to Sanofi in order to minimize the cost.

**NEW BUSINESS**

**7. Reach & Teach Program 2000 - 2010**

Mr. Cruz provided an updated version of the Reach & Teach Program, which had not been revised since 2000, to put on the City website. He asked for the Board's feedback.

**8. Health Education Unit Reorganization**

Mr. Cruz stated that previously, the Reach & Teach Youth Health Educator, Ms. Sheena Stanislaus, had reported to her supervisor, Ms. Suzie Jean-Louis, Health Educator/Epidemiologist, who reported to Mr. Cruz. Mr. Cruz said that because of interpersonal relation/communication issues between Ms. Stanislaus and Ms. Jean-Louis, it was in the best interests of all to re-organize the unit. He said there is no longer a supervisory position in the Health Education Unit, and both Ms. Stanislaus and Ms. Jean-Louis report directly to Mr. Cruz. A weekly meeting of the Health Education Unit is held with Mr. Cruz.

**10. 2011 - 2012 Health Department Calendar**

Mr. Cruz provided the Board members with a Health Department Calendar of Events for 2011 in preparation for contract negotiations with Local 108 union. The Board requested more information as to how many nights and weekends the staff was working in order to discuss the issue of overtime pay. Mr. Cruz said he would provide them with more detailed information before the next Board meeting.

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Dr. Marsan requested that Mr. Cruz include more results and follow-up of incidences occurring with the Department and summaries of meetings he attended in his monthly reports. Mr. Cruz agreed to furnish more information in his reports next month.

## **PUBLIC SESSION**

For the record, there were no members of the public at the meeting, so the Public Comment Session was inapplicable.

Mr. Cruz then read the Closed Session Resolution as follows:

WHEREAS, the Open Public Meetings Act of the State of New Jersey permits the public to be excluded from certain matters to be discussed by the Board; and

WHEREAS, the Board of Health of the City of Englewood desires to discuss the employment contract of the Director/Health Officer, Nelson Xavier Cruz; and

WHEREAS, these matters are ones which permit the exclusion of the public from such discussions; and

WHEREAS, minutes will be taken during the closed session, and a summary of the minutes will be made available to the public upon approval of the minutes or once the need for confidentiality no longer exists,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Health of the City of Englewood, that the public be excluded, since these matters, as set forth above, are ones which permit the exclusion of the public from such discussion: Employment matters relating to an employee unless the employee requests that the matter be discussed in public.

Motion to begin the Closed Session was made by Ms. Lachman, and seconded by Ms. Davis. Motion was approved 6-0.

### **(Closed Session)**

There was a report on the Health Director's contract by the Personnel Sub-committee. The Board Members were asked to reflect on the facts reported and make a determination at the next Board Meeting on December 8, 2010.

Motion to end the Closed Session of the meeting and adjourn was made by Ms. Lachman, and seconded by Ms. Bostick. All members voted "aye" in favor. The meeting ended at 9:30 p.m.

Respectfully submitted,

Nelson Xavier Cruz  
Secretary to the Board

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