

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
May 6, 2014**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Tom Toronto, Assistant Secretary-Treasurer (Arrived Late)  
Freeholder Joan Voss, Board Member  
Freeholder Tracy Zur, 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:** Randi Duffie, Vice Chairperson  
Deborah Viola, Ph.D., Secretary-Treasurer  
Leah Puzzo, Board Member  
John M. Carbone, Esq., County Adjuster

A regular meeting of the Bergen County Board of Social Services was held on May 6, 2014 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 May 6, 2014 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2014, 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, 2014 and to the Herald News, which

was published on January 13, 2014.

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 10, 2014.

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**

Chairman 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>
<b>WILLIAM CONNELLY</b>	<b>CHAIRPERSON</b>	<b>X</b>	
<b>RANDI DUFFIE</b>	<b>VICE CHAIRPERSON</b>		<b>X</b>

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	

**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 Zur, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
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			

**Bill Oserin – Englewood, NJ**

Mr. Oserin discussed his concerns regarding the square footage at the “218” building, as well as, building security.

The Chairman discussed security issues will not always be discussed in public because they are security. Once security in the building is discussed in Open Session it’s not that secure anymore; therefore, only certain levels of security will be discussed in Open Session. The Board asked for input from the Bergen County Police, and they are relying on the police to guide the Board and secure the building.

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

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
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			

## **Adoption of Minutes:**

### **(a) Open Session Minutes April 1, 2014**

No discussion. A motion to adopt the Open Session Minutes of April 1, 2014 was offered by Freeholder Zur, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
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			

## **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
WILLIAM CONNELLY	CHAIRPERSON	X			
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			

### **(b) Schedule of Vouchers:**

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

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
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			

A discussion ensued regarding the resolution listed on the agenda approving Recurring Contractual Obligations. At Mr. Morales' request, Mr. Modery spoke to the Auditor and, as long as, items on the Bills List are approved in a timely manner he has no problem with bills being paid in the interim between Board Meetings. A discussion ensued regarding Gulf Fleet Services and late fee charges. Mr. Modery will find out if the billing cycles can be changed. If the vendors cannot change their billing dates, the Board discussed going out to RFQ for a different vendor.

### **Acting Director's Report:**

#### **(a) Monthly Reports – Statistical & Financial:**

A snapshot of caseload and expenditures was provided to the members for the month of March.

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

Mr. Morales reported voluntary staff meetings were held on April 17 and April 18, 2014. Over 100 staff members attended and participated to see the initial plans and provide input. The new unit structure for the agency took effect May 1, 2014. Child Support reports came out and Bergen County ranked 2<sup>nd</sup> in child support collections and 3<sup>rd</sup> lowest in arrears. The agency went from 4<sup>th</sup> to 3<sup>rd</sup> place in arrears. The Training Department is beginning a standardization process for the units. The County Police reviewed the safety elements of the new building and they provided some input to the plans, which will be incorporated. Messrs. Calocino and Morales met with the Urban League. On May 13, 2014, the Urban League is coordinating to have staff from their organization at the BCBS to help with coverage under the Affordable Care Act. Staff from the Urban League will be here on Tuesdays from 12:00 p.m. to 8:00 p.m. Mr. Calocino had meetings to coordinate Outreach and letters are being prepared to be sent out to the municipalities. Mr. Morales reported approximately 29 children participated in Take Our Daughters and Sons to Work Day at the agency. In addition, Mr. Morales discussed an item that was not listed on the agenda regarding the purchase of file folders. In regard to fax servers, the prices went up so Mr. Morales requested to amend the prices so the agency can purchase fax servers. The Board will approve a new vendor and new prices when they address Action Items under Resolutions.

### **Chairman's Report:**

Chairman Connelly discussed that he wants to ensure meetings continue and that all employees are kept up-to-date on the move.

Mr. Morales discussed meetings were held with all the staff. Carpeting and paint colors were made available for the Board to see. Mr. Morales advised that he needed a consensus to move forward with wall colors, carpeting, etc. The new building committee that the ad hoc committee created, as well as, the Administrators helped with the selection.

## **Committee Reports:**

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

Freeholder Voss reported from April 1, to April 30, 2014 the agency received Medicaid recoveries in the amount of \$9,132. The agency is currently working on processing approximately 100 new cases for referral to the Prosecutor's Office.

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

No report.

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

Mayor Barra reported the new landlord secured a demolition permit and has started demolition. The plans are being finalized and they will go before the Rochelle Park Planning Board on May 22, 2014. The new landlord will not be delivering the full amount of space by September 30, 2014. A discussion will follow in Closed Session. Mayor Barra met with Joe Crifasi and Don Diorio at the County and there is a very good likelihood the Board might be able to get 10,000 s/f for our scanning commencing October 1, 2014 but this is an ongoing conversation.

## **OLD BUSINESS:**

### **(a) Discussion regarding RFQ submittals for Labor Counsel**

General Counsel reported that the agency received six (6) RFQ submittals for Labor Counsel: Ruderman & Glickman; Eric M. Bernstein & Associates, LLC; Roth D'Aquanni, LLC; Weiner Lesniak, LLP; Cleary, Giacobbe, Alfieri, Jacobs, LLC; and Decotiis, Fitzpatrick & Cole, LLP. A motion to accept the RFQ for Labor Counsel and nominate Eric M. Bernstein & Associates, LLC was offered by Freeholder Zur, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
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		

## **NEW BUSINESS:**

### **(a) Discussion, review, and approval of Tenant's Estoppel Certificate**

General Counsel discussed the new landlord's mortgage lender is requiring execution of a Tenant's Estoppel Certificate, as well as, a Subordination, Non-Disturbance and Attornment Agreement. He advised signing both documents are not problematic.

(b) **Discussion review, and approval of Subordination, Non-Disturbance and Attornment Agreement**

This item was previously discussed.

(c) **Next Board Meeting Date – Tuesday, June 3, 2014 @ 4:30 p.m.**

The next Board Meeting is scheduled for **Tuesday, June 3, 2014** at 4:30 p.m.

**Action Items:**

**Resolutions:**

- (b) 2014.05.06 (2) – Resolution approving issuance of RFP for Security Services
- (c) 2014.05.06 (3) – Resolution approving authorization for Emergency Procurement of Security Services
- (d) 2014.05.06 (4) – Resolution approving Affiliation Agreement with Bergen Regional Medical Center
- (e) 2014.05.06 (5) – Resolution approving Affiliation Agreement with Englewood Hospital
- (f) 2014.05.06 (6) – Resolution approving Affiliation Agreement with Holy Name Hospital
- (g) 2014.05.06 (7) – Resolution approving Affiliation Agreement with Hackensack University Medical Center
- (h) 2014.05.06 (8) – Resolution approving Subordination, Non-Disturbance and Attornment Agreement
- (i) 2014.05.06 (9) – Resolution approving Tenant’s Estoppel Certificate
- (j) 2014.05.06(10) –Resolution approving Recurring Contractual Obligations
- (k) 2014.05.06(11) – Resolution amending the authorization of CWA Case Banking Equipment Grant for Fax Servers
- (l) 2014.05.06(12) – Resolution approving purchase of File Pockets

A motion to discuss and approve Resolutions (b) through (l) by consent was offered by Freeholder Voss, seconded by Freeholder Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
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			

**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 4/01/14, litigation, as well as, professional contracts, appointments, and office lease negotiations and location. The Board will be in Closed Session for approximately 30 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 discuss and approve Resolution (a) 2014.05.06 (1) 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. 10:4-12 and to go into Closed Session was offered by Freeholder Zur, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
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			

The Board went into Closed Session at approximately 5:36 p.m.

**OPEN SESSION:**

The Board reconvened in Open Session at approximately 6:45 p.m.

A motion to rescind Resolution 2014.05.06 (3) Authorization for Emergency Procurement of Security Services was offered by Mayor Barra, seconded by Mr. Toronto, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
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			

A motion to provide a 2% raise for confidential secretaries effective 5/04/14 was offered by Mr. Toronto, seconded by Freeholder Voss, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
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			

A motion to adopt the Closed Session Minutes of April 1, 2014 was offered by Freeholder Voss, seconded by Mayor Barra, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
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			

With no further business to conclude, a motion to adjourn the meeting at approximately 6:50 p.m. was offered by Mayor Barra, seconded by Freeholder Voss, and unanimously approved.

Respectfully submitted,



Robert W. Calocino  
Acting Director