

CITY OF ENGLEWOOD

BOARD OF HEALTH REORGANIZATION MEETING

April 11, 2012

1. The reorganization meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:05 p.m. by Nelson Xavier Cruz, Secretary to the Board.

MEMBERS PRESENT:

Dr. Earl A. Marsan, President; Bertha-Nora Acosta; JoEllen Bostick; Lisa Levien; and Ketsia Alerte Sadler.

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 and Dr. Lisa L. Wisotsky, Vice President

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

2. Oath of Allegiance for 2012 Appointments

Mr. Lustgarten administered the Oath of Allegiance to Dr. Earl A. Marsan, Board of Health re-appointment for 2012-14, and Ms. Ketsia Alerte Sadler, new Board of Health appointment for 2012-14.

REORGANIZATION

3. Nomination/Election of Officers

a. President.

Motion to nominate Dr. Lisa L. Wisotsky for President was made by Ms. Levien, and seconded by Ms. Bostick. There being no other nominations for President, motion to close the time for nominations for President was made by Ms. Bostick, and seconded by Ms. Acosta. A roll call vote on the election of Dr. Lisa L. Wisotsky as President of the Englewood Board of Health ensued:

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

Motion was approved 5-0.

b. Vice President.

Motion to nominate JoEllen Bostick for Vice President was made by Ms. Levien , and seconded by Ms. Acosta . There being no further nominations for Vice President, motion to close the time for nominations for Vice President was made by Ms. Sadler, and seconded by Ms. Bostick. A roll call vote ensued:

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

Motion was approved 5-0.

c. Secretary.

Motion to have Nelson Xavier Cruz continue as Secretary to the Board of Health was made by Ms. Bostick, and seconded by Ms. Levien. There being no other nominations, motion to close the time for nominations was made by Ms. Bostick, and seconded by Ms. Acosta. A roll call vote on the nomination of Nelson Xavier Cruz for Board Secretary ensued:

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

Motion was approved 5-0.

In the absence of the newly elected Board President, Dr. Wisotsky, the newly elected Vice President, Ms. Bostick, took the Chair.

4. Committee Appointments

a. Personnel Committee

The 2012 Personnel Committee will consist of the Board Vice President, JoEllen Bostick, Bertha-Nora Acosta, and Ketsia Alerte Sadler.

b. Other Committees

Ms. Bostick nominated Stephanie Davis for Liaison to the Board of Education, Dr. Earl A. Marsan for Liaison to the Planning Board, and Lisa Levien for Liaison to the City Council. It was the consensus of the Board that Ms. Davis should continue as Liaison to the Board of Education, Ms. Levien as Liaison to the City Council, and Dr. Marsan as Liaison to the Planning Board.

RESOLUTIONS

5. Resolution 12-03 – Reappointment of Department Staff

Mr. Cruz read Resolution 12-03 in its entirety. Motion to approve Resolution 12-03 was made by Ms. Bostick, and seconded by Ms. Acosta. After a brief discussion and addition of an amendment with regard

to the currently vacant Health Educator position, Ms. Bostick moved to approve Resolution 12-03, with the amendment. Motion to adopt Resolution 12-03, with the amendment, was approved 5-0.

6. Resolution 12-04 – Regular Meeting Schedule – 2012

Mr. Cruz read Resolution 12-04, listing the Regular Meeting Schedule of the Board of Health for the year 2012, in its entirety. Mr. Lustgarten suggested adding the words “balance of the” to year 2012, since the Board had already met four times in 2012 before the list was published. Motion to approve Resolution 12-04 was made by Ms. Bostick, and seconded by Ms. Levien. Motion was approved 5-0.

7. Resolution 12-05 – Designation of Official Newspaper

Mr. Cruz read Resolution 12-05, designating The Record as the official newspaper of the Board of Health of the City of Englewood for the year 2012, in its entirety. Motion to approve Resolution 12-05 was made by Ms. Levien, and seconded by Ms. Acosta. Motion was approved 5-0.

ORDINANCES

8. Ordinance 12-01 – Amendment to Salary Ordinance 11-01 (Introduction)

Motion to read Ordinance 12-01 by title only was made by Dr. Marsan, and seconded by Ms. Sadler. Motion was approved 5-0.

Mr. Cruz then read the Resolution to Introduce Ordinance 12-01, entitled “An Ordinance Amending Ordinance No. 11-01 Establishing the Salaries of the Department of Health of the City of Englewood as of January 1, 2011, and January 1, 2012.”

Motion to introduce Ordinance 12-01 was made by Ms. Sadler, and seconded by Ms. Bostick.

A discussion ensued regarding the functions of the Public Health Investigator and the Administrative Assistant/Office Manager/Registrar of Vital Statistics and how they would be affected by the reduction of the Health Educator position from full time to part time. The Board expressed concern over the fact that the Health Educator position would be part time, yet the Health Educator would be working evenings and weekends at church and community functions, which would require overtime. Mr. Cruz explained that the staff generally choose compensation with time, rather than money, since there is not enough overtime money in the budget for all the Department’s needs. The staff does this voluntarily, since their contract enables them to choose overtime pay or comp time.

However, unclassified (non-union) staff, which include part-time staff, are not eligible for monetary compensation. The staffing changes were discussed in meetings with Dr. Marsan, Ms. Levien, and Ms. Lachman following the Director’s knowledge of the Department budget cuts by the Council. These were followed up with a meeting with Councilman Cohen, and a memo to the City Manager, Dr. Marsan, and Dr. Wisotsky, and detailed in the Director’s monthly report for March.

Another discussion ensued regarding the wording “maximum base salary,” instead of “minimum” and “maximum.” The Board asked to be provided with the Salary ordinances for the last three years to compare the language with Ordinance 12-01.

Motion to table Ordinance 12-01 until the next Board Meeting was made by Ms. Levien, and seconded by Ms. Bostick. Motion was approved 5-0.

9. Items for Approval

- a. Motion to approve Items 9.A.i. (Minutes of March 14, 2012 Meeting-Open/Closed); 9.A.ii. (Receipts – March, 2012); 9.A.iii. (Bills – March, 2012) ; 9.A.iv. (Employee Reports – March, 2012); 9.A.v.(Digest of Mail – March, 2012) (none); 9.A.vi. (Communication – March, 2012.)

Motion to approve Items 9.A.i.-vi.together was made by Dr. Marsan, and seconded by Ms. Bostick. Motion was approved 5-0.

Mr. Cruz reported that cash receipts for the month of March, 2012 were \$46,066.50. Vouchers/Orders for Payment for March, 2012 were 8,580.64. Non-budget payments were \$890.18 in March, 2012. Electronic Death Registration Receipts for the month of March, 2012 totaled \$2,759.00.

- b. Motion to approve Retail Licenses (March, 2012)

Motion to approve the Retail Licenses for March, 2012 was made by Ms. Bostick, and seconded by Ms. Acosta. Mr. Cruz read the list of licenses and said there had been no objections. Motion was approved 5-0.

- c.
 - i. Board Liaison Reports
 - ii. Board Committee Reports

There were no reports for the month of March, 2012.

OLD BUSINESS

10. 2012 Budget

Mr. Cruz discussed the various revisions of the 2012 Department budget and said the third revision of the 2012 Englewood Health Department budget was submitted on March 20, 2012, in the total amount of \$716,314; Salaries & Wages in the amount of \$626,314; and Other Expenditures in the amount of \$90,000, by restructuring a staff position. Approval of the budget is pending the adoption of the 2012 City of Englewood budget on April 24, 2012.

NEW BUSINESS

11. Orientation for New Board Member

Mr. Cruz reported that he had met briefly with Ms. Sadler and provided her with some reading material to help get her acquainted with her role as Board of Health Member. He recommended that she attend the meeting on April 19, 2012, of the New Jersey Local Boards of Health Association.

Ms. Sadler introduced herself to the Board and spoke briefly about her background, present work, and goals in the field of public health.

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

PUBLIC COMMENT

There were no questions or comments from the public present. Motion to close the time for public comment was made by Dr. Marsan, and seconded by Ms. Acosta. Motion was approved 5-0.

ADJOURN

There being no further business, a motion to adjourn was made by Dr. Marsan, and seconded by Ms. Levien. All members voted “aye,” in favor. Motion was carried.

The meeting ended at 9:27 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board
/jk