

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
March 4, 2014**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Randi Duffie, Vice Chairperson  
Deborah Viola, Ph.D., Secretary-Treasurer  
John M. Carbone, Esq., County Adjuster  
Freeholder Joan Voss, Board Member  
Freeholder Tracy Zur, Board Member  
Leah Puzzo, Board Member  
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:** Tom Toronto, Assistant Secretary-Treasurer

A regular meeting of the Bergen County Board of Social Services was held on March 4, 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 March 4, 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 January 13, 2014 and to the Herald News, which was published on January 13, 2014.
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 January 10, 2014.

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:

MEMBERS	TITLE	PRESENT	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 go out of order on the agenda to specifically address Old Business, the discussion regarding RFQ submittals, 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			

## **OLD BUSINESS:**

### **(a) RFQ's for Professionals for CY2014**

A motion to open discussion for Auditor 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			

A suggestion was made that the Auditor be changed every five (5) years. Chairman Connelly presented this question to the Auditors during the interviews and the firms advised they have clients five, ten, and fifteen years. The Board discussed selecting the Ferraioli, Wielkotz, Cerullo & Cuva firm with the ability to change one of the Principals. A discussion followed.

A motion to close discussion for Auditor 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			

A motion to hire the firm including Steve Wielkocz as Auditor was offered by Vice-Chairwoman Duffie, 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			

A motion to open discussion for General Counsel 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			
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

The Board discussed that John Schettino, Esq., has done a good job particularly on the lease. He was very thorough and got involved with a lot of issues. Mr. Carbone discussed that Mr. Schettino is excellent. He has demonstrated a commitment to the Board like any attorney he has not seen here before.

A motion to close discussion for General Counsel 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			
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

A motion to nominate John Schettino, Esq., as General Counsel was offered by Freeholder Voss, seconded by Mrs. Puzzo, 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 discussion ensued regarding a letter from General Counsel dated 2/07/14 to the Board regarding 2014 RFQs. A motion to re-open and re-advertise an RFQ for the position of Labor Counsel was offered by Mr. Carbone, 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			

Vice-Chairwoman Duffie discussed the Nelson-Patterson Insurance Agency, Inc. She is familiar with their work in other areas. She believes they are innovative. They continue to pay close attention to our coverage, new trends. She has been very satisfied with their work at BCBSS, as well as, their work for the Borough of New Milford. Mayor Barra agreed. He discussed he has had that same experience with them. They have been very innovative and very involved in Allendale. He

thought they did an excellent job. A discussion followed. A motion to nominate Acrisure as Insurance Consultant was offered by Freeholder Voss, 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			

A motion to return to the regular order on the agenda 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			

**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 Mayor Barra, 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			

For the record, Freeholders Voss and Zur left the meeting at 5:03 p.m.

**William Oserin – Englewood, NJ**

Mr. Oserin addressed the Board about the impending move. He stated that he heard a rumor about the Board placing employees in a bull pen or a large open room, which he thought is a very bad idea. He thought it would be in the Board's best interest to give the employee's their own work space so they can be as productive as feasible. He expressed and discussed his concerns.

Through the Chairman, Mayor Barra responded to Mr. Oserin's comments. He advised he does not know where Mr. Oserin got this information from because the Board hasn't even started the process yet with the space planners to put together a space plan. He discussed the security of the staff will be infinitely better than it is now. A discussion followed.

Vice-Chairwoman Duffie suggested, going forward, to post some configurations on where some particular departments will be to include the staff.

**Maria Aberasturi – Teaneck, NJ**

Ms. Aberasturi discussed that March is National Social Work month. She discussed this agency has a department that provides social services and social work services. Since the floor plan has not been set across the street yet, she thought it was important to keep in mind that the Board has staff here who are going to have different needs because they are Social Workers than other departments who may have a higher volume and more calculation and more specific work in the agency.

**Danielle Piccione – Mahwah, NJ**

Ms. Piccione addressed Mayor Barra and the comments he previously made regarding security. She discussed that she knows a lot of other counties employ County police officers or security of some other type. She asked the Mayor if he could expand on what he meant by the increase in security for the employees.

Through the Chairman, Mayor Barra responded to Ms. Piccione's comments. He discussed the intent is to not have customers go up and down in the elevators to different floors. He discussed the committee looked at Social Security and they are going to try to use something like their office. It still has to be worked out but it will be much more secure than it is now.

Through the Chairman, Mr. Morales reported that the Bergen County Police Dept. has generously agreed to review what we have been doing and work with us on security.

**Pat Kreagar – Elmwood Park, NJ**

Ms. Kreagar expressed her concern for staff who are mobility challenged that must be on the 1<sup>st</sup> floor if there is an emergency in the new building.

Through the Chairman, Mayor Barra suggested periodically updating the staff on how the Board is progressing.

**Lenore Titus – Maywood, NJ**

Ms. Titus, Switchboard Operator, asked if any BCBSS customers have called the Freeholders complaining about how long it takes to get through on the telephone to the agency. She discussed an issue that is occurring with the Board, at which time she had co-workers present stand up to support her statements. She explained the issue with the Customer Service Department. She discussed the antiquated telephone system that terminates calls on hold after a period of time. She explained the operators are not hanging up on anyone and that it is the system itself. In addition, she discussed cases being denied for verifications because the staff cannot get to the cases soon enough.

Mr. Carbone advised that these are problems that need to come up the chain of command. He advised that employees must report their concerns to their supervisor and then the supervisor will address Mr. Morales. He discussed letting Mr. Morales approach the Board with the problem and a suggested solution. If an employee’s supervisor does not report it to Mr. Morales then the employee should report it to Mr. Morales but let Mr. Morales approach the Board with the problem and what the suggested solution is. He suggested employees put their problem in writing. Mr. Carbone explained action cannot be taken because it was not addressed in the above manner.

A motion to close the Open Public Comment Period was offered by Mr. Carbone, 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			

**Adoption of Minutes:**

**(a) Open Session Minutes February 4, 2014**

No discussion. A motion to adopt the Open Session Minutes of February 4, 2014 was offered by Mayor Barra, seconded by Mrs. Puzzo, 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. At the Board’s request, attorneys will submit two (2) bills, a stub bill and a detailed bill. A motion to approve the Bills List was offered by Mayor Barra, 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			

**(b) Schedule of Vouchers:**

A discussion ensued. A motion to approve the Schedule of Vouchers was offered by Mayor Barra, 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 January. A discussion ensued regarding the Call Volume Report. Mayor Barra discussed he would like to see a year-by-year comparison on this report.

**(b) Memoranda to the Board**

Mr. Morales reported a BCBSS Social Worker received a commendation from the Honorable Judge Doyne for the work that he did on behalf of the plaintiff. In addition, another Social Worker at BCBSS received a commendation. The transfer of Hackensack General Assistance went very smoothly. The Case Banking Committee will meet again the week of March 3<sup>rd</sup> to discuss the evaluation and improvement process. On February 11, 2014 the agency was certified for DIMS and the agency is going before the State Records Committee on March 20, 2014 for official certification. In regard to the Institutional Intake Unit Re-Engineering Team, a work group has been established to re-engineer the work practices in this unit and they will be meeting for the 1<sup>st</sup> time on Friday.

**Chairman's Report:**

Chairman Connelly commended the Building & Grounds committee for the time they put in for searching for a building. He expressed his concern about the chain of command and how people are filtering their information up through the ranks to Administration. The chain of command is very important but it has to be followed properly. He is hoping that staff's concerns are being heard at staff meetings and that people feel they are being heard and that they are being addressed. If their concerns are being addressed and they are following the chain of command he has no issue. If they aren't following the chain of command the Chairman and the Board would have an issue with that. He wants to make sure that management is following that chain of command. In regard to the committees, the Chairman left them all the same; however, he advised if anyone wanted to make a change to please let him know.

**Committee Reports:**

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

Mrs. Puzzo reported from 2/01 – 2/28/14, the agency received Medicaid recoveries in the amount of \$8,182. Since the last report, the agency referred seven (7) cases to the Prosecutor's Office. In these cases combined, the agency is seeking \$15,934 in restitution.

**(b) Audit & Budget Committee**

Dr. Viola thanked the committee for their efforts in interviewing the RFQ respondents for Auditor. Now that an Auditor has been retained, the committee will probably ask to meet with them and follow through with Mayor Barra's decision to ask the Principals to assign the BCBSS with a new set of eyes.

**(c) Building & Grounds Committee**

Mayor Barra reported we do not have a plan as of yet nor have we started a plan as of yet. The committee has already started discussions with a couple of phone providers. A meeting is scheduled for March 17, 2014 with a couple of providers to discuss options. There is a considerable lead time on the service provider in getting it installed in the building. The committee will be coming back to the Board with more information at the next Board Meeting. Once the architects and

the space planners start to put together a plan, the Board will sit down with them. Mr. Morales is going to participate in all of the meetings at the new building. The Board will start having preliminary discussions with the space planners and the architects and then they will start including everybody into the process.

## **NEW BUSINESS:**

### **(a) Discussion regarding moving checklist task list**

Mr. Morales discussed and distributed a preliminary moving checklist task list that we are going to start. The architects will be at the new building on Friday to look at the space and they will also be looking at this office. A preliminary meeting was held. They wanted to know how many employees we had, the department structure, etc. The committee recommended the second floor be designated as the interview/public contact area. They will be making recommendations. On Friday, they are also planning to visit the Social Security office in Hackensack. Mr. Morales already received some preliminary needs of some departments. Mr. Morales reported that he and Mr. Calocino planned to do employee meetings this month but it may be held off until next month so they have something to look at when they have those meetings.

In regard to the list, Dr. Viola suggested putting an anticipated “move date” or “hold the date” and then follow-up because a lot of people may be on vacation. She also suggested a link on the BCBSS website with updates posted as information comes out for the staff and public.

### **(b) Discussion and approval of phone provider**

It was discussed that both phone providers are on state contract. The proposals will *not* be marked confidential and it will be made known, upfront, that both proposals will be exchanged with their competitor to critique and criticize.

### **(c) Discussion regarding procuring space for temporary File Room**

At the committee’s request, Mr. Morales sent out an e-mail to the County Administrator asking if there is any space at the county for our temporary file storage area for the year. If the county does not have space, then the Board will need to procure space for up to approximately one (1) year.

### **(d) Discussion and update regarding Case Banking**

This item will be discussed in Closed Session.

### **(e) Discussion regarding Departmental Structure**

This item will be discussed in Closed Session.

### **(f) Next Board Meeting Date – Thursday, March 20, 2014 @ 4:30 p.m.**

The next meeting is scheduled for **Thursday, March 20, 2014** at 4:30 p.m. The Chairman asked why the Board would need to have a second meeting this month and if there was something that was time sensitive. Mayor Barra advised the committee is scheduled to meet with

Verizon and Lightpath on 3/17/14. At that time, Mayor Barra will find out if the 3/20/14 Board Meeting is necessary. If the meeting is not necessary, the second meeting scheduled this month, on 3/20/14, will be cancelled.

**Action Items:**

**Resolutions:**

In regard to Resolution 2014.03.04 (2) – Approving RFQ for Professionals (Auditor, General Counsel, Labor Counsel, Insurance Consultant). This item was previously acted upon.

In regard to Resolution 2014.03.04 (3) – Approving CY2014 Budget. This item was discussed. The budget information was included in everyone's packet. Mr. Morales asked the Board for their consideration and approval of the budget. It was discussed that this Board does not approve or disapprove the budget. The administration submits a budget to the Bergen County Freeholders who approves or disapproves. The Board only makes a recommendation. It was discussed that no vote is required on this item. The Board agreed the budget is fine and that administration should move forward with the budget process. In addition, for next year the agency is anticipating a very large increase in Medicaid due to the Affordable Care Act. In order to process redeterminations in CY2015, the agency will need to hire approximately ten (10) new part-time workers to process those cases. Mr. Morales recognized and thanked Mr. Luppino at the County for his efforts and advised the Board he was outstanding to work with on the budget.

The Board discussed whoever is making the budget presentation to the Board of Chosen Freeholders, must tell the Freeholders and explain that next year that rental concession of \$500,000.00 is back in the budget, and we are going to see an increase. The Board discussed the Freeholders need to understand in the lease negotiation we negotiated concessions, which don't require us to pay rent. The Board is not sure what the effect will be next year but there will be no concessions on rent next year. Mr. Morales explained one of the talking points will be the \$500,000.00 was already benefited this year. He doesn't want them to think they are going to get a huge windfall next year when it is not going to be there.

In regard to Resolution 2014.03.04 (4) – Approving Personnel Requests. There were no personnel requests; therefore, no action was taken on this item.

**CLOSED SESSION:**

The Board will go into Closed Session to discuss items as set forth on the agenda to discuss personnel matters, a second-step grievance, Closed Session minutes of 2/04/14, litigation, as well as, professional contracts and office lease negotiations and location. The Board will be in Closed Session for approximately 30 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 discuss and approve Resolution 2014.03.04 (1) Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12 and to go into Closed Session 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
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON	X			

The Board went into Closed Session at approximately 6:15 p.m.

**OPEN SESSION:**

The Board reconvened in Open Session at approximately 6:30 p.m.

A motion to adopt the Closed Session Minutes of February 4, 2014 was offered by Mayor Barra, 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	

A motion to approve the reorganization, as detailed in the memo regarding department restructure, was offered by Mr. Carbone, 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			
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A motion to dismiss the grievance with prejudice for failure for the grievant and the representative to appear after having received written notice of the hearing scheduled for tonight was offered by Mr. Carbone, 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			

A motion for reconsideration of the appointment of Auditor was offered by Mr. Carbone, seconded by Dr. Viola. A discussion followed, at which time Mr. Carbone withdrew his motion.

With no further business to conclude, a motion to adjourn the meeting at approximately 6:45 p.m. was offered by Mr. Carbone, seconded by Mrs. Puzzo, and unanimously approved.

Respectfully submitted,



Robert W. Calocino  
Acting Director