

CITY OF ENGLEWOOD
BOARD OF HEALTH REGULAR MEETING

July 15, 2009

1. The regular meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:05 p.m. by Dianna Lachman, President, Board of Health.

MEMBERS PRESENT:

Dianna Lachman, President; Lisa Levien, Vice President; Bertha-Nora Acosta; JoEllen Bostick (arrived 8:06 p.m.); Stephanie Davis (arrived 8:15 p.m.); Dr. Lisa Wisotsky; and Dr. Earl Marsan (arrived 8:06 p.m.).

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.

O.P.M.A. STATEMENT

Adequate notice of this meeting was given, in compliance with the Sunshine Law, and published in The Record, The Press Journal, posted on the bulletin board at City Hall, and on the City's Web Page, all at least 48 hours prior to the date of this meeting. The Secretary of the Board has on file a copy of the notice for appropriate retention.

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

- 2-7. **Motion to approve Items #2 (Minutes of June 17, 2009 Open Meeting); #3 (Receipts - June 2009); #4 (Bills - June 2009); #5 (Employee Reports - June 2009); #6 (Communications - June 2009); and #7 (Digest of Mail - June 2009).**

Cash receipts for the month of June 2009 were \$12,243.00. Vouchers/Orders for Payment for June 2009 were \$5,782.47. Non-budget payments were \$34,122.82.

Motion to approve Items 2-7 together was made by Ms. Levien, and seconded by Ms. Acosta. Motion was approved 6-0.

8. **Motion to Approve Retail Licenses - June 2009**

Ms. Lachman asked Mr. Cruz if there were any objections to the licenses being approved. He said there were none. Motion to approve retail licenses for the month of June 2009 was made by Ms. Bostick, and seconded by Ms. Levien. Motion was approved 6-0.

Mr. Cruz requested that the presentations by Grace Morales and Matthew Traudt be permitted to be next, and his request was granted.

11. H1N1 Report (Public Health Nurse)

Ms. Grace Morales, the Department's Public Health Nurse, introduced herself to the Board, and stated that there had been no additional cases of H1N1 influenza since the last update. She reported that she and Ms. Suzie Jean-Louis had attended a program at Montclair on the H1N1 influenza outbreak recently, which focused on vaccination programs scheduled for the fall of 2009. It is possible that two doses of the vaccination will be given. One concern expressed was the poor response in the past to other flu vaccination clinics. Ms. Morales suggested offering after-hours clinics to parents who work, so that their children could be vaccinated.

Another concern was the fact that it is difficult for working parents to keep their sick children at home for the seven days recommended by the CDC. Ms. Morales offered to try to find a solution to that problem. She mentioned a "buddy" system utilized by various agencies and schools for that purpose.

Ms. Morales stated that providing proof of legal residency is also an issue for many parents. Some of the FQHC's (federally qualified health centers) require such proof, which some parents are unable to provide, resulting in their children not being vaccinated.

All agreed the Department's role is not to mandate, but to educate and inform, and discussed various methods of doing so. Some of these include use of the Reverse 911 system, the City marquee, health fairs, Department newsletter, flyers to the children participating in Recreation Department activities, and the City churches. Mr. Cruz said he could ask the PTA President of Quarles School to send out flyers to those parents. He also said he has been meeting with the School Superintendent to plan for the fall vaccinations.

16. Deer Population Report

Matthew Traudt, Environmental Assistant/Animal Cruelty Investigator of the Department, did a presentation on the Englewood deer population in response to the Board's recent inquiries. He stated that no formal study of the deer population has been done recently. A rough study was performed by the Flat Rock Brook Nature Center seven years ago, which counted approximately 15 deer. Mr. Traudt said the open spaces, golf course, and many wooded areas in Englewood make it an excellent place for deer to exist. He receives 3 to 4 formal complaints a year and several phone calls requesting information on deer.

Mr. Traudt contacted the New Jersey Department of Fish and Wildlife, and was told that nothing could be done without a Resolution from the City Council requesting that they perform a study and formulate a plan to control the deer population. He said deer management with the Department of Fish and Wildlife is of a lethal nature, and might involve the hiring of sharpshooters in an attempt to thin out the deer population, with no guarantee. Mr. Traudt stated that, based on what Flat Rock Brook has said and on his own observations, there is not a true deer problem in Englewood at this time.

Mr. Traudt recommended the use of repellants, although they are not always effective. He said trapping and relocation are extremely expensive and only a temporary solution, because the deer population would adjust to the open spaces and re-enter. He also recommended increased police enforcement of

speed limits, especially in areas where deer are known to cross the road.

A discussion ensued regarding automobile accidents caused by deer crossing the road, and Lyme disease. Mr. Traudt said in 2000, there were 2,460 cases of Lyme disease reported in the state, 104 of which occurred in Bergen County. The latest numbers he was able to obtain were from the CDC, and they reported 3,134 cases of Lyme disease in New Jersey in 2007.

Dr. Wisotsky asked if Flat Rock Brook could do another study on the Englewood deer population, since the Resolution would come from the City Council, at no cost to the City. Ms. Lachman asked Mr. Traudt to contact Flat Rock Brook to inquire if they do an annual count, and how they collect data, before contacting the State. She asked him to see what would be required and obtain more information before doing anything. Mr. Traudt said he had spoken to Stephen Weissner at Flat Rock Brook, who said a study had not been done in a long time, but that he would be happy to do one, and assured him of their cooperation.

Mr. Traudt stated he would investigate the possible costs involved in a study, the manpower requirements, and if any written protocol exists for doing such a count before the September 2009 Board meeting. He will invite one of the Rangers to speak at the next meeting as well.

Regarding dog bite incidents in Englewood, Mr. Traudt reported that there had been a decrease in the last year. He believed that was due to strict enforcement of ordinances, leash laws, and licensing, and the Department's animal census program, where residents are informed of the City regulations. He noted that some of these dog bites are playful or provoked. He said the Department uses a program called MACS (Municipal Animal Control System) to enter information on pets in Englewood, including bite reports.

ORDINANCES

9. Ordinance 09-07 - Illegal Boarding Houses

Motion to read the Ordinance #09-07, "An Ordinance Amending Chapter 13, Section 1, of the Health Code of the City of Englewood, to Define and Outline Penalties for Illegal Boarding Houses," by title only was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 7-0.

Mr. Cruz read the Resolution to Introduce Ordinance #09-07, as follows:

"Be it resolved that Ordinance No. 09-07 entitled "An Ordinance Amending Chapter 13, Section 1, of the Health Code of the City of Englewood, to Define and Outline Penalties for Illegal Boarding Houses," be introduced and does now pass a first reading, and that said ordinance be further considered for final passage at a regular meeting of the Board of Health to be held at the Municipal Court, 73 S. Van Brunt St., Englewood, New Jersey, on the 16th day of September, 2009, at 8:00 p.m., or as soon thereafter as the matter can be heard, and at said time and place, all persons interested be given an opportunity to be heard concerning the same, and the Board Secretary is hereby authorized and directed to publish said ordinance according to law prior to said hearing with a notice of its introduction and of the time and place, when, and where said ordinance will be considered for final passage."

Motion to introduce Ordinance #09-07, "An Ordinance Amending Chapter 13, Section 1, of the Health Code of the City of Englewood, to Define and Outline Penalties for Illegal Boarding Houses," was made by Ms. Bostick, and seconded by Ms. Acosta. Motion was approved 7-0.

Ms. Levien asked Mr. Cruz why this ordinance was being introduced at this time. He said it was to make the dwellings safe. In the past, owners of these types of dwellings received a small fine and continued their practice of overcrowded dwellings. Both the Health Department and Code Enforcement would like to increase the fine in order to discourage this activity.

10. Board Liaison Reports

Ms. Lachman reported she had attended the annual NALBOH Conference in Philadelphia recently, and would talk about it at the Board Meeting in September due to time constraints. There were no liaison reports from Board members at this meeting.

12. Vital Statistics Reconfiguration Status

Mr. Cruz reported that the carpet had been laid, the cabinets had been installed, and electrical work was being done in the Vital Statistics Reconfiguration project. He said the work was nearing completion, and the Board would be invited to view the finished project very soon.

13. Get Fit Englewood

Mr. Cruz said the Get Fit Englewood program was over, and that the Department had a great response. There were 16 participants and the winners received gift certificates. He plans on utilizing the City churches next year to advertise the program more widely.

14. Model Lead Safe Cities Program (LIFT)

Mr. Cruz reported that a press conference was held on Friday, July 10, 2009, and was attended by various public officials, including several members of the Board of Health. The agreement was signed by the Public Advocate and the Mayor of the City of Englewood.

15. EHD Newsletter Publication

Mr. Cruz spoke of the Department's newsletter and reasons for publishing it quarterly, instead of monthly or bi-monthly. He said it was very expensive and labor intensive; at the last meeting he provided the Board with the production costs. Having the newsletter translated from English to Spanish is also time-consuming. Mr. Cruz and Ms. Acosta stated that even when using a translation software program, the articles still had to be translated a second time due to errors in vocabulary and meaning. In order to reduce the cost even further, Mr. Cruz stated that every effort is being made to e-mail the newsletter instead of mailing out the hard copy whenever possible. He said in the next publication, there will be a new message to residents to call the Department or mail in their email addresses.

A discussion ensued as to how to reach more Englewood residents, and distributing the newsletters at specific drop-off points like churches, synagogues, libraries, day-care centers, and City Hall was

suggested. Another idea was to obtain the list of email addresses of the parents with children enrolled in the Englewood schools in order to email them the newsletter. Ms. Bostick asked if we could put the newsletter on the Board of Education web site to make it available to more people. Mr. Cruz said he would ask the Superintendent of Schools, Dr. Segall, at their next meeting. Ms. Levien suggested the use of the annual DPW calendar to advertise important dates like the annual health fair or clinic schedules, vaccination requirements for pets, and pertinent Health Department phone numbers.

Ms. Lachman asked for a show of hands from the Board members if they agreed to try the quarterly publication of the newsletter, and it was a unanimous vote to try it for six months.

NEW BUSINESS

17. Proposed City Ordinance (draft) - Tattooing/Body Piercing

Mr. Lustgarten stated this proposed ordinance is supplemental to any zoning ordinances in place with the City and is strictly from a health standpoint. It will be a City ordinance, but if the Board of Health has any recommendations to the City, they should be made before the City adopts the ordinance. Mr. Cruz said this ordinance would have to be heard and approved by the Englewood City Council, and asked for approval by the Board to request it be put on their Agenda for the next City Council meeting.

Ms. Lachman asked for a consensus of the Board to move this ordinance to the City Council. All members voted "Aye."

18. Quality Assessment & Performance Improvement Program (Local Health Department Accreditation)

Mr. Cruz referred to a document prepared by him entitled "Englewood Health Department Quality Assessment and Performance Improvement Program," in preparation for future performance evaluations of each local health department. He said it was similar to a JCAHO (Joint Commission of Accreditation of Healthcare Organizations) check-list. The State is now moving towards accrediting local health departments. Mr. Cruz said he is starting to gather the information requested, such as job descriptions, policies and procedures. Quality assessment and performance is generally not done at local health departments. Because there must be some guiding principles, Mr. Cruz said he had created a quality assurance team and a performance improvement team. Quality assessment identifies problems, and performance improvement comes up with some of the solutions.

19. Proposed Interlocal Agreement for Public Health Preparedness and Response to Public Health Threats and Emergencies

Mr. Cruz said one of the requests of the Quality Assessment and Performance Improvement Program is an interlocal agreement for emergency response preparedness. Mr. Cruz drafted such an agreement and has met with David Volpe, Director/Health Officer of the Bergenfield Health Department, who is very interested in entering into an agreement with Englewood.

Ms. Lachman asked for a consensus of the Board to have Mr. Cruz draft a Resolution so Englewood can enter into an interlocal relationship with Bergenfield. All members voted "Aye."

20. Upcoming Events

Mr. Cruz reported that he had attended the New Jersey Pandemic Influenza Preparedness Summit in New Brunswick on July 13 and 14, 2009. He also plans to attend the remaining conference dates on August 20 and 21, and September 29. At the July meeting, topics discussed included the different scenarios that could present themselves, funding issues, the number of doses to be given, and liability issues. Mr. Cruz said he is preparing his notes to share with the Board members and staff, and to discuss with Dr. Segall at their upcoming meeting.

Mr. Cruz said one of the items discussed was liability and the use of non-clinical personnel for doing vaccinations. Others were the possible use of a vaccination gun like the one used in the 1970's, storage problems, logistics, capacity, and transportation.

Ms. Lachman mentioned that she and Mr. Cruz and other staff had already received some training in the use of PODS (Points of Distribution) for the vaccinations. She said they would have to decide on a facility, possibly one of the local schools, to set up the POD for the vaccinations. There are several different models, involving storage of the medication, a place to greet those arriving for vaccinations, an EMS Center to house those who are visually ill, a screening area to check for allergies or other health issues, and the vaccination area. There will also be a section for residents to listen to information given in several languages. Ms. Lachman asked the Board members to start recruiting volunteers for this project, since the flu season is rapidly approaching, and the need is great. Doctors and nurses are needed, as well as volunteers to staff the other sections of the POD.

A discussion ensued regarding what documentation would be required at the PODS, if any, the payment for additional staff if needed, coordination efforts with the Board of Education, use of the POD for distribution of Tamiflu, and a delivery system for those who are unable to get to a POD. Mr. Cruz stated that the information is received from the CDC, then filtered down to the State, County, and local health departments.

Mr. Cruz reported on the FQHC (Federally Qualified Health Center) feasibility study in Englewood. He stated that at a recent meeting with Englewood Hospital and Medical Center, the Consultant, Ms. Pat Burks, shared her data, and based on that, the City of Englewood does qualify for an application. Ms. Burks' recommendation was to move forward, whether Englewood Hospital decides to partner with the FQHC (North Hudson Community Action Corporation) or not. The Medically Underserved Population designation would belong to the City. He stated that there were some concerns at the meeting.

Dr. Marsan stated that they are waiting to get all the facts. He feels the Department needs North Hudson Community Action Corporation as an umbrella group, or we would have to start from scratch. He said he hopes to get more information from North Hudson Community Action Corporation, as well as have their presence at the next meeting.

Mr. Cruz reported he had met with Michael Pietrowicz, Senior Vice President of Planning and Program Development of Englewood Hospital and Medical Center, to determine the next step in the process. They agreed that a memorandum of understanding, in terms of defining roles, needed to be written. Mr.

Cruz suggested to Mr. Pietrowicz that the Hospital might think about retaining a health care attorney well versed in FQHC development.

Mr. Cruz said Ms. Burks will be contacting North Hudson Community Action Corporation to share her results with them, and that she is planning to submit the application on behalf of the City of Englewood.

Mr. Lustgarten stated that no time would be opened for public comment, as there were no members of the public in attendance.

Mr. Lustgarten then stated that there was no new information to share on the Ortiz & Paster litigation, and there was no need for a Closed Session.

There being no further questions or comments, Ms. Lachman asked for a motion to adjourn. Motion to adjourn was made by Dr. Marsan, and seconded by Ms. Davis. Motion was approved 7-0. The meeting ended at 9:55 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board
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