

**CITY OF ENGLEWOOD**

**BOARD OF HEALTH REGULAR MEETING**

**January 10, 2013**

1. The regular meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:05 p.m. by Dr. Lisa L. Wisotsky, President, Board of Health.

**MEMBERS PRESENT:**

Dr. Lisa L. Wisotsky, President; JoEllen Bostick, Vice President; Stephanie Davis (arrived 8:06 p.m.); Lisa Levien; Dr. Earl A. Marsan (arrived 8:06 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:** Bertha-Nora Acosta.

Mr. Cruz read the Open Public Meetings Statement. All stood to recite the Pledge of Allegiance.

2. A. Motion to approve Items 2. A. i. (Minutes of December 13, 2012 Meeting-Open); 2. A. ii. (Receipts – December, 2012); 2. A. iii. (Bills – December, 2012); 2. A. iv. (Employee Reports – December, 2012); 2. A. v. (Digest of Mail – December, 2012); 2. A. vi. (Communications – December, 2012).

Mr. Cruz reported that cash receipts for the month of December, 2012 were \$8,876.00. Vouchers/Orders for Payment for December, 2012 were \$7,462.75. Non-budget payments were \$748.52. Electronic Death Registration Receipts for the month of December, 2012 totaled \$728.00.

Motion to approve Items 2. A. i. – vi. was made by Ms. Bostick, and seconded by Ms. Sadler. Motion was approved 6-0.

2. B. Motion to approve retail licenses – December, 2012

Mr. Cruz stated that there was one license to be approved, as follows: Lorenzo Group JFP Vending. He said that there had not been any written or verbal objection to the approval of this license. Motion to approve the retail license for December, 2012 was made by Ms. Davis, and seconded by Ms. Sadler. 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 December, 2012.

**RESOLUTIONS**

3. Resolution 13-1 (Board of Health Meeting Dates – 2013)

Mr. Cruz read Resolution 13-1 listing the 2013 meeting dates of the Englewood Board of Health in its entirety. Motion to approve Resolution 13-1 was made by Ms. Bostick, and seconded by Dr. Marsan. Motion was approved 6-0.

4. Resolution 13-2 (Appointment of Board of Health Attorney)

Mr. Cruz read Resolution 13-2 appointing Richard A. Lustgarten, Esq., of Goodman & Lustgarten, as Board of Health Attorney for 2013, in its entirety. Motion to approve Resolution 13-2 was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 6-0.

5. Resolution 13-3 (Appointment of CHC Physician)

Mr. Cruz read Resolution 13-3 appointing Marjorie Jones, MD, as CHC Physician for 2013, in its entirety. Motion to approve Resolution 13-3 was made by Ms. Bostick, and seconded by Ms. Sadler. Motion was approved 6-0.

**OLD BUSINESS**

6. 2013 Budget Presentation

Mr. Cruz made a revised version of his 2013 budget presentation to the Board, in anticipation of his presentation to the City Council. In it, he discussed the mission of the Englewood Health Department, the services it provides to the Englewood community, the staffing of the Department, current health issues, Department achievements, and the 2013 budget.

7. Supreme Oil

Mr. Lustgarten updated the Board on the Supreme Oil case and stated that there is a court date of January 30, 2013.

\*\*\*

Motion to re-organize the Agenda to put Public Comment ahead of New Business was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 6-0.

**PUBLIC COMMENT**

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

Councilman Eugene Skurnick, 296 Marlboro Rd., Englewood

Councilman Skurnick commended the Department for its regular publication of reports and information, and efforts to reach out to the Englewood community.

Dr. Richard Pierson, 60 Lincoln St., Englewood

Dr. Pierson reported on the progress of the Homeless Project, initiated by St. Paul's Church, and said they would like to organize an inter-church Council in Englewood. He expressed his desire to re-activate the Friends of the Health Department.

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

## **NEW BUSINESS**

### 8. Englewood Board of Health Bylaws (Revised)

Mr. Cruz stated that, upon his review of the EBOH Bylaws, he had made several changes, which he summarized for the Board. He asked the Board to review the changes, and if there were no objections, approve them at the next Board meeting.

### 9. Staff Probationary Status (REHS/HE)

Mr. Cruz reported that on December 3, 2012, he completed the 6-month probationary evaluation of Ms. Megan Maletich, and that she had satisfactorily met all the job related expectations for the position of Health Educator for the 6-month probationary period.

In addition, Mr. Cruz said that on December 7, 2012, he completed the 6-month probationary evaluation of Ms. Jennifer Galarza, and that she had satisfactorily met all the job related expectations for the position of Registered Environmental Health Specialist for the 6-month probationary period.

He recommended to the Board that they change the employment status of Ms. Megan Maletich and Ms. Jennifer Galarza from probationary employee to regular employee, effective January 10, 2013.

Motion to approve the change in employment status of Ms. Megan Maletich and Ms. Jennifer Galarza from probationary employee to regular employee, effective January 10, 2013, was made by Ms. Bostick, and seconded by Dr. Marsan. Motion was approved 6-0.

\*\*\*

Mr. Cruz then 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 personnel matters; 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 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. Levien, and seconded by Ms. Davis. Motion was approved 6-0.

**(Closed Session)**

The discussion in Closed Session related to shared services for the Health Officer position.

A motion to adjourn was moved and carried. The meeting ended at 11:00 p.m.

Respectfully submitted,

Nelson Xavier Cruz  
Secretary to the Board  
/jk