

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
April 4, 2017**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Ritzy Morales-Diaz, Secretary-Treasurer (Arrived Late)  
Erin Delaney, Assistant Secretary-Treasurer  
Freeholder Tracy Zur, Board Member  
Freeholder Mary Amoroso, Board Member  
John E. Ten Hoeve, Jr., Esq., County Adjuster  
Elaine K. Meyerson, Board Member  
John L. Schettino, Esq., General Counsel  
Robert W. Calocino, Acting Director  
Michele Darmochwal, Administrative Secretary

**ABSENT:** Randi Duffie, Vice Chairperson

A regular meeting of the Bergen County Board of Social Services was held on April 4, 2017 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 April 4, 2017 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2017, 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, 2017 and to the Herald News, which was published on January 13, 2017.

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 11, 2017.

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:

<b>MEMBERS</b>	<b>TITLE</b>	<b>PRESENT</b>	<b>ABSENT</b>
WILLIAM CONNELLY	CHAIRPERSON	X	
RANDI DUFFIE	VICE CHAIRPERSON		X
RITZY MORALEZ-DIAZ	SECRETARY TREASURER		X
ERIN DELANEY	ASST. SECRETARY TREASURER	X	
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X	

FREEHOLDER TRACY ZUR	BOARD MEMBER	X	
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X	
ELAINE K. MEYERSON	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 Amoroso, seconded by Freeholder Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALES-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

**Lenore Titus – Maywood, N.J.**

Ms. Titus, an employee of the Bergen County Board of Social Services, commented on an issue with cleanliness in the restroom and kitchen on Floor 5. Ms. Titus suggested someone speaking to the cleaning service to address the cleanliness issue.

Chairman Connelly inquired about the cleaning procedure. Mr. Calocino discussed that the restroom on the 5<sup>th</sup> floor is cleaned at least three times per day between 10:00 a.m. and 2:00 p.m. and staff are not always picking up after themselves when using the kitchen. It was suggested posting more signage asking staff to remove their items etc. to avoid a continuation of this issue. The Chairman instructed Mr. Calocino to look into this matter with the cleaning service and address this issue and report back to the Board at next month’s Board Meeting.

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 Mr. Ten Hoeve, seconded by Freeholder Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALES-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

**Adoption of Minutes:**

**(a) Open Session Minutes of March 7, 2017**

Chairman Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of March 7, 2017 was offered by Freeholder Zur, seconded by Freeholder Amoroso, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALEZ-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER			X	
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER			X	
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

For the record, Ritzy Moralez-Diaz arrived at approximately 4:39 p.m.

**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 Mrs. Moralez-Diaz, seconded by Ms. Delaney, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALEZ-DIAZ	SEC-TREASURER	X			
ERIN DELANEY	ASST SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	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 Freeholder Zur, seconded by Mrs. Moralez-Diaz, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALEZ-DIAZ	SEC-TREASURER	X			
ERIN DELANEY	ASST SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

## **Administration Report:**

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

A snapshot of caseload and expenditures were included in each of the Board Member's packet for the month of February.

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

The Acting Director reported that Premier Comfort was on site on two (2) occasions and worked on correcting the temperature issues on Floor 4 in the building. The Acting Director and Fiscal Officer are scheduled to meet with the Building Management team next week to review building issues. General Counsel sent a letter to BFI Furniture who indicated that replacement parts for the chairs are being delivered. The Agency website design overhaul has been completed and was sent out to the Board Members for their review. A security buzzer system is in the process of being installed on Floor 4 and should be completed by next month. The former Labor Counsel submitted the Employee Handbook for review. The agency will host Bring your Sons and Daughters to Work Day on Thursday, April 27, 2017.

### **Chairman's Report**

The Chairman discussed the importance of correctly using the security buzzer system when installed. In regard to the building, the Chairman requested that when the Acting Director meets with the landlord to make sure everything is documented and followed up on because there are a few issues and it is important that they get straightened out.

## **Committee Reports:**

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

In Vice Chairwoman Duffie's absence, Chairman Connelly reported from March 1 to March 31, 2017 the agency received Medicaid recoveries in the amount of \$12,810.32. No new cases were referred to the Prosecutor's Office during the month of March.

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

The agency's budget hearing is scheduled to be held with the Board of Freeholders on Thursday, April 13, 2017 from 10:00 a.m. through 10:30 a.m. It was noted that the Audit & Budget Committee is comprised of Vice Chairwoman Duffie, Erin Delaney, and Ritzy Moralez-Diaz.

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

This item was previously discussed.

## **OLD BUSINESS:**

**NEW BUSINESS:**

**(a) Next Board Meeting Date**

The next Board Meeting is scheduled for Tuesday, May 2, 2017 at 4:30 p.m. in the 4<sup>th</sup> floor Board Room.

**Action Items:**

**Resolutions:**

- (a) 2017.4.04 (1) – Resolution Approving Professional Services Agreement with Insurance Consultant
- (b) 2017.4.04 (2) – Resolution Approving Xerox Replacement Copier Machine
- (c) 2017.4.04 (3) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (d) 2017.4.04 (4) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (e) 2017.4.04 (5) – Resolution Authorizing the Advertisement of Employment for One (1) Temporary Full Time Assistant Administrative Supervisor of Social Work
- (f) 2017.4.04 (6) – Resolution Authorizing the Advertisement of Employment for Two (2) Temporary Full Time Records Support Technician 1
- (g) 2017.4.04 (7) – Resolution Authorizing the Advertisement of Employment for One (1) Temporary Full Time Social Work Supervisor
- (h) 2017.4.04 (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 discuss and approve Resolutions (a) through (g) was offered by Mrs. Morales-Diaz, seconded by Ms. Delaney, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALEZ-DIAZ	SEC-TREASURER	X			
ERIN DELANEY	ASST SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

A motion to discuss and approve Resolution (h) 2017.4.04 (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 Freeholder Amoroso, seconded by Ms. Delaney, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALEZ-DIAZ	SEC-TREASURER	X			

ERIN DELANEY	ASST SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

The Board went into Closed Session at approximately 4:51 p.m.

**CLOSED SESSION:**

General Counsel stated the Board will go into Closed Session to discuss the Closed Session minutes of March 7, 2017 and matters involving personnel, litigation, and contracts. 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 at which time the meeting will then resume and reopen the meeting to the public. The Board may take further public action with respect to matters dealing with the Bergen County Board of Social Services and will finish the rest of the business on the agenda.

**OPEN SESSION:**

The Board reconvened in Open Session at approximately 5:10 p.m.

A motion to extend Delta Dental through May 31, 2017 was offered by Mrs. Morales-Diaz, seconded by Freeholder Amoroso, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALEZ-DIAZ	SEC-TREASURER	X			
ERIN DELANEY	ASST SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

A motion to extend the Acting Director's term through June 6, 2017 was offered by Freeholder Zur, seconded by Mrs. Morales-Diaz, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALEZ-DIAZ	SEC-TREASURER	X			
ERIN DELANEY	ASST SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

A motion to reconsider Labor Counsel’s original bill was offered by Freeholder Amoroso, seconded by Mrs. Morales-Diaz, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALES-DIAZ	SEC-TREASURER	X			
ERIN DELANEY	ASST SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

A motion to pay Labor Counsel, minus the travel expense, was offered by Mr. Ten Hoeve, seconded by Freeholder Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALES-DIAZ	SEC-TREASURER	X			
ERIN DELANEY	ASST SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

A motion to adopt the Closed Session Minutes of March 7, 2017 was offered by Freeholder Amoroso, seconded by Freeholder Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALES-DIAZ	SEC-TREASURER			X	
ERIN DELANEY	ASST SEC-TREASURER			X	
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER			X	
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	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 5:12 p.m. was offered by Mrs. Morales-Diaz, seconded by Freeholder Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY MORALES-DIAZ	SEC-TREASURER	X			
ERIN DELANEY	ASST SEC-TREASURER	X			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			



<b>FREEHOLDER MARY AMOROSO</b>	<b>BOARD MEMBER</b>	<b>X</b>			
<b>ELAINE K. MEYERSON</b>	<b>BOARD MEMBER</b>	<b>X</b>			

Respectfully submitted,



Robert W. Calocino  
Acting Director