

CITY OF ENGLEWOOD
BOARD OF HEALTH REORGANIZATION MEETING

March 10, 2010

1. The reorganization meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:08 p.m. by Dianna Lachman, President, Board of Health.

MEMBERS PRESENT:

Dianna Lachman, Lisa Levien, JoEllen Bostick; Dr. Earl A. Marsan; Dr. Lisa L. Wisotsky; and Stephanie Davis (arrived 8:12 p.m.).

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.

ABSENT/with apology: Bertha-Nora Acosta

Mr. Cruz read the Open Public Meetings Statement.

Ms. Dianna Lachman asked those present to stand while the Pledge of Allegiance was recited.

REORGANIZATION

2. Nomination/Election of Officers

Motion to nominate Dr. Earl A. Marsan for President was made by JoEllen Bostick, and seconded by Lisa Levien. A roll call vote ensued:

Bertha-Nora Acosta	-	(Absent)	Lisa Levien	-	“Yes”
JoEllen Bostick	-	“Yes”	Dr. Earl A. Marsan	-	“Yes”
Stephanie Davis	-	(Absent)	Dr. Lisa L. Wisotsky	-	“Yes”
Dianna Lachman	-	“Yes”			

Motion was approved 5-0.

The new Board of Health President, Dr. Earl A. Marsan, took the Chair.

Motion to nominate Dr. Lisa L. Wisotsky for Vice President was made by Dianna Lachman, and seconded by JoEllen Bostick. A roll call vote ensued:

Bertha-Nora Acosta	-	(Absent)	Lisa Levien	-	“Yes”
JoEllen Bostick	-	“Yes”	Dr. Earl A. Marsan	-	“Yes”
Stephanie Davis	-	(Absent)	Dr. Lisa L. Wisotsky	-	“Yes”
Dianna Lachman	-	“Yes”			

Motion was approved 5-0.

Motion to nominate Nelson Xavier Cruz for Secretary was made by Dianna Lachman, and seconded by JoEllen Bostick. A roll call vote ensued:

Bertha-Nora Acosta	-	(Absent)	Lisa Levien	-	“Yes”
JoEllen Bostick	-	“Yes”	Dr. Earl A. Marsan	-	“Yes”
Stephanie Davis	-	(Absent)	Dr. Lisa Wisotsky	-	“Yes”
Dianna Lachman	-	“Yes”			

Motion was approved 5-0.

3. Committee Appointments

a. Personnel Sub-Committee

The existing members of the Personnel Sub-Committee, Dr. Lisa Wisotsky, JoEllen Bostick, and Lisa Levien, volunteered to serve again in 2010.

b. Other Committees

Dianna Lachman volunteered to be the Department’s liaison with the City’s Emergency Planning Committee, Police Department, Planning Board, and Ambulance Corps. Stephanie Davis volunteered to be the liaison with the Board of Education. Lisa Levien volunteered to be the liaison with the City Council.

Motion to accept all committee appointments was made by JoEllen Bostick, and seconded by Dianna Lachman. Motion was carried 6-0.

4-9. Motion to approve #4 (Minutes of January 13, 2010 Meeting - Regular/Closed); #5 (Receipts - January/February, 2010); #6 (Bills - January/February, 2010); #7 (Employee Reports - January/February 2010); #8 (Communications - January/February, 2010); and #9 (Digest of Mail - January/February, 2010).

Cash receipts for the month of January, 2010 were \$11,299.50. Vouchers/Orders for Payment for January, 2010 were \$4,987.07. Non-budget payments were \$1,083.00.

Cash receipts for the month of February, 2010 were \$10,338.25. Vouchers/Orders for Payment for February, 2010 were \$8,162.62. Non-budget payments were \$50.00.

Motion to approve Items 4-9 together was made by JoEllen Bostick, and seconded by Dianna Lachman. Motion was approved 6-0.

10. Motion to approve Retail Licenses for January, 2010.

Motion to approve Retail Licenses for the month of January, 2010 was made by Dianna Lachman, and seconded by JoEllen Bostick. Mr. Cruz read the list of licenses to be approved and stated that there had been no complaints against them or objections by anyone for the renewals. Motion was approved 6-0. There were no retail licenses in the month of February, 2010.

RESOLUTIONS

11. Resolution 10-01 - Reappointment of Department Staff

Mr. Cruz read Resolution 10-01 in its entirety. Motion to approve Resolution 10-01 was made by JoEllen Bostick, and seconded by Dianna Lachman. Motion was approved 6-0.

12. Resolution 10-02 - Appointment of Board Attorney

Mr. Cruz read Resolution 10-02, appointing Richard A. Lustgarten Board of Health Attorney for the year 2010, in its entirety. Motion to approve Resolution 10-02 was made by Dianna Lachman, and seconded by Stephanie Davis. Motion was approved 6-0.

13. Resolution 10-03 - Regular Meeting Schedule - 2010

Mr. Cruz read Resolution 10-03, listing the Regular Meeting Schedule of the Board of Health for 2010, in its entirety. The possibility of using the newly-renovated Health Department facilities was discussed as an alternate location. Motion to approve Resolution 10-03 was made by Dianna Lachman, and seconded by Dr. Lisa Wisotsky. Motion was approved 6-0.

14. Resolution 10-04 - Designation of Official Newspaper

Mr. Cruz read Resolution 10-04, designating The Record and The Press Journal as the official newspapers of the Board of Health for 2010, in its entirety. A discussion ensued regarding the requirements for an official newspaper, and using The Suburbanite as an additional newspaper was suggested. Motion to approve Resolution 10-04 was made by Dianna Lachman, and seconded by JoEllen Bostick. Motion was approved 6-0.

ORDINANCES

15. Ordinance 10-01 - Amendment to Maximum Salaries 2009-2010 (Adoption)

Mr. Cruz read the Resolution to Adopt Ordinance 10-01, entitled “An Ordinance Amending the Established Salaries of the Department of Health of the City of Englewood as of January 1, 2009, and January 1, 2010,” which was introduced on January 13, 2010, and published in The Press Journal on January 28, 2010 (corrected).

Motion to read the ordinance by title only was made by Dianna Lachman, and seconded by JoEllen Bostick. Motion was approved 6-0.

Motion to open the time for public comment was made by Dianna Lachman, and seconded by JoEllen Bostick. Motion was approved 6-0.

There were no comments or questions from the public. Motion to close the public hearing was made by JoEllen Bostick, and seconded by Dianna Lachman. Motion was approved 6-0.

A discussion ensued regarding the salary range for the proposed new position of Assistant Director. Mr. Cruz stated that the range limited the maximum salary of that position, but the salary could be lower than the suggested range.

Motion to adopt Ordinance 10-01 was made by Dianna Lachman, and seconded by JoEllen Bostick. Motion was approved 6-0.

16. Ordinance 10-03 - Create Position of Assistant Director- Introduction

Mr. Cruz read the Resolution to Introduce Ordinance 10-03, entitled “An Ordinance Creating the Position of Assistant Health Director.” He then read Ordinance 10-03 in its entirety.

Motion to introduce Ordinance 10-03, “An Ordinance Creating the Position of Assistant Health Director,” was made by Dianna Lachman, and seconded by JoEllen Bostick. Motion was approved 6-0.

A discussion ensued as to the necessity of creating this position, if a similar one already existed. Mr. Cruz answered that the existing job title is “Assistant to the Director/Project Coordinator,” and that as the title “Assistant Health Director” is a newly created position, it must be introduced by an ordinance. He said once the ordinance is approved, the previous position would be replaced with the new position.

There was a question regarding the salary range, and how this would relate to the 2010 budget, and Mr. Cruz said that would be addressed in Closed Session.

A discussion ensued regarding the job description, and a committee was appointed to refine and

finalize the language of the draft. Mr. Lustgarten said the Ordinance was being introduced, and that if the draft is not finalized in time for the next meeting, the public hearing and second reading could be postponed further. Mr. Cruz requested that the committee meet quickly, as the Department's budget meeting with City Administration was approaching soon.

OLD BUSINESS

17. H1N1 Issues

Mr. Cruz referred the Board to the information sheet titled 2009/2010 H1N1 Influenza Usage, a summary of the Department's activities to date. There have been 18 H1N1 clinics held so far, and 1117 doses of H1N1 vaccine administered. A total of 570 H1N1 vaccines have been issued by the Department to medical providers, with an inventory of 250 vaccines remaining.

Mr. Cruz stated the Department had recently received a letter of intent from the State granting an additional amount of \$20,000 towards the administration of H1N1 vaccines, which would bring the total award amount to \$100,000. Ms. Lachman suggested a meeting be held to discuss how best to utilize any funds remaining from the H1N1 grant, if any.

Mr. Cruz commented that he had spoken to Chief Arthur O'Keefe of the Police Department about the anti-idling ordinance being considered. Chief O'Keefe told him that very few tickets had been issued. He said it would be presented to the City Council as a City ordinance, which would allow the City Green Team to obtain points.

NEW BUSINESS

18. Appointment of Public Health Investigator - Resolution 10-05

Mr. Cruz read Resolution 10-05 appointing Matthew A. Traudt to the position of Public Health Investigator for the Department of Health of the City of Englewood, effective February 15, 2010, in its entirety. Motion to approve Resolution 10-05 was made by Dianna Lachman, and seconded by JoEllen Bostick. Motion was approved 6-0.

19. Invoices (2) for Legal Fees - Ortiz & Paster et al v. City of Englewood

Mr. Cruz requested authorization from the Board to cover the existing legal expenses and any future costs incurred by the Board Attorney for the Ortiz & Paster case, in the amount of \$7,500. Motion to approve payment of \$7,500 to the Board Attorney was made by Dianna Lachman, and seconded by JoEllen Bostick. Motion was approved 6-0.

20. Other Business

Other topics discussed were the possibility of sharing services with other municipalities, ways to increase attendance at the monthly Child Health Clinic and blood pressure clinics, the April 24 Health Fair at Dwight Morrow High School organized by the Community Outreach Committee of Englewood, and the kick-off date for Get Fit Englewood. Mr. Cruz stated that the Department's budget meeting with the City Manager would be coming up soon.

Motion to open the time for public comment was made by Dianna Lachman, and seconded by JoEllen Bostick. Motion was approved 6-0.

PUBLIC SESSION

Jeanne Hopewell, 380 Liberty Rd., Englewood

Ms. Hopewell noted the recent increase in the cost of dog and cat licenses and asked why they had been increased. Mr. Cruz answered that they had not been increased in several years, and the cost was lower in Englewood than in many other towns. Ms. Hopewell also invited all present to an event at St. Anastasia Church on March 19, 2010.

Dr. Richard Pierson, 60 Lincoln, Englewood

Dr. Pierson commented on the poor acoustics in the courtroom and asked if the meetings could be held upstairs as they were in the past. Mr. Cruz told him that normally the sound system in the courtroom was left on for the Department's meetings, and that this was the first time they were turned off.

Dr. Pierson spoke of the origins of the Friends of the Health Department, and asked the Board to consider any areas in which the Friends could assist.

There were no further questions or comments from the public. Motion to close the public session was made by JoEllen Bostick, and seconded by Dianna Lachman. Motion was approved 6-0.

Mr. Lustgarten requested a Motion to go into Closed Session. Mr. Cruz 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 Personnel

matters, and

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

WHEREAS, minutes will be taken during the closed session, and a summary of the minutes will be made available to the public 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.

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

(Closed Session)

Various Personnel issues were discussed, and Mr. Cruz will meet with the Personnel Committee in the near future.

Stephanie Davis inquired about the possibility of addressing prostate cancer to the men in this community. JoEllen Bostick stated that Englewood Hospital and Medical Center has a community outreach for this purpose. Ms. Davis suggested the Department conduct outreach in the local barbershops to reach more men and provide information on that subject.

Mr. Cruz referred the Board to a memorandum he had written to the City Manager on February 25, 2010 on Prioritization of City Services. He was responding to a memo from the City Manager on city services as the Departments prepared for budget reviews.

Mr. Cruz explained that the Department's Rabies Clinic was held on March 6, 2010, instead of on February 27, as originally scheduled, due to the snow storm. He said residents were notified by a reverse 911 phone call, as well as a posting on the City's web page and marquee. The make-up date had also been stated on all previous information about the clinic.

There being no further questions or comments, motion to adjourn was made by JoEllen Bostick, and seconded by Dianna Lachman. Motion was approved 6-0. The meeting ended at 9:45 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board
/jk