

REGULAR MEETING OF THE BLOOMFIELD BOARD OF HEALTH MAY 20, 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 May 20, 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	Present (video conference)
Antonia Rodriguez, Member	Absent
Denise Serbay, Member	Present (video conference)
Sarah Bonilla, Member	Present (video conference)
Council Liaison, Wartyna Davis	Present (video conference)

Also present: Karen Lore, Director of Health & Welfare (Town Hall), Michael Fitzpatrick, Health Officer (video conference) and Sarah Perramant, Assistant Health Officer (via conference).

APPROVAL OF MINUTES

The Board, on a motion by VP Mehta, seconded by BM Serbay, reviewed the April 15, 2021 *Regular Meeting* minutes.

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

PUBLIC COMMENT

None

ASSISTANT HEALTH OFFICER INTRODUCTION

Asst. HO Perramant introduced herself and addressed the Board on her background and initiatives that are being undertaken for the Department.

LICENSES PENDING APPROVAL – APRIL 2021

The Board, on a motion by VP Mehta, seconded by BM Serbay, unanimously approved the following licenses for the month of April:

Trade Name	License Class	Application Fee
YOGGIS RESTAURANT	1 Restaurant G	\$100.00
CITY GREEN INC	1 Restaurant G	Exempt

**Bloomfield Board of Health
 Regular Meeting
 Open Session
 May 20, 2021**

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
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 APRIL 2021 COMMUNICATIONS

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

APRIL 2021 FINANCIAL REPORTS

The Board, on a motion by VP Mehta, seconded by BM Serbay, unanimously voted to accept the April 2021 Financial Reports.

DIRECTOR OF HEALTH AND WELFARE REPORT

The Director provided the following report to the Board:

- 5/12- Healthy Meal in a Box, distributed 160 meal kits to Carteret and Franklin School. Goal is encouraging healthy eating by providing recipes and ingredients for families to cook a healthy meal together. Kits being provided by Tony’s Kitchen.
- Received a grant from Acme 130 days of giving- 10,000 will be distributed to residents in need for farmer’s market vouchers and gift cards. NTNN contributed another 2,000 towards the farmer’s market vouchers.
- Back to School program registration a big success, slots filled quickly. 100 kids will receive back to school supplies and new clothing provided by the National Council of Jewish Woman. Currently we are adding names to a waiting list should additional slots open up. Items will be distributed in July/August at a scheduled event.
- April 16th 2:00pm - BMAC will be hosting a zoom at 2:00 on medication safety for seniors
- Received approval to place a sign on Broad St by Civic Center that will encourage vaccination. It will also have QR code for residents to scan to get the most updated information on where to get vaccines and other resources.
- Bike/Walk program in partnership with the Bloomfield Police Department will hold its next event on June 6th (bike). There are 3 more dates left June 6th (bike), June 20th (walk) and June 27th (bike). We have received

positive feedback and believe that the Township is looking to continue after the pilot period.

- Human Services received 23 police reports this week as the partnership with the police continues to strengthen. Social Workers also attended the police de-escalation training provided to the police patrol staff. This continues to build on the working relationship with understanding of police response and social work role.
- Vulnerable grant – workgroup met on Friday. Thank you BM Sarah Bonilla for work on the committee. Workgroup is tasked with outreach strategies to encourage vaccination and provide information on resources to our most vulnerable residents. K. Mauro who is our outreach coordinator previously presented to the Board the finding from the rapid assessment conducted. A comprehensive outreach plan has also been developed.

HEALTH OFFICER'S REPORT

Michael Fitzpatrick, Health Officer, reported on the following:

- Reviewed executive orders with members and efforts to inform public on guidance.
- Bloomfield has been approved to receive J & J vaccines. 200 doses were ordered for Bloomfield. Planning meetings underway for distribution to hard to reach populations.
- Discussion are underway to see if BOH bus can be used to develop a mobile clinic.
- Update on mask mandates required by the State was provided.
- COVID19 testing continues to be available to residents on the weekends until demand decreases.

COUNCIL LIAISON'S REPORT

Councilwoman Davis commends the Board and the Department on the efforts put forth during the pandemic. She praised & thanked the employees on behalf of the community and constituents for said efforts.

BOARD PRESIDENT'S REPORT

No report.

UNFINISHED BUSINESS

Salary Ordinance (2nd Reading)

The Board, on a motion by BM Serbay, seconded by BM Bonilla, approved the following ordinance on its 2nd reading:

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

**Bloomfield Board of Health
Regular Meeting
Open Session
May 20, 2021**

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

**Bloomfield Board of Health
Regular Meeting
Open Session
May 20, 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
May 20, 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.

NEW BUSINESS

"Resolution #27-2021 – RATIFYING RESIGNATION, RETIREMENT, SEPARATION, OR TERMINATION OF TOWNSHIP EMPLOYEE/BOARD AND COMMISSION

The Board, on a motion by VP Mehta, seconded by BM Serbay, 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 RESIGNATION, RETIREMENT, SEPARATION, OR TERMINATION OF TOWNSHIP EMPLOYEE/BOARD AND COMMISSION

WHEREAS, the following employee has retired, resigned or is no longer working for the Bloomfield Board of Health:

Name	Title	Effective
Joanna Adamiak	REHS	April 23, 2021
Saharra Dixon	Health Educator	June 25, 2021

WHEREAS, the aforementioned employees have notified the Director of Health & Welfare that it is their desire to resign, retire or separate from their positions with the Board of Health of the Township of Bloomfield.

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Township of Bloomfield that the Board hereby accepts the above notices.

BE IT FURTHER RESOLVED that the Board hereby instructs the Director of Health & Welfare to complete all necessary paperwork and take other actions as necessary to properly effectuate said notices.

“Resolution #28-2021 – R E S O L U T I O N – RATIFYING TITLE CHANGE, MODIFICATION OF HOURS WORKED or NEW HIRE BOARD OF HEALTH EMPLOYEE

The Board, on a motion by VP Mehta, seconded by BM Serbay, 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	EFFECTIV E	EMPLOYMENT DESIGNATION
Bridget Cone	Public Health Investigator	Step 3	May 10, 2021	FT temporary grant hire – not to exceed terms of grant
Amy Monaco	Contract Administrator 2	Step 4	June 1, 2021	FT temporary grant hire – not to exceed terms of grant

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 #29-2021 – TELEWORK POLICY

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

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

The Board of Health of the Township of Bloomfield agrees to adopt telework policy entitled “Telework Policy for Employees of the Board of Health Township of Bloomfield” – Policy #1AC. __

ROLL CALL VOTE

BOARD MEMBERS	YES	NO	ABSTAIN	ABSENT
JOEL ELKINS, PRESIDENT	x			
DR. RUCHI MEHTA, VICE-PRESIDENT	x			
ANTONIA RODRIGUEZ, MEMBER				x
DENISE SERBAY, MEMBER	x			
SARAH BONILLA, MEMBER	x			

CLOSED SESSION

The Board, seeing no business to conduct within Closed Session, proceeded to the next item on the Regular Agenda.

APPROVAL OF CLOSED SESSION MINUTES

The Board, on a motion by VP Mehta, seconded by BM Serbay, reviewed the April 15, 2021 Closed Session Meeting minutes.

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

ADJOURNMENT

The Board, on a motion by BM Serbay, seconded by BM Bonilla, unanimously voted to adjourn the May 20, 2021 Regular Meeting of the Board of Health of the Township of Bloomfield, County of Essex, State of New Jersey at 7:19 p.m.

Respectfully submitted,

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