

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
August 12, 2014**

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

A regular meeting of the Bergen County Board of Social Services was held on August 12, 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 August 12, 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 July 25, 2014 and to the Herald News, which was published on July 25, 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 July 23, 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:

MEMBERS	TITLE	PRESENT	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	

**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 Dr. Viola, 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			

**Maria Aberasturi – Teaneck, NJ**

Ms. Aberasturi discussed that she is a member of CWA Local #1031 and they still do not have a signed contractual agreement even though their membership and this Board voted to accept the Memorandum of Understanding. She expressed her concern that they are going to be negotiating another contract when the current contract has not been signed.

Chairman Connelly advised Ms. Aberasturi that he would make a phone call to follow up on the status of the current contract.

A motion to close the Open Public Comment Period was offered by Mr. Carbone, 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 of July 1, 2014**

A motion to adopt the Open Session Minutes of July 1, 2014 was offered by Mayor Barra, 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			

**(b) Open Session Minutes of July 22, 2014**

A motion to adopt the Open Session Minutes of July 22, 2014 was offered by Dr. Viola, 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			

For the record, Freeholder Zur arrived at approximately 4:47 p.m.

**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 Dr. Viola, 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			

**Acting Director's Report:**

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

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

**(b) Memoranda to the Board**

Mr. Morales reported Substance Abuse Initiative and Department of Labor visited the BCBSS and provided training to staff. The state is also going to provide customer service training in September. The agency had one round of customer service training for the front desk and that was very well received. Messrs. Morales and Calocino held voluntary staff meetings on July 24, 2014 to provide information regarding the new building and the move.

**Chairman's Report:**

Chairman Connelly reported that he toured the new building, and it is taking form.

**Committee Reports:**

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

Freeholder Voss reported from 7/1 to 7/31/14 the agency received Medicaid recoveries in the amount of \$5,289. In July, the agency did not refer any cases to the Prosecutor's Office as the staff was focused on purging files in preparation for the move.

**(b) Audit & Budget Committee**

No report.

**(c) Building & Grounds Committee**

Mayor Barra reported contrary to the way it looks they are moving along very well and they are on schedule. Mayor Barra advised that he, Mr. Morales and Mike Walters from the Hanson Group met with all the contractors yesterday. The 2<sup>nd</sup> floor is framed out, sheet rocked, and in pretty good shape. The 5<sup>th</sup> floor is also in good shape. Effective September 8, 2014 is when staff will be able to take possession of floors 2 and 5. The painters will be coming in about one week to ten days. All the contractors felt we are in good shape. The contractors have been working weekends. The furniture people are ready to start with the installation of cubicles. The 4<sup>th</sup> floor is still a little dicey but that is the temporary floor for some of the executives' offices. The Mayor expressed he is really impressed with the 2<sup>nd</sup> floor and that it is going to be good not only for the customers but also for the staff. Staff will be secure. There will virtually never be a time where an employee has to sit in an unsecure space with a customer. The Mayor was impressed by the lack of bullpen look that it has and felt there is less of a bullpen look in the new building than at the current building. The Mayor advised that Mr. Morales is at the new building every day and he was impressed by everything he knows and that he really knows his stuff. In regard to Freeholder Voss' question regarding how many people the waiting area accommodates and what is done when that area becomes filled, Mr. Morales explained seating will be for approximately 60 which is not different from what we have now. There is the ability to create extra space for approximately 10 to 15 seats if there is a problem. The agency is going to schedule everything after 2:00 p.m. when the part-time staff has left, which will also lessen the waiting room and parking. Mr. Morales discussed the process in which the public will be assisted in the new building.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**(a) Next Board Meeting Date – Tuesday, September 2, 2014 @ 4:30 p.m.**

The next Board Meeting is scheduled for **Tuesday, September 2, 2014** at 4:30 p.m.

**Action Items:**

**Resolutions:**

- (a) 2014.08.12 (1) – Resolution Authorizing Proposed Amendment to the BCBSS BY-LAWS
- (b) 2014.08.12 (2) – Resolution Approving 60 Month Lease Agreement with Pitney Bowes for New Postage and Folding Machine
- (c) 2014.08.12 (3) – Resolution Approving Award of Commercial Real Estate Services
- (d) 2014.08.12 (4) – Resolution Approving 60 Month Lease Purchase Agreement with Xerox Corporation
- (e) 2014.08.12 (5) – 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) Authorizing Proposed Amendment to the BCBSS BY-LAWS, as amended, 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			

**CLOSED SESSION:**

The Board will go into Closed Session to discuss personnel, litigation, contracts, leases, and Closed Session minutes as set forth on the agenda. The Board will be in Closed Session for approximately 30 minutes. The meeting will then reopen and official further action will be taken by the Board on at least those matters if not other matters as well. 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.

A motion to discuss and approve Resolution (e) 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 Zur, 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			

The Board went into Closed Session at approximately 5:20 p.m.

**OPEN SESSION:**

The Board reconvened in Open Session at approximately 6:05 p.m.

A motion to retain the Office of Archer & Greiner at \$150.00 with respect to offering to retain them with respect to the new lease and the landlord issues, not to exceed the QPA amount, was offered by Dr. Viola, 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 discuss and approve, by consent, Resolution (b) Approving 60 Month Lease Agreement with Pitney Bowes for New Postage and Folding Machine (c) Approving Award of Commercial Real Estate Services to Alexander Anderson Real Estate Group and (d) Approving 60-Month Lease Purchase Agreement with Xerox Corporation 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			

A motion to adopt the Closed Session Minutes of July 1, 2014 was offered by Mr. Toronto, seconded by Dr. Viola, 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 July 22, 2014 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 accept the August personnel requests was offered by Dr. Viola, 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			

With no further business to conclude, a motion to adjourn the meeting at approximately 6:12 p.m. was offered by Freeholder Voss, seconded by Freeholder Zur, and unanimously approved.

Respectfully submitted,



Robert W. Calocino  
Acting Director