

CITY OF ENGLEWOOD

BOARD OF HEALTH REGULAR MEETING

September 15, 2010

1. The regular meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:09 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; Dianna Lachman; and Lisa Levien.

ALSO PRESENT:

Richard A. Lustgarten, Esq., Board of Health Attorney; Nelson Xavier Cruz, Director, Health Services/Health Officer/Secretary to the Board; and Janet Kast, Confidential Executive Secretary.

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 July 14, 2010 Meeting-Open/Closed); 2.A.ii. (Receipts - July/August, 2010); 2.A.iii. Bills - July/August, 2010; 2.A.iv.(Employee Reports - July/August, 2010); 2.A.v. (Communications - July/August, 2010); and 2.A.vi. (Digest of Mail - July/August, 2010).**

Mr. Cruz stated that cash receipts for the month of July, 2010 were \$12,372.25, and for the month of August, 2010 \$10,784.00. Vouchers/Orders for Payment for July, 2010 were \$1,436.39, and for August, 2010, they were \$8,559.87. Non-budget payments were \$17,644.25 in July, 2010, and \$20,458.07 in August, 2010. Electronic Death Registration Receipts for the month of July, 2010 totaled \$1,789.50 and for the month of August, 2010 \$1,110.00.

Motion to approve Items 2.A.i.-vi. together was made by Ms. Lachman, and seconded by Ms. Bostick. Motion was approved 7-0.

- 2B. **Motion to approve Retail Licenses - July/August 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 July/August 2010 was

made by Ms. Davis, and seconded by Ms. Acosta. Motion was approved 7-0.

2.C.i. Board Liaison Reports

There were no Board Liaison Reports.

2.C.ii. Committee Reports

There were no Committee Reports.

RESOLUTIONS

3. Resolution #10-08 Appointment of Public Health Nurse

Mr. Cruz read Resolution #10-08 appointing Deborah Shulgach to the position of Public Health Nurse for the Department of Health of the City of Englewood, effective August 30, 2010, in its entirety. Motion to approve Resolution #10-08 was made by Ms. Acosta, and seconded by Ms. Lachman. Motion was approved 7-0.

6. Introduction of New Public Health Nurse

Mr. Cruz introduced Ms. Deborah Shulgach, the Department's new Public Health Nurse, to the Board members and the public present. Ms. Shulgach gave a brief summary of her past work in public health and at a federally qualified health center and her present goals. Dr. Marsan welcomed her to the Department.

OLD BUSINESS

4. 2009 Annual Report of the Englewood Health Department

Mr. Cruz stated that he had included a copy of the Department's 2009 Annual Report in the Board Packets. He gave a brief overview of the Department's services and major accomplishments for 2009. Revenues for 2009 were \$328,942, an increase of \$76,029 over 2008 revenues, which were \$252,913. Mr. Cruz said a formal written report on the 2009 Annual Report had been prepared by him and is on file at the Department, in compliance with the State Performance Review. Copies of the Annual Report are posted on the City's web site and distributed at City Hall, Englewood Public Library, and at various Department events.

Motion to accept the 2009 Annual Report of the Englewood Department of Health, as submitted, was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 7-0.

5. 2010/2011 Budget

Mr. Cruz reported that this year the City is accelerating the budget process. He stated that the proposed budget submitted by the Englewood Department of Health for 2011 includes \$711,079 for Salary and Wages, \$102,425 for Other Expenses, for a total of \$813,504. He said the budget may still go through various revisions.

Mr. Cruz stated that a meeting has been requested by Local 108 Union in November, 2010, to negotiate the new contract for 2011,. He said a letter has been sent to the various parties involved suggesting possible dates for this meeting, with a copy going to the Board President. Dr. Wisotsky suggested that, since staff work at many events scheduled on evenings, Saturdays, and Sundays, the possibility of straight time being paid, instead of time and a half or double time, be put on the table for discussion. Ms. Davis asked whether it was possible for employees to stagger their hours when it was necessary for them to work nights and/or weekends. Mr. Lustgarten answered that this item could definitely be discussed, but that the contract negotiation with the union was subject to approval by the City.

7. Reconfiguration of Nursing/Health Education Area

Mr. Cruz reported that the reconfiguration of the Nursing/Health Education area had begun. He said it had been painted, and new furniture had been acquired, including two new examination tables in the doctor's office. He stated that this work had been done using monies left over from the H1N1 grant received by the Department.

8. Software Upgrades to MILS/MACS System

Mr. Cruz reported that the software used in the MILS/MACS system had recently been enhanced, again using leftover monies from the H1N1 grant. MILS is the system used by the Registered Environmental Health Specialists for their inspections, and MACS is used to record the City's dog and cat licenses.

9. Family Health Awareness Fair

Mr. Cruz reported that the Family Health Awareness Fair was scheduled for Sunday, September 19, 2010, at TD Bank, from 11:00 a.m. to 3:00 p.m. He said community outreach had been performed at ShopRite of Englewood on Saturday, September 11, 2010, and there were approximately 250 participants. North Hudson Community Action Corporation did the screening tests, and had to turn people away, as the demand was higher than the supply. Flyers advertising the Family Health Awareness Fair were distributed.

Mr. Cruz also stated that on Sunday, September 12, 2010, he, Ms. Suzie Jean-Louis and Ms. Deborah Shulgach did community outreach at various churches, synagogues, and businesses, in preparedness for the Family Health Awareness Fair. He said that there are approximately 24 vendors signed up for the fair, as well as Englewood Hospital and Medical Center. He said that the Police Department would not be able to participate in the fair to check the child safety seats

due to overtime issues.

10. Hispanic Heritage Health Fair

Mr. Cruz reported that the Hispanic Heritage Health Fair is scheduled for Saturday, October 9, 2010, from 12:00 p.m. - 4:00 p.m., at the Liberty School. He stated that the planning committee, of which BOH member Ms. Acosta and several Englewood teachers are a part of, has been meeting regularly. Students from different schools will perform at the fair, and several restaurants are participating. Various health screenings will be performed, including visual, dental, and skin cancer.

11. Community Development Block Grant: Nutrition Education Program

Mr. Cruz said a grant application for \$20,000 for the Nutrition Education Program had been submitted, and he should have an answer from the County some time in late December, 2010, or early January, 2011.

Mr. Cruz reminded the Board Members that the 2010 Annual Conference of State and Local Health Officials will be held at Mercer County Community College on Thursday, October 7, 2010, from 9:00 a.m. to 3:30 p.m. He requested the Board to notify him as soon as possible if anyone was interested in attending the conference, as the registration had to be done soon.

Dr. Marsan inquired as to the special initiatives the Department has that are geared towards senior citizens. A discussion ensued regarding Englewood's senior centers, services that are presently being offered, and possible future endeavors. Mr. Cruz stated that Ms. Shulgach, the Department's new Public Health Nurse, was looking into introducing more services for the residents of 111 West. Street, particularly adult dental screening.

Dr. Marsan asked for a Motion to open the time for public comment. Motion was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 7-0.

PUBLIC SESSION

There were no questions or comments from the public. Motion to close the time for public comment was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 7-0.

Mr. Cruz stated that there would be no formal Board of Health meeting in October, 2010. NIMS/ICS training for the Board Members is scheduled for Wednesday, October 13, 2010, from

6:45 p.m. - 9:00 p.m., at the Englewood Municipal Court. He said an invitation had also been sent to the Mayor, City Council, Department Heads, and others to attend. The staff of the Department is scheduled to receive NIMS/ICS training also on October 13, from 2:00 - 5:00 p.m. Mr. Cruz said if anyone wanted to attend the afternoon session instead of the evening session, they were welcome to do so.

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 renewal of the Director/Health Officer, 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 by November 10, 2010 or 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. Levien. Motion was approved 7-0.

(Closed Session)

The new contract for the Director/Health Officer was discussed. Mr. Cruz agreed to provide the Board Members with the most recent draft of the Board of Health Bylaws for their review and approval.

Motion to close the Closed Session of the meeting and adjourn was made by Ms. Bostick, and seconded by Ms. Davis. All members voted "aye" in favor. The meeting ended at 9:05 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board
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