

**CITY OF ENGLEWOOD**

**BOARD OF HEALTH REGULAR MEETING**

**October 10, 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. Lisa L. Wisotsky, President, Board of Health.

**MEMBERS PRESENT:**

Dr. Lisa L. Wisotsky, President; JoEllen Bostick, Vice President; Bertha-Nora Acosta; Stephanie Davis; Lisa Levien, Dr. Earl A. Marsan (arrived 8:05); and Ketsia Alerte Sadler.

**ALSO PRESENT:**

Nelson Xavier Cruz, Director, Health Services/Health Officer/Secretary to the Board; and Janet Kast, Confidential Executive Secretary.

**ABSENT/with apology:**

Richard A. Lustgarten, Esq., Board of Health Attorney.

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

2. A. Motion to approve Items 2. A. i. (Minutes of September 12, 2012 Meeting-Open); 2. A. ii. (Receipts – September, 2012); 2. A. iii. (Bills – September, 2012); 2. A. iv. (Employee Reports – September, 2012); 2. A. v. (Digest of Mail – September, 2012); and 2. A. vi. (Communications – September, 2012).

Motion to approve Items 2. A. 1. – v. was made by Ms. Bostick, and seconded by Ms. Levien. Motion was approved 6-0. Motion to amend the previous motion and add approval of Item 2. A. vi. was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 6-0.

Mr. Cruz reported that cash receipts for the month of September, 2012 were \$11,479.00. Vouchers/Orders for Payment for September, 2012 were \$5,132.31. Non-budget payments were \$50.40. Electronic Death Registration Receipts for the month of September, 2012 totaled \$607.00.

2. B. Motion to approve Retail Licenses – September, 2012

Mr. Cruz stated that there were five retail licenses to be approved, as follows: Mezze Mediterranean Inc., Airtech (NBR Vending), Corsa Motors (NBR Vending), OSG Billing Services (NBR Vending), and Han Ah Reum Corp. He said that there had not been any written or verbal objection to the approval of these licenses. Motion to approve the retail licenses for September, 2012 was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 6-0.

2. C. i. Board Liaison Reports  
ii. Committee Reports

There were no Board Liaison Reports or Committee Reports for the month of September, 2012.

## **ORDINANCES**

3. #12-02 “Establishing the Salaries of the Department of Health of the City of Englewood as of January 1, 2013 and January 1, 2014.” (Introduction)

Motion to read Ordinance 12-02 by title only was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 7-0.

Mr. Cruz then read the Resolution to Introduce Ordinance 12-02, entitled “An Ordinance Establishing the Salaries of the Department of Health of the City of Englewood as of January 1, 2013 and January 1, 2014.”

Motion to introduce Ordinance 12-02 was made by Ms. Davis, and seconded by Ms. Sadler. Motion was approved 7-0.

## **PRESENTATION**

4. Presentation by Jennifer Franco Galarza, Registered Environmental Health Specialist

Mr. Cruz introduced Ms. Jennifer Franco Galarza, REHS, to the Board Members, and said she had been with the Department since July, 2012. Ms. Franco Galarza told the Board about her background and lifelong interest in health. She obtained a degree in Public Health from William Paterson College, performed her internship in Clifton, earned her CHES certificate, and completed a program in Environmental Health to become an REHS. She related some of her recent experiences in restaurant inspection to the Board, especially regarding the time and temperature control issues. Her focus is on educating the food service workers on correct food handling procedures.

Ms. Levien requested that the presentation be followed by item #12, and Dr. Wisotsky agreed to it.

12. Friends of the Englewood Health Department

Mr. Cruz reported that on October 1, he and Ms. Baldwin, Administrative Assistant/Office Manager/Registrar of the Department, had met with Dr. Richard Pierson, President of the Friends of the Englewood Health Department (FEHD), regarding certain programmatic needs of the Department. He stated that the FEHD maintain a savings account at Valley National Bank and had approved the use of some of their funds for some of the Department’s needs, such as a banner to be used in advertising Department events, a television to be located in the waiting room of the Child Health Clinic, and an outdoor play set for the area outside the clinic. The Board thanked Dr. Pierson for the very generous donation of the FEHD.

After some discussion, it was the consensus of the Board to pass on the purchase of the outdoor play set, since they felt that the one suggested was not designed for outdoor use and not a good investment.

Dr. Pierson gave a brief history of the FEHD and said he would like the organization to be re-invigorated by the recruitment of new generations of members. He asked the Board to suggest names of people they think would be interested in joining the Friends.

Dr. Pierson also updated the Board on the progress of the homeless project. He stated that there is a lot of local support for the project and a high probability that it will be successful. One of the projects

envisioned is that houses of worship could serve meals for possibly one week a month. He said there would be a need for volunteers and more involvement by the Department.

## **OLD BUSINESS**

### 5. Shared Services Proposal

Mr. Cruz reported that the City has been exploring the possibility of entering into an agreement for the delivery of public health service with contiguous communities, but that nothing has come of it so far.

### 6. Cooling/heating Centers

Mr. Cruz reported that on August 29, 2012, he and Board Member /BOE Liaison Stephanie Davis met with the Englewood Public Schools Superintendent, Dr. Donald Carlisle, to explore the possibility of using the schools during the summer as cooling centers and during the winter as warming centers. Dr. Carlisle was receptive to the idea and asked them to coordinate with Mr. Mike Hunken, School Facilities Director.

On September 20, 2012, Mr. Cruz followed up with Mr. Hunken, who agreed to the use of the Janis E. Dismus Middle School and Grieco Elementary School as cooling centers during the summer. There would be difficulty in using the schools as warming centers in the winter, since school would be in session then. He asked Mr. Cruz to contact him in June 2013 to initiate the opening of the two cooling centers. Mr. Cruz said he had contacted the Police and Fire Departments, as well as the Office of Emergency Management, to inform them of these plans.

### 7. Englewood Family Health Festival

Mr. Cruz reported that the Englewood Family Health Festival held on Friday, September 14, 2012, at Depot Park was a success. Approximately 240 residents attended, and 26 out of the 27 agencies scheduled for the fair participated. Although employee overtime costs were minimized by holding the festival on a Friday, the majority of vendors and attendees remarked that they would prefer the festival to be held on a Saturday, for greater participation.

### 8. Flu Clinic

Mr. Cruz reported that the Department's first flu clinic of the season was held on Friday, September 21, from 9:30 – 11:30 a.m., at the Municipal Court. In spite of it being widely promoted, the participation rate was poor. This was attributed to the early, widespread availability of flu vaccines at pharmacies and other locations.

## **NEW BUSINESS**

### 9. 2013 Budget

Mr. Cruz reported that he met with the Board Budget Committee, Ms. Lisa Levien and Dr. Earl Marsan, on October 1, 2012 to discuss the proposed 2013 budget. On October 3, 2012, he and Ms. Deborah Baldwin met with the City Manager, Mr. Tim Dacey, the City Financial Officer, Mr. Ron Amorino, and the City Treasurer, Ms. Diana Patino Valle, to present the proposed 2013 budget. At that time, the budget was found to be acceptable to them.

Mr. Cruz stated that the budget includes two capital requests: one for the replacement of two Department vehicles, a 1995 Ford Taurus and a 1997 Dodge Intrepid, and the other for an upgrade or replacement of six Department computers. He also said an increase in overtime funds would be requested, as holding the health festival on a Saturday would entail either overtime pay or compensatory time.

A discussion ensued regarding the best day of the week to hold the Englewood Family Health Festival. It was pointed out that religious services are observed on both Saturdays and Sundays, but also that many people work from Monday to Friday and wouldn't be able to attend during the week. Another point made was if our target participants are families, when would we best attract families to the festival? Another observation was that, even though the hours of the health festival were advertised as 1:00 – 5:00 p.m., by 3:00 p.m. several of the vendors had already left.

It was the general consensus to table the discussion of the date of the 2013 health festival until a later time and eliminate the capital requests for new vehicles for the Department and additional monies for overtime.

10. HFMA Certification/Fellowship Training

Mr. Cruz stated that as a member of the Healthcare Financial Management Association (HFMA), he was currently preparing to become a Certified Healthcare Financial Professional (CHFP) and Fellow of the Healthcare Financial Management Association (FHFMA). Therefore, he said he would be attending the Financial Management Series Seminar on Wednesday evenings from 4:00 – 8:00 p.m., from October 17, 2012 to November 28, 2012. He said it would be at his own personal cost and that he would use some of his accumulated compensatory time. He also said he would hold seminars for Department staff on any related topics touched on at these seminars.

11. November 14, 2012 BOH Meeting

Mr. Cruz told the Board that neither he nor Mr. Lustgarten, Board Attorney, would be available for the November 14, 2012 Board of Health meeting. It was the consensus of the Board to hold the meeting the following day, Thursday, November 15, 2012, at 8:00 p.m., at the Health Department.

13. Board of Health Physician

Mr. Cruz reported that the City Manager was currently renegotiating the contract of the City Physician and had asked Mr. Cruz to inquire if the Board would like the City Physician to attend Board of Health meetings on at least a quarterly basis. While the Board felt he would be welcomed to attend any meeting, they did not feel there was a real need to do so on a regular basis.

**PUBLIC COMMENT**

Motion to open the time for public comment was made by Dr. Marsan, and seconded by Ms. Levien. Motion was approved 7-0. There being no public present, motion to close the time for public comment was made by Dr. Marsan, and seconded by Dr. Wisotsky. Motion was approved 7-0.

**ADJOURN**

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

The meeting ended at 9:45 p.m.

Respectfully submitted,

Nelson Xavier Cruz  
Secretary to the Board  
/jk