

CITY OF ENGLEWOOD

BOARD OF HEALTH REGULAR MEETING

January 11, 2012

1. The regular meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:04 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; 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:

JoEllen Bostick and Stephanie Davis.

Mr. Cruz read the Open Public Meetings Statement. Dr. Marsan asked those present to stand for the Pledge of Allegiance.

2.A. Motion to approve Items 2.A.i. (Minutes of December 14, 2011 Meeting-Open/Closed); 2.A.ii. (Receipts – December, 2011); 2.A.iii. (Bills – December, 2011); 2.A.iv. (Employee Reports – December, 2011); 2.A.v. (Digest of Mail – December, 2011); 2.A.vi. (Communication – December, 2011).

Mr. Cruz reported that cash receipts for the month of December, 2011 were \$11,040. Vouchers/Orders for Payment for December, 2011 were \$11,544.71. Non-budget payments were \$1,554.72 in December, 2011. Electronic Death Registration Receipts for the month of December, 2011 totaled \$16,354.

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

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

Motion to approve Retail Licenses for December, 2011 was made by Ms. Lachman, and seconded by Ms. Acosta. Motion was approved 5-0.

2.C.i. Board Liaison Reports

Ms. Lachman reported that she is running for the position of Vice President of the New Jersey Local Boards of Health, and that an election ballot had been included in the Board Packets. She urged all the Board Members to vote.

2.C.ii. Committee Reports

There were no Committee Reports this month.

RESOLUTIONS

3. R12-01 Contract and Resolution for Board of Health Attorney

Mr. Cruz read Resolution No. R12-01, appointing Richard A. Lustgarten, Esq. of Goodman & Lustgarten, Esqs., as Board of Health Attorney for 2012, in its entirety. Motion to approve Resolution No. R12-01 was made by Ms. Lachman, and seconded by Ms. Levien. Motion was approved 5-0. The Agreement between the Englewood Board of Health and Richard A. Lustgarten was signed by the Board President, Vice President, Mr. Lustgarten, and Mr. Cruz.

OLD BUSINESS

5. 2012 Budget Presentation by Director/Health Officer

Mr. Cruz summarized the key points of the 2012 Department budget before presenting it to the City Council. One change would be the upgrade of the Public Health Nurse from a part-time to a full-time position, pending approval of the budget. Mr. Cruz also mentioned the potential loss of revenue for the Department if it enters into a shared services agreement with the Borough of Leonia. He briefly summarized the services performed by each unit in 2011 and compared them with those in 2010.

6. Status of Proposed Shared Services with Teaneck and Leonia

A discussion ensued regarding the viability of the shared services agreement proposed by the Department. Potential conflicts and concerns about priorities and staffing were analyzed by the Board, and reference was made to the minutes of the December 14, 2011 Board Meeting, where the same concerns were expressed. The Board President suggested a meeting with the City to discuss the Department's findings and the pros and cons of shared services.

Mr. Cruz stated that the Borough of Leonia had not made a decision yet about the shared services contract with Englewood, and the contract had not been executed, nor were we committed.

Motion that the Board President, along with at least one additional Board member and Mr. Cruz, should meet with the City Manager and Council members as soon as possible to discuss the upside and downside of the shared services agreement and how it would affect the healthcare in Englewood and the future funding of the Department was made by Ms. Lachman, and seconded by Ms. Levien. Motion was approved 5-0.

PRESENTATIONS

4. Presentation on Homelessness by the Rev. Robert Shearer of St. Paul's Episcopal Church

Dr. Richard Pierson introduced Father Robert Shearer, the Priest-in-Charge of St. Paul's Episcopal Church in Englewood, to the Board. Father Shearer reported that his parish is concerned about the lack of social services, specifically aid to the homeless, in Englewood. He asked if the health community in Englewood, along with a coalition of churches and the City, would support their effort to obtain current data on the homeless in Englewood and find solutions to this growing problem.

The Board contributed suggestions on how to go about identifying the homeless in Englewood and shared their experiences dealing with homeless people with Father Shearer. They agreed to forward any data or information they received on the homeless in Englewood to Father Shearer.

After Father Shearer's presentation on homelessness in Englewood, Dr. Wisotsky requested a return to the discussion of the budget and shared services. She asked for a clarification of the process of sharing services with Leonia. The Board was informed by Messrs. Cruz and Lustgarten that the contract drawn up for shared services with Leonia was exploratory, and that nothing had been signed or approved as yet. A discussion ensued regarding the steps that had been taken, or missed, during this process, and the fact that there is a need for the services of a full-time Public Health Nurse in Englewood, regardless of whether the contract for shared services with Leonia is approved. It was agreed that Dr. Marsan, Ms. Lachman, and Ms. Levien would meet with Mr. Cruz to discuss the shared services agreement at their earliest convenience, and following that, meet with the City Manager and Council members to make known their feelings on the subject.

7. City Physician

Mr. Cruz reported that the termination of the City Physician's contract had been rescinded, so he will continue to provide standing orders for the Department's Public Health Nurse and supervise the annual flu clinics.

8. Director/Health Officer's Report to Englewood City Manager on Pile of Branches

Mr. Cruz stated that at the last meeting of the Board of Health on December 14, 2011, a request was made for him to speak to the City regarding the huge piles of branches, resulting from the October, 2011 storm, that were located around the City, and specifically, in Mackay Park. He said he had spoken with DPW, and they told him that the removal process had begun on January 10, 2012, and would continue into the following week. He said the pile of branches in the Mackay Park parking lot measured 14-15 feet high.

9. Bio-sketches requested by Dr. Pierson

Mr. Cruz reminded the Board that at the December 14, 2011 Board of Health meeting, Dr. Pierson requested bio-sketches from them in order to enhance the recruitment and retention of new members of the Friends of the Englewood Health Department.

NEW BUSINESS

10. Discussion regarding necessity of Finance Sub-Committee

The Board discussed whether a Finance Committee was necessary for Board of Health matters. (The word "sub" was deleted.) It was suggested that the committee consist of the Board President and two other Board Members who were available at the time of the meeting. The role of a finance committee and guidelines were discussed.

11. Date of February, 2012 BOH Meeting and Tentative Schedule

It was the consensus of the Board to hold the next meeting on Wednesday, February 8, 2012. The proposed dates for the 2012 meetings of the Board of Health will be on the second Wednesday of each month, with the exception of August, at 8:00 p.m., in the Health Department. The list of dates will be published according to the Open Public Meetings Act once the Board's Reorganization meeting takes place.

Ms. Levien asked that the issue of a salary increase for the Confidential Executive Secretary be revisited. After a brief discussion, motion to increase the salary of the Confidential Executive Secretary, subject to the salary ordinance, by the same percentage that the union received, to bring her to par with the union members was made by Ms. Levien, and seconded by Ms. Lachman. Motion was approved 5-0.

Motion to open the time for public comment was made by Ms. Lachman, and seconded by Ms. Acosta. Motion was approved 5-0.

PUBLIC COMMENT

For the record, there were no members of the public present at this time at the meeting. Motion to close the time for public comment was made by Ms. Lachman, and seconded by Ms. Levien. Motion was approved 5-0.

There being no further business, a motion to adjourn was made by Ms. Lachman, and seconded by Dr. Wisotsky. All members voted "aye," in favor. Motion was carried.

The meeting officially adjourned at 9:40 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board
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