

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
May 1, 2018**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Randi Duffie, Vice-Chairperson  
Ritzy A. Morales-Diaz, Secretary Treasurer  
Freeholder Tracy S. Zur, Board Member (Arrived Late)  
Freeholder Mary J. Amoroso, Board Member  
Elaine K. Meyerson, Board Member  
John L. Schettino, Esq., General Counsel  
Adina Yacoub, Director  
Michele M. Darmochwal, Administrative Secretary

**ABSENT:** Erin N. Delaney, Assistant Secretary Treasurer  
John E. Ten Hoeve, Jr., Esq., County Adjuster

A regular meeting of the Bergen County Board of Social Services was held on May 1, 2018 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., 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 May 1, 2018 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2018, 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 12, 2018 and to the Herald News, which was published on January 12, 2018.
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 9, 2018.

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:**

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:

<b>MEMBERS</b>	<b>TITLE</b>	<b>PRESENT</b>	<b>ABSENT</b>
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 Ritzy A. Morales-Diaz, 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			

As there were no members of the public that wished to address the Board, 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 Ritzy A. Morales-Diaz, seconded by Randi Duffie, 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			

**Adoption of Minutes:**

**(a) Open Session Minutes of April 3, 2018**

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of April 3, 2018 was offered by Elaine K. Meyerson, 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			
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**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 Freeholder Mary J. Amoroso, seconded by Ritzy A. Moralez-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			

**(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 Ritzy A. Moralez-Diaz, 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 Fiscal Officer reported that the Auditor arrived yesterday and is currently working on the audit.

For the record, Freeholder Tracy S. Zur arrived at approximately 4:44 p.m.

Adina Yacoub introduced the agency’s new attorney, Michael J. Sluka, Esq., to the Board. Adina Yacoub expressed that Michael J. Sluka, Esq. is a great addition to the agency, and she is very happy with him.

Michael J. Sluka, Esq., advised the Board that if he can ever be of any assistance to them they know where to find him. He expressed that he is really enjoying it here and the agency is a well-run organization.

## **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 March. The TANF (Temporary Assistance to Needy Families) caseload decreased by 7 cases, SNAP (Supplemental Nutrition Assistance Program) decreased by 286 cases, and GA (General Assistance) decreased by 16. The monthly Medicaid caseload increased from 30,728 to 30,834. Adina Yacoub discussed that the Board is probably wondering the caseload is going down, how is the staffing going. She explained that we are a provider for the DDD (Division of Developmental Disabilities) Program and very few counties do this. Our current DDD caseload is 189 cases. We get paid \$239.81 per case, per month. This would amount to a monthly income of \$45,324. We are in the process of increasing that unit by a worker to bring more money. We also lost two trainees and are not replacing them. Two employees resigned in the last month, and we are not replacing them and one employee is retiring effective June 1, 2018. We are not replacing five positions. Our agency is highly recommended from other agencies in the county as a DDD Provider. Adina Yacoub heard from other agencies that when someone is looking for a DDD agency, they recommend the Bergen County Board of Social Services because we do a great job with that population. She reported that we took 2,674 applications that consisted of TANF, GA, and Food Stamps. We are not able to approve all these applications. The numbers provided above only show the number of active cases. Anything that we take, deny, and/or close, the Board does not see. She brought these numbers to show the Board that work is being done besides the active cases. For the month of April, staff took approximately 8,924 applications. She has been in touch with her staff to inquire about how we can hold on to these cases. The following reasons were given: people have income, the economy is better, they moved out of state because they cannot afford to live in Bergen County, or they are not in compliance with Work First rules. Staff is making a second phone call and is reaching out to see if they could get the customer one more time. Adina Yacoub discussed that the caseload decline is occurring statewide not just in Bergen County.

Freeholder Mary J. Amoroso commented on a story where the federal budget is trying to change eligibility requirements for SNAP. Adina Yacoub discussed that she is planning to attend the County Welfare Directors' meeting on Friday and is sure this topic will come up.

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

Adina Yacoub reported that the Bergen County Board of Social Services' budget was presented to the Freeholders and it was well received. BCBSS staff meetings were held on April 17, 19, and 20 and they were well attended by staff. At the staff meetings, Dolores Phillips, President of CWA Local #1089; was present along with Adina Yacoub. They wanted to present to staff a united front on their expectations. The biggest item for Adina Yacoub is being respectful and professional. Adina Yacoub talked about something that she learned from a former Director of BCBSS. He taught her the difference between a good employee and a good worker. A good worker is someone who does what they have to do but a good employee is someone who shows to work, does extra, is respectful, and goes the extra mile. Our Medicaid timeliness increased from 97% to 98% timely. Out of 21 counties, the Bergen County Board of Social Services ranks the second highest in the state.

The first one is Salem County, which is a small county. We are still 100% timely with our SNAP processing. A Labor/Management meeting was held. In regard to Bring Your Child to Work Day, 40 children attended. Adina Yacoub reported that when we need money we host a Jeans Day where staff can contribute money in return for wearing jeans on that day. The agency raised \$716.00 and we were able to buy a microwave for each floor and some Keurig coffee machines. Adina Yacoub met with staff from Hackensack Meridian Health who was given a grant by CMS. The goal is to offer preventative social needs and help patients stay healthy and not find the need to go to the emergency room for non-medical issues. The BCBSS and Hackensack Meridian Health formed a partnership and will be working together. Hudson County visited the BCBSS and observed how we process our Medicaid/ABD population. May is Allergy month. On April 13th, the agency will participate in the Greater Bergen Community Action in Palisades Park. In addition, the agency will be present at the Bergen County Care Fair. Yesterday, Adina Yacoub met with the One Stop and Office for Children to discuss each agency's role in helping the customer. They discussed each agency making changes in procedure to make the process more seamless for our clients.

### **Chairman's Report**

Chairman William E. Connelly reminded the Board Members that Financial Disclosure Statements were due by April 30, 2018. The Chairman communicated that the agency is running very well and complimented the staff.

### **Committee Reports:**

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

Freeholder Mary J. Amoroso reported from April 1 to April 30, 2018 the agency received Medicaid recoveries in the amount of \$43,706.13. No new cases were referred to the Prosecutor's office during the month of April.

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

This item was previously discussed. Freeholder Tracy S. Zur reported that the County introduced their budget.

The Agency's Fiscal Officer reported that he was notified that the budget that was submitted to the state was approved. Once the county approves their budget, they can sign off and everything is complete for CY2018.

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

This item will be discussed in Closed Session

### **OLD BUSINESS:**

**NEW BUSINESS:**

**(a) Next Board Meeting Date**

The next Board Meeting is scheduled for **Tuesday, June 5, 2018 at 4:30 p.m.** in the 4'th floor Board Room.

**Action Items:**

**Resolutions:**

- (a) 2018.5.01 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2018.5.01 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2018.5.01 (3) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Human Services Specialist 1
- (d) 2018.5.01 (4) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Keyboarding Clerk 1
- (e) 2018.5.01 (5) – Resolution Authorizing the Hiring of One Full-Time Clerk 1
- (f) 2018.5.01 (6) – Resolution Authorizing a Change in Employment for One Part-Time Human Services Aide to Full-Time Human Services Aide
- (g) 2018.5.01 (7) – Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Records Support Technician 1
- (h) 2018.5.01 (8) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Data Processing Programmer
- (i) 2018.5.01 (9) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Temp for DIMS Unit
- (j) 2018.5.01 (10) – Resolution Approving Salary Increase for Confidential Employees
- (k) 2018.5.01 (11) – Resolution Authorizing a Promotion for One Full-Time Principal Personnel Clerk Stenography to Full-Time Principal Employee Benefit Clerk
- (l) 2018.5.01 (12) – Resolution Approving Shared Services Agreement with County of Bergen for Fraud Investigation and Research of Form DF348
- (m) 2018.5.01 (13) – 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 Resolution (a) – (l) was offered by Freeholder Tracy S. Zur, seconded by Ritzy A. Moralez-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			

A motion to discuss and approve Resolution (m) 2018.5.01 (13) 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 Randi Duffie, 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 5:10 p.m.

### **CLOSED SESSION:**

The Board went into Closed Session to discuss the Closed Session minutes of April 3, 2018 and matters involving personnel, litigation, contracts, negotiations, and building issues. 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 at which time the meeting will then resume and reopen the meeting to the public. The Board will take further public action in matters dealing with the Bergen County Board of Social Services and may possibly take further action.

### **OPEN SESSION:**

The Board reconvened in Open Session at approximately 5:32 p.m.

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of April 3, 2018 was offered by Freeholder Mary J. Amoroso, seconded by Randi Duffie, and approved as follows:

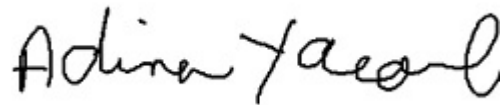
MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER			X	
ERIN N. DELANEY	ASST. SECRETARY TREASURER				X
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER 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 5:35 p.m. was offered by Ritzy A. Moralez-Diaz, 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			

Respectfully submitted,



Adina Yacoub  
Director