

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
June 5, 2018**

**PRESENT:** William E. Connelly, Jr., Chairperson (Arrived Late)  
Ritzy A. Morales-Diaz, Secretary Treasurer  
Erin N. Delaney, Assistant Secretary Treasurer  
Freeholder Tracy S. Zur, Board Member  
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  
Adina Yacoub, 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 June 5 2018 at 4:30 p.m. in the 4'th 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 June 5, 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:**

In Chairman William E. Connelly’s absence, Ritzy A. Moralez-Diaz chaired the meeting.

### **Flag Salute**

Ritzy A. Moralez-Diaz 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**

Ritzzy A. Morales-Diaz 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 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			

As there were no members of the public that wished to address the Board, Ritzzy A. Morales-Diaz 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			

**Adoption of Minutes:**

**(a) Open Session Minutes of May 1, 2018**

Ritzzy A. Morales-Diaz requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of May 1, 2018 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			
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**Treasurer’s Report:**

**(a) Bills List:**

Ritzzy A. Moralez-Diaz requested a motion to approve the Bills List. A motion to approve the Bills List was offered by Erin N. Delaney, 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			

Scott Modery reported that he received a copy of the draft 2017 Audit today and is hoping to distribute a copy to the full Board next month.

**(b) Schedule of Vouchers:**

Ritzzy A. Moralez-Diaz 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 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			

**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 April. Adina Yacoub reported that the TANF (Temporary Assistance to Needy Families), caseload decreased by 10 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 140, GA (General Assistance) caseload went down by 21; however, the Medicaid caseload increased by 557 cases so the net result is an increase of 386 in one month. Next month, it will increase more because the federal marketplace took cases back in 2014 and the individuals that live in Bergen County, which is about 3,300 cases are given to us to administer. They have not been evaluated since 2014. The Bergen County Board of Social Services sent renewal

packets to all these people so we are waiting to see who does and does not respond. The Bergen County Board of Social Services took 1,800 new applications and the total actions taken by staff for the month of May were 9,187 actions.

**(b) Memoranda to the Board**

Adina Yacoub recognized Sharon Shelley who is retiring at the end of the month after 43 ½ years of service with the Bergen County Board of Social Services. Adina Yacoub discussed that Sharon Shelley's story is a success story. Sharon Shelley was hired by the agency in 1974 as a Clerk and with her good, hard work and taking manuals home to study she was able to rise to the Assistant Administrative Supervisor of Income Maintenance position, which is a great accomplishment. At this time, Freeholders Tracy S. Zur and Mary J. Amoroso presented Sharon Shelley with Certificates of Commendation on behalf of the Honorable County Executive James J. Tedesco III and the Bergen County Board of Chosen Freeholders.

Sharon Shelley spoke to the Board about her positive work experience and accomplishments at the Bergen County Board of Social Services.

For the record, Chairman William E. Connelly arrived at approximately 4:49 p.m. At this point, Ritzy A. Moralez Diaz turned over the gavel to him to Chairman William E. Connelly who chaired the remainder of the meeting.

Chairman William E. Connelly apologized for being late. He thanked Sharon Shelley for her dedication to the Bergen County Board of Social Services.

Adina Yacoub reported that on May 3, 2018, she was invited to be part of a panel for a public hearing for Senior Services. As a result of that meeting, she was told that maybe people don't know enough about the Bergen County Board of Social Services (BCBSS). Therefore, the BCBSS called all the senior centers in each of the towns throughout Bergen County to coordinate outreach sites. The BCBSS will continue to visit the outreach sites that are noted on the Outreach Schedule in the monthly Board packet and will add the following town's senior centers: Fairlawn, Midland Park, North Arlington, Paramus, Ridgefield Park, and two locations in Hackensack. Adina Yacoub reported that administration created a brochure focusing on services for seniors. On May 6, 2018, two BCBSS employees participated at the Bergen Care Fair. On May 15, 2018, Adina Yacoub attended the Diversity Forum at Temple Emeth in Teaneck, N.J. The event was sponsored by the National Council of Jewish Women (NCJW) Bergen County Section. Adina Yacoub reported that Board Member Elaine K. Meyerson who is a Vice President of the organization was also present at the forum. The Keynote speaker at the forum was the Honorable County Executive James J. Tedesco III. Adina Yacoub reported that the forum was well organized and well attended. This morning, the BCBSS hosted a meeting between the Division of Family Development, Center for Hope and Safety, NCADD-NJ who is a vendor for Family Violence Option, and all our employees who are Domestic Violence Specialists attended. They reviewed proper procedure regarding waivers for Domestic Violence customers. The BCBSS IT Department and Personnel Officer are working on

a project called the Insider. A presentation will be provided to the Board Members once complete. The Insider is the name of our intranet that is available only for staff where we will post helpful information for the employees, as well as, announcements that include engagements, weddings, births, etc. On May 21, 2018, a follow up meeting was held with the Office for Children and One Stop regarding how to streamline the process for customers. They agreed to some changes that are currently in progress. On May 30, 2018, Adina Yacoub visited Berkeley College to sit on a Criminal Justice and Legal Studies panel. The panel consisted of a Judge, two attorneys, IRS special Agent, Vice President of Banking, two Police Officers from Philadelphia and Adina Yacoub. The panel wanted to show students that they too could succeed. The panel gave advice and discussed how each of them got to where they are. In regard to case banking, we held back implementing the Institutional Medicaid Department because we felt the seniors need one-on-one assistance. On June 13, 2018 Union County is coming to the BCBSS to observe our system because they feel our system is working. The agency implemented a new process to offer an immediate telephone interview for the SNAP Program where the employee will try to phone interview the same day or schedule for the following day. In regard to extended hours, the agency did an agency-wide survey and forwarded to all staff to see if we could enough coverage from 7:30 a.m. to 6:00 p.m.; however, we could not get coverage for the p.m. hours; therefore, the agency's hours will remain as is with extended hours on Tuesdays from 8:00 a.m. through 8:00 p.m. The Deputy Director from Hudson County called us because his staff came to the BCBSS and observed our Social Services Program where we do automatic ABD calculations. Due to personnel changes, the agency's attorney, Michael J. Sluka, Esq., met with staff at the Prosecutor's Office and our Fraud Department to improve the flow of work between the two offices. John E. Ten Hoeve, Jr., Esq., suggested Adina Yacoub contact the County Executive's Office. The Honorable County Executive James J. Tedesco III is very concerned about fire safety in the building. In the County buildings there is an elaborate plan. Each department has two or three fire marshals that are trained. Adina Yacoub advised that the Bergen County Board of Social Services has a plan but if there was ever a flood or disaster it would be worth meeting to talk about how to continue doing the work at a different location, if ever needed. Adina Yacoub reported that each month she is going to recognize a unit that is going beyond the call of duty and excelling to the point of standing out among the rest. The first unit to achieve this recognition is the AJ Unit. Chairman William E. Connelly presented a commendation to the AJ Unit.

### **Chairman's Report**

Chairman William E. Connelly reported that he attended the Bergen County Care Fair. He discussed that the Bergen County Car Fair was well attended. He thanked the employees who took care of the BCBSS booth. Chairman William E. Connelly expressed that he thinks Michael J. Sluka, Esq. is doing an exceptional job with the Prosecutor's Office.

### **Committee Reports:**

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

Freeholder Mary J. Amoroso reported from May 1 to May 31, 2018 the agency received Medicaid recoveries in the amount of \$2,789.46. No new cases were referred to the Prosecutor's office during the month of May.

- (b) **Audit & Budget Committee**  
This item was previously discussed.

- (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, July 10, 2018 at 4:30 p.m.** in the 4<sup>th</sup> floor Board Room.

The Board discussed possibly rescheduling the September 4, 2018 Board Meeting date to Thursday, September 6, 2018. The Board will discuss this item further at next month's Board Meeting.

## **Action Items:**

### **Resolutions:**

- (a) 2018.6.05 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2018.6.05 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2018.6.05 (3) – Resolution Authorizing the Hiring of One Full-Time Human Services Specialist 1
- (d) 2018.6.05 (4) – Resolution Authorizing the Hiring of One Full-Time Keyboarding Clerk 1
- (e) 2018.6.05 (5) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Human Services Aide
- (f) 2018.6.05 (6) – Resolution Authorizing the Hiring of One Part-Time Records Support Technician 1
- (g) 2018.6.05 (7) – Resolution Authorizing the Hiring of One Full-Time Data Processing Programmer
- (h) 2018.6.05 (8) – Resolution Authorizing the Hiring of One Full-Time Temporary Records Support Technician 1
- (i) 2018.6.05 (9) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Provisional Assistant Administrative Supervisor of Income Maintenance
- (j) 2018.6.05 (10) – Resolution Authorizing the Advertisement and Offer of Employment for Two Full-Time Provisional Human Services Specialist 4
- (k) 2018.6.05 (11) – Resolution Authorizing the Authorizing the Advertisement and Offer of Employment for Two Full-Time Human Services Specialist 3

- (l) 2018.6.05 (12) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Human Services Specialist 1
- (m) 2018.6.05 (13) – Resolution Authorizing the Advertisement and Offer of Employment to Promote Three Account Clerks to Senior Account Clerks
- (n) 2018.6.05 (14) – Resolution Approving Disposal and/or Recycling of Office Equipment
- (o) 2018.6.05 (15) – Resolution Approving Revision to Personnel Policies and Procedures Manual
- (p) 2018.6.05 (16) – Resolution Authorizing Crime Policy with Otterstedt Insurance Agency
- (q) 2018.6.05 (17) – 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) – (p) was offered by Elaine K. Meyerson, 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 (q) 2018.6.05 (17) 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 Ritzy A. Moralez-Diaz, 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			

The Board went into Closed Session at approximately 5:15 p.m.

**CLOSED SESSION:**

The Board went into Closed Session to discuss the Closed Session minutes of May 1, 2018 and matters involving personnel, litigation, 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 30 minutes at which time the Board will reopen the meeting and perhaps take further public action in matters dealing with the Bergen County Board of Social Services. The public will be invited back once the meeting reopens in Open Session.

**OPEN SESSION:**

The Board reconvened in Open Session at approximately 5:40 p.m.

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of May 1, 2018 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			

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 5:41 p.m. 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			

Respectfully submitted,



Adina Yacoub  
Director