

**Minutes of the Meeting
of the
Bergen County Board of Social Services
September 6, 2018**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Erin N. Delaney, Assistant Secretary Treasurer (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
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Ritzy A. Morales-Diaz, Secretary Treasurer
Freeholder Tracy S. Zur, Board Member

A regular meeting of the Bergen County Board of Social Services was held on September 6, 2018 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 6, 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 July 20, 2018 and to the Herald News, which was published on July 20, 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 July 17, 2018.

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 John E. Ten Hoeve, Jr., Esq., 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			

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 John E. Ten Hoeve, Jr., Esq., 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			

Chris Barbariantz and Scott Stahlmann provided an I.T. Intranet presentation of The Insider to the Board.

For the record, Erin N. Delaney arrived at approximately 4:40 p.m.

Adoption of Minutes:

(a) Open Session Minutes of August 16, 2018

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of August 16, 2018 was offered by Erin N. Delaney, 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			

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 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			

(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 Randi Duffie, 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			

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.

Adina Yacoub reported that the TANF (Temporary Assistance to Needy Families) caseload increased by 6 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 44 cases, GA (General Assistance) caseload decreased by 18 cases and Medicaid increased by 261 cases. For the month of August, the net gain of all the cases is 205 cases. The agency had 5,523 customers walk through our doors in reception. The Intake Department took 1,245 new applications and the agency's processors processed 8,625 actions in August.

In response to Ritzy A. Morales-Diaz' request last month, Adina Yacoub provided statistics regarding how many customers did not comply in all categories. In regard to SNAP denials, the largest number is 357 cases that were denied because the customer did not submit required information which is why we are placing a second phone call to the customer to assist them. In regard to closings, the largest number of closings is 471 out of 921 cases due to termination at end of certification period. This means when the customer was due for renewal to be certified they did not send the application back or did not send the paperwork back and the agency was unable to renew their benefits. Adina Yacoub explained that some closings reopen the next month. The major reason for new applications being denied is due to customers not providing the required documentation. When a customer's case closes or they are denied, a letter with details is mailed to the customer by way of regular mail.

(b) Memoranda to the Board

A copy of Adina Yacoub's memorandum was included in the Board's packet. The following actions were initiated or occurred in August 2018. The evaluation committee revised the evaluation form to use whenever they conduct a review on any of our employees. The revised evaluation form was shared with CWA Local #1089 and CWA Local #1031. The agency was contacted regarding receiving a delegation from China who wanted to see how we do business as a social service agency. Administration is restructuring the Fraud/Claims Unit into two units in order to address the volume of work and the backlog. On September 12, 2018, two employees plan to attend and represent the agency at the Senior Picnic. They will have applications and brochures for

the seniors who wish to apply for our programs. Camden County Board of Social Services had a fire last month, which triggered their Director to canvass all the other county welfare agencies to seek their COOP/COG (Continuity of Operation/continuity of Government) plan so that they could come up with a plan in Camden County. This triggered Adina Yacoub to think of coming up with a plan for the Bergen County Board of Social Services. The agency received the plan that Hudson County put together for their agency with the partnership of the Sheriff's Department and the Office of Emergency Management. The agency's organizational chart was revised and that will be posted on The Insider. The chart will be updated again based on the resolutions presented this afternoon. We are trying a new program called PresortXtra to save on our postage. For the month of July, we saved \$757.98 which comes out to 10.6% savings.

Chairman's Report

Chairman William E. Connelly recognized Unit BG for going above and beyond their duties. Adina Yacoub explained that Unit BG is responsible for nursing home, assisted living, and MLTSS. Chairman William E. Connelly presented a Certificate of Commendation to the BG Unit and thanked the supervisor and staff for their efforts.

In addition, Chairman William E. Connelly thanked I.T. and the Personnel Officer for their presentation today.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Freeholder Mary J. Amoroso reported from August 1 to August 31, 2018 the agency received Medicaid recoveries in the amount of \$131,819.47. No new cases were referred to the Prosecutor's office during the month of August.

(b) Audit & Budget Committee

This item was previously addressed.

(c) Building & Grounds Committee

This item will be discussed in Closed Session.

Vice-Chairwoman Randi Duffie reported that the community outreach program that the agency presents to the towns is working in New Milford. Last quarter, New Milford had 20 people that came in so it is working and the borough is very pleased.

OLD BUSINESS:

NEW BUSINESS:

(a) Next Board Meeting Date

The next Board Meeting is scheduled for **Tuesday, October 2, 2018 at 4:30 p.m.** in the 4'th floor Board Room.

Action Items:

Resolutions:

- (a) 2018.9.06 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2018.9.06 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2018.9.06 (3) – Resolution Authorizing the Hiring of One (1) Temporary Full-Time Records Support Technician 1
- (d) 2018.9.06 (4) – Resolution Authorizing the Hiring of One (1) Temporary Full-Time Records Support Technician 1
- (e) 2018.9.06 (5) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 3 to Provisional Full-Time Human Services Specialist 4
- (f) 2018.9.06 (6) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3
- (g) 2018.9.06 (7) – Resolution Approving Renewal of ABACUS/IEVS Software Maintenance Agreement with Unitronix Data Systems, Inc.
- (h) 2018.9.06 (8) – Resolution Approving Revised Employee Evaluation Form
- (i) 2018.9.06 (9) – Resolution Approving Professional Development Training
- (j) 2018.9.06 (10) – Resolution Approving Employee Handbook
- (k) 2018.9.06 (11) – Resolution Approving Revised In-House Counsel Contract Agreement
- (l) 2018.9.06 (12) – Resolution Approving Revised Provisional Personnel Officer’s Contract Agreement
- (m) 2018.9.06 (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
- (n) 2018.9.06 (14) – Resolution Authorizing the Hiring of One (1) Temporary Full-Time Records Support Technician 1

A motion to discuss and approve Resolutions (a) – (l) and (n) 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			

A motion to discuss and approve Resolution (m) 2018.9.06 (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 Erin N. Delaney, 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 5:03 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of August 16, 2018 and matters involving personnel, litigation, negotiations, contracts, 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 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 5:20 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 16, 2018 was offered by Erin N. Delaney, 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			

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 5:22 p.m. was offered by Randi Duffie, 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