

CITY OF ENGLEWOOD

BOARD OF HEALTH REGULAR MEETING

May 9, 2012

1. The regular meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:06 p.m. by Dr. Lisa L. Wisotsky, President, Board of Health.

MEMBERS PRESENT:

Dr. Lisa L. Wisotsky, President; Bertha-Nora Acosta; Stephanie Davis; Lisa Levien; Dr. Earl A. Marsan (arrived 8:12 p.m.); 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:

JoEllen Bostick, Vice President

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

Mr. Lustgarten requested a Motion to revise the order of the Agenda and place No. 8 (Presentation by Jendi Johnny, Youth Health Educator) as the next item. Motion was made by Ms. Levien, and seconded by Ms. Davis. Motion was approved 5-0.

PRESENTATIONS

8. Presentation by Jendi Johnny, Youth Health Educator

Mr. Cruz introduced Ms. Jendi Johnny, the Youth Health Educator of the Department. Ms. Johnny spoke to the Board about her background, education, internship experience, and present activities. One of her current projects involves a student of the Academies at Englewood, who has formed a non-profit anti-bullying organization. Their web site is www.itendstoday.org. Ms. Johnny stated she would ask him to make a presentation at a future Board of Health Meeting.

2.A. Motion to approve Items 2.A.i. (Minutes of April 11, 2012 Meeting-Open); 2.A.ii. (Receipts – April, 2012); 2.A.iii. (Bills – April, 2012); 2.A.iv. (Employee Reports – April, 2012); 2.A.v. (Digest of Mail – April, 2012); 2.A.vi. (Communications – April, 2012).

Mr. Cruz stated that there was an amendment to the April 11, 2012 minutes, page 3, No. 8, following the fourth paragraph. He said he had added an additional paragraph clarifying how overtime compensation was given to unclassified, including part-time, staff.

Mr. Cruz reported that cash receipts for the month of April, 2012 were \$29,099.04. Vouchers/Orders for Payment for April, 2012 were \$6,043.02. Non-budget payments were \$1,128.25 in April, 2012. Electronic Death Registration Receipts for the month of April, 2012 totaled \$776.00.

Motion to approve Items 2.A.i.-vi., with amendment, was made by Dr. Wisotsky, and seconded by Ms. Sadler. Motion was approved 5-0.

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

Forty-eight retail licenses were submitted to the Board for approval (attached as Schedule A) and will be included in the Permanent Minutes Book. Mr. Cruz stated that there had not been any written or verbal objection to the approval of these licenses.

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

2.C. i. Board Liaison Reports

Mr. Cruz reported that he had met with Dr. Donald Carlisle, Englewood Superintendent of Schools, to discuss the possibility of a drop-in center at the schools to address the issue of adolescent pregnancy. Mr. Cruz stated that Dr. Carlisle is supportive of the idea of the center. Health education and counseling would be provided at the Zone, in Dwight Morrow High School, by Jendi Johnny, Youth Health Educator of the Department. Mr. Cruz said the condoms would be provided by the Bergen Family Center and distributed by the Public Health Nurse at the Englewood Health Department upon student completion of health education counseling. This would be contingent upon the support of the Board of Education. Mr. Cruz prepared a proposal for Dr. Carlisle, which was included in the Board Packets.

Ms. Levien reported that if there are funds available, the Bergen Family Center would like to expand the Zone to the middle school as well. The services provided by the Zone could possibly be expanded to include medical and legal on a confidential, drop-in basis.

2.C.ii. Committee Reports

There were no Board Committee Reports.

ORDINANCES

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

Motion to read Ordinance 12-01 by title only was made by Ms. Sadler, and seconded by Dr. Wisotsky. Motion was approved 6-0.

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. Davis, and seconded by Dr. Wisotsky. Motion was approved 6-0.

RESOLUTIONS

4. 12-06 Appoint Full Time Public Health Nurse

Mr. Cruz read Resolution R12-06, appointing Valarie Buchta to the position of full-time Public Health Nurse, effective May 14, 2012, for the Department of Health of the City of Englewood, in its entirety. Motion to approve Resolution R12-06 was made by Ms. Acosta, and seconded by Ms. Sadler. Motion was approved 6-0.

5. 12-07 Salary Amendment – Administrative Assistant/Office Manager/Registrar

Mr. Cruz read Resolution R12-07, amending the annual salary of Deborah L. Baldwin, Administrative Assistant/Office Manager/Registrar of Vital Statistics, effective May 14, 2012, in its entirety. Motion to approve Resolution R12-07 was made by Ms. Sadler, and seconded by Ms. Davis. Motion was approved 6-0.

6. 12-08 Salary Amendment – Public Health Investigator

Mr. Cruz read Resolution R12-08, amending the annual salary of Matthew Traudt, Public Health Investigator, effective May 14, 2012, in its entirety. Motion to approve Resolution R12-08 was made by Ms. Davis, and seconded by Ms. Acosta. Motion was approved 6-0.

7. 12-09 Salary Amendment – Confidential Executive Secretary

Mr. Cruz read Resolution R12-09, amending the annual salary of Janet Kast, Confidential Executive Secretary, effective retroactive to January 1, 2012, in its entirety. Motion to approve Resolution R12-09 was made by Dr. Earl A. Marsan, and seconded by Ms. Acosta. Motion was approved 6-0.

OLD BUSINESS

9. 2012 Budget

Mr. Cruz reported that the 2012 budget of the Englewood Health Department was adopted by the City Council on April 24, 2012, at a total spending limit of \$716,314, with Salaries and Wages at \$640,514, and Other Expenditures at \$75,800. He stated that the Health Educator position has been reduced from a full-time position to a part-time position, and the Public Health Nurse position has been increased from a part-time position to a full-time position. The functions of the Epidemiologist will be assumed by the Public Health Nurse. Other responsibilities of the Health Educator position will be assumed by the Administrative Assistant/Office Manager/Registrar. The Public Health Investigator, who is the senior member of the Environmental Health Unit, will become the Unit Supervisor.

10. On-line Posting of Retail Food Establishment Inspection Reports

Mr. Cruz reported that a link has been created on the home page of the Englewood Health Department as “Food Establishment Inspections.” The public is now able to view several inspection reports for May, 2012, and more reports will be added every month. Mr. Cruz said there is a pull-down menu with several classifications, such as restaurants, markets, mobile vendors, etc.

The Board requested that Mr. Cruz enable the program to have a search capability, so that a resident could search for a specific restaurant by name, and report back to the Board at the June 13, 2012 meeting.

11. Location of June 13, 2012 Board of Health Meeting

Mr. Cruz stated that at the March 14, 2012 Board meeting, it was suggested that Board members invite members of the community and Council members to a Board of Health meeting in order to gain exposure

and greater visibility for the Department. After a brief discussion, it was decided to table it until a later date.

Mr. Cruz announced that Christopher Cantisano, Registered Environmental Health Specialist, had tendered his resignation. He said the Department had already begun recruitment for the position.

Mr. Cruz reported that the Health Educator position was still vacant, but that he had been interviewing candidates and hoped to make a decision in the next two weeks.

NEW BUSINESS

12. Probationary Status of REHS and YHE

Mr. Cruz reported that Mr. Fausto Garcia, Registered Environmental Health Specialist, and Ms. Jendi Johnny, Youth Health Educator, have satisfactorily met all the job related expectations for their positions. He recommended to the Board to change the employment status of Mr. Garcia and Ms. Johnny from probationary employee to regular employee.

Motion to approve the removal of probationary status of Mr. Fausto Garcia, REHS, and Ms. Jendi Johnny, YHE, and change their status to regular employee was made by Dr. Wisotsky, and seconded by Ms. Davis. Motion was approved 6-0.

13. Presentation of EHD 2011 Annual Report

Mr. Cruz presented several highlights from the draft 2011 Annual Report of the Englewood Health Department and said he would present the 2011 Annual Report on the State of the Englewood Community's Health at the June 13, 2012 Board meeting. A discussion ensued regarding the statistics used in the report and Mr. Cruz said he would have more detailed information at the next Board meeting. He said he would provide copies of the latest Community Needs Assessment to the Board so that future planning could be based on real needs of the Englewood community.

14. Budget Committee

Mr. Cruz reported that at a meeting with the Board President, Dr. Lisa Wisotsky, and Vice President, Ms. JoEllen Bostick, they had recommended the formation of a Budget Committee. Dr. Wisotsky nominated Dr. Earl A. Marsan for the Budget Committee.

Motion to create a committee of the Board, known as the Budget Committee, with membership not to exceed three members of the Board, to report to the Board from time to time on budget issues relating to each fiscal year of the City and the Board was made by Dr. Wisotsky, and seconded by Ms. Levien. Motion was approved 6-0. Motion to appoint Dr. Earl A. Marsan and Ms. Lisa Levien to the Budget Committee was made by Dr. Wisotsky, and seconded by Ms. Sadler. Motion was approved 6-0.

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

PUBLIC COMMENT

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

Dr. Pierson reported that he had been working with Mr. Cruz and Father Bob Shearer, of St. Paul's Church in Englewood, on the problem of homelessness in Englewood. He said they are trying to obtain data from the Emergency Room at Englewood Hospital and Medical Center and the Englewood Police Department, which they will pull together for their next meeting on June 6. He said that hopefully they would be able to make a more complete report to the Board at the following Board meeting on June 13, 2012.

Dr. Pierson gave a short history of the Friends of the Health Department and how important their public relations aspect is. They would like to recruit new members, and Dr. Pierson suggested the Department hold an annual meeting, and invite the City Council members, Department heads, the Mayor, and present their case to the City.

There were no other questions or comments from the public. Motion to close the time for public comment was made by Dr. Wisotsky, and seconded by Ms. Acosta. Motion was approved 6-0.

ADJOURN

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

The meeting ended at 9:30 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board
/jk