

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
June 7, 2016**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Deborah Viola, Ph.D., Secretary-Treasurer  
Tom Toronto, Assistant Secretary-Treasurer  
Freeholder Tracy Zur, Board Member  
Freeholder Joan Voss, Board Member  
John E. Ten Hoeve, Jr., Esq., County Adjuster  
Mayor Vincent Barra, Board Member  
Joseph A. Barreto, Board Member  
Ritzy Morales-Diaz, 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

A regular meeting of the Bergen County Board of Social Services was held on June 7, 2016 at 4:30 p.m. in the 4<sup>th</sup> Floor Board 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 June 7, 2016 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2016, 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 6, 2015 and to the Herald News, which was published on December 6, 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 3, 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:**

Chairman Connelly chaired the meeting.

**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 JOAN VOSS	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 Freeholder Zur, 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 JOAN VOSS	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER	X			

**Dominick Scalcione – Elmwood Park, N.J.**

Mr. Scalcione, a retired supervisor with 30 years’ service, introduced himself to the Board. He encouraged the Board to look beyond the day-to-day issues and have a vision for the future. Mr. Scalcione discussed in August 2011, the Board appointed an Acting Director. In November 2012, the former Chairman announced the appointment of an Interim Management Consultant. Neither the former Chairman nor any Board Members could have imagined then that we would be here today, after five years, without a permanent Director. This issue has been raised before the Department of Personnel and he is sure, it will be again. In the meantime, the agency continues to lose knowledgeable committed senior staff due to retirement. Some in the normal course of reaching planned separation dates and others because they believe they are not being treated with dignity nor given a voice in management decisions. Yet, these same senior staff is essential to a seamless transition to a new permanent Director. The Board Members are aware that agency assistance programs, budgets, and labor contracts are broad, complex and no one person is capable of absorbing and managing the entire agency. He believes it’s evident that not enough information filters back to

Board Members. Many staff feel that they are not being treated with dignity and respect. Mr. Scalcione discussed his and the agency's accomplishments at the Bergen County Board of Social Services.

**Maria Aberasturi – Teaneck, N.J.**

Ms. Aberasturi, Supervisor of the Adult Protective Services program, discussed June is Elder Abuse Awareness Month and Elder Abuse Awareness Day is on Wednesday, June 15, 2016. People are encouraged to wear purple to raise awareness about Elder Abuse. We at the Board have been the Adult Protective Services provider since Adult Protective Services was a pilot program. In 1989, the Bergen County Board of Social Services became the sole Adult Protective Services provider once a law was passed. Ms. Aberasturi reported on the amount of referrals and investigations completed by the Adult Protective Services unit. Ms. Aberasturi expressed the need to raise awareness of Elder Abuse and the need for services. If someone believes someone is being exploited or at risk of Elder Abuse, they should call the Adult Protective Services program in the county that the elder resides in. In Bergen County, the telephone number is: (201) 368-4300 or 1 (800) 624-0275. A certified Adult Protective Services' Social Worker is available 24 hours a day, 7 days a week, and 365 days a year, to take referrals.

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 Mrs. Morales-Diaz, 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 JOAN VOSS	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER	X			

**Adoption of Minutes:**

**(a) Open Session Minutes of May 10, 2016**

Chairman Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session Minutes of May 10, 2016 was offered by Mrs. Morales-Diaz, 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 JOAN VOSS	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 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 JOAN VOSS	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 Mr. Toronto, seconded by Mrs. Morales-Diaz, 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 JOAN VOSS	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER	X			

Mr. Modery reported that the agency’s Auditor would like to start the audit next week. The Board expressed they would like to meet with the Auditor after the audit is complete.

## **Administration Report:**

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

A snapshot of caseload and expenditures were provided to the members for the month of April.

### **(b) Memoranda to the Board**

Mr. Morales reported that the state is going to go back to October 2013 for the Medicaid reimbursement of 75%. The Agency's Fiscal Officer and his staff have been in touch with the County regarding the storage space in Bergenfield. The County has identified space at the Armory in Lodi that they can make available to the Bergen County Board of Social Services. The agency will need to enter into an Interlocal Agreement or a Shared Services Agreement in order to do this. In the near future, management will come back to the Board to request an extension for Bergenfield until the end of the year, which is a three-month extension. The agency will be purging as much as possible before this move. The agency will pay the County something for the space but there will be substantial savings. In regard to Mental Health First Aid Training, two training classes were held in May. Two additional classes have been scheduled for June and July. These next two classes should complete the initial training of all staff. The Mental Health First Aid training will then be incorporated into the new hire process. In regard to outreach, the agency is coordinating with the County to establish an outreach schedule at County Hall. On Saturday, May 7, 2016, the agency participated in the Borough of Fair Lawn's Veteran's Information and Outreach Fair. Yvonne Jordan, an Assistant Administrative Supervisor in the Program Management Department, has been temporarily re-assigned to the Service Department. This will serve as an oversight and reporting mechanism for the Service Department. All Service Department Supervisors will report to Ms. Jordan until further notice. In the next 60 days, Mr. Morales will reach out to the Personnel Committee to discuss this position and how to move forward. In regard to the Timeliness Update, in April and May, the agency was at 99.36% for 30-day processing for Food Stamps, 100% for expedited, and there were a total 243 pending Family Care Cases with zero late. Medicaid is timely too!

## **Committee Reports:**

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

Freeholder Voss reported from May 1 through May 31, 2016 the agency received Medicaid recoveries in the amount of \$3,210.83. No new cases were referred to the Prosecutor's Office during the month of May.

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

Mr. Toronto reported that the final budget numbers including a lower county share is included in everyone's packet.

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

Mayor Barra reported in regard to storage, there will be more details in the future.

## **OLD BUSINESS:**

## **NEW BUSINESS:**

### **(a) Next Board Meeting Date**

Chairman Connelly announced the next Board Meeting is scheduled for **Tuesday, July 5, 2016**, at 4:30 p.m. at the “218” building.

## **Action Items:**

### **Resolutions:**

- (a)2016.6.07 (1) - Resolution Approving Amendment to Lexis Nexis Account
- (b)2016.6.07 (2) - Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (c)2016.6.07 (3) - Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (d)2016.6.07 (4) - Resolution Authorizing the Hiring of One Human Service Specialist 1
- (e)2016.6.07 (5) - Resolution Authorizing the Hiring of One Human Service Specialist 1
- (f)2016.6.07 (6) - Resolution Authorizing the Hiring of One Part Time Records Support Technician 1
- (g)2016.6.07 (7) - Resolution Authorizing the Hiring of One Part Time Records Support Technician 1
- (h)2016.6.07 (8) - Resolution Authorizing the Hiring of One Part Time Records Support Technician 1
- (i)2016.6.07 (9) - Resolution Authorizing the Hiring of One Full Time Human Service Aide
- (j)2016.6.07 (10) -Resolution Authorizing the Hiring of One Full Time Human Service Aide
- (k)2016.6.07 (11) -Resolution Authorizing the Hiring of One Full Time Human Service Aide
- (l)2016.6.07 (12) -Resolution Authorizing the Hiring of One Full Time Human Service Aide
- (m)2016.6.07 (13) -Resolution Approving Disposal of Office Equipment
- (n)2016.6.07 (14) -Resolution Approving Extending Affiliation Agreement with Holy Name Hospital
- (o)2016.6.07 (15) -Resolution Approving Extending Affiliation Agreement with Hackensack University Medical Center
- (p)2016.6.07 (16) -Resolution Approving Extending Affiliation Agreement with Englewood Hospital & Medical Center
- (q)2016.6.07 (17) -Resolution Approving Extending Affiliation Agreement with Bergen Regional Medical Center
- (r)2016.6.07 (18) -Resolution Approving Amended 2016 Budget
- (s)2016.6.07 (19) -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) through (r) 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 JOAN VOSS	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALEZ-DIAZ	BOARD MEMBER	X			

A motion to discuss and approve Resolution (s) 2016.6.07 (19) 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 Zur, seconded by Freeholder Voss, 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 JOAN VOSS	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER				
RITZY MORALEZ-DIAZ	BOARD MEMBER	X			

The Board went into Closed Session at approximately 5:11 p.m.

**CLOSED SESSION:**

General Counsel stated the Board will go into Closed Session to discuss personnel matters, Closed Session minutes of May 10, 2016, negotiations, and a grievance hearing. 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 with respect to matters dealing with the Bergen County Board of Social Services.

**OPEN SESSION:**

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



**Closed Session Minutes of May 10, 2016**

Chairman Connelly requested a motion to adopt the Closed Session Minutes. A motion to adopt the Closed Session Minutes of May 10, 2016 was offered by Dr. Viola, 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 JOAN VOSS	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 extend the Acting Director and Interim Management Consultant's terms for another 90 days to September 30, 2016. A motion to extend the Acting Director and Interim Management Consultant's terms for another 90 days to September 30, 2016 was offered by Dr. Viola, seconded by Mrs. Morales-Diaz, 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 JOAN VOSS	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 affirm the decision of the Hearing Officer regarding the grievance. A motion to affirm the decision of the Hearing Officer regarding the grievance was offered by Mrs. Morales-Diaz, 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 JOAN VOSS	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 6:05 p.m. was offered by Dr. Viola, 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 JOAN VOSS	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