

**CITY OF ENGLEWOOD**

**BOARD OF HEALTH REGULAR MEETING**

**February 8, 2012**

1. The regular meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:00 p.m. by Dr. Earl A. Marsan, President, Board of Health.

**MEMBERS PRESENT:**

Dr. Earl A. Marsan, President; Dr. Lisa L. Wisotsky, Vice President (arrived 8:35 p.m.); 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.

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 January 11, 2012 Meeting-Open); 2.A.ii. (Receipts – January, 2012); 2.A.iii. (Bills – January, 2012); 2.A.iv. (Employee Reports – January, 2012); 2.A.v. (Digest of Mail – January, 2012); 2.A.vi. (Communication – January, 2012).

Mr. Cruz reported that cash receipts for the month of January, 2012 were \$12,783.00. Vouchers/Orders for Payment for January, 2012 were \$1,630.55. Non-budget payments were \$755.00 in January, 2012. Electronic Death Registration Receipts for the month of January, 2012 totaled \$876.00.

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

2.B. Motion to approve Retail Licenses (January, 2012)

Motion to approve Retail Licenses for January, 2012 was made by Ms. Lachman, and seconded by Ms. Davis. Motion was approved 6-0.

2.C.i. Board Liaison Reports

Ms. Lachman reported that the New Jersey Local Boards of Health Association is completing the on-line training module on the duties and responsibilities of members of local Boards of Health. This training, which the Englewood Board of Health had taken, will be available on the web for all new Board members. She announced that there will be a launching party and the Board will be advised of the date.

2.C.ii. Committee Reports

There were no Committee Reports this month.

## **RESOLUTIONS**

### 3. R12-02 Appointing Marjorie Jones, MD as CHC Physician for 2012

Mr. Cruz read Resolution R12-02, appointing Marjorie Jones, MD as CHC Physician for 2012, in its entirety. Motion to approve Resolution R12-02 was made by Ms. Bostick, and seconded by Ms. Lachman. Motion was approved 6-0. The Provider Services Agreement between the Englewood Health Department and Dr. Marjorie Jones for the Delivery of Child Health Conference (CHC) Services was signed by Dr. Earl A. Marsan, President, Englewood Board of Health, and Nelson Xavier Cruz, Health Officer/Director, Health Services/Board Secretary.

## **OLD BUSINESS**

### 4. EHD 2012 Budget/Shared Services

Mr. Cruz reported that a Budget Review meeting is scheduled for Monday, February 13, 2012, with the Englewood City Council, at 6:00 p.m., in City Hall. The purpose of the meeting is to present and defend the proposed 2012 budget, which was recommended by the City Manager, in the amount of \$985,904.00. The budget includes Salaries & Wages in the amount of \$895,904.00, and OE (Other Expenses) of \$90,000.00. Mr. Cruz said the budget is expected to be introduced on February 21, 2012, and adopted on March 20, 2012.

Mr. Cruz reported that he is preparing a grant proposal for a program to be conducted in the middle and high schools to address teenage pregnancy prevention. A discussion ensued on that subject, and the Board requested that Mr. Cruz speak with the Superintendent of Schools to see what kind of health education is presently being offered in the schools, who should supply it, and how the Department might help. They also asked Mr. Cruz to inquire what other health departments and other school systems are doing in that regard.

With respect to shared services, Mr. Cruz reported that he had prepared a position paper on the public health shared services proposal between Englewood and Leonia and met with several members of the Englewood Board of Health. At a meeting with City Manager Timothy Dacey, several pitfalls were identified, and all parties agreed that the proposal would not be in the best interests of the City of Englewood. Mr. Cruz was directed by the Board and the City Manager to draft a letter to the Administrator of the Borough of Leonia, Mr. Jack Terhune, rescinding the offer to enter a shared services contract. Mr. Dacey also asked the Department to prepare a list or a report of the services we provide, if we could provide them to other communities, and what the cost would be. Events such as the annual health fair, which could be shared with other communities, should also be included in the report.

### 5. Englewood Family Health Festival

Mr. Cruz reported that he met with Tina Evans, Englewood Code Enforcement Department, on January 19, 2012, to explore the possibility of holding the Englewood Family Health Festival at the same time and location as the Englewood Farmers Market, on Friday, September 14, 2012, from 1:00 p.m. – 6:00 p.m. Ms. Evans said the Health Department would be able to utilize the area between West Street and Demarest Avenue to accommodate between 18-24 vendors. The participants' vehicles would have to be parked in the Municipal Parking Lot, or possibly an arrangement could be reached with St. Cecilia's to use their parking lot. The agencies could load and unload at Depot Square Park.

Mr. Cruz stated that there would be a problem with staffing however. Usually there are 7 to 8 staff members working at the health festival, and since the suggested date is on a Friday, the Department

would also have to be staffed. In addition, he said, there is only one part-time nurse, and she does not work on Fridays.

The Board felt that the Department should close down for that afternoon, leaving one staff member there to answer the phones, and that the hours of the health festival should be from 1:00 p.m. to 5:00 p.m. Mr. Cruz is to request that the Public Health Nurse change her day off (Friday) to another day that week so that she can be at the festival.

## **NEW BUSINESS**

### 6. EHD Annual Rabies Clinic

Mr. Cruz reported that the Department had held the first of two rabies clinics for 2012 on Saturday, February 4. Ninety-eight dogs and twenty cats were licensed on that day. Fifty-four pets vaccinated were not licensed, and notices will be going out to them shortly. Those who fail to license their pets will receive a summons. Mr. Cruz stated that there will be a second rabies clinic at the Health Department from 6:00 – 7:00 p.m. on Thursday, April 21, 2012.

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Ms. Levien raised the issue of the ice skating rink at Mackay Park and said it was being discussed before the City Council. The Board felt it important to show its support of the rink as a healthy alternative for young people, and it was their consensus that Mr. Cruz write a letter to the City Manager in support of the ice skating rink, on behalf of the Board.

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Ms. Lachman congratulated Mr. Cruz on achieving the status of Board Certified in Healthcare Management and Fellow of the American College of Healthcare Executives (FACHE) recently. Mr. Cruz said he would be attending the Convocation Session of the Annual Congress of Healthcare Leadership during the weekend of March 17, 2012 in Chicago, where he would be receiving his diploma.

Motion to open the time for public comment was made by Ms. Lachman, and seconded by Ms. Levien. Motion was approved 7-0.

## **PUBLIC COMMENT**

For the record, there were no members of the public present. Motion to close the time for public comment was made by Ms. Levien, and seconded by Dr. Marsan. Motion was approved 7-0.

Mr. Lustgarten stated that a Closed Session had been scheduled, but that the matter had been accomplished, and Mr. Cruz would report on that in Open Session. Mr. Cruz said he had provided the Board with a copy of the memorandum sent by him to the City Manager, Tim Dacey, requesting a salary increase for the Confidential Executive Secretary. He said Mr. Dacey had agreed to his request, and it had already been included in the new budget, and was retroactive to January 1, 2012.

A request was made by the Board to go into Closed Session to discuss another personnel issue. Mr. Cruz 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 Health Educator, Suzie Jean-Louis; 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 March 14, 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 Ms. Bostick, and seconded by Ms. Davis. Motion was approved 7-0.

(Closed Session)

The status of the Health Educator, currently on Family Medical Leave, was discussed.

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

The meeting ended at 9:55 p.m.

Respectfully submitted,

Nelson Xavier Cruz  
Secretary to the Board  
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