

**MINUTES OF A REGULAR MEETING OF THE BOROUGH OF MADISON
BOARD OF HEALTH**

March 15, 2016 – 7:30 p.m.

CALL TO ORDER

The Regular Meeting of the Board of Health of the Borough of Madison was held on the 15th day of March 2016. Donald Bowen called the meeting to order at 7:30 p.m. in the main room of the Madison Health Department, 28 Walnut Street, Madison, New Jersey. The Pledge of Allegiance was recited by all.

STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

The Secretary read the statement pursuant to the Open Public Meetings Act: “In compliance with the Open Meetings Act of the State of New Jersey, adequate notice of this meeting of the Board was provided in the following manner: On January 20, 2016, notice of this meeting was emailed to the Daily Record and the Madison Eagle and advance written notice of this meeting was posted on January 20, 2016 on the bulletin board at the Borough Hall and filed with the Municipal Clerk.”

ROLL CALL

The Board Secretary called the roll and the following acknowledged their presence:

Board Members:

Donald J. Bowen, President
Sharon Harris
Marianne McConnell, Vice-President
Eric Range, Alt #2
Carmen Romano
Constance Stober

Absent

Robert Catalanello, Council Liaison
Vivian Gil-Botero
Michael Giordano, Alt #1

Also Present:

Lisa Gulla, Health Officer
Joanne Grillo, Board Secretary
Peter King, Board Attorney

AGENDA REVIEW

Dr. Bowen advised Board members that there had been an executive session scheduled, but the matter involved a Rice notice to an individual who had requested discussions be held in open session. Consequently there would be no executive session.

APPROVAL OF MINUTES

Mrs. Stober moved approval of the **Regular Meeting Minutes of February 16, 2016**. Mr. Range seconded the motion which passed the following roll call recorded:

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Harris, Dr. Romano,
(Mr. Range)*
Nays: None
Abstain: None

* Alternate members were polled throughout the meeting. The votes of Alternate members are tallied only when needed for a quorum.

AGENDA DISCUSSIONS

20160315-1 GULLA PERFORMANCE

This discussion concerning personnel matters was initially scheduled for a closed executive session. Ms. Gulla was Rice noticed and requested in writing that the discussion be held in public session. The course of the discussion is summarized below.

At the Regular Meeting on 19-Jan-2016 Ms. Gulla informed the Board she would refuse to perform regular REHS inspections. At the Regular Meeting on 16-Feb-2016 the Board ruled that Ms. Gulla had refused a necessary and lawfully given assignment. Ms. Gulla was instructed to begin conducting REHS inspections immediately. Her goal was set at a minimum of 8 hours of regular REHS inspections per month, with more hours possible in the future. Asked if she would comply with the request, it was the opinion of the Board that Ms. Gulla failed to give a clear and affirmative response. The Board deemed her to be in a state of non-compliance and issued a verbal warning. To date she has not performed the required regular REHS inspections.

The Personnel subcommittee was instructed to institute a Performance Plan to address the situation and keep the Board apprised at frequent intervals. Ms. Gulla was reminded that failure to comply will lead to additional disciplinary actions potentially up to and including termination.

As of 15-Mar-2016 there is no evidence Ms. Gulla has chosen to comply with the Board's instructions. A written warning is now recommended by the Personnel

subcommittee. The Board President and Vice-President will meet privately with Ms. Gulla to administer this disciplinary action.

Ms. McConnell moved that the Board holds Ms. Gulla is not in compliance with the Board's instructions to conduct REHS inspections. Mrs. Stober seconded the motion which passed with the following roll call recorded:

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Harris, Dr. Romano,
(Mr. Range)
Nays: None
Abstain: None

Mrs. Stober then moved that a written warning be administered to Ms. Gulla in accordance with the recommendations of the Personnel subcommittee. Ms. McConnell seconded the motion. During discussion Ms. Gulla was questioned and confirmed she has not performed any routine REHS inspections. The motion passed with the following roll call recorded:

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Harris, Dr. Romano,
(Mr. Range)
Nays: None
Abstain: None

Ms. Gulla was again reminded that failure to comply will lead to additional disciplinary actions potentially up to and including termination.

20160315-2 DEPUTY REGISTRAR

Deputy Registrar Politi has resigned her post to pursue other interests. Her last day was 15-Mar-2016. The Board Personnel subcommittee was asked to research the options for a replacement and make a recommendation at the next meeting. They were also asked to review employment practices and benefit packages (vacation/personal/sick days) provided to part time employees, and to consider harmonizing our policies with those of the Borough where applicable for all new employees.

There was discussion about the duties of the Deputy Registrar. It was agreed that Registrar Grillo would appoint a Deputy Registrar from the staff within the 10 day prescribed legal time-frame. The assumption would be that once the new staff member is hired he/she would assume the title and take the appropriate training as required by law. Dr. Bowen identified dates the Registrar is scheduled to be on vacation this year and asked that the Health Officer make note of them and make appropriate plans for coverage.

20160315-3 STRATEGIC PLAN

Dr. Bowen shared additional information comparing the Public Health costs of Madison with those of other Morris County municipalities. Gathering the data

has been a slow process with a number of variables involved. The data supports the observation that Madison seems to pay more for Public Health services than many of our neighbors. The study is ongoing.

Staff activities are being reexamined and re-prioritized. Examples of higher-priority activities being emphasized include

- Direct customer-impacting functions (e.g., sanitary and property inspections)
- Securing sustainable ongoing revenue streams and “core” grants

Examples of lower-priority activities being scaled back include

- Attendance at Conferences (in and out-of-state)
- Time devoted to Professional Societies (e.g., NJHOA)
- Time spent on County committees and State-level “lobbying” activities
- Preparing education material already readily available on the web

Dr. Bowen advised that he and the Health Officer are holding weekly sync-up meetings and took a raised hand poll of the Board as to whether or not they were in agreement with the thrust of this course. All members raised hands in approval.

A draft Resolution (2012-9) describing a process for acquiring contract towns was shared with the group.

20160315-4 INTERNS

The Intern program at the Health Department was reviewed to explore the program's alignment with the Board's goals for the Department and to ensure the Board understands their oversight role. The Health Department staff was reminded of their role in following all relevant Borough guidelines. Mrs. Stober and Ms. McConnell expressed willingness to help oversee the program.

20160315-5 PROPERTY MAINTENANCE

Property Maintenance issues were raised at the 03-Mar-2016 staff meeting with the Mayor & Borough team. It is considered a high visibility activity for the Health Department. Ms. Gulla advised that the Health Department works alongside the Fire Department and the Building Department to ensure compliance. It was explained that actions are generated based on observations of Housing and Safety Committee members or complaints from the public.

20163015-6 EMPLOYEE POLICIES AND CONFIDENTIALITY AGREEMENT

The Personnel subcommittee is still examining the policies.

20160315-7 BYLAWS

This agenda discussion was deferred to another meeting.

ORDINANCES

None

INVITATION FOR PUBLIC COMMENT

Lisa DeRosa; Chatham identified herself as President of the Chatham Borough Board of Health and expressed severe displeasure at the management practices of the Madison Board of Health. She requested documentation concerning the Board's evolving Strategic Plan and expressed concern with its focus on finances. She expressed great satisfaction with the contract health services Madison provides to Chatham and praised the performance of Health Officer Gulla and the staff of the Madison Health Department.

Ben Samara; identified himself as Madison's Sr. REHS and claimed that during his 25 year tenure health officers in Madison did not perform regular REHS duties. He expressed concern over negative consequences should the Health Officer leave.

Lisa DeRosa; Chatham interjected that she never heard anything said about REHS duties during her involvement with the interview process for the Madison Health Officer position.

Melissa Rodriguez; Springfield identified herself as a former intern, and current member of Springfield Board of Health, and said she believed that Ms. Gulla was too busy to perform REHS duties and asked why should she if there are professionals hired to do that job.

Tamica Trotman; Springfield identified herself as a Madison REHS and expressed concern about CEUs for staff if Board members attend some meetings in their place.

Samantha Robinson; identified herself as Madison's Health Educator and asked whether attendance at professional meetings must be approved by the Board, and expressed concern about the potential loss of CEUs and networking opportunities.

Lisa Gulla; identified herself as Madison's Health Officer and expressed dissatisfaction with Board minutes recording ongoing disciplinary proceedings involving her, believing they portray her in an unfavorable light. She noted her many responsibilities, her busy schedule, a stipend once proposed by the Personnel subcommittee, and an employment contract she drafted outlining duties and compensation, a document she considers essential to protecting her interests.

Jack Gulla; identified himself as Lisa Gulla's husband and spoke about his wife's commitment to her job and the care she provides her family.

Melissa Rodriguez; Springfield asked whether Ms. Gulla's request for an employment agreement was allowed.

Jillian Gulla; identified herself as Lisa Gulla's daughter and asked if REHS duties were put in Ms. Gulla's job description and why she is being asked to do them now.

Joanne Grillo; identified herself as Madison's Registrar and praised Ms. Gulla's leadership and encouragement, saying it allowed her to flourish as an employee.

Board Attorney Peter King reminded the Board and the public that the *INVITATION FOR PUBLIC COMMENT* portion of the agenda is not a place for unstructured back and forth discussions. He stated that he feels the Board has heard and noted all the public comments and will have the appropriate subcommittees look into the various issues raised.

INTRODUCTION OF ORDINANCES

None

CONSENT AGENDA RESOLUTIONS

Resolution BH 2016-15: RESOLUTION REQUESTING MADISON BOROUGH TO APPROVE AN APPLICATION TO THE ROBERT WOOD JOHNSON FOUNDATION

Ms. McConnell moved to approve Resolution BH 2016-15. Ms. McConnell seconded the motion which passed the following roll call recorded:

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Harris, Dr. Romano,
(Mr. Range)
Nays: None
Abstain: None

UNFINISHED BUSINESS

Mr. Range queried about an item on the monthly REHS report and Ms. Gulla addressed it.

APPROVAL OF BILLS PAYABLE

Mr. Range moved to approve Bills Payable. Mrs. Stober seconded the motion which passed the following roll call recorded:

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Harris, Dr. Romano,
(Mr. Range)
Nays: None
Abstain: None

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was made by Ms. McConnell and seconded by Mrs. Stober. All present voted in favor and the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Joanne Grillo, Secretary