

**BOROUGH OF HALEDON BOARD OF HEALTH
MINUTES FOR REGULAR MEETING OF NOVEMBER 15, 2017**

The regular meeting of the Haledon Board of Health took place on November 15, 2017, Wednesday, on the 3rd floor of the Haledon Municipal Building at 510 Belmont Avenue, Haledon, New Jersey. Formal action was advertised prior to the meeting as being taken.

IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT, ADEQUATE NOTICE OF THIS MEETING WAS PROVIDED BY A NOTICE SENT TO THE NORTH JERSEY HERALD AND THE RECORD ON JANUARY 6, 2017. THIS NOTICE WAS ALSO POSTED ON THE BULLETIN BOARD AT THE HALEDON MUNICIPAL COMPLEX ON JANUARY 6, 2017, AND HAS REMAINED CONTINUOUSLY POSTED AS REQUIRED BY STATUTE. IN ADDITION, A COPY OF THIS NOTICE IS AND HAS BEEN AVAILABLE TO THE PUBLIC AND IS ON FILE IN THE OFFICE OF THE MUNICIPAL CLERK.

Proper notice having been given, the Board Secretary was directed to include this statement in the minutes of this meeting.

ROLL CALL

Board Members Classie Bacon, Nicole R. Espinosa, and Myla Ramirez attended in person, with Ms. Ramirez presiding as Board President. Upon arrival of these members, Mr. Zlatanovic, being present, called Omar Zadeh on the phone, he being the fourth board member to form a quorum. Mr. Zlatanovic advised Mr. Zadeh that he must remain on the phone at all times in order to maintain quorum. Mr. Zadeh said he understood. Mr. Zlatanovic took roll call after attendees recited the flag salute at 7:01 p.m. Mr. Zlatanovic reminded everyone that four members constitute a quorum.

Health Officer Paul Persaud and Registrar Deborah Gutches also attended in person. Registered Environmental Health Specialist Robert Sawh and Council Liaison Nereyda Curriel were absent. The nurse's position remains vacant. There were no members of the public at the beginning of the meeting or at any time during its duration. Mr. Zlatanovic provided hard copies of the agenda and backup materials, and Mr. Zadeh acknowledged receiving materials electronically prior to the meeting.

READING OF MINUTES

Mr. Zlatanovic informed the Board that the minutes from the meeting of June 21, 2017, included typed minutes provided by Nadia Almaita, in addition to Ms. Almaita's notes on an agenda, and that these minutes needed to be re-adopted, because Mr. Zlatanovic had only distributed her handwritten notes at the September meeting.

Mr. Zlatanovic also summarized the minutes from the regular meeting of September 20, 2017. He said that he drafted a slipsheet to indicate that there was no October meeting for lack of quorum, and that only the June and September minutes required approval.

The minutes were distributed electronically to the Board prior to this meeting and copies were available during the meeting, and Mr. Zlatanovic had hard copies with him. There were no suggested changes. Ms. Ramirez made a motion to adopt the June and September minutes, seconded by Ms. Espinosa. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

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PUBLIC HEARING

There were no members of the public in attendance. Ms. Espinosa made a motion to close public hearing, seconded by Mr. Zadeh. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

EMPLOYEE REPORTS AND DISCUSSION

Mr. Zlatanovic summarized the contents of his report. He described one complaint of bed bugs, one complaint of a dirty pool, one complaint of a moldy cookie, and one complaint of a dirty kitchen at a restaurant in the past month, which were forwarded to Mr. Sawh for follow-up. Mr. Zlatanovic said that the Paterson Health Department provided staff to assist with Haledon's flu clinic. There were about a dozen people who had attended two days of clinics, each of which were three hours long, but Mr. Zlatanovic intended to hold a third clinic for a weekend at public request and to arrange for a flu shot of a housebound resident. One of the nurses worked pro bono, and Haledon hadn't yet received an invoice from the Paterson Health Department for the flu clinics. The weekend flu clinic was scheduled for November 18th. Mr. Zlatanovic said he also received an Open Public Records Act (OPRA) request for a building on Tilt Street, and he hadn't found records pertaining to this building. The annual rabies clinic also occurred on November 14th, with approximately six pets being vaccinated. He and the veterinarian believed the cold weather may have barred some people from coming.

Mr. Zlatanovic also reported that he received five resumes from applicants for the vacant nurse's position; he had notified the William Paterson University and Passaic Community College nursing departments, and Dr. Persaud was aware of the vacancy. Mr. Zlatanovic also reported that he completed an online course through the New Jersey Local Boards of Health Association for local boards of health. Mr. Zlatanovic also said that he received an inquiry from a Haledon Public School (HPS) nurse about guidance for Puerto Rican children who cannot access their medical records from Puerto Rico because of Hurricane Maria; with direction from the Paterson Health Department, Mr. Zlatanovic directed this HPS nurse to NJLINCS Message #103473-10-12-2017-PHIN (Immunization Guidance for Displaced Students from Puerto Rico).

Ms. Gutches delivered her report. There were 12 resident deaths in Haledon and seven resident deaths outside Haledon reported to date for 2017, none in October. Mr. Sawh was absent, so he was unable to deliver his November report, but Mr. Zlatanovic had copies of his October report.

Ms. Espinosa made a motion to accept and file employee reports, seconded by Mr. Bacon. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

STANDING AND SPECIAL COMMITTEE REPORTS

There were no reports from the Ordinance Review Committee and POD Liaison Committee. Ms. Ramirez said that she and Mr. Zadeh composed the Ordinance Review Committee, she and Ms. Bacon composed the Nursing Committee, and she and Ms. Espinosa composed the POD Liaison Committee.

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Ms. Ramirez said that she and Ms. Bacon will begin interviews of applicants for the vacant nurse's position shortly. Ms. Ramirez asked for Dr. Persaud's availability. Dr. Persaud recommended that Kate Bond, Paterson's head nurse, be included in the interviews, because Ms. Bond would be responsible for supervising Haledon's nurse. Dr. Persaud also cautioned the Board against waiting too long, because contracting services for epidemiological follow-up in the event that there's an outbreak or food poisoning at a restaurant could add up in cost. Ms. Ramirez requested that Ms. Bond be included in email correspondence. Mr. Zlatanovic said that he'll distribute the resumes again in email to Ms. Ramirez and Ms. Bacon, with Ms. Bond included.

COMMUNICATIONS

The Board had received an OPRA request, which Mr. Zlatanovic discussed in his report, and Deputy Registrar Edlyn Miller's resignation, effective January 1, 2018. Ms. Gutches said she has a replacement for Ms. Miller to be deputy registrar, and Ms. Gutches discussed certified municipal registrar training. Ms. Gutches will administer the oath to Ms. Miller's replacement and forward it to the deputy state registrar. Ms. Espinosa made a motion to accept and file communications, seconded by Mr. Bacon. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

OLD BUSINESS

Mr. Zlatanovic had updated the Board regarding the flu and rabies clinics. Mr. Sawh was unavailable to discuss inspections at Haledon Public School and Manchester Regional High School kitchens and a proposal to address multiple caterers at the same location. Mr. Zlatanovic said that he will discuss access to LHR/Red Book data entry with Dr. Persaud.

Ms. Espinosa made a motion to close old business, seconded by Mr. Bacon. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

NEW BUSINESS

Mr. Zlatanovic said that the Board should anticipate a request from Municipal Clerk Allan Susen for a proposed 2018 Board of Health budget. He also said that proposed revisions to the ordinances that delete references to alternates should occur in 2018.

Ms. Espinosa made a motion to close new business, seconded by Mr. Bacon. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

READING OF THE BILLS

A request for office supplies was tabled. Also, a line item to advertise the vacant nurse's position on New Jersey State Nurses Association for \$200 was removed, because the Nursing Committee will begin interviews shortly and be evaluated appropriately. Ms. Gutches said that she had requested \$40 for her and Ms. Miller to attend the luncheon and recertification prior to Ms. Miller's announced retirement. The Board approved the following bills:

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- (1) Bergen & Passaic Registrars Association, Lunch Recertification Credit, \$40.00, \$20 of which is subject to change (e.g., new deputy registrar) regarding seats for two, due to Ms. Miller's retirement.
- (2) North Haledon Veterinarian Care, invoice dated November 1st, \$370.

Ms. Espinosa made a motion to close reading of the bills, seconded by Mr. Zadeh. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

EXECUTIVE SESSION

There was no executive session.

RESOLUTIONS

There were no resolutions, but Mr. Zlatanovic said that changes in the ordinance deleting references to alternate members would have to be done in the new year.

ADJOURN

There being no further business or discussion before the Board, Ms. Espinosa made a motion to adjourn, seconded by Mr. Bacon. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor. This regular meeting of the Haledon Board of Health adjourned at 7:57 p.m. The next regular meeting is scheduled for December 20, 2017, the third Wednesday of the month, at 7:00 p.m., to be held at the Haledon Municipal Building.

Respectfully submitted,

Mr. Nebojsa "Vic" Zlatanovic
Secretary, Board of Health
Date typed: November 28, 2017