

**Minutes of the Meeting
of the
Bergen County Board of Social Services
December 3, 2013**

PRESENT: **Randi Duffie, Vice Chairperson**
Tom Toronto, Assistant Secretary-Treasurer
Freeholder Joan Voss, Board Member
Leah Puzzo, Board Member
Mayor Vincent Barra, Board Member
John L. Schettino, Esq., General Counsel
Robert W. Calocino, Acting Director
Alex Morales, Interim Management Consultant
Michele Darmochwal, Administrative Secretary

ABSENT: **Deborah Viola, Ph.D., Secretary-Treasurer**
John M. Carbone, Esq., County Adjuster
Freeholder Tracy Zur, Board Member
William E. Connelly, Jr., Chairperson

A regular meeting of the Bergen County Board of Social Services was held on December 3, 2013 at 4:30 p.m. in the Board Room of the Bergen County Board of Social Services, 216 Route 17 North, Building A, 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 December 3, 2013 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2013, 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 March 8, 2013 and to the Herald News, which was published on March 8, 2013.

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 March 6, 2013.

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

Vice Chairwoman Duffie led those present in a salute to the flag.

Roll Call

A Roll Call was taken for Open Session:

MEMBERS	TITLE	PRESENT	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X	
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER		X
TOM TORONTO	ASST. SEC-TREASURER	X	
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER		X

FREEHOLDER JOAN VOSS	BOARD MEMBER	X	
FREEHOLDER TRACY ZUR	BOARD MEMBER		X
LEAH PUZZO	BOARD MEMBER	X	
MAYOR VINCENT BARRA	BOARD MEMBER	X	
WILLIAM CONNELLY	CHAIRPERSON		X

Open Public Comment Period

A motion to open the Open Public Comment Period, for a three-minute limit with the option of speaking again, was offered by Freeholder Voss, seconded by Mrs. Puzzo, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON				X

Maria Aberasturi – Teaneck, NJ

Ms. Aberasturi suggested that the agency utilize the metal detector in the lobby.

A motion to close the Open Public Comment Period was offered by Mr. Toronto, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON				X

Adoption of Minutes:

(a) Open Session Minutes November 12, 2013

No discussion. A motion to adopt the Open Session Minutes of November 12, 2013 was offered by Mr. Toronto, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X

FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON				X

Treasurer’s Report:

(a) Bills List:

A discussion ensued. A motion to approve the Bills List was offered by Freeholder Voss, seconded by Mayor Barra, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON				X

(b) Schedule of Vouchers:

A discussion ensued. A motion to approve the Schedule of Vouchers was offered by Mr. Toronto, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON				X

Acting Director’s Report:

(a) Monthly Reports – Statistical & Financial:

A snapshot of caseload and expenditures was provided to the members for the month of October. A discussion followed.

(b) Memoranda to the Board

Mr. Morales reported the agency implemented DIMS on 11/19/13. In regard to the WorkFirst New Jersey Participation Rate, from January to present the participation rate for Bergen county has increased by nearly 67% and is currently the second highest in the state. The agency continues working with local colleges and universities through the agency’s Internship Program.

Nearly 75% of the physical moves that will allow for the implementation of Case Banking and the reorganization of the intake and redetermination process have been completed. The moves are expected to be completed by the end of week 12/02/13. A discussion ensued regarding back scanning. Mr. Morales estimated we could potentially be ready to move without a file room in August 2014. Mr. Morales will schedule a meeting with the state to discuss the importance of back scanning.

Chairman's Report:

No report.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Freeholder Voss reported for the month of November the agency received Medicaid recoveries in the amount of \$41,266. The largest being a recovery of over \$35,000. The agency referred three additional cases to the Prosecutor's Office. In the three cases combined the agency is seeking \$15,877 in restitution. Freeholder Voss expressed if we had more people, we could get more money.

At the Board's request, starting in January, the Board will receive a cumulative monthly Fraud Report.

(b) Audit & Budget Committee

Mr. Toronto reported the committee must select an Auditor in CY2014 for perform the audit for CY2013. Mr. Toronto expressed he would like to come up with an interview guide and checklist and then interview the firms that submitted in January 2014 and then at the February meeting the committee can make a recommendation to the full Board. A discussion ensued.

(c) Building & Grounds Committee

Mayor Barra reported the committee has a lot to discuss in Closed Session.

OLD BUSINESS:

(a) DIMS back-scanning schedule

This item was previously discussed.

NEW BUSINESS:

(a) Staff Appreciation Day

Staff Appreciation Day will be held on Tuesday, December 10, 2013 at 9:30 a.m. in the large Training Room.

(b) Next Board Meeting Date – Tuesday, January 7, 2014 @ 4:30 p.m.

The next meeting is scheduled for Tuesday, January 7, 2014 at 4:30 p.m.

Action Items:
Resolutions:

CLOSED SESSION:

The Board will go into Closed Session to discuss items as set forth on the agenda to discuss personnel matters, Closed Session minutes of 11/12/13, litigation, and office lease negotiations and location. The Board will be in Closed Session for approximately 45 minutes. Official action may be taken by the Board once they exit Closed Session and reopen the meeting. The doors will reopen when they resume in Open Session and may take further action. The minutes from the Closed Session will be available to the public once the items have been resolved or no longer requires the minutes to be held and not distributed to the public. A motion to approve Resolution 2013.12.03 (1) and to go into Closed Session was offered by Mr. Toronto, seconded by Mrs. Puzzo, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON				X

The Board went into Closed Session at approximately 5:23 p.m.

OPEN SESSION:

The Board reconvened in Open Session at approximately 6:09 p.m.

For the record, Mayor Barra spoke for himself but thought he spoke for many Members of the Board. The Board is very pleased with Alex Morales' performance this year. He has done everything the Board has asked of him and then some. He expressed this is very deserving but particularly, as a member of the Building & Grounds committee he cannot think of a worst time for this Board to hire someone else particularly at the juncture that they are in right now. Mr. Morales has been an integral part of the process both working with the committee on space, space planning, as well as with personnel and staff on reorganizing. He discussed the Board would almost be guilty of malfeasance if they brought somebody else new into the process at this point when the Board are at the crossroads of really laying out the next 15 years of this agency. For all of those reasons, Mayor Barra advised that he is going to be voting "yes" for Resolution 2013.12.03 (2) tonight.

A motion to discuss and approve Resolution 2013.12.03 (2) Approving the Contract of Alex Morales for CY2014 was offered by Freeholder Voss, seconded by Mrs. Puzzo, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON				X

The Board discussed CY2014 meeting dates. The Board expressed that the December meeting may be a little too close to the November meeting; therefore, the Board will re-visit the entire slate of meeting dates and discuss next month. A motion to discuss and approve Resolution 2013.12.03 (3) Approving Meeting Date of January 7, 2014 was offered by Mr. Toronto, seconded by Mrs. Puzzo, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON	X			
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON				X

A motion to adopt the Closed Session Minutes of November 12, 2013 was offered by Mr. Toronto, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
RANDI DUFFIE	VICE CHAIRPERSON			X	
DEBORAH VIOLA, Ph.D.	SECRETARY/TREASURER				X
TOM TORONTO	ASST. SEC-TREASURER	X			
JOHN M. CARBONE, ESQ.	COUNTY ADJUSTER				X
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER				X
LEAH PUZZO	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
WILLIAM CONNELLY	CHAIRPERSON				X

For those interested in participating in the Adopt-a-Family Project the angel tree indicating the wish list for each family member is located in Administration. All gifts should be brought to the Training Department no later than Thursday, December 19, 2013.

With no further business to conclude, a motion to adjourn the meeting at approximately 6:18 p.m. was offered by Freeholder Voss, seconded by Mrs. Puzzo, and unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. W. Calocino". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Robert W. Calocino
Acting Director