

CITY OF ENGLEWOOD

BOARD OF HEALTH REGULAR MEETING

January 19, 2011

1. The regular meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:07 p.m. by Nelson Xavier Cruz, Secretary to the Board.

MEMBERS PRESENT:

Dr. Lisa L. Wisotsky, Vice President, (arrived 8:08 p.m.); Bertha-Nora Acosta; JoEllen Bostick; Stephanie Davis; Lisa Levien; and Dianna Lachman.

ALSO PRESENT:

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

ABSENT/with apology: Dr. Earl A. Marsan, President

Mr. Cruz read the Open Public Meetings Statement, and then asked those present to stand while the Pledge of Allegiance was recited.

The meeting began with a presentation by the Youth Advisory Board (YAB). Mr. Cruz introduced Ms. Sheena Stanislaus, Reach & Teach Youth Health Educator of the Department, who stated that the YAB was originally started by the Englewood Health Department in conjunction with the Englewood Coalition for Adolescent Health (ECAH). The students in the YAB formed and serve as a liaison between Englewood city officials and its youth.

Members of the Youth Advisory Board introduced themselves and spoke about the goals and activities of the YAB, such as food drives, anti-bullying campaigns, and easier access to condoms. They have organized several successful fund-raising events, raising over \$500 in recent months.

The Board thanked Ms. Stanislaus and the students of the YAB for their presentation and all the work they have put into this effort.

- 2A. **Motion to approve Items 2.A.i. (Minutes of December 8, 2010 Meeting - Open/Closed); 2.A.ii. (Receipts - December, 2010); 2.A.iii. (Bills - December, 2010); 2.A.iv. (Employee Reports - December, 2010); 2.A.v. (Digest of Mail - December, 2010).**

Cash receipts for the month of December, 2010 were \$7,633.75. Vouchers/Orders for Payment for December, 2010 were \$1,586.82. There were no non-budget payments. Electronic Death Registration Receipts for the month of December, 2010 totaled \$1,230.00.

Motion to approve Items 2.A.i.-v. together was made by Ms. Davis, and seconded by Ms. Lachman. Motion was approved 6-0.

2.B. Motion to approve Retail Licenses - December, 2010

Dr. Wisotsky 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 month of December, 2010 was made by Ms. Lachman, and seconded by Ms. Bostick. Motion was approved 6-0.

**2.C. i. Board Liaison Reports
ii. Committee Reports**

There were no Board Liaison Reports or Committee Reports.

OLD BUSINESS

3. Englewood Board of Health Bylaws

Mr. Cruz stated that he had provided the Board with a newly-revised draft of the Englewood Board of Health Bylaws for their review and approval. A discussion ensued regarding the job responsibilities of the Board Members (Attachment A), and Article IX. (Review of the Board's Director/Health Officer). Dr. Wisotsky suggested the formation of a small committee to work on the identified areas of the bylaws and present them later to the Board.

Mr. Lustgarten stated that if most of the Bylaws are acceptable to the Board as written, and only the job descriptions and the review of the Director/Health Officer are up for discussion, he would recommend approving the rest of the Bylaws and later revising and submitting for approval the sections in question.

A motion to approve the Englewood Board of Health Bylaws as presented, with the exception of Article IX. (Review of the Board's Director/Health Officer) pages 8-9, and Attachment A (Englewood Board of Health Job Description), pages 10-14, was made by Ms. Bostick, and seconded by Ms. Lachman. Motion was approved 6-0.

The suggested sub-committee to prepare a revision of the above exceptions to the Englewood Board of Health Bylaws included Bertha-Nora Acosta, Dianna Lachman, and Lisa Levien.

Motion to approve the EBOH Bylaws sub-committee was made by Ms. Davis, and seconded by Ms. Bostick. Motion was approved 6-0.

4. Englewood Health Department 2011 Budget

Mr. Cruz stated that he had provided the Board Members with a copy of the Department's 2011 budget, which had been presented to the City Manager. Mr. Cruz stated that the revised budget, at the direction of the City Manager, included reducing the total number of employees by one (1) full-time employee (S & W), as well as reducing the Other Expenditures (OE) by 10-20%. Mr. Cruz stated that the new budget totaled \$713, 470. Of that, Salaries and Wages is \$623,470, and OE is now \$90,000, for a total reduction of \$100,034.

In anticipation of meeting with the Mayor's Finance Committee, Mr. Cruz said he had developed a comparative analysis between the shared services contract that we receive from Bergen County and the conventional public health service delivery we currently have in place. Mr. Cruz stated that in previous years, the Department only received a contract for animal control from the County, but this year a shared services agreement was received, which included a menu of all their services. Unlike previous years, when the contract came to Mr. Cruz's attention, this year's agreement went to the City Manager, which then was presented to the City Council.

Mr. Cruz stated that his memorandum to the City Manager showed some cost savings; however, he did not recommend outsourcing the Department's services to the County. He said if the City moved forward with the outsourcing, there would be an adverse impact on the revenues generated by the Department, and on the quality and the response time of our services.

Mr. Cruz stated that at the City of Englewood Management Team meeting on Tuesday, January 18, 2011, the City Manager informed him that he was submitting the cost analysis prepared by Mr. Cruz to the City Council, with the recommendation to reduce the Environmental Health and Public Health Nursing Departments. Mr. Cruz said this would further reduce the Department's budget by \$75,000, which would be the equivalent of dismantling the Health Department.

Mr. Cruz stated that there have been cutbacks in the County also, which would affect the delivery of services to Englewood. He said the next step to the budget process would be a meeting with the City Council. He said he had met with the City Manager and told him neither he nor the Board of Health would support outsourcing the Department to the County.

A discussion ensued as to the manner and criteria used by Mr. Cruz in making the budget reductions. Mr. Cruz narrated in detail the sequence of events in formulating the 2011 budget.

Ms. Levien suggested that a Resolution be drawn up by the Board strongly opposing the outsourcing of the Department to the County, and that Mr. Cruz begin a campaign of opposition with the Board. City of Englewood, Board of Health Resolution #11-01 was drawn up, opposing an additional reduction of \$75,000 in the Board of Health's 2011 budget, reflecting the outsourcing of Environmental Health and Direct Nursing Services to the Bergen County Department of Health, on the basis that, in the Board's opinion, this outsourcing does not meet the level of service to which the residents of Englewood are entitled, nor is it consistent with past

practice, and would be detrimental to the health of the Englewood community.

Motion to approve Resolution #11-01, and send it to the Mayor, the City Council, the City Manager, and any other appropriate party, was made by Ms. Lachman, and seconded by Ms. Davis. Motion was approved 6-0.

5. Overtime Expenses

Mr. Cruz reported that the large increase in 2010 staff overtime can be attributed largely to the fact that Vital Statistics records must be updated in order to comply with a 2009 State audit. The Vital Statistics Unit has been working diligently to finalize this project, which is a massive and required undertaking.

The Board made several suggestions regarding reducing the amount of overtime in the Department, such as staggered hours, scheduling more events during the regular work week instead of in the evening or on weekends, and consolidating all the health fairs during the year to one. Mr. Cruz said that reducing the amount of overtime is one of the Department's top priorities for 2011. It was the consensus of the Board to support contacting the State Health Department regarding the enormity of the project of the Vital Statistics Unit, and the necessity of restricting the time spent on that to the normal work hours.

6. Englewood Health Department Open House

Mr. Cruz reported that in preparedness for Public Health Week, which is April 4 - 10, 2011, an Open House is being planned for Tuesday, April 5, 2011, from 5:00 - 7:30 p.m. He said representatives from each unit of the Department will be present, refreshments will be served, and a tour of the newly-renovated Department will be offered. The event will be publicized in the Department newsletter, in the local newspapers, and on the electronic marquee in front of City Hall. Mr. Cruz said he would also share the invitation with all the Department Heads at their weekly meeting.

NEW BUSINESS

8. Possible Dates for 2011 BOH Meetings

Mr. Cruz reported that no Board of Health appointments had been made yet by the City Council. He said if the City Council approves the appointments before the next Board of Health meeting, it would be a Reorganization Meeting. If not, a Regular Meeting of the Board of Health would be held. The next Board of Health meeting will be held on Wednesday, February 9, 2011.

Motion to accept the dates suggested by Mr. Cruz for the 2011 Board of Health meetings was made by Ms. Davis, and seconded by Ms. Bostick. Motion was approved 6-0.

9. Influenza Vaccine Mandate

Mr. Cruz announced that the State of New Jersey mandates that all children six months through 59 months of age attending any licensed child care center, or preschool facility on or after September 1, 2008, must receive annually at least one dose of influenza vaccine between September 1 and December 31 of each year. He said that by law, the superintendent of schools and education officials have the responsibility to exclude unvaccinated children, and that the local or regional health departments have the responsibility to audit vaccination records and the authority to assess fines.

Mr. Cruz stated that each violation of the State Sanitary Code would constitute a separate offense and be punishable by a penalty of not less than \$50 nor more than \$1,000. Asked where the money collected from these fines would go, Mr. Cruz replied that he thought it would go to the State. He added that the school audits had started that week, and that our Public Health Nurse was working collaboratively with the school nurses.

Dr. Wisotsky brought up the subject of the recent meningitis outbreak in New York City and asked if information on the subject could be included in the Department newsletter and on the City website. The article could discuss how to recognize the symptoms of meningitis, and when to seek medical care in an emergency room.

There being no other business for discussion, Mr. Lustgarten asked for a Motion to open the time for public comment. Motion was made by Ms. Lachman, and seconded by Ms. Davis. Motion was approved 6-0.

PUBLIC SESSION

Aaron Wilson, 165 Central Avenue, Englewood

Mr. Wilson commented on personnel matters in the Department. He also stated that the Englewood Board of Health Bylaws should be passed as a whole document, and not in sections. Regarding the proposed budget cuts, Mr. Wilson suggested furloughs or salary reductions as an alternative to layoffs. He also suggested the use of compensatory time to reduce overtime costs.

Brenda Grier, 151 Engle Street, Englewood

Ms. Grier indicated that she was a former member of the Board of Health and was familiar with the operations of the Board. She also stated that the Board of Health is an autonomous body and makes its own decisions.

Ms. Grier spoke about the problem of childhood obesity, not only in Englewood, but all over the

country, and the importance of good nutrition in a child's education.

Cornelia Rogers, Humphrey Street, Englewood

Ms. Rogers commented on personnel issues in the Department as they relate to the 2011 budget, and said she hoped that the Board would give great consideration to this matter.

There being no further questions or comments from the public in attendance, Motion to close the time for public comment was made by Ms. Bostick, and seconded by Ms. Lachman. Motion was approved 6-0.

Mr. Lustgarten reported that there was supposed to be a contract re-negotiation with the representative from Local 108, but that the representative had cancelled the meeting due to illness. Mr. Cruz added that this is the second time the meeting with Local 108 has been cancelled. Mr. Lustgarten said that since no other meetings had been held, there was no reason to go into Closed Session, unless the Board wished to do so.

Motion to adjourn was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 6-0. The meeting ended at 9:40 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board

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