

RESOLUTION NO. 2014- 69

A RESOLUTION RE-ADOPTING THE BY-LAWS OF THE
COMMUNITY NURSING SERVICE, A DIVISION OF THE
DEPARTMENT OF HEALTH, CITY OF VINELAND.

BE IT RESOLVED by the City Council of the City of Vineland, that the By-Laws of the
Community Nursing Service, a Division of the Department of Health of the City of Vineland,
attached hereto and made a part hereof, be and the same are hereby approved, in accordance with
N.J.A.C. 8:42-4.1.

Adopted:

President of Council

ATTEST:

City Clerk

BY-LAWS
OF THE
COMMUNITY NURSING SERVICE
A DIVISION OF THE DEPARTMENT OF HEALTH
CITY OF VINELAND

Adopted by Resolution No. 2008-487 on August 26, 2008

ARTICLE I.

The Council of the City of Vineland shall hereinafter be referred to as the "Governing Authority." Robert's Rules of Order shall govern their deliberations.

ARTICLE II.

Section 1-Executive Power (N.J.A.C. 8:42-4.1)

The Executive Power of the governing authority for the Community Nursing Service is to assume legal responsibility for the management, operation, and financial viability of the facility. The governing authority shall be responsible, for but not limited to, the following:

Section 2-Responsibilities of the Governing Authority for Community Nursing Service:

- A. Provide services and quality of care to patients;
- B. Adopt and review written bylaws or their equivalent every two years;
- C. Develop, document and review of all policies and procedures;
- D. Establish and implement a system to identify and resolve patient and staff grievances and/or recommendations, including those relating to patient rights. Management shall report to the governing authority in a timely fashion on all actions undertaken;
- E. Convene annually, or as often as may be required and to reduce to writing, an attendance log and minutes of all meetings held by the governing authority and to retain such records as may be required;
- F. Delineate the powers and duties of all officers, members and committees, or subcommittees, of the governing authority; and
- G. Establish the qualification, membership and term of service of all officers and members of the governing authority, and institute the procedures necessary for the election, employment and appointment thereof.

Section 3-Services Provided and the Quality of Care Rendered to Patients:

Community Nursing Service is a licensed Home Health Agency of the Department of Health and Senior Services in the State of New Jersey committed to provide the following services to the citizens of Vineland: Skilled Nursing, Physical Therapy, Occupational Therapy, Speech Therapy, Master of Social Work, Certified Home Health Aides, Registered Dietician, and Respiratory Therapy.

The quality of care rendered to patients is the responsibility of the Administrator. The Administrator will present annually to the governing authority for review and approval, the Quality Assurance Plan. The Administrator shall annually, or as often as may be required, present the results and/or findings of the Quality Assurance Plan to the governing authority for review and discussion.

Section 4-Adoption and review of Bylaws Every Two Years:

The governing authority will review and approve the bylaws of the Community Nursing service every two years by resolution.

Section 5-Development and documented review of all policies and procedures:

The Administrator will review all policies and procedures annually. The Administrator will present all new or revised policies and procedures to the governing authority/city council and approval by resolution.

Section 6- System Identification To Resolve Grievances; Patient Rights.

Management shall establish a system to identify and resolve patient rights and staff grievances. This system shall include a response mechanism by management to the governing authority, indicating what action was taken: All grievances and recommendations by staff will be made to the Administrator in writing. The Administrator shall present the same to the governing authority in a timely manner. The governing authority will determine what action is to be taken by resolution. The resolution shall be sent to the Administrator for dissemination to the staff of Community Nursing Service. The governing authority will review all patient grievances pursuant to the Quality Assurance Plan and may direct the Administrator to institute remedial action or other curative activity where necessary.

Section 7-Determination and Frequency of Meetings:

The governing authority will meet annually to discuss all business affecting the Community Nursing Service. Minutes and an attendance log shall be kept on-site at Community Nursing Service and City Hall.

Section 8-Delineation of Powers and Duties:

The Council President shall serve as Chairperson for the Community Nursing Service and may appoint such other officers as may be prescribed by the BY-LAWS.

ARTICLE III.

Section 1 -Amendments

Section 1: Any member of the governing authority may propose amendments to these BY-LAWS, at any regular or adjourned meeting.

Section 2: The President of the governing authority shall appoint a special committee consisting of three members of the Council to consider the proposed amendments and any other revisions thereto.

Section 3: The special committee will present its recommendations at a regular or adjourned meeting of the Council.

Section 4: The BY-LAWS shall be amended by a majority vote of all members of Council on a role call vote.