

**Minutes of the Meeting
of the
Bergen County Board of Social Services
April 14, 2015**

PRESENT: William E. Connelly, Jr., Chairperson
Deborah Viola, Ph.D., Secretary-Treasurer (Arrived Late)
Tom Toronto, Assistant Secretary-Treasurer
John E. Ten Hoeve, Jr., Esq., County Adjuster
Freeholder Thomas J. Sullivan, 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: Randi Duffie, Vice Chairperson
Freeholder Tracy Zur, Board Member
Leah Puzzo, Board Member

A regular meeting of the Bergen County Board of Social Services was held on April 14, 2015 at 4:30 p.m. in the 5th Floor Break Room of the Bergen County Board of Social Services, 218 Route 17 North, 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 April 14, 2015 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2015, 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 February 9, 2015 and to the Herald News, which was published on February 9, 2015.

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 February 5, 2015.

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

County Adjuster Ten Hoeve led those present in a salute to the flag.

Roll Call

A Roll Call was taken for Open Session:

MEMBERS	TITLE	PRESENT	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X	
RANDI DUFFIE	VICE CHAIRPERSON		X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER		X
TOM TORONTO	ASST. SEC.-TREASURER	X	

COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X	
FREEHOLDER TRACY ZUR	BOARD MEMBER		X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER	X	
LEAH PUZZO	BOARD MEMBER		X
MAYOR VINCENT BARRA	BOARD MEMBER	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 Mr. Toronto, seconded by Mayor Barra, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

There being no public comment, a motion to close the Open Public Comment Period was offered by Mayor Barra, seconded by Mr. Toronto, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

Chairman Connelly went out of order on the agenda because Steve Wielkotz and Sean Ferguson from the Wielkotz firm were present. Mr. Wielkotz provided a pre-audit presentation to the Board. Messrs. Wielkotz and Ferguson discussed the agency’s audit process. Their pre-audit presentation concluded at approximately 4:41 p.m. at which time they left the meeting. For the benefit of the new Members on the Board, a copy of last year’s audit will be forwarded to Freeholder Sullivan and County Adjuster Ten Hoeve.

Adoption of Minutes:

(a) Open Session Minutes of March 3, 2015

A motion to adopt the Open Session Minutes of March 3, 2015 was offered by Mayor Barra, seconded by Mr. Toronto, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
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WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER			X	
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER			X	
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

Treasurer’s Report:

(a) Bills List:

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

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

(b) Schedule of Vouchers:

A discussion ensued. A motion to approve the Schedule of Vouchers and the return of the rent payments to the Schedule of Vouchers list was offered by Mayor Barra, seconded by Mr. Toronto, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

For the record, Dr. Viola arrived at approximately 4:51 p.m.

Administration Report:

(a) Monthly Reports – Statistical & Financial:

A snapshot of caseload and expenditures was provided to the members for the month of February.

(b) Memoranda to the Board

Mr. Morales reported after meeting with the Rochelle Park Fire Marshall over the last few months the evacuation plans for the building have been finalized. The agency is continuing its outreach efforts. Mrs. Yacoub met with staff from the Martin Luther King, Jr., Senior Center in Hackensack to assist their staff in submitting online applications for customers there. The agency received a large number of applications from a Korean Church in the community. A Pastor was filling out applications for families in need. Most of the applicants did not speak English. Staff met with the Pastor and agreed to set up an additional outreach site in Palisades Park. Mrs. Yacoub has been in close contact with the Pastor to meet their needs. The Pastor has provided Korean translators. This arrangement is currently working out very nicely. In regard to the new process for Interim Reporting Forms (IRF's) in March 625 were processed under the new automated process and in April there were 628 automated cases. The State has approved scanning for new cases. The agency has submitted a request to become certified. To date, the agency has not received certification to scan recertifications. In regard to storage, the agency contacted the county but they only had a small space available for storage so the Board will continue to utilize the Bergenfield Woodbine facility, which is budgeted through the end of this year.

Chairman's Report:

Chairman Connelly reported that Financial Disclosure Statements must be filed by April 30, 2015. Dr. Viola mentioned that she never received a statement; therefore, Mrs. Darmochwal advised that she would call the County to ensure that they have her current contact information on file.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

In Vice-Chairwoman Duffie's absence, Chairman Connelly reported from March 1, 2015 through March 31, 2015 the agency received Medicaid recoveries in the amount of \$62,883.32. One (1) case was forwarded to the Prosecutor's Office seeking \$31,936.91 in restitution.

(b) Audit & Budget Committee

For the benefit of Freeholder Sullivan and County Adjuster Ten Hoeve, Mr. Toronto explained that the Agency enables approximately a half billion dollars in benefits that flow into the hands of people in need in the community at an expense of roughly \$30 million dollars to manage that process, maybe down a little bit to about \$28.5 million dollars, now due to the rent adjustment. The agency received a tremendous decrease in expense associated with the move from the "216" building to the "218" building. Mr. Toronto further explained when you think about that approximately \$28.5 million dollars, roughly one third is paid by the County taxpayer and the remainder comes as a fee from the State government and Federal government for processing activity, enrollment, and case management support that is provided by the agency. This year, the budget submitted was less than last years.

(c) **Building & Grounds Committee**

Mayor Barra reported that he and Mr. Morales met with the Construction Manager. The landlord advised that he is going to install an entire new roof to address the leaks. A date has not yet been secured. Provisions will be discussed with the landlord regarding noise control. Previously, the landlord had a lot of work done during the weekend. Mayor Barra will follow-up with the landlord regarding when the installation will take place.

OLD BUSINESS:

(a) **Pre-Audit Presentation by Auditor**

This item was previously addressed.

(b) **Discussion regarding Insurance Consultants RFQ Submittals**

A discussion ensued. The Board will add this item to the May 5, 2015 agenda at which time a vote will be taken to appoint an Insurance Consultant in response to the RFQ.

NEW BUSINESS:

(a) **Next Board Meeting Date – Tuesday, May 5, 2015 @ 4:30 p.m.**

The next Board Meeting is scheduled for **Tuesday, May 5, 2015** at 4:30 p.m. at the “218” building.

A motion to discuss and approve Resolutions (a) through (hh) pulling “g” was offered by Mr. Toronto, seconded by Dr. Viola, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

Action Items:

Resolutions:

- (a) 2015.4.14(1) – Resolution Approving Revised Release with Hoffman Property Management, Inc./Route 17 Investments, LLC
- (b) 2015.4.14(2) – Resolution Approving Amended Affiliation Agreement with Bergen Regional Medical Center
- (c) 2015.4.14(3) – Resolution Approving Professional Services Agreement with General Counsel
- (d) 2015.4.14(4) – Resolution Approving Professional Services Agreement with Labor Counsel

- (e) 2015.4.14(5) – Resolution Approving Professional Services Agreement with Auditor
- (f) 2015.4.14(6) – Resolution Authorizing the Departmental Structure of the BCBSS
- (g) 2015.4.14(7) – Resolution Authorizing Renewal of Contract with Delta Dental for One Year
- (h) 2015.4.14(8) – Resolution Approving Purchase of Mental Health First Aid Training Manuals
- (i) 2015.4.14(9) – Resolution Approving Sale or Disposition of Surplus Computers
- (j) 2015.4.14(10) – Resolution Authorizing the Hiring of One Human Service Specialist 3
- (k) 2015.4.14(11) – Resolution Authorizing the Hiring of One Human Service Specialist 3
- (l) 2015.4.14(12) – Resolution Authorizing the Hiring of One Human Service Specialist 3
- (m) 2015.4.14(13) – Resolution Authorizing the Hiring of One Human Service Specialist 3
- (n) 2015.4.14(14) – Resolution Authorizing the Hiring of One Full Time Human Service Aide
- (o) 2015.4.14(15) – Resolution Authorizing the Hiring of One Full Time Human Service Aide
- (p) 2015.4.14(16) – Resolution Authorizing the Hiring of One Part Time Human Service Aide
- (q) 2015.4.14(17) – Resolution Authorizing the Hiring of One Part Time Human Service Aide
- (r) 2015.4.14(18) – Resolution Authorizing the Hiring of One Assistant Administrative Supervisor of Income Maintenance
- (s) 2015.4.14(19) – Resolution Authorizing the Hiring of One Assistant Administrative Supervisor of Income Maintenance
- (t) 2015.4.14(20) – Resolution Authorizing the Hiring of One Full Time Human Service Specialist 1
- (u) 2015.4.14(21) – Resolution Authorizing the Hiring of One Full Time Human Service Specialist 1
- (v) 2015.4.14(22) – Resolution Authorizing the Hiring of One Full Time Human Service Specialist 1
- (w) 2015.4.14(23) – Resolution Authorizing the Hiring of One Part Time Human Service Aide
- (x) 2015.4.14(24) – Resolution Authorizing the Hiring of One Part Time Human Service Aide
- (y) 2015.4.14(25) – Resolution Authorizing the Hiring of One Full Time Human Service Specialist 1
- (z) 2015.4.14(26) – Resolution Authorizing the Hiring of One Full Time Human Service Aide
- (aa) 2015.4.14(27) – Resolution Authorizing the Hiring of One Part Time Human Service Aide
- (bb) 2015.4.14(28) – Resolution Authorizing the Hiring of One Part Time Human Service Aide
- (cc) 2015.4.14(29) – Resolution Authorizing the Hiring of One Full Time Human Service Specialist 1
- (dd) 2015.4.14(30) – Resolution Authorizing the Hiring of One Full Time Human Service Specialist 1
- (ee) 2015.4.14(31) – Resolution Authorizing the Hiring of One Full Time Human Service Specialist 1
- (ff) 2015.4.14(32) – Resolution Authorizing the Hiring of One Records Support Technician
- (gg) 2015.4.14(33) – Resolution Authorizing the Hiring of One Part Time Human Service Aide
- (hh) 2015.4.14(35) – Resolution Approving Purchase of Alpha 5 Database Software Upgrade
- (ii) 2015.4.14(36) – Resolution 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

CLOSED SESSION:

The Board will go into Closed Session to discuss matters involving contracts, personnel, litigation, and closed session minutes. The minutes from the Closed Session will be available to the public once the items have been resolved or no longer require the minutes to be held and not distributed to the public. The Board will be in Closed Session for approximately 30 minutes. The meeting will then resume and reopen the meeting to the public and the Board make take further action on the items that were discussed in Closed Session.

A motion to discuss and approve Resolution (ii) 2015.4.14(36) 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 and to go into Closed Session was offered by Freeholder Sullivan, seconded by Mr. Toronto, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

The Board went into Closed Session at approximately 5:15 p.m.

OPEN SESSION:

The Board reconvened in Open Session at approximately 6:00 p.m.

A motion to approve Resolution (g) Authorizing Renewal of Contract with Delta Dental for One (1) Year was offered by Dr. Viola, seconded by Mr. Toronto, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

A motion to approve the Closed Session Minutes was offered by Dr. Viola, seconded by Mr. Toronto, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			

RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER			X	
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

A motion to approve the April Personnel Requests was offered by Dr. Viola, seconded by Mr. Toronto, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

A motion to approve a 60-day extension for the Interim Management Consultant and Acting Director was offered by Dr. Viola, seconded by Mr. Toronto, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

With no further business to conclude, a motion to adjourn the meeting at approximately 6:05 p.m. was offered by Mr. Toronto, seconded by Dr. Viola, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER	X			
TOM TORONTO	ASST. SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
FREEHOLDER THOMAS SULLIVAN	BOARD MEMBER	X			
LEAH PUZZO	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. W. Calocino". The signature is written in a cursive style with a long, sweeping underline.

Robert W. Calocino
Acting Director