

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
January 7, 2014**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Randi Duffie, Vice Chairperson  
Deborah Viola, Ph.D., Secretary-Treasurer  
Tom Toronto, Assistant Secretary-Treasurer  
Freeholder Joan Voss, Board Member  
Freeholder Tracy Zur, Board Member  
John M. Carbone, Esq., County Adjuster  
Mayor Vincent Barra, Board Member  
John L. Schettino, Esq., General Counsel  
Robert W. Calocino, Acting Director  
Alex Morales, Interim Management Consultant  
Michele Darmochwal, Administrative Secretary

**ABSENT:** Leah Puzzo, Board Member

A regular meeting of the Bergen County Board of Social Services was held on January 7, 2014 at 4:30 p.m. in the Board Room of the Bergen County Board of Social Services, 216 Route 17 North, Building A, Rochelle Park, New Jersey.

**PUBLIC SESSION:**

John L. Schettino, Esq., called the meeting to order. General Counsel read the notice required by the Open Public Meetings Act as follows:

"Pursuant to the Open Public Meetings Act, adequate notice of the meeting scheduled for January 7, 2014 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2014, including a notice of the scheduled time, scheduled date, and location of this meeting at the Bergen County Administrative Building, One Bergen County Plaza, Hackensack, New Jersey.
2. The mailing of this notice of the time, date, and location of this meeting to "The Record", which was published on December 7, 2013 and to the Herald News, which was published on December 7, 2013.

3. By filing of the notice of the time, date, and location of this meeting with the Bergen County Clerk, said filing having taken place on December 9, 2013.

The notice required by the “Open Public Meeting Act” was read as follows:

"Ladies and Gentlemen, the Bergen County Board of Social Services shall now exclude members of the public from the meeting for the following reason:

1. The Board shall discuss property matters involving individuals who have received assistance from the Bergen County Board of Social Services. The identification of such individuals or their property may result in a violation of their rights to privacy and may result in the loss of public funds by this agency.
2. The Board shall discuss matters which are covered pursuant to N.J.S.A. 10:4-12 (b)(1,2,3) involving individuals who have received assistance from the Bergen County Board of Social Services or who have applied for assistance. To disclose the names of such individuals would work an unwarranted invasion of their rights to privacy.
3. The Bergen County Board of Social Services shall discuss personnel matters which are specifically exempt from public meetings pursuant to N.J.S.A. 10:4-12 (b)(8).
4. The Board shall discuss matters with Counsel to the Board which matters shall fall within the attorney-client privilege and are therefore excluded from the public meeting.
5. The Board may discuss other matters pursuant to N.J.S.A. 10:4-12.

Please be advised that at the conclusion of this session, the Board shall return to a public session and the members of the public are invited to return in order to observe. Thank you.

A quorum being achieved, the Board met in Public Session.

**PUBLIC SESSION:**

**Flag Salute**

Chairman Connelly led those present in a salute to the flag.

**Roll Call**

A Roll Call was taken for Open Session:

<b>MEMBERS</b>	<b>TITLE</b>	<b>PRESENT</b>	<b>ABSENT</b>
RANDI DUFFIE	VICE CHAIRPERSON	X	
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X	
TOM TORONTO	ASST. SEC-TREASURER	X	
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER	X	

FREEHOLDER JOAN VOSS	BOARD MEMBER	X	
FREEHOLDER TRACY ZUR	BOARD MEMBER	X (Via-Teleconference)	
LEAH PUZZO	BOARD MEMBER		X
MAYOR VINCENT BARRA	BOARD MEMBER	X	
WILLIAM CONNELLY	CHAIRPERSON	X	

**(a) Reorganization/Election of Officers**

A motion to sponsor William Connelly as Chairperson was offered by Mrs. Duffie, seconded by Mayor Barra, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X (Via-Teleconference)			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

A motion to sponsor Randi Duffie as Vice-Chairperson was offered by Chairman Connelly, seconded by Dr. Viola, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X (Via-Teleconference)			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

A motion to sponsor Deborah Viola as Secretary-Treasurer was offered by Mayor Barra, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X (Via-Teleconference)			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

A motion to sponsor Tom Toronto as Assistant Secretary-Treasurer was offered by Chairman Connelly, seconded by Dr. Viola, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER			X	
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X (Via- Teleconference)			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

**Open Public Comment Period**

A motion to open the Open Public Comment Period, for a three-minute limit with the option of speaking again, was offered by Dr. Viola, seconded by Mayor Barra, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X (Via- Teleconference)			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

There being no public comments, a motion to close the Open Public Comment Period was offered by Mr. Carbone, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X (Via- Teleconference)			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

**Action Items:**

**Resolutions:**

**CLOSED SESSION:**

The Board will go into Closed Session to discuss items as set forth on the agenda to discuss personnel matters, Closed Session minutes of 12/03/13, litigation, and office lease negotiations and location. The Board will be in Closed Session for approximately 45 minutes. Official action may be taken by the Board once they exit Closed Session and reopen the meeting. The doors will reopen when they resume in Open Session and may take further action. The minutes from the Closed Session will be available to the public once the items have been resolved or no longer requires the minutes to be held and not distributed to the public. A motion to approve Resolution 2014.1.07 (1) and to go into Closed Session was offered by Mr. Toronto, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X (Via- Teleconference)			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

The Board went into Closed Session at approximately 4:52 p.m.

**OPEN SESSION:**

The Board reconvened in Open Session at approximately 6:08 p.m.

Chairman Connelly returned to the Board Room.

**Oath of Office for New Members**

Freeholder Joan Voss and Freeholder Tracy Zur were sworn in.

**Adoption of Minutes:**

**(a) Open Session Minutes December 3, 2013**

No discussion. A motion to adopt the Open Session Minutes of December 3, 2013 was offered by Mr. Toronto, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER			X	
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER			X	
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

WILLIAM CONNELLY	CHAIRPERSON			X	
------------------	-------------	--	--	---	--

**Treasurer’s Report:**

**(a) Bills List:**

A discussion ensued. A motion to approve the Bills List was offered by Mr. Toronto, seconded by Freeholder Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

**(b) Schedule of Vouchers:**

A discussion ensued. A motion to approve the Schedule of Vouchers was offered by Freeholder Zur, seconded by Dr. Viola, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

**Acting Director’s Report:**

**(a) Monthly Reports – Statistical & Financial:**

A snapshot of caseload and expenditures was provided to the members for the month of November. A discussion followed.

**(b) Memoranda to the Board**

Mr. Morales reported the Hackensack General Assistance Office will be closing on February 1, 2014. The City of Hackensack adopted a resolution on December 30, 2013 transferring the responsibility of the General Assistance program to the BCBSS. Currently, the City of Hackensack’s General Assistance caseload consists of 92 families. Of these, approximately 84 families are current Food Stamp recipients with the BCBSS. In regard to the BCBSS Annual Toy Drive, the Board received significant contributions from staff, Board Members, and members of the community. Also, the staff held a fundraiser to collect funds to help the victims of the Philippines

that suffered from the devastation of Typhoon Haiyan. BCBSS staff donated \$1,000 to the relief effort. The latest current program statistics from the State of New Jersey Department of Human Services were provided to the Board. The implementation of Case Banking and the reorganization of the intake and redetermination process are currently in process. The agency hosted a Domestic Violence training seminar on December 6, 2013 to enable staff to better assist victims of domestic violence. Three new interns will begin training at the agency in January 2014. One new intern will work in the Fraud, Intake, and Redetermination units.

In regard to scanning, Mr. Morales met with the state. Currently, the agency can only scan new cases. The agency cannot scan in old files until approximately June 2014. The Board will try to get an exemption and the State Legislative Delegation to act on the Board’s behalf in order to try to get some kind of dispensation. Mr. Morales will forward correspondence to Freeholders Zur and Voss detailing the report. Mr. Morales advised a phone conference was held with the state, and he was told this cannot be done at this time. The potential issue is if the Board cannot get a waiver we will have to come up with 10,000 sq. ft. The Board is going to request to be prioritized in a rollout. Mr. Morales will forward a copy of the State’s rollout plan. A motion to authorize a letter to the State Legislators to ask that the BCBSS be prioritized and that they change where the BCBSS is on the rollout based on the 10,000 sq. ft. cost to the taxpayers of New Jersey and the United States was offered by Freeholder Zur, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

**Chairman’s Report:**

Chairman Connelly reported he attended Staff Appreciation Day. In regard to the Adopt-a-Family Program, he could not believe the amount of work that was put into this program. He expressed it was outstanding and very impressive. The Chairman welcomed back Freeholders Voss and Zur to the Board and wished everyone a Happy and Healthy New Year.

**Committee Reports:**

**(a) Welfare, Fraud, and Abuse Committee**

Freeholder Voss reported from December 1, 2013 through December 31, 2013 the agency received Medicaid recoveries in the amount of \$15,528. In December, the agency referred nine cases to the Prosecutor's Office. In these nine cases combined the agency is seeking \$26,354 in restitution. In regard to 2013 statistics, the total number of Fraud investigations completed for existing

customers was 260. Claims established for existing cases is 199 and the total Front End Investigations completed is 367, resulting in a 55% denial rate of all cases referred. Freeholder Voss expressed the need for more staff in the Fraud Department.

**(b) Audit & Budget Committee**

Mr. Toronto reported prior to this afternoon’s Board Meeting the committee along with Mr. Calocino, Mr. Morales, and Mr. Modery interviewed the respondents for the RFQ for Auditor. A phone conference will take place. At the February Board Meeting, the Board will choose an Auditor along with the entire slate of Professionals for CY2014.

**(c) Building & Grounds Committee**

Mayor Barra reported the committee had a discussion in Closed Session and that there is nothing to report in Open Session.

**OLD BUSINESS:**

**(a) Discussion regarding CY2014 Meeting Dates**

A motion to authorize meeting dates for CY2014 was offered by Freeholder Zur, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

Mayor Barra left the meeting at 6:45 p.m.

**NEW BUSINESS:**

**(a) Discussion regarding Xerox Proposal**

A motion to enter into a lease agreement for one high capacity copier from Xerox Corporation was offered by Mr. Toronto, seconded by Freeholder Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER				X
WILLIAM CONNELLY	CHAIRPERSON	X			



**(b) Next Board Meeting Date – Thursday, January 23, 2014 @ 4:30 p.m.**

The next meeting is scheduled for **Thursday, January 23, 2014** at 4:30 p.m.

A motion to discuss and approve Resolution 2014.1.07 (2) Adopting a Non-Fair and Open Process for Retention of Professionals and Consultants for CY2014 was offered by Dr. Viola, seconded by Mr. Toronto, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER				X
WILLIAM CONNELLY	CHAIRPERSON	X			

A motion to discuss and approve Resolution 2014.1.07 (3) Approving Negotiation of Lease Agreement was offered by Dr. Viola, seconded by Vice-Chairwoman Duffie, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER				X
WILLIAM CONNELLY	CHAIRPERSON			X (Recusal No Vote)	

A motion to adopt the Closed Session Minutes of December 3, 2013 was offered by Freeholder Voss, seconded by Mr. Toronto, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER			X	
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER			X	
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER				X
WILLIAM CONNELLY	CHAIRPERSON			X	

A motion to hire a part-time Human Services Aide was offered by Mr. Toronto, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER				X
WILLIAM CONNELLY	CHAIRPERSON	X			

With no further business to conclude, a motion to adjourn the meeting at approximately 6:50 p.m. was offered by Mr. Toronto, seconded by Freeholder Voss, and unanimously approved.

Respectfully submitted,



Robert W. Calocino  
Acting Director