

CITY OF ENGLEWOOD

BOARD OF HEALTH REGULAR MEETING

March 9, 2011

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; 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.

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. A. Motion to approve Items 2.A.i. (Minutes of February 9, 2011 Meeting – Open); 2.A.ii. (Receipts- February, 2011); 2.A.iii. (Bills – February, 2011); 2.A.iv. (Employee Reports – February, 2011); and 2.A.v. (Digest of Mail – February, 2011).

Mr. Cruz stated that cash receipts for the month of February, 2011 were \$10,806.00. Vouchers/Orders for Payment for February, 2011 were \$3,888.56. Non-budget payments were \$795.97 in February, 2011. Electronic Death Registration Receipts for the month of February, 2011 totaled \$1,410.00.

Motion to approve Items 2.A.i. – v. together was made by Ms. Bostick, and seconded by Ms. Davis. Ms. Levien asked for an explanation of the dental screening mentioned in an employee's report, and why there was a problem with the number of students screened. Mr. Cruz said that the day of the clinic, the school provided twice the number of students for screening than they had been told to expect, and also that the school changed the system for screening that had been used previously. He said there were two dentists performing the screening, but that their time was limited to two hours.

Ms. Levien stated that since there was such a need for dental screening for the children, the program needed to be expanded and more dentists should be found to help with the clinics. Mr. Cruz said two more dental clinics were planned in the near future.

Motion to approve Items 2.A.i. – v. together was approved 7-0.

2. B. Motion to approve Retail Licenses

There were no retail licenses for the month of February, 2011. There were 97 licenses for approval from March 1 – March 4, 2011, for the 2011 license year, numbering #1 through 98 (No. 95 was void). These licenses are a part of the permanent record of Board of Health minutes. 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 #1-98, dated March 1-March 4, 2011, was made by Ms. Lachman, and seconded by Dr. Wisotsky. Motion was approved 7-0.

2. C. i. Board Liaison Reports

Ms. Davis reported that she had met with Dr. Donald Carlisle, the new Superintendent of the Englewood Board of Education, on February 16, 2011. She said she introduced herself to him and talked to him about her role on the Board of Health. They agreed to meet quarterly or as needed.

ii. Committee Reports

Ms. Acosta reported that the Sub-Committee on the EBOH Bylaws had met and revised the list of Board Members' roles, responsibilities, and expectations, and were presenting their work to the Board for its consideration and approval. Dr. Wisotsky suggested that a change be made in the section on job responsibilities of Board Members. No. 9. states "Conduct a cost analysis on the various programs of the Board to determine the adequacy of program fees versus program cost." Dr. Wisotsky requested that the word "Review" be substituted for "Conduct."

Motion to accept the amendment to the Bylaws previously adopted relating to the roles, responsibilities, and expectations of a Board Member, with the revision of No. 9, was made by Ms. Lachman, and seconded by Ms. Davis. Motion was approved 7-0.

Ms. Lachman reported that she and John Saccenti represented Englewood and the New Jersey Local Boards of Health in Atlantic City last week at the New Jersey Environmental Health Association Conference. She and Mr. Saccenti gave a class on the functions of a Board of Health to a group of 30 Environmental Health Specialists. Two Environmental Health Specialists from the Department were also at the conference, along with over 200 Environmental Health Specialists from the State of New Jersey.

OLD BUSINESS

3. Status of EHD 2011 Budget

Mr. Cruz reported that, based on the recommendations of the Board of Health Finance Subcommittee (Dr. Marsan, Dr. Wisotsky, and Ms. Levien), a newly revised 2011 budget has been prepared and submitted to the City Manager and Chief Financial Officer. The newly revised budget reflects a total reduction of 13.3% from the previously submitted budget on 8-10-10. The salaries and wages were decreased by 15.2%, and other expenditures were reduced by 13.9%. The total departmental staffing of 13 full time employees was reduced by 1.5 full time employees. Mr. Cruz said he believes the reduction in staffing will adversely impact the services delivered to the Englewood residents.

4. H1N1 Mini-grant

Mr. Cruz reported that the Department had been awarded a \$10,000 mini-grant from the New Jersey Health Officers Association. He said it would be spent on the purchase of communication equipment needed by the Department and office supplies.

5. Rabies Clinic

Mr. Cruz stated that the Department had held its Annual Rabies Clinic on February 26, 2011, from 11:00 a.m. to 1:00 p.m., at the Englewood Municipal Court. He said 82 dogs were vaccinated, and 79 dogs were

licensed. In addition, 25 cats were vaccinated, and 17 licensed. The next Rabies Clinic is scheduled in April.

6. CPR/AED Recertification Training

Mr. Cruz reported that on February 16, 2011, the Department staff received re-certification training in CPR and AED. He said the AED's had been acquired through the EMS through a small grant from the Englewood Community Chest. Mr. Cruz said the training had been postponed for the Board Members due to a scheduling conflict, but that as soon as he had a new date, they would be informed.

NEW BUSINESS

7. VaxCare

Mr. Cruz explained that VaxCare is a subsidiary of Sanofi-Pasteur. He said that Public Health Priority Funding had been used in the past to purchase flu vaccines, but that is no longer available. He stated this year VaxCare would be the Department's provider.

8. Board of Health Reorganization

Mr. Cruz stated that the Board of Health appointments had not yet been made by the City Council, so a Reorganization Meeting has not been scheduled.

The Board Attorney, Richard A. Lustgarten, Esq., stated that the Board had three options at the present time: A.) Continue with the present officers and members as hold-overs; B.) Reorganize and have a vote on officers on an interim basis until the Board becomes finalized with either the hold-overs being re-appointed or with the new members of the Board; or C.) Reorganize with permanent voting.

A discussion followed regarding the different options and possibilities. Motion to approve Option A. (to continue with the Board as is, with all officers staying in place, subject to some future action of the Board) was made by Ms. Bostick, and seconded by Ms. Levien. A roll call vote ensued:

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

Motion was approved 6-1.

It was the consensus of the Board that Mr. Lustgarten should continue as Board Attorney, as a hold-over, until officially reappointed at the Reorganization Meeting.

9. Board of Health Meeting Venue

Mr. Cruz suggested a change in the Board of Health meeting venue to the 2nd floor conference room in the Englewood Police Department. He cited the size of the room was adequate for all Board Members and approximately 25 members of the public, more comfortable seating arrangements, superior acoustics for the recording of the minutes with no need for microphones, the availability of an elevator to the 2nd floor, and nearby restrooms. It was the consensus of the Board to continue meeting at the Englewood Municipal Court.

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

PUBLIC SESSION

Dr. Richard N. Pierson, 60 Lincoln St., Englewood

Dr. Pierson reported that Dr. Donald Berwick's position as Administrator of the Centers for Medicare and Medicaid Services (CMS) in the U. S. Department of Health and Human Services is under severe challenge, unless there is an enormous response by the public of their outrage in losing such a gifted and dedicated leader in the field of health care policy.

There were no further comments or questions from the public in attendance. Motion to close the time for public comment was made by Dr. Wisotsky, and seconded by Ms. Davis. Motion was approved 7-0.

Mr. Cruz then read the Closed Session Resolution as follows:

WHEREAS, the Open Public Meetings Act of the State of New Jersey permits the public to be excluded from certain matters to be discussed by the Board; and

WHEREAS, the Board of Health of the City of Englewood desires to discuss the Local 108 union contract negotiations, and

WHEREAS, these matters are ones which permit the exclusion of the public from such discussions; and

WHEREAS, minutes will be taken during the closed session, and a summary of the minutes will be made available to the public by April 13, 2011, or upon approval of the minutes, or once the need for confidentiality no longer exists.

NOW THEREFORE, BE IT RESOLVED, by the Board of Health of the City of Englewood, that the public be excluded, since these matters, as set forth above, are ones which permit the exclusion of the public from such discussion: Collective bargaining agreement negotiations.

Motion to begin the Closed Session was made by Ms. Acosta, and seconded by Ms. Lachman. Motion was approved 7-0.

(Closed Session)

Mr. Lustgarten and Mr. Cruz discussed the ongoing contract negotiations with Local 108 union with the Board and reported that the next bargaining session is scheduled for March 25, 2011.

Motion to adjourn was made by Ms. Bostick, and seconded by Ms. Levien. All members voted "aye" in favor. The meeting ended at 10:05 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board
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