

**MINUTES OF A REGULAR MEETING OF THE BOROUGH OF MADISON
BOARD OF HEALTH
September 20, 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 20th day of September, 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
Eric Range, Alt. #2
Carmen Romano, (arrived at 7:53 p.m.)
Constance Stober

Absent

Vivian Gil-Botero
Marianne McConnell, Vice President

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

Mr. Range moved executive session Resolution **BH2016-23** to consider the following matters:

- LITIGATION MATTERS (1)
- CONTRACT MATTERS (1)
- PERSONNEL MATTERS (1)

Mrs. Stober seconded the motion which passed with the following roll call recorded:

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

RECONVENE IN MAIN ROOM OF THE MADISON HEALTH DEPARTMENT

The President reconvened the meeting at 8:25 p.m. in the Main room of the Madison Health Department with all members present.

APPROVAL OF MINUTES (2)

Mrs. Stober moved approval of the **Executive Meeting Minutes of June 21, 2016**. Mrs. Harris seconded the motion which passed the following roll call recorded:

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

Mrs. Stober moved approval of the **Regular Meeting Minutes of June 21, 2016**. Dr. Bowen pointed out a mistake in the spelling of a name in the public comments section and suggested in the future the Board use a sign-in sheet like the one used during Madison Council meetings. Mrs. Harris seconded the motion which passed with the following roll call recorded:

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

COMMUNICATIONS AND PETITIONS

None

AGENDA DISCUSSIONS

DEPUTY REGISTRAR

The Board discussed the possibility of extending hours of the position of part-time Deputy Registrar, and scheduled completion of the interview process for the three candidates with Board of Health members. It was agreed that the candidate that presented best would be offered the 15 hour a week option and if they were agreeable to potentially increasing to 22.5 hours it would be explored at a later time. Ms. Grillo will contact participating Board members and the candidates to scheduled the interviews.

HEALTH EDUCATOR VACANCY

There was discussion about the position, advertising, and prescribed hours. Ms. Gulla, currently performing this function, was encouraged to hire per diem Health Educators to help out until a replacement can be hired. It was agreed 10-15 hours per week was a reasonable estimate of the supplemental need.

There was a suggestion that if additional unskilled help was occasionally needed in the office that it might be possible to also hire temps to assist the staff (e.g., for envelope stuffing in preparing for big events), however it was determined the 2016 budget structure would not easily accommodate this, so the idea was tabled.

MENTAL HEALTH

Marilyn Musielski, Madison resident and mental health advocate, gave a PowerPoint presentation concerning mental health and local activities addressing the issue. She stressed that education, awareness and access to care are critical to reducing the burden of mental illness. She encourages collaboration with members of the health community across the county. The Board thanked Ms. Musielski for her interesting presentation, and encouraged her to continue to help the Board keep current and maintain the appropriate focus on this important issue.

SALARY DISCUSSIONS (agenda item previously designated as **BONUS PAY**)

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

Staff members have made numerous inquires in the past few months about “bonus pay” provided to some employees of the Borough. Board member Giordano researched the topic and reported the following:

- a supplemental salary increase is sometimes provided to some Borough employees
- it is intended to compensate a small number of high-performing non-union staff who do not receive pay increments in the same way their union colleagues do
- an increase is applied solely at the discretion of the governing body on a case-by-case basis at a time of their choosing.
- increases are generally not made to those at the top of their pay scale or in supervisory positions

Based on his study of Borough practices and the particulars of our staff Mr. Giordano believed that only the Registrar would be potentially eligible for a increment should they meet the other criteria and should the Board of Health wish to do so.

Mr. Giordano also reported the Borough was in the process of adopting new employee policies and procedures. The Board expressed interest in studying these and considering them for possible adoption in the interest of better harmonizing with the best practices of the Borough.

Following some discussion, Mr. Catalanello moved that, providing the Personnel subcommittee confirms the Registrar fully meets the Borough criteria for eligibility for a bonus in accordance with their best practices, the Board chooses to award Ms. Grillo a \$1,000 performance increment in 2016, and carry that amount in the 2017 budget submission. Mrs. Stober seconded the motion which passed unanimously.

Mr. Giordano encouraged staff to contact him with any follow-up questions.

SPATIAL DATA LOGIC

Ms. Gulla was asked about progress in implementing the Spatial Data Logic (SDL) software tool. She reported the stumbling point right now is a dispute over a half-day training session owed by SDL to the Health Department. Ms. Gulla said that it is in the hands of the Borough since they entered into the contract. Mr. Catalanello will take the matter up with Borough CFO James Burnet.

STAFF TOWN HALL

It was agreed another informal meeting between Board members and the staff would be beneficial. Thursday afternoons at 2:00 p.m. seem to work best for the staff, and Mr. Range, Mrs. Stober, and Mrs. Harris said they would try to attend. The Registrar will help schedule the meeting with staff and Board members.

BYLAWS

The Board wishes to complete the process of updating our Bylaws and will do so at a future meeting. It was suggested the latest revision be shared by email with the Board for consideration at the next meeting.

GROTTA GRANT

Ms. Gulla reported that the Tri Town 55+ Coalition is preparing to be incorporated and to file for a 501(c)(3) status. The second phase of the grant has been approved. Once established the monies will go to the corporation and they will move forward with the project. Mr. Catalanello asked who would be staffing the organization and Ms. Gulla said former Health Educator Samantha Bunsu was applying to be the executive director. Dr. Bowen asked if this now ends the Health Department's administrative and financial oversight and Ms. Gulla replied it would.

ZIKA OUTBREAKS

Ms. Gulla advised the Health Department must now approve all Zika virus testing. Cases must be created in the Communicable Disease Reporting and Surveillance System (CDRSS). About 8 cases have been processed in the past 4 weeks, each case taking about 2 hours to process.

There was a viral meningitis case at the High School that did not require immediate reporting, but became an issue when it was highlighted in the local press (doubtless owing to lay persons confusing it with bacterial meningitis, a far more serious concern). There was also a pinworm outbreak at a Day Care facility, and the Department just received notification about a case of Acute Flaccid Myelitis. Nothing needs to be done now; it is not a communicable disease. Nurse Dolan advises it is a sudden onset of flaccid limbs - Enterovirus is sometimes a cause; the situation is being monitored. Coxsackie virus has also been showing up. There is no immediate concern at this time.

2017 BUDGET PREPARATION

Per tradition, and as instructed by the Board, Ms. Gulla submitted a 2017 budget to the Borough based on the 2016 budget with minor adjustments for anticipated salary increments. The Board had no comments or changes.

JOB ADVERTISEMENTS

Dr. Bowen encouraged the Personnel subcommittee to complete preparing the job advertisements requested by the Board and to provide them to Ms. Sawyer as planned.

ELECTRONIC BIRTH CERTIFICATES

Ms. Grillo, Registrar of Vital Statistics, explained that a new program in place with the state called Vital Information Platform (VIP) now allows for paperless recording of births and issuance of birth certificates. Ms. Grillo informed the Board that Madison now has a birthing center. The Board had questions about this new establishment and the rules governing its operation; Mr. King volunteered to look into it.

ORDINANCES FOR HEARING

None

INVITATION FOR PUBLIC COMMENT

Ben Samara; identified himself as Madison's Senior Environment Health Specialist. He shared a 2012 salary survey and requested an increase in pay.

Tamica Trotman, Springfield; identified herself as a Registered Environment Health Specialist for Madison. She referred to the Borough employee manual, claiming it requires salary ranges be reviewed every 3 years, questioned the process followed by the Board in setting salaries, and requested steps be taken to increase her pay. She also asked how to access documentation on employee policies.

Marlene Dolan, Madison; identified herself as Madison's Public Health Nurse. She expressed concerns with the Health Department working environment. She said she approached Board members Bowen and Catalanello with these concerns, and that they responded that they understood her concern, were working to resolve them, and requested she and the staff be patient and carry on with business as usual the best they could. She found this frustrating. She emphasized the importance of skilled Health Educator services. She questioned the guidelines excluding her from consideration for "bonus pay", and said that she deserved an increase in pay.

Lisa DeRosa, Chatham Borough; identified herself as President of the Chatham Borough Board of Health. She expressed dissatisfaction with Madison's Board meeting procedures and the way Madison oversees Health Department employees. She asked for an email to be sent to her regarding plans and time line to fill our Health Educator and Assistant Registrar vacancies, as well as our plans to update our Bylaws.

Dr. Bowen closed the public session.

The Board advised Ms. Trotman that her department head Ms. Gulla is the first stop for information about employee policies, and that if Ms. Gulla is unable to answer the questions Ms. Gulla may seek help from the Borough HR staff,

Administration, and/or the Board. Ms. Gulla had reviewed the new Borough Policies (which are still being rolled out) and stated they were essentially similar to our existing policies. Mr. King suggested the Board study and consider adopting the new policies at their earliest convenience.

There was long additional discussion around staff salaries and requests for merit increases. Several Board members felt the issue was settled and that further discussion was taking up far too much time. Mr. Range wanted to make sure our minutes and language were accurate and precise because the agenda topic was bonuses, and it was largely discussed as such, however that is not what it is. It is a salary increase for discretionary qualified employees. He stressed that it is important for the staff and Board to be discussing it with the appropriate language. A bonus has a slightly different connotation than a merit-based increase.

INTRODUCTION OF ORDINANCES

None

CONSENT AGENDA RESOLUTIONS

None

APPROVAL OF BILLS PAYABLE

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

Yeas: Dr. Bowen, Mr. Catalanello, (Mr. Range), Mrs. Harris, Mrs. Stober,
 Dr. Romano
Nays: (Mr. Giordano)
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 10:20 p.m.

Respectfully submitted,

Joanne Grillo, Secretary