

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
July 7, 2015**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Randi Duffie, Vice Chairperson  
Deborah Viola, Ph.D., Secretary-Treasurer (Arrived Late)  
John E. Ten Hoeve, Jr., Esq., County Adjuster  
Freeholder Tracy Zur, Board Member  
Freeholder Thomas J. Sullivan, Board Member (Arrived Late)  
Mayor Vincent Barra, Board Member  
Joseph A. Barreto, 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  
Ritzy Morales-Diaz, Board Member

A regular meeting of the Bergen County Board of Social Services was held on July 7, 2015 at 4:30 p.m. in the 5<sup>th</sup> 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 July 7, 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 January 2, 2015 and to the Herald News, which was published on January 2, 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 December 30, 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**

Mayor Barra led those present in a salute to the flag.

For the record, Freeholder Zur was present but stepped out of the room.

### **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
MAYOR VINCENT BARRA	BOARD MEMBER	X	
JOSEPH A. BARRETO	BOARD MEMBER	X	
RITZY MORALES-DIAZ	BOARD MEMBER		X

The Board observed a moment of silence in remembrance of Lillian Gonzalez, an employee of the Board, who recently passed away.

**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
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
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

A motion to close the Open Public Comment Period was offered by Mr. Barreto, seconded by Vice-Chairwoman Duffie, 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
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

For the record, Freeholder Zur returned to the Board Meeting.

**Adoption of Minutes:**

**(a) Open Session Minutes of June 2, 2015**

A motion to adopt the Open Session Minutes of June 2, 2015 was offered by Mayor Barra, seconded by County Adjuster Ten Hoeve, 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
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

The Chairman went out of order on the agenda. At this time, Lizette Parker, Temporary Supervisor of Social Work, provided a departmental presentation of the Service Department to the Board. Ms. Parker explained that the Social Service Department provides a wide array of services to families and adults who reside in Bergen County. The department administers 11 programs, which are divided into four units. They staff 28 professionals and 7 clerical support staff. (A handout was distributed and entered into the record)

For the record, Dr. Viola arrived at approximately 4:36 p.m.

For the record, Freeholder Sullivan arrived at approximately 5:42 p.m.

**Treasurer’s Report:**

**(a) Bills List:**

A discussion ensued. A motion to approve the Bills List was offered by Freeholder Zur, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

**(b) Schedule of Vouchers:**

A discussion ensued. The Board gave approval for postage to be moved from the Bills List to the Schedule of Vouchers. A motion to approve the *revised* Schedule of Vouchers was offered by Mayor Barra, seconded by Freeholder Zur, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

**(c) Discussion regarding Medicaid Reimbursement**

Mr. Morales reported that it appears the Medicaid match which is currently 50% federal/50% County for our expenses is going to switch to 75%/25% so it will be 25% county match and it is going to be retroactive to at least October 1, 2014. This means there will be some additional monies coming from the federal government into the agency which will reduce the county share. Mr. Modery added that at the last Fiscal Officers meeting, the state discussed that they have approval back to October 2014. They also said, off the record, the number for the entire state, 21 counties, is about \$8 million dollars a quarter so that is going to be broken up based on Medicaid caseloads throughout the counties.

**Administration Report:**

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

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

**(b) Memoranda to the Board**

Mr. Morales reported that a promotional examination for HSS1 was given and a list was generated. There are about nine names on this list. This will allow the agency to utilize the list to promote employees currently in the HS Aide title to HSS1 rather than hire non-employees as was the practice in the past. In addition, the agency in consultation with CWA Local #1089, has also requested that an open competitive test be held for the HSS1 position so that clerical staff, who are not eligible to sit for the promotional exam because it is not considered in line, will have an opportunity to be considered for these positions without first having to become a Human Service Aide. The agency requested, and the State approved, to have the title of Human Service Aide considered a related title to Social Service Technician to create a new path for promotion into the Social Work field for current staff. Social Service Technician is roughly equivalent to HSS1. The agency will now request a promotional exam for Social Service Technician. Current Human

Services Aides with one year of experience will be eligible to sit for the examination. The first Mental Health First Aid training class was held on June 9 and 10. There are two additional training classes scheduled in July and another two groups of classes of trainees in August. Additional classes will be scheduled to ensure that all BCBSS staff receives training this year. Mr. Morales met with representatives of the Garfield Health Dept. to discuss ways to provide better access to services to the residents of Garfield. Mr. Morales reached out to Freeholders DeNicola and Zur to see if a One Stop event can be held once a month in Garfield. He discussed that we will pilot in Garfield and if it works we will expand to other towns throughout the county.

### **Chairman's Report:**

Chairman Connelly reported the wait time on the telephones is unacceptable. This issue is something that the agency and Board are aware of and are working on it trying to get it to an acceptable level for everyone. In addition, the Chairman toured the permanent space and it is currently being remodeled. Hopefully, within 60 days we will have additional room for staff. The Chairman discussed this afternoon's department overview was very informative.

### **Committee Reports:**

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

Vice Chairwoman Duffie reported from June 1, 2015 through June 30, 2015 the agency received Medicaid recoveries in the amount of \$44,582.18. For the first six months of the year the agency has received recoveries in the amount of \$215,685.22. There were no cases forwarded to the Prosecutor's Office in June; however, one case was presented to the Grand Jury on June 30th. In addition, Vice Chairwoman Duffie expressed that the Fraud Department needs a car to perform investigations. Freeholder Zur mentioned that she already spoke to someone in the county about this request and will follow up.

#### **(b) Audit & Budget Committee**

No report.

#### **(c) Building & Grounds Committee**

In regard to the permanent space, Mayor Barra reported that they are saying September 1, 2015 but he thinks it will be more like October 1, 2015. Rent will not be paid until the landlord turns over the entire space at one time.

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

#### **(a) Service Department Presentation – Lizette Parker**

This item was previously addressed.

**(b) Next Board Meeting Date – Tuesday, August 4, 2015 @ 4:30 p.m.**

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

**Action Items:**

**Resolutions:**

- (a) 2015.7.07 (1) – Resolution Authorizing the Hiring of One (1) Provisional Administrative Supervisor of Social Work
- (b) 2015.7.07 (2) – Resolution Authorizing the Hiring of One Human Service Specialist 3
- (c) 2015.7.07 (3) – Resolution Authorizing the Advertisement of Employment for One (1) Full Time Human Service Specialist 1
- (d) 2015.7.07 (4) – Resolution Authorizing the Advertisement of Employment for One Full Time Human Service Aide
- (e) 2015.7.07 (5) – Resolution Authorizing the Advertisement of Employment for One (1) Part Time Human Service Aide or Full Time or Part Time Keyboarding Clerk or Full Time or Part Time Clerk
- (f) 2015.7.07 (6) – Resolution Authorizing the Advertisement of Employment for Four (4) Temporary Full Time Records Support Technicians
- (g) 2015.7.07 (7) – Resolution Authorizing the Advertisement of Employment for One (1) Part Time Records Support Technician
- (h) 2015.7.07 (8) – Resolution Approving Professional Services Agreement with Insurance Consultant
- (i) 2015.7.07 (9) – Resolution Approving Advertising Bid for Security Guard Services
- (j) 2015.7.07(10) – 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

A motion to approve Resolutions (a) (b) (c) (d) (e) (f) (g) and (i), as amended, to include an onsite supervisor in regard to Security Guard Services was offered by Vice-Chairwoman Duffie, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

Acrisure will be asked to come before the Board to prepare an insurance presentation to the Board. A motion to approve Resolution (h) was offered by Freeholder Zur, 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			
MAYOR VINCENT BARRA	BOARD MEMBER		X		
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

In regard to Resolution (i) 2015.7.07 (9) Authorizing the bid for Security Guard Services, the Board agreed that the bid will be revised to require an onsite Security Guard Supervisor.

A motion to discuss and approve Resolution (j) 2015.7.07 (10) 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 Vice-Chairwoman Duffie, seconded by Freeholder Zur, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

The Board went into Closed Session at approximately 5:45 p.m.

**CLOSED SESSION:**

The Board will go into Closed Session to discuss matters involving personnel, litigation, closed session minutes of June 2, 2015, as well as, issues dealing with the lease premises. 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 one half hour. The meeting will then resume and reopen the meeting to the public and the Board make take further action.



**OPEN SESSION:**

The Board reconvened in Open Session at approximately 6:25 p.m.

A motion to approve the Closed Session Minutes was offered by Freeholder Zur, seconded by Vice-Chairwoman Duffie, 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	
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALEZ-DIAZ	BOARD MEMBER				X

With no further business to conclude, a motion to adjourn the meeting at approximately 6:26 p.m. was offered by Freeholder Sullivan, seconded by Freeholder Zur, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALEZ-DIAZ	BOARD MEMBER				X

Respectfully submitted,



Robert W. Calocino  
Acting Director