



DEPARTMENT OF HEALTH
BOROUGH of ELMWOOD PARK
Bergen County
NEW JERSEY

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April 4, 2013

Dear Board of Health Member:

The regular meeting of the Elmwood Park Board of Health will be held on Monday, April 8, 2013 at 7:00p.m.

Agenda

- 1.) Goals—Board of Health for 2013
- 2.) Contract Update
- 3.) Personnel

Please e-mail Debby if you cannot attend.

Elmwood Park Board of Health Minutes
Meeting of April 8, 2013

The regular meeting of the Board of Health of Elmwood Park was held at the Municipal Building on April 8, 2013. The meeting was called to order at 7:05 pm by President, Jack Coyne. Mr. Coyne stated that the requirements of the "Open Public Meeting Act" had been met and that a quorum was present.

Present: President Jack Coyne, Health Officer Deborah Ricci, JoAnn Berkenbush, Rhea Boyle, Shirley DeVito, Arlene Levine, Susan Marsella, Julie McCauley, and Council Liaison, Glen Pettigano.

Also present was Borough Registrar, Michele Ingrasselino.

Mr. Coyne stated that there was no regular meeting held in March because a quorum was not available.

Minutes: The minutes of the last regular meeting, held on February 11, 2013 were read. There were no corrections or discussion. Ms. Berkenbush made the motion to accept the minutes and was seconded by Ms. Boyle. All aye. The minutes from the February meeting were accepted.

February Reports:

Health Officer's Report: The February Health Officer's Report was read. Ms. Boyle made the motion to accept the report and was seconded by Ms. McCauley. All aye. The February report was accepted. No discussion.

Office Report: The February Office Report was read. Ms. McCauley made the motion to accept the report and was seconded by Ms. Marsella. All aye. The February report was accepted. No discussion.

Public Health Nurse's Report: Quarterly; not applicable.

REHS Report: The February REHS Report was read. Ms. Berkenbush made the motion to accept the report and was seconded by Ms. Boyle. All aye. The February REHS Report was accepted. No discussion.

March Reports:

Health Officer's Report: The March Health Officer's Report was read. Ms. Berkenbush made the motion to accept the report and was seconded by Ms. McCauley. All aye. The March Health Officer's Report was accepted. The board held a discussion concerning the contract for shared services with Saddle Brook. Ms. Ricci stated that her contacts in Saddle Brook are being unresponsive since she found out that the town has decided to use the county for their Health Officer needs. Elmwood Park has still not received a written letter of termination from Saddle Brook. Ms. Ricci is not receiving any cooperation or information for reports that need to be completed. This needs to be rectified before any state audits take place.

Mr. Coyne read from the contract that a letter to terminate the contract by either party must be received 6 months before the date of termination. Mr. Pettigano was asked to seek the advice of the Mayor and Council as to how the board should proceed with Saddle Brook. One quarter is complete and needs to be billed and reports from Saddle Brook are needed. Mr. Pettigano will report on this matter at the May meeting.

A discussion was held concerning the matter of 4 vicious dogs running at large from a residence on Summit Ave. There are 4 documented attacks by these dogs and a fifth occurred last week resulting in the death of another dog. One of the dogs is being held in the shelter while the other 3 are still at the home. The court date for a previous attack is tomorrow, April 9, 2013. Office Report: The March Office Report was read. Ms. Berkenbush made the motion to accept the report and was seconded by Ms. Marsella. All aye. The March report was accepted. The Lodi contract has been paid in full for 2012. The contract with Saddle Brook has not yet been paid for the first quarter of 2013.

Mr. Coyne provided copies of the checks from the Rutgers grant, Lodi, and Saddle Brook to Ms. McCauley for inclusion in the work that the Finance Committee will begin on the department budget.

Public Health Nurse's Report: The Annual HARP Report for 2012 was distributed to each board member. Ms. Ricci has not yet completely reviewed the report, therefore, it was tabled and will be discussed at the May meeting.

REHS Report: The March REHS Report was read. Ms. Marsella made the motion to accept the report and was seconded by Ms. Boyle. All aye. The report was accepted. A discussion followed concerning what the problems were at "Friendly's" and "The Twisted Elm".

Old Business:

Cause of Death Report: Mr. Coyne reviewed with the board that Ms. Ingrasselino was informed by the state of New Jersey that she is no longer allowed to provide this report to the board due to privacy issues. However, she did inform the board that if it provides her with a letter stating the reasons the report is needed, she will send the letter to the state. The state may then grant permission for the board to obtain the report.

The board agreed that names were not needed, just numbers for Elmwood Park residents only. This will provide the board with information regarding any potential "clusters" of health issues or diseases in the borough. Mr. Coyne will draft the letter and give it to Ms. Ingrasselino.

New Business:

Community Day: The Elmwood Park Community Day is planned for June 1, 2013 at the Borough Field. The board received an application from the Recreation Department for a "booth" set-up that day. The board agreed that it would be beneficial to have a presence at the event and the application will be completed and submitted. Ms. Ricci agreed to develop a program for that day, including having the Health Educator present.

A discussion followed concerning food vendors that may be present at the event. Last year, although rules were reviewed regarding out-of-town vendors, they were still present selling food. Ms. Ricci agreed to send a copy of items that need to be inspected first to the Recreation Department prior to the event. Summonses will be issued to those food vendors that are not registered and inspected before the event.

Committees: Mr. Coyne stated that he would like the board to become more active, especially the board committees which include Finance, By-Laws, Personnel, Public Relations, Ordinance, and Child Health Conference. Of the six committees, two will always have more work to do and they include the Finance Committee and the Personnel Committee. There are three members on each committee and each member is a part of one of the two major committees. Committee meetings will be held occasionally to update reports and agree on actions. The first person listed under each committee is considered the Chairperson.

Ms. McCauley is the Chair of the Finance Committee which met last week. She requested the department budget from Mr. Riggitano and was told the budget has not yet been adopted. Therefore, she was given a table of department expenditures to date. Each board member received a copy. Ms. McCauley also received copies of bills paid to date and checks received. She will now ask Mr. Riggitano for a listing of department revenues. Ms. McCauley was told by Mr. Riggitano that she may request information from Ms. Francie Joseph-Keating, his assistant. The Finance Committee will meet and organize the current data and give a report to the board at the next regular meeting in May.

Ms. Ingrasselino informed the board that there is another Health Department account that funeral directors make deposits to when requesting registrar information. She stated that she does not know anything else about this account and also does not know what is paid out of the dog and cat account.

Education: Mr. Coyne proposed that the board design reports regarding information that it deems important to the running of the department. Therefore, the board is formally requesting that Ms. Ingrasselino attend an Excel class to learn how to retrieve and report on the requested information. The class will be paid for by the department and she will be allowed to attend during department working hours. Mr. Coyne explained that there is existing software for paperless health inspections, reports, etc. The board agreed that this should be investigated quickly and will request information from the Englewood Board of Health which is already using this technology.

Ms. DeVito made the following motion: "To have Ms. Ingrasselino attend an Excel class, request Englewood Board of Health to provide a demonstration of software, and to have an appointed group investigate available technology." The motion was seconded by Ms. Marsella and was adopted on the following roll call: J. Berkenbush, R. Boyle, S. Marsella, A. Levine, S. DeVito, J. McCauley, J. Coyne; all aye. Motion adopted. Ms. Ingrasselino agreed to be enrolled in the Excel class by the end of May, 2013. Ms. Ricci informed the board that money from the \$2500 grant from Rutgers may be used to pay for the class.

Mr. Coyne, Ms. Ricci, Ms. Levine, and Ms. Boyle agreed to be on the committee to investigate the technology options. Mr. Coyne will arrange to travel to Englewood for a demonstration of their technology. The board agreed to hold a special meeting to view the demonstration.

Englewood Health Officer: Ms. Ricci reported that the town of Englewood is seeking to discontinue their Health Officer position, held by Mr. Nelson X. Cruz. He has requested a letter of endorsement from our department and board to present at an Englewood meeting on Wednesday. Ms. Ricci will send her own letter immediately and Mr. Coyne agreed to send a letter after they meet to discuss our request for a technology demonstration. Mr. Coyne will call Mr. Cruz tomorrow to arrange a meeting.

Closed Session: The regular meeting was closed at 8:45 pm for a personnel discussion and was re-opened at 9:25 pm.

Committee Reports:

Finance: This report was given during New Business.

Ordinance: Progress reported.

Personnel: This report was given during the Closed Session.

By-Laws: A copy of the current By-Laws was requested from Ms. Ricci. These will be reviewed by the committee, chaired by Ms. Marsella, and a report will be given to the board at the May meeting. At that time changes will be recommended or the current By-Laws will be recommended for re-adoption.

Public Relations: Progress reported.

Child Health Conference: Progress reported.

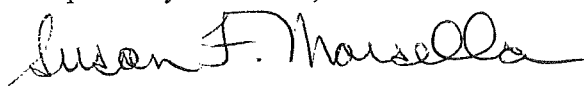
Bills:

All board members reviewed the current bills. Ms. Berkenbush made the motion to pay the current bills and was seconded by Ms. DeVito. This motion was adopted on the following roll call: J. Berkenbush, R. Boyle, S. Marsella, A. Levine, S. DeVito, J. McCauley, J. Coyne. All aye, the motion was adopted.

Adjournment:

Ms. Boyle made the motion to adjourn the meeting and was seconded by Ms. Marsella. All aye. The meeting was adjourned at 9:30 pm.

Respectfully submitted,



Susan F. Marsella
Recording Secretary

Elmwood Park Board of Health
Finance Committee Meeting
April 3, 2013

A meeting of the Finance Committee of the Elmwood Park Board of Health was held at the Municipal Building on April 3, 2013. The meeting was called to order at 7:06 pm by President Jack Coyne.

Present: President Jack Coyne, Health Officer Deborah Ricci, Shirley DeVito, Susan Marsella, and Julie McCauley.

Mr. Coyne began the meeting by stating that it is critical for the board to obtain a copy of our budget for this year as well as what has already been spent against it on a monthly basis. Ms. McCauley agreed to make a request for the budget, in her capacity as board treasurer, by sending an email to the borough CFO, Roy Riggitano. The email will be copied to Mr. Glen Pettigano, our council liaison. The committee agreed that if there is no response within a week then Mr. Pettigano will be asked to secure a copy of the budget on our behalf.

The committee discussed how to better the department and to improve the flow of information to the board. Once the budget and expenditures have been received the committee will look at what has been spent and give an estimate and forecast of spending for the remainder of the year.

The Finance Committee has been tasked to re-design the reports given to the board. These reports will be requested from the Health Department on a regular basis.

The committee decided that a budget will be presented to the board at the September meeting for submission in October to the Mayor and Council for inclusion in the total Elmwood Park budget. Ms. McCauley will send the first email to Mr. Riggitano tomorrow.

The meeting of the Finance Committee was adjourned at 8:10 pm.

Respectfully submitted,



Susan F. Marsella
Recording Secretary