

CITY OF ENGLEWOOD

BOARD OF HEALTH REGULAR MEETING

November 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; Dianna Lachman; and Lisa Levien.

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: Stephanie Davis.

Mr. Cruz read the Open Public Meetings Statement. Dr. Earl A. Marsan asked those present to stand while the Pledge of Allegiance was recited.

2.A. Motion to approve Items 2.A.i. (Minutes of October 13, 2011 Meeting-Open/Closed); 2.A.ii. (Receipts – October, 2011); 2.A.iii. (Bills – October, 2011); 2.A.iv. (Employee Reports – October, 2011); 2.A.v. (Digest of Mail – October, 2011); and 2.A.vi. (Communications – October, 2011).

Mr. Cruz requested a correction of the October 13, 2011 Regular Meeting Minutes for the record. He referred the Board to page 5 of the Regular Minutes, the section regarding “Bidding Process for Board of Health Attorney.” He said that at the October 13, 2011 meeting he had stated that three proposals should be submitted for consideration. The minutes have been corrected to read “the Board will accept all proposals submitted by November 15, 2011 for consideration, and the attorney submitting the lowest responsible proposal indicating appropriate experience will be awarded the contract, per the RFP, and be effective January 1, 2012.”

Mr. Cruz stated that cash receipts for the month of October, 2011 were \$7,164.50. Vouchers/Orders for Payment for October, 2011 were \$6,443.15. Non-budget payments were \$1,802.34 in October, 2011. Electronic Death Registration Receipts for the month of October, 2011 totaled \$1,126.50.

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

2.B. There were no new or renewed retail licenses for the month of October, 2011.

2.C. Board Liaison Reports

Ms. Lachman reported that she would be attending the New Jersey Local Boards of Health presentation at the New Jersey League of Municipalities Convention in Atlantic City on November 17, 2011. She stated that Board of Health Attorney Richard A. Lustgarten, Mr. John Saccenti, and Mr. Steve Papenberg would

be giving an abbreviated form of their training program for Boards of Health to officials of municipalities. Ms. Lachman feels it is important for the municipal officials to know more about what health departments do in order to receive their support.

RESOLUTIONS

3. R11-10 Appointment of Reach & Teach Youth Health Educator (Johnny)

Mr. Cruz read Resolution No. R11-10, appointing Jendi Johnny to the position of Youth Health Educator, in its entirety. Motion to approve Resolution No. R11-10 was made by Ms. Lachman, and seconded by Ms. Bostick. Motion was approved 6-0.

PRESENTATIONS

4. Presentation by Valarie Buchta, Public Health Nurse

Ms. Buchta reported that the Department holds a monthly Child Health Conference, in which the State provides free vaccines for children of families with no health insurance or who are under-insured. She explained that through a partnership with that program, the Department has been approved by the State to offer vaccines for adults who have no insurance or who are under-insured. She said there would be a nominal administration fee charged for this service, and that it would be open to adults living in Englewood and in other municipalities as well.

Ms. Buchta also told the Board about a new program the Department is organizing with the Friends of Grace Seniors Korean Community Center in Englewood. She said there would be two separate programs at the Center, one for children and the other for adults. She emphasized the importance of reaching out to the community to inform them of our services and programs, mainly through the schools and churches.

OLD BUSINESS

5. Status of Request for Proposals – Board of Health Attorney

Mr. Cruz reported that two proposals had been submitted for Board of Health Attorney services. He said that the close-out date for submission is November 15, 2011, after which time the proposals would be considered.

6. Status of Lead Inspection Proposal (Teaneck)

Mr. Cruz stated that upon the legal review of Mr. Lustgarten, he had submitted a revised proposal to Mr. Ken Katter, who said he would get back to Mr. Cruz once they had finalized their budget. Mr. Cruz informed the Board that the revenue from the lead inspections would be approximately \$3600. The Board felt that these fees should stay within the Department to offset costs and asked Mr. Cruz to meet with the Mayor, City Manager, and some of the City Council members to discuss this. It was suggested that the signing of any contracts for shared services be postponed until after the 2012 budget talks.

7. Status of Shared Services Proposal (Leonia)

Mr. Cruz reported that the shared services proposal with Leonia is a much larger contract and involves a number of services. He said it would require our Registered Environmental Health Specialist (REHS) to spend two days a week in Leonia and the Public Health Nurse to spend one day a week, which means the Department would lose those services in Englewood during that time. He also stated that the hours of the

Public Health Nurse would have to be increased from part time to full time in order to meet the demand for her services. The Board suggested obtaining a letter of understanding from the City of Englewood before signing any shared services contracts with regard to the disposition of the fees involved.

8. Englewood Board of Health Bylaws (Article VII, Section 1)

Mr. Cruz referred the Board to the EBOH Bylaws, page 7, Article VII. Committees, Section 1. Executive Committee. He said the Bylaws require the existence of an Executive Committee of the Board and asked the Board if they wanted to continue this requirement, delete it from the Bylaws, or modify the Bylaws. Article VII, Section 1 of the Bylaws states “The Executive Committee of the Board shall be composed of the President, the Vice President, and two non-officer members of the Board, who shall be elected by the Board.”

Motion to reduce the number of non-officer members of the Executive Committee from two to one was made by Ms. Lachman, and seconded by Dr. Wisotsky. Motion was approved 6-0. It was the consensus of the Board to form the Executive Committee in January, 2012.

9. FQHC Update

Mr. Cruz reported that he had recently spoken with the North Hudson Community Action Corporation, and they are presently in talks with the Englewood Hospital and Medical Center to form a federally qualified health center (FQHC) in Englewood. These discussions have been going on for several years.

10. NJHOA Mass Vaccination Exercises Best Practices Report, July 2011

Mr. Cruz distributed copies of the New Jersey Health Officers Association Mass Vaccination Exercises Best Practices Report, dated July 2011, to the Board. Mr. Cruz reported that in addition to receiving grant money for participating in the exercise, the Department had received an iPad. The Board suggested that Mr. Cruz submit an article about the exercise, and the Department’s role in it, to The Suburbanite for publication.

11. Date of 2012 Englewood Family Health Festival

The low attendance at the 2011 Englewood Family Health Festival was discussed by the Board, and questions were raised as to pre-festival publicity methods, i.e. where and how flyers are distributed, whether there is a dialog with religious leaders, etc. Mr. Cruz stated that distribution of flyers was only one component of the Department’s promotion program. The festival was also advertised on the web and in the newspaper. A discussion ensued as to the possibility of joining forces with another community agency and doing a health fair/festival together, changing the day the fair/festival is held, and holding the fair/festival in the spring, rather than in the fall.

It was the consensus of the Board to hold the 2012 Englewood Family Health Festival on Friday, September 14, 2012, at Depot Park. Dr. Marsan suggested that Dr. Jean-Louis, as the point person for this event, present a plan of action to the Board well in advance of the event, to better coordinate promotion. Since the Farmers Market will also be going on that day, Mr. Cruz will coordinate parking and permit issues with the City.

NEW BUSINESS

12. Proposed New Adult Vaccination Program

Mr. Cruz stated that meningitis, pneumonia, and D-tap vaccines would now be available to adults at the Department.

13. Probationary Status of Valarie Buchta, Public Health Nurse

Mr. Cruz stated that the Public Health Nurse Valarie Buchta had been employed by the Department for six months. Given that her job performance was satisfactory, he recommended that she be removed from probationary status.

Motion to remove Valarie Buchta from probationary status was made by Dr. Wisotsky, and seconded by Ms. Lachman. Motion was approved 6-0.

Mr. Cruz announced that the date of the next Board of Health meeting is Wednesday, December 14, 2011.

Motion to open the time for public comment was made by Ms. Lachman, and seconded by Dr. Wisotsky. 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. Lachman, and seconded by Ms. Levien. 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 personnel matters; 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 December 14, 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: Employment matters relating to an employee unless the employee requests that the matter be discussed in public.

Motion to approve the Resolution to go into Closed Session was made by Dr. Wisotsky, and seconded by Ms. Levien. Motion was approved 6-0.

(Closed Session)

Mr. Cruz reported that there is a salary freeze for non-union personnel at the present time, so the Confidential Executive Secretary would not receive a salary increase.

The Board discussed the performance evaluation of the Director/Health Officer and asked him to provide a report in compliance with Article IX of the Englewood Board of Health Bylaws at the next Board Meeting.

Motion to adjourn was made by Ms. Lachman, and seconded by Ms. Levien. All members voted “aye” in favor. The meeting ended at 10:30 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board
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