

**MINUTES OF A REGULAR MEETING OF THE BOROUGH OF MADISON  
BOARD OF HEALTH  
June 21, 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 21<sup>st</sup> day of June, 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  
Robert Catalanello, Council Liaison  
Michael Giordano, Alt. #1  
Sharon Harris  
Marianne McConnell, Vice-President (left meeting at 9:28 p.m.)  
Constance Stober

Absent

Vivian Gil-Botero  
Eric Range, Alt #2  
Carmen Romano

Also Present

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

**AGENDA REVIEW**

Dr. Bowen confirmed consensus on the agenda.

**READING OF CLOSED SESSION RESOLUTION**

Mrs. Stober moved executive session Resolution **BH 2016-20** to consider the following matters:

LITIGATION MATTERS (1)

CONTRACT MATTERS (1)

Ms. McConnell seconded the motion which passed with the following roll call recorded:

Yeas: Dr. Bowen, Mr. Catalanello, Mrs. Harris, Ms. McConnell,  
Mrs. Stober, (Mr. Giordano)\*

Nays: None

Abstain: None

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

**RECONVENE IN MAIN ROOM OF THE MADISON HEALTH DEPARTMENT**

The President reconvened the meeting at 7:56 p.m. in the Main room of the Madison Health Department with all members present.

**APPROVAL OF MINUTES (4)**

Ms. McConnell moved approval of the **Executive Meeting Minutes of April 19, 2016**. Mrs. Harris seconded the motion which passed the following roll call recorded:

Yeas: Dr. Bowen, Mr. Catalanello, (Mr. Giordano), Mrs. Harris,  
Ms. McConnell, Mrs. Stober

Nays: None

Abstain: None

Ms. McConnell moved approval of the **Executive Meeting Minutes of May 17, 2016**. Mrs. Stober seconded the motion which passed with the following roll call recorded:

Yeas: Dr. Bowen, (Mr. Giordano), Mrs. Harris, Mrs. Stober

Nays: None

Abstain: Mr. Catalanello, Ms. McConnell

Mrs. Stober moved approval of the **Regular Meeting Minutes of May 17, 2016**. Ms. McConnell seconded the motion which passed with the following roll call

recorded:

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

Ms. McConnell moved approval of the ***Special Meeting Minutes of May 26, 2016***. Mr. Catalanello seconded the motion which passed with the following roll call recorded:

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

### **COMMUNICATIONS AND PETITIONS**

None

### **AGENDA DISCUSSIONS**

#### **TROTMAN 2015 ACCIDENT**

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

Ms. Gulla was asked to update the Board on her progress as supervisor implementing an appropriate disciplinary response for Ms. Trotman in response to Ms. Trotman's August 2015 automobile accident. Ms. Gulla advised she had discussed the possibility of a voluntary disciplinary agreement with the employee involving docked vacation days and a last chance agreement, but had not received a definitive response. The Board expressed concerns about ongoing delays and requested a decision be obtained within a week or two.

#### **STAFFING**

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

On 15-Jun-2016 Health Educator Bunsu (nee Robinson) informed the Board by letter she had accepted another position and would be unable to fulfill her 28 hour/week commitment to the Madison Health Department and that her last day of work would be 28-Jul-2016. In her letter of resignation she noted she would consider working a reduced 15 hours/week schedule on specific projects she identified. The Board did not accept this proposal, and thanked Ms. Bunsu for her service.

The Board asked the Personnel subcommittee to take steps to fill our Health Educator staffing needs and to report back.

### **ANIMAL CONTROL**

*(Mr. Giordano recused himself from the following agenda discussion and left the room at 8:25 p.m.)*

Council Liaison Catalanello reported residents expressed concerns at Council meetings about a dog with a history of biting and a perceived lack of response from the Borough. Best Practices and procedures for animal control were discussed. Mr. King described how a judge makes a determination of a "vicious dog" designation based on a hearing and input from an Animal Control Officer. Ms. Gulla pointed out that while the health department is responsible for rabies and general zoonosis control, it lacks statutory authority to respond to every aspect of a dog bite. Dr. Bowen expressed his wish that the Health Department take more "ownership" of problem dog issues to the extent consistent with our contracts and the law.

Seeing a large number of public attendees, with the consent of the Board Dr. Bowen opened the meeting for public comments on this matter.

### ***INVITATION FOR PUBLIC COMMENT (1 of 2)***

**Theresa Giordano, Crestwood Dr., Madison;** expressed her frustration that it has taken a petition of neighbors to bring the matter to the attention it should have had. She explained that she is afraid to walk up her own street without some safety protection with her. She and the neighbors want the dog out of Madison.

**John Benway, 9 Linwood Pl., Madison;** shared his experience with his daughter on Halloween at this same residence. He was bitten on the leg and hand. He said his daughter would have been bitten if he had not been in between her and the dog.

**Drew Tepper, 25 Crestwood Dr., Madison;** stated that he is new to the neighborhood, but is in agreement with the other residents.

The Board would consider these action items:

- Review contract terms and vendor options
- Review "dispatch to dispatch" communications and options
- Review incident tracking capability (e.g., via Spatial Data Logic)
- Consider an ordinance requiring supervised housing of dogs in bite cases pending legal resolution
- The Board Attorney offered to review legal options and history of this case.

*(Mr. Giordano returned at 8:55 p.m.)*

### **DEPUTY REGISTRAR VACANCY**

A job posting to fill a vacancy in the part-time Deputy Registrar position was made and ten candidates have been identified. Dr. Bowen reiterated his interest in participating in the vetting of initial candidates on behalf of the Board and noted Ms. Gulla had questioned the Board's prerogative to do so, believing that the Health Officer hires staff. The Board Attorney confirmed the Board has authority over all hiring, and that while the Registrar is permitted by statute to select a Deputy Registrar from among existing employees, neither they nor any other staff have authority to hire anyone or to direct the Board to do so.

There was some discussion about the willingness of applicants to be flexible in their hours. The candidates will continue to be vetted and leading candidates interviewed.

### **STAFFING PRACTICES**

Staff turnover underscores the importance of following good staffing and hiring practices to secure the best match for all positions. In addition to taking the necessary steps to fill our Health Educator staffing needs, the Personnel subcommittee was asked by the Board to work with Linda Sawyer (Madison Personnel) to prepare job ads reflecting the current needs of the business to expand the pool of candidates considered for other positions that are renewed each January (e.g., the Board Attorney and Health Officer).

### **SPATIAL DATA LOGIC**

Spatial Data Logic (SDL) was discussed at the 09-Jun-2016 Madison Property Maintenance meeting attended by Dr. Bowen and Ms. Trotman. SDL is a software system employed in the Borough (and other municipalities) employed by departments like Construction and Zoning to document information and track activities based on geographic location (lot and parcel). It is potentially useful in better tracking and coordinating activities in property maintenance cases.

Over the years the Health Department has taken halting steps towards adopting SDL, but issues remain and the effort currently seems stalled. Dr. Bowen encouraged the Department to renew their effort to adopt the SDL tool where applicable.

### **TOWN HALL MEETING**

The 26-May-2016 "Town Hall" meeting between staff and Board members Giordano, Range, Stober and Bowen was reviewed. Since the meeting was considered useful by everyone involved, a follow up meeting in the August/September time frame was suggested.

Mr. Giordano responded to two questions that had been posed at this meeting. Regarding efforts to better align Board of Health policies and procedures with

those of the Borough, he advised that the Borough policies are in the process of being updated. He was told that as soon as it was done we would be provided a copy. Dr. Bowen explained that it is an ongoing goal of the Board of Health to harmonize our HR practices with the Borough to the extent practical. He suggested a Board of Health liaison could be made available to attend Borough meetings discussing policies and procedures, where they could present input on rules or regulations of special importance to the Health Department (e.g., HIPPA) and help create a single document which would accommodate everyone's needs.

Mr. Giordano also clarified circumstances around a \$1000 bonus some Borough employees receive yearly based on a good evaluation. He believes one Health Department employee would potentially be eligible under the Borough system, pointing out that supervisors, directors, administrators and those who are already at the top of their job pay scale do not qualify. He went on to explain that it is in place to advance those employees up the pay scale comparable to a step increase.

*(Ms. McConnell left the meeting at this time.)*

## **EMPLOYEE POLICIES**

Discussed above.

## **GROTTA GRANT**

Ms. Gulla provided an update on the GROTTA grant (related to the Tri-town 55+ initiative). The current grant is coming to the end of the first cycle. The second grant phase begins 01-Sep-2016. The resolution to apply for the \$75,000 grant is listed in the consent agenda and, upon approval, will be submitted to the Council. The Chatham Councils both approved recommending the grant application.

Dr. Bowen asked how many hours our Health Department had spent on GROTTA activities. Ms. Gulla explained that this was the planning stage, there were more hours in this phase, setting up the coalition as fiscal agent, and hiring and coordinating with the Montclair Center for Research and Evaluation on Education and Human Services (CREEHS) contact. The grant was \$35,000 and \$29,000 went to CREEHS who provided reporting and created the Grant application. Mr. Catalanello asked if we received \$35,000 and we gave \$29,000 to CREEHS, did the work the Health Department perform cost less than \$6,000? Did the grant cover the work that was done? Ms. Gulla explained that our time dedicated was the "in kind" match. It was understood it was a small grant but there was potential for long range larger grants. Mr. Catalanello asked if we get the grants what would they be used for. Ms. Gulla responded it was based on prioritized needs the survey data identified. Dr. Bowen mentioned topics that he heard discussed at the meetings he attended included transportation and public housing as well as sidewalk repairs to address tripping hazards.

**ZIKA  
OUTBREAKS  
QUALITY IMPROVEMENT  
INTERN PROJECTS**

Ms. Gulla updated the Board on the Zika virus, outbreaks, quality improvement and intern projects. She attended the State DOH Zika conference on Wednesday and spoke of CDC recommendations. The department is monitoring a pregnant woman, and there are 5-6 others being monitored. Individual infectious disease cases have been reported and reviewed. Action taken by the staff involved Coxsackie, pneumonia, tularemia, fifth Disease, and meningitis. Ms. Gulla and Mrs. Dolan are working on getting the meningitis B vaccine recommended for the Rutgers students to service area clients.

The staff completed a four session webinar on quality improvement techniques. There is a five question customer satisfaction survey that has been created. Ms. Gulla also reviewed the various projects the summer interns were working on.

**2016 SALARY RESOLUTION**

Resolution will be voted on in Consent Agenda.

**SUMMER MEETING SCHEDULE**

The Board and staff unanimously agreed that July and August Board meetings would most likely be canceled, but will remain officially scheduled until a week before in case there is a need for the Board to meet.

***ORDINANCES FOR HEARING***

Dr. Bowen open up the public hearing on **Ordinance BH 2016-2 - AN ORDINANCE OF THE BOARD OF HEALTH OF THE BOROUGH OF MADISON AMENDING ORDINANCE NO 225-2, SALARIES**. Since no member of the public wished to be heard, the public hearing was closed.

Mr. Catalanello moved Ordinance BH 2016-2 be finally adopted. Mrs. Stober seconded the motion, and the motion passed with the following roll call vote recorded:

Yeas:           Dr. Bowen, Mr. Catalanello, (Mr. Giordano), Mrs. Harris,  
                      Mrs. Stober  
Nays:           None  
Abstain:       None

Dr. Bowen declared that Ordinance BH 2016-2 adopted and finally passed and ordered the secretary to publish the notice thereof in the newspaper and to record the ordinance as required by law.

***INVITATION FOR PUBLIC COMMENT (2 of 2)***

**Kara Mackenzie**; identified herself as an attorney from Law Firm of Gina Mendola Longarzo, LLC, representing Lisa Gulla, Health Officer. She described a meeting with Borough attorneys and outlined her view of subsequent events since that meeting. She complimented Ms. Gulla, disparaged actions by the Board, and expressed regret that the two parties have been so far unable to reach a consensus.

**Tamica Trotman, Springfield**; identified herself as an REHS employee and asked about salary range increases. She believes that according to the Borough policy the ranges should be reviewed every three years, and that the salary range does not reflect COLA increases. She believes this has not been the case. Ms. Trotman also expressed concern and confusion about the department's future next year.

**Joanne Grillo, North Haledon**; asked for clarification on what the Board tasked the Personnel subcommittee to do with respect to advertising for candidates for the Health Officer reappointment? Dr. Bowen stated that the positions such as the Health Officer and Board Attorney are appointed every January and that this process of advertising is part of due diligence.

***INTRODUCTION OF ORDINANCES***

None

***CONSENT AGENDA RESOLUTIONS***

**BH 2016-21** RESOLUTION DESIGNATING EMPLOYEE SALARIES FOR VARIOUS POSITIONS IN ACCORDANCE WITH THE SALARY ORDINANCE FOR THE YEAR 2016

**BH 2016-22** RESOLUTION REQUESTING MADISON BOROUGH TO APPROVE AN APPLICATION FOR PHASE 2 OF THE GROTTA FUND FOR SENIOR CARE AGE FRIENDLY COMMUNITIES GRANT

Mrs. Stober moved Resolutions BH 2016-21 and BH 2016-22. Mrs. Harris seconded the motion which passed with the following roll call recorded:

Yeas: Dr. Bowen, Mr. Catalanello, (Mr. Giordano), Mrs. Harris,  
Mrs. Stober  
Nays: None  
Abstain: None

***UNFINISHED BUSINESS***

None

***APPROVAL OF BILLS PAYABLE***

Mrs. Harris moved approval of Bills Payable, Mrs. Stober seconded the motion which passed with the following roll call recorded:

Yeas:           Dr. Bowen, Mr. Catalanello, (Mr. Giordano), Mrs. Harris,  
                  Mrs. Stober  
Nays:           None  
Abstain:       None

***ADJOURNMENT***

There being no further business to come before the Board, a motion to adjourn was made by Mr. Catalanello and seconded by Mrs. Stober. All present voted in favor and the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

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Joanne Grillo, Secretary