

**Minutes of the Meeting
of the
Bergen County Board of Social Services
September 5, 2017**

PRESENT: William E. Connelly, Jr., Chairperson
Ritzy A. Morales-Diaz, Secretary Treasurer (Arrived Late)
Erin N. Delaney, Assistant Secretary Treasurer (Arrived Late)
Freeholder Tracy S. Zur, Board Member (Arrived Late)
Freeholder Mary J. 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 M. Darmochwal, Administrative Secretary

ABSENT: Randi Duffie, Vice-Chairperson

A regular meeting of the Bergen County Board of Social Services was held on September 5, 2017 at 4:30 p.m. in the 4th 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., General Counsel to the Board, called the meeting to order and 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 5, 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:

Chairman William E. Connelly chaired the meeting.

Flag Salute

Chairman William E. 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 E. CONNELLY	CHAIRPERSON	X	
RANDI DUFFIE	VICE CHAIRPERSON		X

RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER		X
ERIN N. DELANEY	ASST. SECRETARY TREASURER		X
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X	
FREEHOLDER TRACY S. ZUR	BOARD MEMBER		X
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X	
ELAINE K. MEYERSON	BOARD MEMBER	X	

Open Public Comment Period

Chairman William E. 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 Mary J. Amoroso, seconded by John E. Ten Hoeve, Jr., Esq., and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER				X
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER				X
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

For the record, Freeholder Tracy S. Zur arrived at approximately 4:36 p.m.

Lillian Milanes, Human Services Specialist 3, Bergen County Board of Social Services

Ms. Milanes discussed the need for an active shooter protocol and metal detector.

Chairman William E. Connelly advised everyone that safety is always first. The Chairman clarified that a metal detector was obtained but it was specifically for the “216” building; not the “218” building. Security was well thought out when the current building space was designed.

Chairman William E. 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 John E. Ten Hoeve, Jr., Esq., seconded by Freeholder Tracy S. Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER				X
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

For the record, Erin N. Delaney arrived at approximately 4:38 p.m.

Adoption of Minutes:

(a) Open Session Minutes of August 1, 2017

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of August 1, 2017 was offered by John E. Ten Hoeve, Jr., Esq., seconded by Freeholder Tracy S. Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

For the record, Ritzy A. Moralez-Diaz arrived at approximately 4:40 p.m.

Treasurer's Report:

(a) Bills List:

Chairman William E. Connelly requested a motion to approve the Bills List. A motion to approve the Bills List was offered by Ritzy A. Moralez-Diaz, seconded by Erin N. Delaney, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER	X			
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

The Fiscal Officer reported that the Auditor is planning to attend the October 3, 2017 Board Meeting, at which time he will submit the final annual 2016 Audit.

(b) Schedule of Vouchers:

Chairman William E. Connelly requested a motion to approve the Schedule of Vouchers. A motion to approve the Schedule of Vouchers was offered by Freeholder Tracy S. Zur, seconded by Freeholder Mary J. Amoroso, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
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WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER	X			
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. 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 July. Robert W. Calocino discussed that there was a decrease in the caseloads as follows: 19 cases in Temporary Assistance to Needy Families, 203 cases in the Supplemental Nutrition Assistance Program, and 91 cases in General Assistance. It was noted that there was an increase of 286 in Medicaid cases. Robert W. Calocino mentioned that the agency is meeting our goals and processing our cases in a timely fashion. The Division of Family Development statistics that were provided to the Board also show a statewide decrease in cases. Robert W. Calocino explained that the agency’s foot traffic has not dropped but if customers do not meet the eligibility requirements they cannot receive assistance. Elaine K. Meyerson wondered possibly if one of the issues is the agency needs to do more outreach because people are afraid and maybe, need to be educated of what not to be afraid of. Elaine K. Meyerson talked about how does the decrease in dollars affect our agency income and do we need to hire less people. The administration discussed that customers can receive assistance in several programs. It is not just one program on a case. If a customer loses Temporary Assistance to Needy Families, they can still be on Medicaid and/or the Supplemental Nutrition Assistance Program. Unfortunately, staff cannot outreach that. A lot of people are moving out of Bergen County, as well as, the State of New Jersey because they can no longer afford to live here. Freeholder Mary J. Amoroso inquired about if the agency logs a reason for failure to requalify. Administration will submit a spreadsheet outlining the reasons for failure to qualify or re-qualify for assistance and forward to the Board. A discussion ensued regarding outreach throughout the municipalities in Bergen County. An employee from the Phone Bank mentioned that she gets a lot of phone calls from people who are looking for Medicaid applications (elderly over 65) and they ask if they qualify. A lot of them give her their income and do not know that they qualify for the Supplemental Nutrition Assistance Program. She wondered if the Board could do an outreach for seniors. The Chairman suggested that the Acting Director reach out to the Municipal Clerk’s Association and/or Senior Services to discuss and set up a meeting. Erin N. Delaney offered to get Robert W. Calocino a contact at the Children’s Aid and Family Services who can include Bergen County Board of Social Services’ information in their mailing. Elaine K. Meyerson suggested that Robert W. Calocino reach out to the Social Service Association of Ridgewood who may also be able to assist the agency by including Bergen County Board of Social Services’ information in their mailing to residents in the northern area of Bergen County.

(b) Memoranda to the Board

Robert W. Calocino reported that employees held Alzheimer's Jeans Day on August 15, 2017 and raised \$540.00. Contract negotiations with CWA Local #1089 were held on August 17, 2017. The next negotiating session is scheduled for Monday, September 11, 2017. All office chairs for current employees were replaced. A meeting with the One-Stop Administration was held on August 18, 2017 to review any system glitches. The agency launched the new payroll system and the first payroll will be transmitted on the county system this week.

Chairman's Report

Chairman William E. Connelly reported that all the agency's chairs were replaced at no additional cost. He also reported that the Board Members received a copy of the draft annual 2016 Audit with this month's meeting packet. He mentioned if any Board Member did not have an opportunity to review the Audit, please do so.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Freeholder Mary J. Amoroso reported from August 1 to August 31, 2017 the agency received Medicaid recoveries in the amount of \$32,067.35. One new case was referred to the Prosecutor's office during the month of August.

(b) Audit & Budget Committee

This item was previously discussed.

(c) Building & Grounds Committee

In regard to parking, the Acting Director reported that the landlord is still talking about moving forward with installing a gate system.

OLD BUSINESS:

NEW BUSINESS:

(a) Next Board Meeting Date

The next Board Meeting is scheduled for **Tuesday, October 3, 2017 at 4:30 p.m.** in the 4'th floor Board Room.

In regard to Resolution 2017.9.05 (10), the Fiscal Officer discussed that he sent Robert W. Calocino a memorandum regarding a proposal from Queue Associates to upgrade the agency's accounting system as the current version is not supported by Microsoft due to its age. Queue Associates submitted a proposal upgrading to Microsoft Dynamics in the amount of \$8,190.00. The proposal represents labor only as the proposal includes a \$9,400.00 credit for software. The Fiscal Officer recommended this upgrade.

Action Items:

Resolutions:

- (a) 2017.9.05 (1) -Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2017.9.05 (2) -Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2017.9.05 (3) -Resolution Authorizing the Advertisement and Offer of Employment for One (1) Full Time Human Services Aide
- (d) 2017.9.05 (4) -Resolution Authorizing the Advertisement and Offer of Employment for Two (2) Part-Time Human Services Aides
- (e) 2017.9.05 (5) -Resolution Authorizing the Advertisement and Offer of Employment for One (1) Part-Time Clerk 1
- (f) 2017.9.05 (6) -Resolution Authorizing the Hiring of One (1) Full-Time Clerk 1
- (g) 2017.9.05 (7) -Resolution Authorizing the Hiring of One (1) Full-Time Clerk 1
- (h) 2017.9.05 (8) -Resolution Authorizing the Hiring of One (1) Full-Time Clerk 1
- (i) 2017.9.05 (9) -Resolution Authorizing the Hiring of One (1) Full-Time Clerk 1
- (j) 2017.9.05 (10) -Resolution Approving Microsoft Dynamics Upgrade
- (k) 2017.9.05 (11) -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 (j) was offered by Freeholder Mary J. Amoroso, seconded by Freeholder Tracy S. Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER	X			
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

A motion to discuss and approve Resolution (k) 2017.9.05 (11) 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 Tracy S. Zur, seconded by Freeholder Mary J. Amoroso, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER	X			
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			

FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

The Board went into Closed Session at approximately 5:05 p.m.

CLOSED SESSION:

John L. Schettino, Esq., General Counsel to the Board, stated the Board will go into Closed Session to discuss the Closed Session minutes of August 1, 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 5:28 p.m.

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session Minutes of August 1, 2017 was offered by John E. Ten Hoeve, Jr., Esq., seconded by Freeholder Tracy S. Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER	X			
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

Chairman William E. Connelly requested a motion to adjourn the meeting. With no further business to conclude, a motion to adjourn the meeting at approximately 5:30 p.m. was offered by Freeholder Tracy S. Zur, seconded by Ritzy A. Morales-Diaz, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON				X
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER	X			
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			

FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

Respectfully submitted,



Robert W. Calocino
Acting Director