

**CITY OF ENGLEWOOD**

**BOARD OF HEALTH REGULAR MEETING**

**February 9, 2011**

1. The regular meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:05 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; Lisa Levien; and Dianna Lachman (arrived 8:20 p.m.).

**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.

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.

2A. Motion to approve Items 2.A.i. (Minutes of January 19, 2011 Meeting (Open); 2.A.ii. (Receipts – January, 2011); 2.A.iii. (Bills – January, 2011); 2.A.iv. (Employee Reports – January, 2011); and 2.A.v. (Digest of Mail – January, 2011).

Mr. Cruz stated that cash receipts for the month of January, 2011 were \$9,967.00. Vouchers/Orders for Payment for January, 2011 were \$9,369.06. Non-budget payments were \$53.01 in January, 2011. Electronic Death Registration Receipts for the month of January, 2011 totaled \$1,020.00.

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

2.B. Motion to approve Retail Licenses – January, 2011

Mr. Lustgarten 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 January, 2011 was made by Ms. Davis, and seconded by Ms. Bostick. Motion was approved 6-0.

2.C. i. Board Liaison Reports

Ms. Stephanie Davis, Board of Health liaison to the Englewood Board of Education, announced that she had scheduled a meeting with Dr. Donald Carlisle, the new Superintendent of Englewood Public Schools, for Wednesday, February 16, 2011, at 11:30 a.m.

ii. Committee Reports

There were no Committee Reports.

**OLD BUSINESS**

3. Status of EHD 2011 Budget

Mr. Cruz reported that he and several Board of Health members had met with the Mayor’s Finance Sub-Committee two weeks ago, where he had made a presentation on the 2011 Health Department budget.

The proposed budget cuts were discussed, and several ways of dealing with the budgetary issues were suggested. Dr. Marsan asked that all members of the Board be present for the budget hearing with the City Council to show their support for the Department. Mr. Cruz stated that as soon as he received confirmation on the date of the budget hearing, he would inform the Board.

**NEW BUSINESS**

4. Proposed Change of BOH Meeting Time

Mr. Cruz proposed starting the Board of Health monthly meetings at 7:30 p.m., instead of at 8:00 p.m. After a brief discussion, the consensus of the Board was to continue beginning the Board meetings at 8:00 p.m.

5. Proposed Change of Board Packet Format

Mr. Cruz proposed changing the packets of information the Board receives prior to their monthly meeting from a hard copy to electronic format. This would appear on a web site and the Board members would have separate log-on, user name, and password to access this web site and information, similar to the process followed by the City Council. Ms. Bostick proposed that only the Monthly Reports and the Agenda be received in hard copy, and all other material be sent electronically. It was stipulated that it is each Board Member’s responsibility, however he/she wishes to do it, to have access to the electronic information in preparation for the Board Meeting.

Motion to change the Board Packet format from hard copy to electronic copies, with the exception of the Monthly Reports and the Agenda, was made by Ms. Bostick, and seconded by Ms. Davis. A roll call vote ensued:

Bertha-Nora Acosta	-	“Yes”	Lisa Levien	-	“Yes”
JoEllen Bostick	-	“Yes”	Dr. Earl Marsan	-	“No”
Stephanie Davis	-	“Yes”	Dr. Lisa Wisotsky	-	“Yes”
Dianna Lachman	-	“Yes”			

Motion was approved 6-1.

6. Vehicle Replacement Needs

Mr. Cruz stated that of the Department’s five vehicles, two of them are in very bad condition and are constantly in the repair shop. He said he had submitted a capital request, but that it probably would not be approved until 2012. Mr. Cruz said the Fire Department had recently purchased some new vehicles and told Mr. Cruz they would turn over two used vehicles, which are in very good working condition, to the Health Department. He said the vehicles had only been used for investigations in the Fire Department. Mr. Cruz stated that the only cost to the Health Department for these vehicles would be their maintenance, since they are only replacing two existing vehicles.

\*\*\*

Mr. Cruz announced that the date of the next meeting of the Board of Health is Wednesday, March 9, 2011 at 8:00 p.m. He said the City Council had not as yet made the new Board appointments, but if that was done before March 9, the next meeting would be a Reorganization Meeting.

Mr. Cruz also reminded the Board Members that on Wednesday, February 16, 2011, Englewood Health Department staff and Board Members are scheduled for re-certification training in CPR/AED. The two sessions for staff will be held at EVAC from 9:00 a.m. to 12:00 p.m. and from 2:00 p.m. to 5:00 p.m. The session for Board Members will be held in the Police Department Conference Room from 7:00 p.m. to 10:00 p.m. Mr. Cruz invited any of the Board Members who could not attend the evening session to come to one of the daytime training sessions.

\*\*\*

Dr. Wisotsky suggested that Mr. Cruz send an e-mail message to the Board Members mid-way between meetings to update them on Department activities and issues. Mr. Cruz said he would do that and also would be able to hold monthly planning meetings with the Board President and Vice President to apprise them of what is taking place in the Department.

\*\*\*

A discussion ensued regarding the funding for the Get Fit Englewood program. Mr. Cruz stated that he had not received funding from the City, but that he had applied for a grant from the State. He said he is still waiting for their reply. He said he had applied for another grant to combat obesity several months ago, but that the Department had not been awarded that one.

Mr. Cruz said that recently he had applied for an H1N1 mini-grant, in the amount of \$10,000, which could be used to purchase some two-way phones for staff and nursing supplies for the Department. He stated that he is also applying for a larger grant from Bergen County to be used for planning and community assessment. He said a meeting was scheduled with the County, Englewood Hospital and Medical Center, and the Englewood Health Department to discuss this grant. The application for this grant, in the amount of \$250,000, must be submitted by March 24, 2011 to the Robert Wood Johnson Foundation.

There being no other business for discussion, Motion to open the time for public comment was made by Dr. Wisotsky, and seconded by Ms. Lachman. Motion was approved 7-0.

## **PUBLIC SESSION**

Fausto Garcia, 357 E. 27<sup>th</sup> Street, Paterson, NJ

Mr. Cruz introduced Mr. Garcia and said he is a public health intern student from William Paterson University who is presently working at the Department. Mr. Garcia said that in the three weeks he has been with the Department, he has had the opportunity to work with the Health Educator, the Youth Health Educator, the Environmental Health Unit, and the Public Health Nurse, and observe what they do on a day-to-day basis. He said his activities have included shadowing the Public Health Nurse, attending several clinics and screenings, and participating in sexual education classes in the elementary school. His internship at the Department consists of 480 hours.

Chikara Iuriguri, 296 W. Hudson Avenue, Englewood, NJ

Mr. Cruz introduced Ms. Iuriguri as a nursing student at Ramapo College.

Ms. Iuriguri stated that she had been raised in Englewood and it was wonderful to see what goes on in the City behind the scenes. She introduced three of her fellow classmates and said they are in their last semester of Nursing Studies. She said they have their clinical on Tuesdays and Thursdays, in conjunction with Englewood Hospital and Medical Center. Ms. Iuriguri said they had been learning about the important role of the Public Health Nurse and hoped that the Department would not lose ours as a result of budget cuts.

There being no further comments or questions from the public in attendance, Motion to close the time for public comment and adjourn was made by Ms. Lachman, and seconded by Ms. Bostick. Motion was approved 7-0. The meeting ended at 8:55 p.m.

Respectfully submitted,

Nelson Xavier Cruz  
Secretary to the Board  
/jk