

CITY OF ENGLEWOOD

BOARD OF HEALTH REGULAR MEETING

May 12, 2010

1. The regular meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:07 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 8:09 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; 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.

- 2-8. Motion to approve Items #2 (Minutes of April 14, 2010 Meeting (Open)); #3 (Receipts - April, 2010); #4 (Bills - April, 2010); #5 (Employee Reports - April, 2010); #6 (Communications - April, 2010); #7 (Digest of Mail - April, 2010); and #8 (Retail Licenses - April, 2010).**

Mr. Cruz stated that cash receipts for the month of April, 2010 were \$39,480.75. Vouchers/Orders for Payment for April, 2010 were \$8,869.81. Non-budget payments were \$2,516.44. Electronic Death Registration Receipts for the month of April, 2010 totaled \$1,636.50.

Mr. Cruz stated that there were 28 retail licenses to be approved for the month of April, 2010, and he knew of no reason why they should not be approved.

Motion to approve items #2-8 together was made by Ms. Davis, and seconded by Ms. Lachman. Motion was approved 7-0.

- 9. Board Liaison Reports**

There were no Board Liaison Reports for April, 2010.

OLD BUSINESS

10. Deer Census

Mr. Matt Traudt, Public Health Investigator of the Department, gave a presentation on the deer census conducted in January and February, 2010, in Englewood, by staff of the Flat Rock Brook Nature Association, the New Jersey Department of Environmental Protection, Division of Fish & Wildlife, Englewood Health Department, and other volunteers. Their findings put the Englewood deer population at approximately 22. Since the residents of Englewood are not being critically impacted at the present time, there were no recommendations to take action to curb the deer population.

Mr. Traudt stated that the Division of Fish & Wildlife recommends fencing off a property, using plantings that are not attractive to deer, and using certain sprays to discourage deer from unwelcome visits.

Mr. Traudt also gave a brief overview of his work as a Public Health Investigator. Presently, he receives many calls about feral cats, and he works with the Trap, Neuter, and Return Program in that regard. He also deals with nuisance wildlife, garbage and sewage complaints, and pool inspections. He stated that recently he had worked in conjunction with the Police Department and others to trap one of the bears that had been sighted in Englewood.

Mr. Cruz requested that No. 16 on the Agenda, a presentation on Retail Food Establishment Licensing by Kristina Bonanni, follow Mr. Traudt's presentation to the Board.

16. Retail Food Establishment Licensing

Ms. Kristina Bonanni, Senior Registered Environmental Health Specialist of the Department, gave a presentation on retail food establishment licensing and an overview of the work of the Department's Environmental Health Unit. She said the licensing period runs from April 1 through March 31, and renewal reminders are mailed out in February and included in the Department's Food for Thought newsletter. Ms. Bonanni outlined the various categories of establishments requiring a food license and their corresponding fees. She explained the inspection procedure, frequency and reasons for increased frequency. She said the inspections are performed by herself, another full-time REHS, and a part-time inspector/consultant, who only inspects restaurants. There are approximately 300 retail food establishments in Englewood, so they are always very busy with inspections.

Ms. Bonanni stated that when they aren't inspecting establishments, they are following up on complaints. There has been a recent change in the State Sanitary Code, so staff are working with food establishment managers to educate and update them. The Unit also attends court dates, does

lead inspections and follow-up, pool inspections, and deals with other environmental health related issues.

11. H1N1 Issues

Mr. Cruz said there was nothing new to report on H1N1, except that the State's call center had closed down.

12. 2010 Budget

Mr. Cruz stated the 2010 budget had still not been approved. He said the City was discussing the possibility of staff reductions and furloughs, but no actions had been taken yet.

13. Get Fit Englewood Program

Mr. Cruz said the first session of the Get Fit Englewood Program was held on May 1, with 28 participants. Prior to that, 38 people had registered for the program. On Saturday, May 8, the weather was bad, and only 14 people participated.

Mr. Cruz reported on a meeting with Mayor Huttel, who agreed, in principle, that he would support the program next year. Mr. Cruz provided the Board Members with a spreadsheet outlining the total cost of the program, which he estimates to be about \$2,500 per year. He said that the Department had received a State grant of \$10,000 over two years ago to begin the Get Fit Program, and that he had requested the amount of \$5,000 from Mayor Huttel to keep the program afloat.

Mr. Cruz said he would prepare a report on the status of the program after four weeks and report back to the Board.

14. Review of the New Job Description for Assistant Health Director

Mr. Cruz reported that there had been some minor changes in the job description for the Assistant Health Director, and that he had provided them with the newly revised document. He said if the Board approved these changes, he would ask for a formal motion. Dr. Wisotsky stated that the Personnel Committee wanted to meet again to review it and make another change, and it could be brought up at the next Board Meeting.

15. Englewood Board of Health Bylaws

Mr. Cruz referred the Board Members to a draft of the Englewood Board of Health Bylaws he had prepared. He said if they had had time to review the document and were comfortable with it, it could be approved at that meeting. If not, he said he would make any changes requested, and present it at next month's Board Meeting.

It was decided to table the vote on the bylaws until the next Board meeting to give the Board Members more time to review them. Mr. Lustgarten said if there were any additional changes to the bylaws, they should be directed to Mr. Cruz.

17. Family Health Awareness Fair

Mr. Cruz reported that the date for the Family Health Awareness Fair had been changed to Sunday, September 19, 2010, from 11:00 a.m. to 3:00 p.m., as those are the hours made available by TD Bank. He said that North Hudson Community Action Corporation will provide cholesterol and glucose screening that day.

18. Other Business

Mr. Cruz reported that, as a cost-saving measure, in the future, the publication of new ordinances would be by title only, with a one-line summary. He said it was not necessary to submit ordinances verbatim for publication, as has been done in the past, both by the Department and the City of Englewood.

Mr. Cruz reported that the Englewood Health Department had just undergone a State Performance Review on May 11, 2010, and had done extremely well. He said the Department was acknowledged for its best practices and asked to submit them to be included in our report. Mr. Cruz said it was a collective effort, and that he wanted to thank all the staff, especially Deborah L. Greene, Office Manager, Administrative Assistant, and Registrar; Kristina Bonanni, Senior Registered Environmental Health Specialist; Grace Morales, Public Health Nurse; and Suzie Jean-Louis, Health Educator/Epidemiologist. He added that all the time spent in preparation for the performance review was time well spent because in going through each of the Twelve Standards, he was able to provide documentation to support those standards.

Ms. Lachman said she believes the Board of Health should be proactive in emergency preparedness. She stated that in order for the City to be eligible for grants from FEMA and other sources, every person involved in Englewood government, on any board, and in all of the emergency services, needs to be trained in NIMS 700 and ICS 100. Ms. Lachman said that some of the Department staff have already been trained, and others will be trained in the Fall, but she suggested that all of the Board Members be trained also. She said she believes the New Jersey Local Boards of Health could provide a two-hour course for the Board, perhaps before a regular Board Meeting, and asked the Board Members to provide possible dates for this. She said the course basically would give an overview, in case of an emergency, of how an emergency command system would work. Ms. Lachman said she would bring this up with the City Council, as it would mean being able to buy new equipment and get needed help and training. She agreed

to discuss some possible dates for training with the New Jersey Local Boards of Health and report back to the Board at the next Meeting.

Ms. Levien requested that the Child Safety Fair, tentatively scheduled for Saturday, June 26, 2010, be held on a Sunday, or on a weekday afternoon, so as to include more children. It was the consensus of the Board that the Child Safety Fair be held on a Sunday afternoon or a weekday afternoon, either in late June or July, 2010.

Dr. Marsan said he would like the staff to bring more information and hand-outs when they make a presentation or give a report to the Board.

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

PUBLIC SESSION

Deborah L. Greene, Administrative Assistant/Office Manager/Registrar, Englewood Health Department.

Ms. Greene stated that if the Family Health Awareness Fair was to be held on a Sunday, the staff would be entitled to be paid double-overtime for the hours worked. She also regrets losing the participation of Englewood Hospital and Medical Center, since they are unavailable on the Sunday date that was chosen for the fair. Her suggestion was to hold two fairs, one on a Saturday, and the other on a Sunday, to enable all groups to attend, and she encouraged the community's participation in the planning.

Ms. Greene then distributed to the Board Members a cost analysis for the Get Fit Englewood program that she had done. She said that non-union, unclassified staff are eligible for compensatory time at straight time, per Administration policy. For that reason, she included Mr. Cruz's time in her cost analysis. The personnel costs used were based on the persons scheduled to participate each week.

Ms. Greene reported that in one of her supervisory meetings with Mr. Cruz, they had discussed the issue of processing expedited birth certificates and charging an additional fee for this service. This issue had been brought up to the Board in 2005, but at that time, the Board declined to approve it. Ms. Greene stated that she was bringing it up again as a means to generate more revenue, given the present budget conditions. She asked the Board to re-consider it and said she could provide copies of the memo she had written in 2005 outlining the reasons for the fee.

Mr. Cruz added that he had spoken recently with Ms. Greene and Mr. Traudt about revising the City Ordinance for dogs caught running at large. He said he had given Mr. Lustgarten a copy of the existing Ordinance to review and revise. Mr. Cruz stated that, at the present time, the fees are set between \$10 and \$100. He said a survey of the market showed fees are generally between \$100 and \$1,000. He said this would be another way to generate additional revenue for the City of Englewood.

Ms. Lachman said not only would it generate revenue, but it would also be a deterrent to people letting their dogs roam free, as this can be dangerous.

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

Motion to adjourn was made by Ms. Lachman, and seconded by Ms. Levien. Motion was approved 7-0. The meeting ended at 9:45 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board

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