

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
September 1, 2015**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Randi Duffie, Vice Chairperson  
Tom Toronto, Assistant Secretary-Treasurer  
Freeholder Thomas J. Sullivan, Board Member  
John E. Ten Hoeve, Jr., Esq., County Adjuster  
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:** Deborah Viola, Ph.D., Secretary-Treasurer  
Freeholder Tracy Zur, Board Member  
Ritzy Morales-Diaz, Board Member

A regular meeting of the Bergen County Board of Social Services was held on September 1, 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 September 1, 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**

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
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

### Committee Assignments

A motion to accept the committee assignments was offered by Vice-Chairwoman Duffie, seconded by Mr. 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

### Open Public Comment Period

Chairman Connelly requested a motion to open the meeting for public comment. A motion to open the Open Public Comment Period, for a three-minute limit with the option of speaking again, was offered by Mr. Barreto, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

Chairman Connelly asked if there were any members of the public who wished to address the Board.

As there were no members of the public wishing to address the Board, Chairman Connelly requested a motion to close the Open Public Comment Period of the Open Session. A motion to close the Open Public Comment Period was offered by Vice-Chairwoman Duffie, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

**Presentation of Child Support & Paternity Unit**

Jim Fuhrman; Supervisor of the Child Support & Paternity Unit, and Mitchell I. Steinhart, Esq., in-house Counsel, provided an overview of the Child Support & Paternity Unit.

**Adoption of Minutes:**

**(a) Open Session Minutes of August 4, 2015**

Chairman Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session Minutes of August 4, 2015 was offered by Mayor Barra, seconded by Mr. Barreto, 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

**Treasurer’s Report:**

**(a) Bills List:**

Chairman Connelly requested a motion to approve the Bills List. A motion to approve the Bills List was offered by Vice-Chairwoman Duffie, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

**(b) Schedule of Vouchers:**

Chairman Connelly requested a motion to approve the Schedule of Vouchers. A motion to approve the Schedule of Vouchers 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

**Administration Report:**

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

A snapshot of caseload and expenditures were provided to the members for the month of July. The Acting Director reported a drop in Medicaid because the state is taking back approximately 7/8,000 cases to give to vendors. This is a statewide initiative that began with the Affordable Care Act. Once the agency gets caught up with their work, cases will be given back. The Intake Unit has only 25 Medicaid cases overdue. The agency is making progress, but we are not there yet when it comes to redets. In comparison to other agencies, the BCBSS is with the majority.

**(b) Memoranda to the Board**

Mr. Morales reported that Mental Health First Aid training continues. Two courses were offered in August, two more will be given in September and this initiative will continue until all staff is trained. Contact was made with the Municipal Clerks Association to schedule and attend a meeting to discuss services that the BCBSS can provide to the towns. Administration is currently trying to get on the October agenda since December is their holiday luncheon and the following meeting isn't until February 2016. The Board approved the hiring of another CWEP at the last meeting so that will be our fifth on the job training contract this year. The agency's reimbursements for those wages

will total almost \$51,000 for the year. Freeholder Sullivan inquired about the CWEP. Mr. Morales explained the CWEP is a permanent person who was in the Community Work Experience Program. The Community Work Experience Program is for individuals who receive either Food Stamps or TANF and are sometimes required to perform work. If you hire these individuals, they are eligible for wage reimbursement through OJT. Mr. Morales is currently working on changing the agency's website so that it is easier for the customers to go through. A sample was provided for the Board to review. Mr. Morales would like to move forward with redesigning the agency's website in English, Spanish, and Korean. Although Mr. Morales did the mock up and the language, the I.T. Department will be doing the updating. Mr. Morales would like individuals from outside of the agency who are disassociated with the agency to review the website and provide their feedback. In addition, Mr. Morales reported that changes are being implemented in the Emergency Assistance Unit. The supervisor of Emergency Assistance has been working on that based on some of the successful models that were implemented in Income Maintenance. We will be doing a model similar to case banking there. Once we have a couple of new hires for interview positions, which the Board is considering for today, and if the Board approves them we will actually have intake for emergency assistance at the Bergen County Housing, Health and Human Services Center. We would also like to setup a similar program at Shelter our Sisters, which is now the Center for Hope and Safety, where we will be doing their Intake also. In regard to the Food Stamps timeliness rate update, for July and August, the threshold is 95% and the agency is at 97.93%. We were at 99.58% for expedited Food Stamps. In regard to Family Care, the agency was down to 28 late cases last week. The most recent is 25 overdue cases. Family Care intake is almost 100% timely.

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

Chairman Connelly discussed setting up a tour of the Bergen County Housing, Health and Human Services Center for the Board Members. The Chairman asked if the BCBSS staff is still coordinating with the Bergen County Housing, Health and Human Services Center to provide intake at their center. Mr. Morales discussed the agency wants to add a General Assistance intake for Emergency Assistance. At the present time, those customers come to the BCBSS but there is no need for them to come here. This was previously addressed for the General Assistance population at the Bergen County Housing, Health and Human Services Center but there is a whole separate process for Emergency Assistance, which the agency is also going to do there. The Chairman expressed corresponding and coordinating with other departments is very important. In addition, the Chairman reported that there have been some issues with the air conditioning in the "218" building which are being addressed and looked into. A meeting is scheduled for 1:00 p.m. tomorrow to address the temperature in the building. The Chairman discussed outreach and the importance of reaching out to the communities. It was suggested that administration reach out and contact the Secretary of the Bergen County Association of Mayors to schedule a presentation regarding services that the BCBSS can provide to the municipalities in Bergen County.

## **Committee Reports:**

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

Vice Chairwoman Duffie reported from August 1, 2015 to August 31, 2015 the agency received Medicaid recoveries in the amount of \$11,507.31. There were three (3) cases forwarded to the Prosecutor's office in August seeking recoveries in the amount of \$11,477. The agency has initiated the Client Integrity Project with the State and Federal governments. The program is designed to investigate food stamp trafficking by agency customers at retailers who have been disqualified by the FNS. The agency has received the first set of referrals involving four (4) customers. These investigations have been initiated. In addition, Vice Chairwoman Duffie pleaded for a car to provide to the BCBSS investigators. It was suggested that Mr. Morales contact the Prosecutor's Office to see if they can donate a car that has been confiscated and whether they would be willing to provide a vehicle to the BCBSS. Freeholder Sullivan thought Freeholder Zur was working on this matter. He suggested looking into this and possibly sending a letter to the Prosecutor advising a car is needed for the BCBSS to investigate field work fraud for all programs.

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

No report.

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

Mayor Barra reported a meeting was held with the landlord on August 20, 2015 because of their problems with having the permanent space delivered to the BCBSS in a timely fashion. Since there are contractual issues, this discussion will be held in Closed Session.

## **OLD BUSINESS:**

## **NEW BUSINESS:**

### **(a) Presentation of Child Support & Paternity Unit**

This item was previously addressed.

### **(b) Discussion regarding results of Security Guard Services Bid**

General Counsel reported one (1) bid was submitted by Wisdom Protective Services with all the required documents. Wisdom submitted a bid in the amount of \$14.80 per hour for Security Guard and \$15.00 per hour for Supervisor. The Board discussed providing a 30-day extension to the current security provider's contract. The Board agreed to discuss this item further in Closed Session.

### **(c) Next Board Meeting Date – Tuesday, October 6, 2015 @ 4:30 p.m.**

Chairman Connelly stated that the next Board Meeting is scheduled for **Tuesday, October 6, 2015** at 4:30 p.m. at the "218" building.

**Action Items:**

**Resolutions:**

- (a) 2015.9.01 (1) – Resolution Authorizing the Hiring of One Full Time Social Service Technician
- (b) 2015.9.01 (2) – Resolution Authorizing the Hiring of One Part Time Human Service Aide
- (c) 2015.9.01 (3) – Resolution Authorizing the Hiring of One Part Time Human Service Aide
- (d) 2015.9.01 (4) – Resolution Approving Amendment to Interlocal Agreement with the County of Bergen
- (e) 2015.9.01 (5) – Resolution Approving Disposal of Office Equipment
- (f) 2015.9.01 (6) – Resolution Approving Purchase of Printers, Monitors, and Scanners
- (g) 2015.9.01 (7) – Resolution Authorizing Public Bidding for Queue System
- (h) 2015.9.01 (8) – 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) 2015.9.01 (1) through (g) 2015.9.01 (7) was offered by Mr. Toronto, seconded by Mr. Barreto, 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 discuss and approve Resolution (h) 2015.8.04 (8) 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 Mr. Toronto, seconded by Freeholder Sullivan, 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 5:13 p.m.

**CLOSED SESSION:**

General Counsel stated the Board will go into Closed Session to discuss matters involving litigation, leases, contracts, personnel, and Closed Session minutes of August 4, 2015. 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 20 minutes. The meeting will then resume and reopen the meeting to the public and the Board make take further action with respect to items listed on this afternoon’s agenda.

**OPEN SESSION:**

The Board reconvened in Open Session at approximately 5:45 p.m.

Chairman Connelly requested a motion to keep U.S. Security Associates through Friday, October 16, 2015. A motion to keep U.S. Security Associates through Friday, October 16, 2015 was offered by Freeholder Sullivan, 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

Chairman Connelly requested a motion to approve the Closed Session Minutes of August 4, 2015. A motion to approve the Closed Session Minutes 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	
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALEZ-DIAZ	BOARD MEMBER				X

Chairman Connelly requested a motion to adjourn the meeting. With no further business to conclude, a motion to adjourn the meeting at approximately 5:45 p.m. was offered by Vice-Chairwoman Duffie, seconded by Freeholder Sullivan, 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

Respectfully submitted,



Robert W. Calocino  
Acting Director