

**CITY OF ENGLEWOOD**  
**BOARD OF HEALTH REGULAR MEETING**

**April 14, 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; Dianna Lachman (arrived 8:14 p.m.); 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; 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.

- 2-7. **Motion to approve Items #2 (Minutes of March 10, 2010 Meeting (Open/Closed)); #3 (Receipts - March, 2010); #4 (Bills - March, 2010); #5 (Employee Reports - March, 2010); #6 (Communications - March, 2010); and #7 (Digest of Mail - March, 2010).**

Cash receipts for the month of March, 2010 were \$25,462.25. Vouchers/Orders for Payment for March, 2010 were \$42,819.68. Non-budget payments were \$15,746.16.

Motion to approve Items #2-7 together was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 6-0.

8. **Motion to approve Retail Licenses (March, 2010)**

Motion to approve Retail Licenses (March, 2010) was made by Ms. Levien, and seconded by Ms. Bostick. Mr. Lustgarten asked Mr. Cruz if there was any reason why these retail licenses should not be approved by the Board, and Mr. Cruz said there was none.

Motion was approved 7-0.

## **RESOLUTIONS**

### **9. Resolution 10-06 (Legal Fees - Richard A. Lustgarten, Esq.)**

Mr. Cruz read Resolution 10-06 requesting compensation be paid to the Board Attorney, Richard A. Lustgarten, Esq., for services rendered, in its entirety. Motion to approve Resolution 10-06 was made by Ms. Lachman, and seconded by Ms. Bostick. Motion was approved 7-0.

## **ORDINANCES**

### **10. Ordinance 10-03 - Create Position of Assistant Health Director (Adoption)**

Motion to read Ordinance 10-03, "An Ordinance Creating the Position of Assistant Health Director," by title only was made by Ms. Lachman, and seconded by Ms. Davis. Motion was approved 7-0. Mr. Cruz stated the title of Ordinance 10-03 is "An Ordinance Creating the Position of Assistant Health Director." Mr. Cruz read the Resolution to Adopt Ordinance 10-03.

Motion to open the time for public hearing was made by Ms. Bostick, and seconded by Ms. Lachman. Motion was approved 7-0.

### **Mr. Curtis Caviness, 41 E. Forest Avenue**

Mr. Caviness asked what the rationale for this position is, if there would be an increase in employment, and what the budget consequences would be. He asked why the Department is creating a new position in the current budget crisis, and specifically, why this position was being created.

Mr. Cruz said the position existed before, under a different title, but had not been filled. The previous title was "Assistant to the Director/Project Coordinator." Mr. Cruz said the need for this position is based on redundancy.

Ms. Lachman stated that there was a need for a person to take charge and make decisions when the Director is out ill or on vacation.

Mr. Caviness stated that in his opinion, since we are experiencing a budgetary crisis and many people are losing their jobs, the Department would be better served by hiring an Assistant Health Officer, by allowing the Senior REHS to make decisions, or by using cell phones or other means of communication when the Director/Health Officer is not available.

Ms. Lachman answered that technology is not always perfect, and that sometimes it is not possible to reach a person when they are out of town, or even in town, and that it is important for the Department to have a nominal head when the Director is unavailable. She said if the person

who fills this position does not have a Health Officer's license when hired, he/she would be requested to obtain one within a certain length of time.

Mr. Caviness stated that it was his opinion that filling this position would send the wrong message to the taxpayers, and that the Department should be trying to consolidate and not be hiring additional top managerial staff at this time.

**Mr. Jack Drakeford**

Mr. Drakeford spoke about his long relationship with the Health Department dating back to his time as City Manager. He stated that times are hard at present, and that the Board must act with fiscal responsibility. He said the Department should not be thinking of adding more personnel, but consolidating duties.

Ms. Lachman answered that the Department was not spending more money at this moment, but trying to put something in place for when it is needed.

Ms. Levien stated that the Board was not considering adding people to the Department, but moving people around to other responsibilities, consolidating duties, and freeing up the Director's time to search for additional monies through grants and State and Federal funds when available. She said the Department has been cross-training the staff.

Mr. Drakeford emphasized that he was addressing his comments not just to the Health Department, but to all City departments. He said no department should spend money that was not already committed in the budget.

Mr. Lustgarten asked if any other member of the public wished to speak on Ordinance 10-03. There being no further comments or questions, Mr. Lustgarten asked for a motion to close the public hearing.

Motion to close the public hearing was made by Ms. Bostick, and seconded by Ms. Levien. Motion was approved 7-0.

At this time, Mr. Cruz read the Notice of Adoption of Ordinance 10-03, "An Ordinance Creating the Position of Assistant Health Director," in its entirety.

Motion to adopt Ordinance 10-03 was made by Ms. Lachman, and seconded by Ms. Acosta. A roll call vote ensued:

Bertha-Nora Acosta	-	"Abstain"	Lisa Levien	-	"Yes"
JoEllen Bostick	-	"Yes"	Dr. Earl Marsan	-	"No"
Stephanie Davis	-	"Yes"	Dr. Lisa Wisotsky	-	"Abstain"

Dianna Lachman - "Yes"

Motion was approved 4 "yeas," 1 "nay", and 2 abstentions.

**OLD BUSINESS**

**11. H1N1 Issues**

Mr. Cruz reported that the Department had held 20 H1N1 Vaccination Clinics to date, and 1,127 vaccines had been administered to residents. At the present time, vaccination clinics are held every Wednesday from 8-9 a.m. and from 3-6 p.m. Mr. Cruz said the current inventory of H1N1 vaccines is 240; 198 are intranasal, and 42 are intramuscular.

**12. 2010 Budget**

Mr. Cruz reported that on April 13, 2010, the Board of Health had presented its 2010 budget to the City Council. He said the total budget for 2010 is \$1,024,032. Of that amount, he said salaries and wages are \$916,607, and other expenses are \$107,425. Mr. Cruz said the Health Department budget had been very frugal over the last few years, and last year the budget was cut by 10%. He said the Department usually generates about 25% of its budget a year in revenues; a portion of that goes to the State. He said in the past year the Department had generated over \$137,000 in grants. The total budget presented comes to \$39.08 per capita annually.

**13. Financial Disclosure Statements**

Mr. Cruz reminded the Board Members that the deadline to submit their 2010 Financial Disclosure Statements was April 15, 2010, and that they could return them to the Department or directly to the City Clerk.

**NEW BUSINESS**

There was no new business.

**14. Other Business**

Mr. Cruz stated that the Get Fit Program, now in its third year, would start on April 24, 2010. Registration and kick-off will be held at the Community Outreach Committee's Annual Health Fair on April 24<sup>th</sup>, at the Grieco School, from 12-4 PM. Mr. Cruz said the program itself would begin on May 1, from 9 AM - 12 PM., at Mackay Park, and possibly could become part of the Mayor's Wellness Campaign.

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Mr. Cruz stated that he had developed a set of Bylaws for the Board of Health, and they would be presented at the next Board Meeting in May.

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Dr. Marsan asked Mr. Cruz if a concerted effort was being made to assist the senior citizens of Englewood, including their dentistry issues. Mr. Cruz said the Department was concentrating its efforts at 111 West Street, SESCIL, and Inglemoor Center. Dr. Edward Jackson, of Hackensack, has worked with the Department on several occasions. Dr. Marsan stated that a recent survey of area nursing homes had discovered that some of the non-ambulatory residents had not been able to take care of their dental needs, and this should be addressed. Mr. Cruz said he would explore the possibility of scheduling dental screening sessions with these residents.

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Dr. Wisotsky asked several questions regarding the Department's Get Fit Program that Mr. Cruz answered, such as, how many staff participate (2-3 per week); how is it paid for (compensatory time or paid overtime). Mr. Cruz stated that funds would be used from last year's budget that were set aside for adolescent programs. He said the New York Sports Club would be providing the physical fitness training this year.

A discussion ensued regarding the cost of this program and the limited attendance by the public. Mr. Cruz agreed to continue the program for four weeks, and then re-assess its effectiveness.

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Mr. Cruz updated the Board on the status of the Federally Qualified Health Center (FQHC) application for Englewood. He attended a meeting with representatives of Englewood Hospital and Medical Center, including its President, and the North Hudson Community Action Corporation on March 31, 2010. The principal purpose of the meeting was the sharing of data. An application has been completed by Ms. Pat Burks, a consultant retained by the North Hudson Community Action Corporation.

Mr. Cruz stated that what is needed at this point is for the North Hudson Community Action Corporation to have what is called a "change in scope," i.e. to include Englewood in its locations for FQHC's. The 4<sup>th</sup> Ward of Englewood is one possibility, but it could also be located on the Englewood/Teaneck border. He said Holy Name Medical Center could also be included since they have a large number of uninsured patients.

Dr. Marsan said he would like the Board and the Department to be included in the planning of the FQHC, and that dentistry should be a part of the care provided.

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Ms. Bostick voiced her concern over the fact that the Department had not organized any special activities to celebrate National Public Health Week this year, except for a presentation at Inglemoor Center by Suzie Jean-Louis. Mr. Cruz explained that it was not possible this year due to the preparation going on in the Department for the State Performance Review, scheduled for May 11, 2010, and also the fact that many of the Department's files are still packed in boxes or in storage because of the recent renovations there.

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Ms. Levien asked Mr. Cruz about the Department's role in the previous month's storm. Mr. Cruz stated that the Emergency Command Center was activated, and they worked until 2:30 a.m. that night. Many calls were received, and many power lines were down in the City. The recommendation was that City Council members and the Mayor should be trained in NIMS, in order to receive federal reimbursements for cleanup.

Mr. Cruz stated that reverse 911 calls were sent out to inform the public about problems with the water and other dangers, flyers were distributed, and the Englewood marquee was utilized. He admitted that reverse 911 calls do not work when the phones are out, and that use of patrol cars with bull horns would be helpful in these situations.

Ms. Lachman stated that residents are able to arrange for the City to contact them through their cell phones when landline phones are not working. She said the Local Emergency Planning Committee would be addressing these issues at their meeting the following week.

Mr. Cruz reported that after the storm, staff visited local places of business and restaurants to check on the water conditions and make sure that the correct steps were being followed to guarantee the safety of the customers. Ms. Bostick said there should be rules in place for these kinds of events, as far as emergency management.

Ms. Davis suggested a storm post-review which would look at each problem encountered, step by step, and analyze what went wrong and what went right. Ms. Lachman said that would be done at the meeting of the Local Emergency Planning Committee.

Dr. Marsan asked if the Department's Food Manager Certification Program was still in place, and Mr. Cruz said the staff would be trained to do a food manager certification course as soon as the course was available.

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There being no further new business, Mr. Lustgarten asked for a motion to open the meeting for public comment. Motion to open the Public Session was made by Ms. Lachman, and seconded by Ms. Bostick. Motion was approved 7-0.

**PUBLIC SESSION**

**Natasha Friend, 162C Norwood Avenue, Lodi, NJ 07644**

Ms. Friend commented on public outreach by the Department. She suggested offering Englewood students incentives, such as extra credit, to attend programs like Get Fit Englewood. She also suggested visiting local nursing homes and assisting the elderly residents with short walks.

There were no further comments or questions from the public. Motion to close the Public Session was made by Ms. Bostick, and seconded by Ms. Lachman. Motion was approved 7-0.

Motion to adjourn was made by Ms. Lachman, and seconded by Ms. Bostick. Motion was approved 7-0. The meeting ended at 9:20 p.m.

Respectfully submitted,

Nelson Xavier Cruz  
Secretary to the Board  
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