

REGULAR MEETING OF THE BLOOMFIELD BOARD OF HEALTH APRIL 15, 2021

A Regular Meeting of the Bloomfield Board of Health, as established by public record in *The Independent Press* and posted on the Public Bulletin Board in the Municipal Building, was called to order on April 15, 2021 at 6:32 p.m. via video conference.

ROLL CALL

Director Lore showed the following members to be present:

Joel Elkins, President	Present (video conference)
Dr. Ruchi Mehta, Vice President	Absent
Antonia Rodriguez, Member	Absent
Denise Serbay, Member	Present (video conference)
Sarah Bonilla, Member	Present (video conference)
Council Liaison, Wartyna Davis	Absent

Also present: Karen Lore, Director of Health & Welfare (Town Hall), Michael Fitzpatrick, Health Officer (video conference) and Katharine Mauro, Health Educator (via conference).

APPROVAL OF MINUTES

The Board, on a motion by BM Serbay, seconded by BM Bonilla, reviewed the March 18, 2021 *Regular Meeting* minutes.

After review, the Board unanimously approved the meeting minutes as submitted.

PUBLIC COMMENT

None

LICENSES PENDING APPROVAL – MARCH 2021

The Board, on a motion by BM Serbay, seconded by BM Bonilla, unanimously approved the following licenses for the month of March:

Trade Name	License Class	Application Fee
YOGGIS RESTAURANT	1 Restaurant G	\$100.00
CITY GREEN INC	1 Restaurant G	Exempt
The Lunchbox	1 Restaurant G	\$100.00
Tafari Tropics	1 Restaurant G	\$100.00
CURBSIDE SMOOTHIES	Deli/Café/Market	\$100.00
A & A WEST INDIAN & AMERICAN GROCERY	Deli/Café/Market	\$100.00

**Bloomfield Board of Health
Regular Meeting
Open Session
April 15, 2021**

PURE LOVE PIES	Deli/Café/Market	\$100.00
The Juice Press, LLC	Deli/Café/Market	\$100.00
GREEN GROCER FOOD HUB	Deli/Café/Market	\$100.00
ABC ACADEMY LLC	CHILD CARE FAC	\$30.00
MILESTONE ACADEMY	CHILD CARE FAC	\$30.00

REVIEW OF THE MARCH 2021 COMMUNICATIONS

The Board, on a motion by BM Serbay, seconded by BM Bonilla, reviewed and unanimously voted to accept the March 2021 communications.

MARCH 2021 FINANCIAL REPORTS

The Board, on a motion by BM Serbay, seconded by BM Bonilla, unanimously voted to accept the March 2021 Financial Reports.

DIRECTOR OF HEALTH AND WELFARE REPORT

The Director provided the following report to the Board:

- COVID hotline is open and taking registrations for residents who are 60 years of age or old who need help with registering and transportation, which is provided by the Essex County Transportation program. Registration will by this Monday and Tuesday from 9:30am and 11:30am by calling 973-259-3152.
- The Township is continuing to provide free COVID19 testing on the weekends from 10:30am to 3:00pm and walk ups are welcome.
- There have been many vaccinations provided and it is encouraged for those that have not had the opportunity to be vaccinated to test frequently.
- On April 18th, the first community bike and walk program, in collaboration with Police Department, will be held at 9am and is open to all residents. The route will be through the center of town and there will be many giveaways which are funded through a State grant.
- On April 28th at 6pm, there will be a virtual meeting on opioid addition which will include guest speaker Dr. Mehta. Information to this event will be posted on the Township's website.
- The Neighbor To Neighbor Network (NTNN) has received a \$10,000 grant through the ACME Foundation Nurturing Neighbor Program. This grant will help distribute vouchers to struggling residents who may partake in the farmers market or city green.

HEALTH OFFICER'S REPORT

Michael Fitzpatrick, Health Officer, reported on the following:

- Active 275 cases in Bloomfield. February 260 active cases and January 370 active cases. Decrease in active case from 370 in January to 275

active cases to date. Continued relationship with school officials on protocols and return to school guidance.

- There have been 25 new cases in the Township as of April 14th.
- The Department has re-applied for the Strengthening Vulnerable Population grant as well as the Childhood Lead Grant being extended.
- Normal course Health Department activities continue to be met.
- Homebound program to provide vaccinations has been completed. There were 30 Johnson & Johnson vaccinations administered with 5 vaccines remaining. Accomplished almost everyone on the list and outreach will occur to afford other homebound individuals with vaccinations.

COUNCIL LIAISON’S REPORT

No report.

BOARD PRESIDENT’S REPORT

No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

“Resolution #23-2021 – RATIFYING TITLE CHANGE, MODIFICATION OF HOURS WORKED or NEW HIRE BOARD OF HEALTH EMPLOYEE

The Board, on a motion by BM Serbay, seconded by BM Bonilla, opened discussion on this matter.

After discussion, the Board unanimously voted on the following Resolution:

RESOLUTION – RATIFYING TITLE CHANGE, MODIFICATION OF HOURS WORKED or NEW HIRE BOARD OF HEALTH EMPLOYEE

WHEREAS, in order to meet the obligations required by the Board of Health to carry out their current responsibilities for the Township and contracting communities, the following personal changes are recommended; and

WHEREAS, the Board of Health, by New Jersey State Statute, N.J.S.A. 26:3-19 may employ such personnel as it may deem necessary in order to maintain efficiency and productivity and fix the duties and compensation of its appointees; and

WHEREAS, the following employee(s) have demonstrated the efficiency, competency, license, and/or skills required to perform these duties:

NAME	TITLE	STEP	EFFECTIVE	EMPLOYMENT DESIGNATION
Sarah A. Shoemaker Perramant	Assistant Health Officer	Step 3	April 12, 2021	PT Provisional Hire

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Township of Bloomfield that the Board hereby accepts the aforementioned personnel changes recommended by the Director of Health and Human Services.

BE IT FURTHER RESOLVED that the Board of Health hereby authorizes the Director to take any action necessary to properly effectuate changes above in compliance with the New Jersey Department of Personnel.

*DISCUSSION - PRESENTATION ON VULNERABLE POPULATION
ASSESSMENT - KATHARINE MAURO, VULNERABLE POPULATION
COORDINATOR*

Ms. Mauro appeared virtually before the Board to provide information as it relates to impacts that affect vulnerable populations and how these impacts can be mitigated by the grant recently received by the Department. She presented to the Board a slide show outlining the various objectives that would help to effectuate the deliverables as part of the grant to effectively help the population identified.

DISCUSSION - APRICOT SOFTWARE

The Board, on a motion by BM Serbay, second by BM Bonilla, opened discussion on this matter.

Director Lore informed the Board that the APRICOT Software is a software that was previously approved by the Board for use by the Human Services Division and is up for renewal.

The Board unanimously approved to move forward with the renewal of the software.

CLOSED SESSION

The Board, on a motion by BM Serbay, seconded by BM Bonilla, unanimously voted to move to Closed Session at 7:07pm. All present voted in the affirmative.

CLOSED SESSION RESOLUTION

WHEREAS, N.J.S.A. 10:4-12 allows for a public body to go into closed session during a public meeting; and

WHEREAS, the Board of Health of the Township of Bloomfield has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

WHEREAS, this meeting of the Board of Health will reconvene immediately following the closed session,

NOW, THEREFORE BE IT RESOLVED, that the Board of Health of the Township of Bloomfield will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

	(1) Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of subsection a. of this section.
	(2) Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
	(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other

	personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
x	(4) Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
	(5) Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
	(6) Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.
	(7) Any pending or anticipated litigation or contract negotiation other than in subsection b. (4) herein in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
x	(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.
	(9) Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act or omission for which the responding party bears responsibility.

The public portion of the meeting reconvened at 7:25p.m.

APPROVAL OF CLOSED SESSION MINUTES

None

OTHER/NEW BUSINESS (continued)

Salary Ordinance (1st Reading)

The Board, on a motion by BM Serbay, seconded by BM Bonilla, approved the following ordinance on its 1st reading. The 2nd reading will occur at its next regular Board meeting:

AN ORDINANCE TO AMEND AND SUPPLEMENT AN ORDINANCE ENTITLED "AN ORDINANCE ADOPTING TITLES AND ESTABLISHING SALARY RANGES FOR OFFICERS AND EMPLOYEES OF THE BOARD OF HEALTH, TOWNSHIP OF BLOOMFIELD" IS HERETOFORE AMENDED AND SUPPLEMENTED

BE IT ORDAINED by the Board of Health of the Township of Bloomfield, New Jersey:

**Bloomfield Board of Health
Regular Meeting
Open Session
April 15, 2021**

TITLE		Effective January 1, 2020	Effective January 1, 2021	Effective January 1, 2022
Assistant Director of Personal Health Services	First Step		\$75,000	\$76,500
	Max Step		\$112,000	\$114,240
Assistant Health Officer (effective July 1, 2021)	First Step	\$69,637	\$97,521	\$99,471
	Max Step	\$112,038	\$124,487	\$126,977
Chief Registered Environmental Health Specialist Public Health (effective July 1, 2021)	First Step		\$83,441	\$85,110
	Max Step		\$112,038	\$114,279
Confidential Assistant	First Step		\$54,000	\$55,080
	Max Step		\$84,000	\$85,680
Contract Administrator 2	First Step		\$75,000	\$76,500
	Max Step		\$112,000	\$114,240
Director of Health & Welfare	First Step	121978	\$130,417	\$132,906
	Max Step	152474	\$161,523	\$164,634
Director of Health Education	First Step	\$55,000	\$93,386	\$95,254
	Max Step	\$88,000	\$110,000	\$112,200
Director Social Work	First Step	\$110,818	\$97,521	\$99,471
	Max Step	\$129,517	\$124,487	\$126,977
Field Rep Health Education	First Step		\$44,000	\$44,880
	Max Step		\$59,000	\$60,180
**Health Officer	First Step	\$95,609	\$106,515	\$108,645
	Max Step	\$131,461	\$140,090	\$142,892
Principal REHS Public Health	First Step		\$75,000	\$76,500
	Max Step		\$101,000	\$103,020
Public Health Investigator/Registrar of Vital Statistics	First Step		\$41,500	\$42,330
	Max Step		\$60,000	\$61,200

**Bloomfield Board of Health
Regular Meeting
Open Session
April 15, 2021**

Position Title (Hourly)

Seasonal Worker 2	First Step		\$20.00/hr	\$20.00/hr
	Max Step		\$20.00/hr	\$20.00/hr

Section 1. That section, "Salary Range Per Annum" of an ordinance entitled "An Ordinance Adopting Titles and Establishing Salary Ranges for Officers and Employees of the Board of Health, Township of Bloomfield" is hereby amended and supplemented so that the same shall read as follows: The following positions are hereby created and established in the Civil Service of the Board of Health, Township of Bloomfield and opposite each title and position there is established the salary range for such position.

Section 2. All employees hired after January 1, 1977 shall have a salary range of seven steps, **except those positions indicated in "Chapter 324, Officers and Employees of the Board of Health."

Section 3. Employees covered under this ordinance terminating their services with the Board of Health, shall be paid one-twelfth (1/12) of their annual salary for each complete month employed by the Board. Such employees working a part of a month shall be paid for the actual days worked in the final month of employment to be calculated at the rate of one-tenth (1/10) of the bi-weekly salary multiplied by the actual number of days worked in the final month of employment.

Section 4. All ordinances inconsistent herewith are hereby repealed.

Section 5. This ordinance shall take effect according to law.

"Resolution #24-2021 – SOCIAL WORK SUPERVISOR TITLE CHANGE

The Board, on a motion by BM Serbay, seconded by BM Bonilla, opened discussion on this matter.

After discussion, the Board unanimously voted on the following Resolution:

R E S O L U T I O N – S O C I A L W O R K S U P E R V I S O R T I T L E C H A N G E

WHEREAS, Paula Peikes, LCSW currently serves in the New Jersey Civil Service title, Social Work Supervisor, for the Board of Health of the Township of Bloomfield in the Department of Health & Human Services; and

WHEREAS, the Civil Service title, Director of Social Work is more consistent with the type of work performed by the current Social Work Supervisor; and

WHEREAS, under Civil Service rules, the title Director of Social Work is a promotion over the title Social Work Supervisor; and

WHEREAS, the Board of Health's Director of Health & Human Services recommends that Paula Peikes be placed in the title Director of Social Work according to current Civil Service procedures; and

WHEREAS, the Board of Health, by New Jersey State Statute, N.J.S.A. 26:3-19 may employ such personnel as it may deem necessary and fix the duties and compensation of its appointees; and

WHEREAS, Board of Health Ordinance, Chapter 324, Officers & Employees establishes the positions and salaries thereof for its employees; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Township of Bloomfield, New Jersey that Paula Peikes, LCSW be placed in the Civil Service Title Director of Social Work, Step 7 effective upon adoption of Ordinance #01-2021.

NOW, THEREFORE, BE IT FUTURE RESOLVED by the Board of Health of the Township of Bloomfield, New Jersey that that resolution #22-2021 and resolution #28-2017 be rescinded once the above action has been effectuated.

“Resolution #25-2021 – RATIFYING TITLE CHANGE, MODIFICATION OF HOURS WORKED or NEW HIRE BOARD OF HEALTH EMPLOYEE

The Board, on a motion by BM Serbay, seconded by BM Bonilla, opened discussion on this matter.

After discussion, the Board unanimously voted on the following Resolution:

R E S O L U T I O N – RATIFYING TITLE CHANGE, MODIFICATION OF HOURS WORKED or NEW HIRE BOARD OF HEALTH EMPLOYEE

WHEREAS, in order to meet the obligations required by the Board of Health to carry out their current responsibilities for the Township and contracting communities, the following personal changes are recommended; and

WHEREAS, the Board of Health, by New Jersey State Statute, N.J.S.A. 26:3-19 may employ such personnel as it may deem necessary in order to maintain efficiency and productivity and fix the duties and compensation of its appointees; and

WHEREAS, the following employee(s) have demonstrated the efficiency, competency, license, and/or skills required to perform these duties:

NAME	TITLE	STEP	EFFECTIVE	EMPLOYMENT DESIGNATION
Katherine A. Mauro	Health Educator	Step 3	April 19, 2021	FT temporary grant hire – not to exceed terms of grant
TBD	REHS	Step 3	TBD	Authorization to approve the hiring of an REHS candidate through the Director of Health & Welfare and memorialized at the next Board of Health Meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Township of Bloomfield that the Board hereby accepts the aforementioned personnel changes recommended by the Director of Health and Human Services.

BE IT FURTHER RESOLVED that the Board of Health hereby authorizes the Director to take any action necessary to properly effectuate changes above in compliance with the New Jersey Department of Personnel.

Resolution #26-2021 – DIRECTOR OF HEALTH EDUCATION STEP CHANGE

The Board, on a motion by BM Serbay, seconded by BM Bonilla, opened discussion on this matter.

After discussion, the Board unanimously voted on the following Resolution:

R E S O L U T I O N – DIRECTOR OF HEALTH EDUCATION STEP CHANGE

WHEREAS, Samantha Bunsu currently serves in the New Jersey Civil Service title, Director of Health Education, for the Board of Health of the Township of Bloomfield in the Department of Health & Human Services; and

WHEREAS, Board of Health Ordinance, Chapter 324, Officers & Employees establishes the positions and salaries thereof for its employees; and

WHEREAS, the Board of Health, by New Jersey State Statute, N.J.S.A. 26:3-19 may employ such personnel as it may deem necessary and fix the duties and compensation of its appointees; and

WHEREAS, based on the duties, responsibilities and education, the Board of Health’s Director of Health & Human Services recommends that Samantha Bunsu be placed in a different step within her current Title; and

**Bloomfield Board of Health
Regular Meeting
Open Session
April 15, 2021**

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Township of Bloomfield, New Jersey that Samantha Bunsu be placed in the Civil Service Title Director of Health Education, Step 3 effective upon adoption of Ordinance #01-2021.

ADJOURNMENT

The Board, on a motion by BM Serbay, seconded by BM Bonilla, unanimously voted to adjourn the March 18, 2021 Regular Meeting of the Board of Health of the Township of Bloomfield, County of Essex, State of New Jersey at 7:31 p.m.

Respectfully submitted,

Karen Lore, Director of Health and Welfare
Secretary to the Board