

CITY OF ENGLEWOOD

BOARD OF HEALTH REGULAR MEETING

June 12, 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; Bertha-Nora Acosta; Stephanie Davis; Lisa Levien; and Ketsia Alerte Sadler (arrived 8:44 p.m.).

ALSO PRESENT:

Nelson Xavier Cruz, Director, Health Services/Health Officer/Secretary to the Board; Richard A. Lustgarten, Esq., Board of Health Attorney; and Janet Hart, Confidential Executive Secretary.

ABSENT/with apology: Dr. Earl A. Marsan

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

2. A-B. Motion to approve Items 2. A. i. (Minutes of May 8, 2013 Meeting); 2. A. ii. (Receipts – May, 2013); 2. A. iii. (Bills – May, 2013); 2. A. iv. (Employee Reports – May, 2013); 2. A. v. (Digest of Mail – May, 2013); 2. A. vi. (Communications – May, 2013); and 2. B. (Retail Licenses – May, 2013).

Mr. Cruz reported that cash receipts for the month of May, 2013 were \$18,957.50. Vouchers/Orders for Payment for May, 2013 were \$5,354.36. Non-budget payments were \$93.75. Electronic Death Registration Receipts for the month of May, 2013 totaled \$934.00.

There were nine retail licenses to be approved. Mr. Cruz stated there had not been any written or verbal objections to date to the approval of these licenses, which were marked as “Schedule A” and attached to the minutes.

Motion to approve Items 2. A. i. – vi. and 2. B. was made by Ms. Bostick, and seconded by Ms. Levien. A roll call vote ensued:

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

Motion was approved 4-0, with one abstention.

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

There were no Board Reports for the month of May, 2013.

2. D. Motion to approve Minutes of May 23, 2013 Special Meeting

Motion to approve the Minutes of the May 23, 2013 Special Meeting of the Board was made by Ms. Davis, and seconded by Ms. Levien. Motion was approved 5-0.

RESOLUTIONS

3. Resolution R13-06 Appointment of Sub-Registrar

Mr. Cruz read Resolution R13-06 appointing Janet Hart Sub-Registrar in its entirety. Motion to approve Resolution R13-06 was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 5-0.

OLD BUSINESS

4. 2013 Financial Disclosure Statements

Mr. Cruz reported that all the outstanding 2013 Financial Disclosure Statements for the Board have been completed and submitted, and that the Board was in full compliance.

5. Health Officer Search

Ms. Levien reported that the Search Committee had interviewed a candidate for the Health Officer/Director position on June 11, 2013, and that another interview has been scheduled for June 17.

NEW BUSINESS

6. Health Department File Server

Mr. Cruz reported that the Department file server would be replaced due to recent hard drive failure and other services and features which are beginning to fail. In addition, the email client will be changed, reducing email server maintenance costs and increasing security. He said the City's Chief Financial Officer had approved it, and that there are monies in the Capital Budget for IT.

7. 2012 Annual Report on the State of the Englewood Community's Health

Mr. Cruz reported the highlights and major accomplishments of the Department for 2012. A discussion ensued as to the marked increase in the number of walk-ins to see the Public Health Nurse from 2011 to 2012 and the reasons for this. Mr. Cruz was asked to discuss the issue with the Public Health Nurse to determine the nature of the walk-ins.

8. Emergency On-Call Schedule

Board President Dr. Lisa Wisotsky referred to a recent experience she had had with the Englewood Police Department at 10:00 p.m., following a call from a resident with a bat in their home. She requested that all Board Members receive a copy of the monthly emergency coverage schedule so that in the event one of them receives a similar call in the evening or on the weekend, they would have the information necessary to help the person resolve their problem.

Mr. Cruz stated that the Police Department is provided with the current emergency call information, but that, up until now, it had not been distributed to each and every Tour Commander or Dispatcher by the Police leadership. He said that problem had now been resolved, and that he had also provided them with a

fact sheet regarding the animal control services provided by the County. Mr. Cruz stated that if a Board Member receives a call from a resident with an animal control problem in the evening or on the weekend, they should notify the Police Department. If the Police Department says they do not handle that type of case, the Board member should call the Environmental Health staff on call that day.

9. Resignation of Youth Health Educator

Mr. Cruz reported that the Youth Health Educator had submitted her resignation, and that her last day at the Department would be July 3, 2013. He said he has received numerous applications, and has seven or eight interviews scheduled. He would like to hire a replacement by the end of June.

PUBLIC COMMENT

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

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

Mr. Cruz told the Board that he would be unavailable in the evenings during the second week in July, 2013, and asked for a postponement of the Board Meeting to the following week. A discussion ensued regarding the date of the July Board meeting. It was decided to hold the meeting on the regularly scheduled date, Wednesday, July 10, 2013, and ask Ms. Deborah Baldwin, Office Manager/Administrative Assistant/Registrar, if she would be available to hold the meeting in Mr. Cruz's absence. Mr. Lustgarten suggested publishing a Public Notice stating that there would be a second meeting on July 17, 2013, if, for any reason, the work of the Board could not be finished on July 10.

Motion to amend the annual meeting schedule to include July 17, 2013, at 8:00 p.m., as a Special Meeting of the Board was made by Ms. Bostick, and seconded by Ms. Davis. Motion was approved 5-0.

Mr. Lustgarten 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 the position of Health Officer and interviews with prospective employee; 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 after the appointment of the position, and once the need for confidentiality no longer exists, the minutes will be made available to the public,

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: unwarranted invasion of individual privacy, and employment matters relating to any specific prospective or current employee unless the individual requests in writing that the matter be discussed in public.

Motion to approve the Resolution to go into Closed Session was made by Ms. Davis, and seconded by Ms. Acosta. Motion was approved 5-0. Mr. Cruz was excused from the closed session by Dr. Wisotsky.

The Open Session ended at 8:45 p.m.

(Closed Session)

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board
/jh

SCHEDULE A
2013 LICENSE RENEWALS & NEW APPS
APPROVED ON 6/12/13

| License | Date Issued | Type | Penalties/ Late Fees | Total Fee | | Food Business Record |
|--|-------------|---------------------------------|-------------------------|--------------|--------|---------------------------------|
| TYPE I - FOOD MARKETS | | | | | | |
| 2013-0266 | 2013-0266 | TYPE I - FOOD MARKETS | | 250 | NEW | MILK SUGAR LOVE CREAM BAKESH |
| TYPE II - RESTAURANTS | | | | | | |
| 2013-0267 | 5/29/2013 | TYPE II - RESTAURANTS | 100 | 350 | | THE KITCHEN |
| 2013-0270 | 5/31/2013 | TYPE II - RESTAURANTS | | 250 | NEW | PATISERIE FLORENTINE |
| TYPE V - CANDIES, SWEETS & GUMS | | | | | | |
| 2013-0262 | 5/9/2013 | TYPE V - CANDIES, SWEETS & GUMS | | 40 | NEW | MERCEDES BMW SERVICE |
| VENDING | | | | | | |
| 2013-0263 | 5/10/2013 | TYPE III - VENDING | 50 | 100 | | NEW JERSEY BUS FORMS |
| 2013-0268 | 5/29/2013 | TYPE III - VENDING | 50 | 75 | | ENGLEWOOD LIBRARY - AT |
| 2013-0269 | 5/29/2013 | TYPE III - VENDING | 50 | 125 | | NYSC - ATLANTIC VEND |
| POOL | | | | | | |
| 2013-0264 | 5/17/2013 | TYPE G - POOL | | | EXEMPT | ENGLEWOOD REC - MACKA |
| 2013-0265 | 5/17/2013 | TYPE G - POOL | | | EXEMPT | ENGLEWOOD REC - TRYON |