

CITY OF ENGLEWOOD

BOARD OF HEALTH REGULAR MEETING

December 14, 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. Lisa L. Wisotsky, Vice President, Board of Health.

MEMBERS PRESENT:

Dr. Lisa L. Wisotsky, Vice President; Bertha-Nora Acosta; JoEllen Bostick; Stephanie Davis; 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: Dr. Earl A. Marsan, President.

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

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

Mr. Cruz stated that cash receipts for the month of November, 2011 were \$10,907.50. Vouchers/Orders for Payment for November, 2011 were \$4,341.52. Non-budget payments were \$22,252.39 in November, 2011. Electronic Death Registration Receipts for the month of November, 2011 totaled \$900.00.

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

2.B. Motion to approve Retail Licenses (November, 2011)

Motion to approve Retail Licenses for November, 2011 was made by Ms. Bostick, and seconded by Ms. Lachman. Motion was approved 6-0.

2.C.i. Board Liaison Reports

Ms. Levien, Board of Health liaison to the City Council, reported that, at the last City Council meeting, it was brought to their attention that the branches picked up after the storm at the end of October, 2011 were piled three stories high in Mackay Park. She considers this a health and safety issue and asked that the Board get involved.

Motion to approve Resolution No. R11-12, recommending that the Englewood City Council direct the appropriate City employees to immediately remove the pile of branches located at Mackay Park, on the

basis that that pile creates a clear and present health hazard to the residents of the City of Englewood, was made by Ms. Levien, and seconded by Ms. Davis.

A discussion ensued regarding branch and leaf collection in the City, and the best way to pursue the removal of the branches in Mackay Park as quickly as possible. Mr. Cruz offered to include this issue in his weekly Environmental Report to the City Manager, and to bring it up at the City of Englewood Management Team Meeting on Monday, December 19, 2011. It was the consensus of the Board, and added to the Resolution, that Resolution No. 11-12 not be transmitted until the Director/Health Officer had an opportunity to present the matter to the City Manager, and unless no appropriate action was taken to resolve it within 14 days of that date.

Motion was approved 6-0.

2.C.ii. Committee Reports

There were no Board Committee Reports.

RESOLUTIONS

3. R11-11 Appointment of Registered Environmental Health Specialist (Fausto Garcia)

Mr. Cruz read Resolution No. R11-11, appointing Fausto Garcia to the position of Registered Environmental Health Specialist, effective December 5, 2011, in its entirety. Motion to approve Resolution No. R11-11 was made by Ms. Lachman, and seconded by Ms. Bostick. Motion was approved 6-0.

OLD BUSINESS

4. Recommendation and Selection of Board of Health Attorney for 2012

Mr. Cruz reported that the Department had received three proposals from attorneys applying for this position. A comparative analysis was used to compare criteria for the recommendation and selection of the Englewood Board of Health Attorney for 2012. Based on this analysis, it was strongly recommended that the Board give serious consideration to the re-appointment of Richard A. Lustgarten, Esq. as the Englewood Board of Health Attorney for 2012. It was the consensus of the Board to accept Mr. Cruz's recommendation of Richard A. Lustgarten, Esq. as the Board of Health Attorney for 2012. All members voted "aye."

5. Status of Lead Inspection Proposal (Teaneck)

Mr. Cruz reported that Teaneck will continue performing their own lead inspections for the time being, and the Health Officer will inform him if they decide to outsource them in January, 2012.

6. Status of Shared Services Proposal (Leonia)

Mr. Cruz reported that the proposal for shared services with Leonia has been reviewed by a committee of Leonia's town council, who looked favorably on it. It now needs to be reviewed by the Leonia Board of Health.

Mr. Cruz's potential role as Health Officer, both in Englewood and Leonia, was discussed, as well as the duties of the REHS, Registrar, and Public Health Nurse. Several Board members expressed concern about

losing employees' time and services, especially since the Health Department would not be receiving the fees paid. It was suggested that the signing and implementation of any new shared services contract be delayed until the 2012 budget has been received, and the Board has had an opportunity to analyze it and discuss the implications a shared services contract would have for the City of Englewood with the City Council. There was concern among the Board members that a shared services contract with Leonia could cause a dysfunction in the City of Englewood because of the loss of Department staff services. The revenue stream coming into the City would not be worth the loss of services caused by this contract.

7. 2012 Budget of the Englewood Health Department

Mr. Cruz discussed a recent meeting he had with the City Manager, City Treasurer, and Chief Financial Officer to submit the Department's proposed 2012 budget. He said the next step in the budget process is the meeting with the City Council. Mr. Cruz will notify the Board as soon as a date for that meeting is set. The Board would like to meet with Mr. Cruz prior to his meeting with the City Council to review the budget and the shared services contract with Leonia.

8. Vaccination Clinics – Friends of Grace Seniors Korean Community Center

Mr. Cruz announced that the Department will be holding two monthly clinics at the Friends of Grace Seniors Korean Community Center (FGSKCC), one for adults, and the other for children. He said this would be through our participation in the Vaccines for Children program, and that the Department had recently been approved for administering adult vaccines, including hepatitis A, hepatitis B, hepatitis A & B combined, TDAP, flu, pneumonia, and meningitis. These clinics are open to residents of Englewood, as well as non-residents. A nominal fee is charged for administering these vaccines.

9. Englewood City Physician

Mr. Cruz reported that he had received a copy of a letter sent to the City Physician, Dr. Robert Adair, from the City Manager, dated November 22, 2011, informing him that his contract with the City will be ending on December 31, 2011, and that his services will no longer be required. Mr. Cruz said this affects the Department because Dr. Adair administered the flu vaccines at the flu clinics, as well as provided standing orders for the Public Health Nurse, among all his other services to the City.

Mr. Cruz has spoken with the Administration of Englewood Hospital and Medical Center and drafted a Memorandum of Understanding for the provision of a pediatrician, who would act as a pediatric consultant, and an internist, as a medical consultant, as well as provide standing orders. The pediatrician would also act as a back-up for Dr. Marjorie Jones, our current pediatrician. Mr. Cruz stated that the Department would be increasing the number of Child Health Conference clinics held at the Department starting January 2012 from one clinic a month to two clinics a month.

10. Probationary Status of Christopher Cantisano

Mr. Cruz said he had completed the six-month evaluation of Christopher Cantisano, REHS, who satisfactorily met all the requirements for the REHS position. Mr. Cruz recommended that Mr. Cantisano be removed from probationary status and made a regular employee. Motion to remove the probationary status of Christopher Cantisano was made by Dr. Wisotsky, and seconded by Ms. Levien. Motion was approved 6-0.

11. Beatrice Reynolds—Higher Education Lump Sum Bonus Award

Mr. Cruz reported that on November 23, 2011, he had learned that Ms. Beatrice Reynolds, License Clerk/Alt. Deputy Registrar of the Department, had received an Associate of Arts in Business degree from the University of Phoenix on May 31, 2011. According to the contract with Local 108 Union, staff attaining an Associate's Degree are entitled to a lump sum bonus award of \$750.00. Therefore, Mr. Cruz requested the Board's approval for the disbursement of those funds. He also informed the Board that Ms. Reynolds had recently completed the training course to become a CMR, so she is also now a Certified Municipal Registrar as well. Motion to award Ms. Beatrice Reynolds a higher education lump sum bonus award of \$750 was made by Dr. Wisotsky, and seconded by Ms. Levien. Motion was approved 6-0.

12. Date of January, 2012 Board of Health Meeting

Mr. Cruz suggested that the first meeting of the Board of Health be set for Wednesday, January 11, 2012. It was the consensus of the Board to hold the first meeting on January 11, 2012.

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

PUBLIC COMMENT

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

Dr. Pierson stated that the Friends of the Englewood Health Department, created more than twenty years ago to give support to the Englewood Health Department, is trying to recruit new members. He asked the Board Members to suggest names of people they might know who would be interested in what the Health Department is doing in the community and would like to participate. Dr. Pierson thought that organizations such as the City churches, schools, and Englewood Hospital and Medical Center ought to be included in this recruitment.

Dr. Pierson requested that all Board of Health members prepare a "bio-sketch" which describes who they are and what their interests are, so that potential members of the Friends of the Health Department can relate to them as individuals.

There were no further questions or comments from the public. Motion to close the time for public comment was made by Dr. Wisotsky, 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 the salary of the Confidential Executive Secretary and the evaluation of the Health Officer/Director, 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 January 11, 2012, 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)

The salary of the Confidential Executive Secretary and the evaluation of the Director/Health Officer were discussed by the Board.

Mr. Cruz extended an invitation to all present to the Holiday Party of the Department on Monday, December 19, 2011, at Applebee's Restaurant in Hackensack.

A motion to adjourn was moved and carried. The meeting ended at 10:00 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board
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