

CITY OF ENGLEWOOD
BOARD OF HEALTH REORGANIZATION MEETING

May 11, 2011

1. The annual reorganization meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:10 p.m. by Nelson Xavier Cruz, Secretary, Board of Health.

MEMBERS PRESENT:

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

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.

ABSENT/with apology: Lisa Levien

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

2A. Motion to approve Items 2Ai. (Minutes of March 9, 2011 Meeting-Regular/Closed); 2Aii. Receipts (March/April, 2011); 2Aiii. Bills (March/April, 2011); 2Aiv. Employee Reports (March/April, 2011); 2Av. Digest of Mail (March/April, 2011); and 2Avi. Communications (March/April, 2011).

Mr. Cruz stated that cash receipts for the month of March, 2011 were \$42,692.50, and for the month of April, 2011 \$22,947.00. Vouchers/Orders for Payment for March, 2011 were \$3,104.89, and for April 2011, they were \$1,185.94. Non-budget payments were \$2,839.26 in March, 2011, and \$2,106.62 in April, 2011. Electronic Death Registration Receipts for the month of March, 2011 totaled \$930.00, and for the month of April, 2011, \$5,085.00.

Motion to approve Items 2A.i.-vi. together was made by Dr. Marsan, and seconded by Ms. Davis. Motion was approved 5-0.

2B. Motion to approve retail licenses (March/April, 2011)

Motion to approve retail licenses for the months of March/April, 2011 was made by Dr. Marsan, and seconded by Ms. Lachman. Mr. Lustgarten read the list of licenses to be approved, and Mr. Cruz stated that there had been no complaints against them or objections by anyone for the renewals. Motion was approved. 6-0.

2C. i. Board Liaison Reports

Ms. Davis, Board of Health Liaison to the Board of Education, stated that she was going to try to meet with the Superintendent of Schools in May.

Ms. Bostick asked if it was possible to obtain a contract with the Board of Education with regard to blood borne pathogen training in the district. Mr. Cruz said they have a contract with the County, but that he would schedule an appointment with Dr. Carlisle to discuss the matter.

Ms. Lachman, Board of Health Liaison for Emergency Response, reported that the Englewood and Bergenfield Health Departments had received a grant in the amount of \$25,000 to conduct a drill in emergency response. She stated that this was the first time in the State of New Jersey that a grant of this nature had been awarded to a local health department. The drill will take place on Saturday, June 4, 2011, with a rain date of June 5, 2011. The premise of the drill is to vaccinate 60,000 residents against a strain of influenza in a drive-through vaccination clinic. Ms. Lachman said this would be a test to see what the weaknesses would be in a situation of this kind. Mr. Cruz added that this exercise is unique in the fact that non-traditional vaccinators are going to be used. The funds are coming from the State, through the New Jersey Health Officers Association (NJHOA).

Mr. Cruz stated that he, Valarie Buchta, the Department's new Public Health Nurse, and Dave Volpe, Health Officer, Bergenfield Health Department, participated in the North Regional exercise, which included the City of Newark, and Bergen, Passaic, and Essex Counties. He said it was a good starting point for the upcoming mass immunization exercise and would be helpful in avoiding some of the mistakes made there.

Ms. Lachman also attended a meeting of the New Jersey Local Boards of Health (NJLBH) two weeks ago, where the new Director of Public Health Education, Colleen McKay Wharton, was introduced. Ms. Lachman stated she is contacting this Department to discuss the training of new board of health members.

OLD BUSINESS

3. Status of EHD 2011 Budget

Mr. Cruz stated that the Englewood City Council adopted the budget on May 3, 2011. The total Health Department budget approved is \$745,828; of that amount, \$655,828 is Salaries and Wages, and \$90,000 is Other Expenses.

4. By-laws and Ordinances to State for Review

Mr. Cruz stated that the Department is required to report any new ordinances or by-laws to the State, according to the 2006 New Jersey Code, Title 26: 1A-12. Mr. Lustgarten said the reason for this is to make sure that no local board was contrary to the State statute.

Dr. Wisotsky asked for a clarification of the reason the new Public Health Nurse was hired as a part-time nurse, instead of full-time. Mr. Cruz stated that because of budget constrictions, it was not possible to hire a full time nurse at this time, but that in the future, he would try to increase her hours to full time.

Dr. Wisotsky commented on the Get Fit Englewood program being done on a volunteer basis. Mr. Cruz verified that he and one staff member are doing the program this Spring as volunteers. Dr. Wisotsky felt that in situations where someone is working as a volunteer, and not as part of the Englewood Health Department, it should be documented in order to avoid problems of reimbursement in the future.

Mr. Cruz stated that he could not be paid overtime or compensatory time, but that the staff member had a choice normally. He said in this program, she would not be paid overtime for working on Saturdays, but could choose to be paid in compensatory time or do it on a strictly volunteer basis. It was suggested that a form be drawn up stating that a staff member waived payment for work at a Department event, including overtime or compensatory time. Mr. Cruz also confirmed that the other participants in the Get Fit program, the dance instructors, personal trainers, etc. are all doing this in a volunteer capacity. Mr. Lustgarten suggested a certificate of thanks be sent to all volunteers after the program ends. Dr. Wisotsky thought that a follow-up evaluation should also be sent to find out how many participants continued with their physical fitness training and goals.

Ms. Lachman spoke on behalf of Ms. Levien, who was not able to attend the meeting, and said she was impressed with the large turnout of residents for the Get Fit program this year, and that maybe the Board should reconsider their decision to suspend the program.

REORGANIZATION

5. Nomination/Election of Officers

A. President

Motion to nominate Dr. Earl A. Marsan for President was made by Ms. Bostick, and seconded by Ms. Davis. A roll call vote ensued:

Bertha-Nora Acosta	-	“Yes”	Lisa Levien	-	(Absent)
JoEllen Bostick	-	“Yes”	Dr. Earl A. Marsan	-	“Yes”
Stephanie Davis	-	“Yes”	Dr. Lisa L. Wisotsky	-	“Yes”
Dianna Lachman	-	“Yes”			

Motion was approved 6-0.

Dr. Marsan thanked the Board members for their confidence in him and announced that at the end of his term he would be retiring from the Englewood Board of Health. He also asked the Board to reconsider holding the monthly meetings in the 2nd floor conference room of the Englewood Police Department.

B. Vice President

Motion to nominate Dr. Lisa L. Wisotsky for Vice President was made by Ms. Bostick, and seconded by Ms. Lachman. A roll call vote ensued.

Bertha-Nora Acosta	-	“Yes”	Lisa Levien	-	(Absent)
JoEllen Bostick	-	“Yes”	Dr. Earl A. Marsan	-	“Yes”
Stephanie Davis	-	“Yes”	Dr. Lisa L. Wisotsky	-	“Yes”
Dianna Lachman	-	“Yes”			

Motion was approved 6-0.

C. Secretary

Since according to the Bylaws of the Englewood Board of Health, the Health Officer functions as Secretary to the Board, it was determined that an election was not necessary, and Nelson Xavier Cruz continues as Board Secretary for the year 2011.

6. Committee Appointments

A. Personnel Sub-Committee

Dr. Wisotsky, Ms. Lachman, and Ms. Acosta volunteered to serve on the Personnel Sub-Committee for the year 2011, and were officially appointed by the Board President, Dr. Earl Marsan.

B. Other Committees

Dr. Marsan volunteered to be the Department's liaison with the City Planning Board. Ms. Davis volunteered to be the liaison with the Board of Education. Ms. Lachman volunteered to be the liaison for Emergency Response. Ms. Levien was appointed liaison with the City Council.

RESOLUTIONS

7. Resolution 11-02 – Reappointment of Department Staff

Mr. Cruz read Resolution 11-02 in its entirety. Motion to approve Resolution 11-02 was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 6-0.

8. Resolution 11-03 - Appointment of Board Attorney

Mr. Cruz read Resolution 11-03, appointing Richard A. Lustgarten Board of Health Attorney for the year 2011, in its entirety. Motion to approve Resolution 11-03 was made by Ms. Lachman, and seconded by Ms. Acosta. Motion was approved 6-0.

9. Resolution 11-04 – Regular Meeting Schedule – 2011

Mr. Cruz read Resolution 11-04, listing the Regular Meeting Schedule of the Board of Health for 2011, in its entirety. Motion to approve Resolution 11-04 was made by Ms. Bostick, and seconded by Ms. Lachman.

A discussion ensued regarding the location of the Board Meetings and scheduled meeting dates. It was the consensus of the Board to change the location of the monthly Board Meetings to the 2nd floor conference room of the Englewood Police Department, 73 South Van Brunt Street, Englewood, NJ. The Board also agreed to change the date of the October, 2011 meeting from Wednesday, October 12 to Tuesday, October 11, 2011. The mover and seconder accepted the amendment to Resolution 11-04. Motion was approved 6-0.

10. Resolution 11-05 – Designation of Official Newspaper

Mr. Cruz read Resolution 11-05, designating The Record as the official newspaper of the Board of Health for 2011, in its entirety. Mr. Cruz informed the Board that the Press-Journal, which had formerly been one of the two official newspapers of the Board of Health, was no longer in business. He said the City Clerk

had researched if we would still be in compliance with the State Statute, and we are. Motion to approve Resolution 11-05 was made by Ms. Lachman, and seconded by Ms. Acosta. Motion was approved 6-0.

11. Resolution 11-06 – Appointment of Public Health Nurse

Mr. Cruz read Resolution 11-06, appointing Valarie Buchta to the position of Part-time Public Health Nurse for the Department of Health of the City of Englewood, effective retroactive to April 20, 2011, in its entirety. Motion to approve Resolution 11-06 was made by Ms. Lachman, and seconded by Ms. Acosta. Motion was approved 6-0.

Motion to open the time for public comment was made by Ms. Lachman, and seconded by Dr. Marsan. Motion was approved 6-0.

PUBLIC SESSION

There were no questions or comments from the public. Motion to close the time for public comment was made by Ms. Bostick, and seconded by Ms. Acosta. Motion was approved 6-0.

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 Local 108 Union contract negotiation; 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 June 8, 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. Bostick. Motion was approved 6-0.

(Closed Session)

Mr. Lustgarten reported that a date has been set for mediation with Local 108 Union on May 23, 2011.

Motion to return to Open Session was made by Dr. Wisotsky, and seconded by Ms. Bostick. Motion was approved 6-0.

Dr. Wisotsky inquired as to the status of the position available in the Environmental Health Unit. Mr. Cruz stated that the position will become vacant on May 25, 2011, and that the search process had been initiated. He said he was currently interviewing applicants and hoped to finalize the process by Tuesday, May 17, 2011.

Motion to adjourn was made by Ms. Davis, and seconded by Ms. Lachman. All members voted “aye” in favor. The meeting ended at 9:30 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board

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