

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
October 7, 2014**

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

A regular meeting of the Bergen County Board of Social Services was held on October 7, 2014 at 4:30 p.m. in the 5<sup>th</sup> Floor Break Room of the Bergen County Board of Social Services, 218 Route 17 North, 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 October 7, 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 October 3, 2014 and to the Herald News, which was published on October 3, 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 October 1, 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 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			

**Diane Baillif – Hasbrouck Heights, NJ**

In regard to the packing up of cases and the move, Ms. Baillif commended the Service Department for their efforts.

In regard to the move, Chairman Connelly discussed that he spent a lot of time at the BCBS. He discussed the staff did a tremendous job. He thanked everyone for their efforts.

In regard to the move, Mr. Morales discussed the staff was exceptional, cooperative, and outstanding. It was a very pleasant experience.

For the record, Mr. Carbone arrived at approximately 4:40 p.m.

**Maria Aberasturi – Teaneck, NJ**

Ms. Aberasturi discussed that Ms. Baillif is a true leader of her department. She thanked Mr. Carbone and the Honorable Kathleen A. Donovan; County Executive, for visiting the staff on day one in the new building. She discussed it meant a lot to the staff to see them visit and speak to the employees. Ms. Aberasturi advised that Bergen County is hosting an Elder Abuse Awareness

conference on Friday, October 17, 2014. In the past, the BCBSS has been a co-sponsor of this conference. She hopes that will continue so staff can attend this conference as a means of supporting it. The other agency's that are involved are sending staff. The cost is \$40.00 per person. She also advised that this week is Mental Health Awareness week.

**Ronda Wilson – Hackensack, NJ**

Ms. Wilson requested that the Board follow Civil Service rules and call for a test within 30 days of her request today for a County Welfare Director. In addition, Ms. Wilson submitted a folder that contained paperwork with personal information that she found on the ground. She discussed the paperwork should have been shredded because it contained personal information.

Mr. Carbone commented on the documents in Ms. Wilson's possession and asked Ms. Wilson if she was aware of the County's Red Flag Policy. Mr. Carbone asked that Ms. Wilson not comment any further. Mr. Carbone directed that Ms. Wilson be advised of the Red Flag Policy, conduct an investigation, and charge her appropriately if it is found that she violated the Red Flag Policy.

**Bill Oserin – Englewood, NJ**

Mr. Oserin discussed that he believes Ms. Wilson was just trying to point out that she found information on the ground.

Mr. Carbone advised Mr. Oserin to not even discuss this subject. There is a County Red Flag Policy, a personal confidential policy on information, which is confidential explaining if it is found, how it has to be handled by an employee, etc. It is a Federal Trade Commission Policy and a Federal Policy, which has been adopted by the Bergen County Freeholders.

In addition, Mr. Oserin discussed that he requested a grievance for a group of employees on June 25<sup>th</sup>.

General Counsel advised Mr. Oserin that he can make his statement but that the Board cannot respond because it involves personnel and the individuals were not provided with Rice Notices. He further advised that Mr. Oserin is free to make any statement, but he will not receive a response from the Board.

Mr. Oserin discussed his statements were not about the parties. His statements were about the dates and the Union Contract either being ignored or not being respected. Mr. Oserin explained the Acting Director asked him for information, and he responded to that request. Mr. Oserin discussed a hearing is supposed to be within ten days but it took about three months. He expressed his concern that the contract was either ignored or not respected.

A motion to close the Open Public Comment Period was offered by Mr. Carbone, 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			

**Adoption of Minutes:**

**(a) *Open Session Minutes of September 2, 2014***

A motion to adopt the Open Session Minutes of September 2, 2014 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			

**Treasurer's Report:**

**(a) Bills List:**

A discussion ensued. Upon review of the draft Audit Report, the Board will release payment to the Auditor. A motion to approve the Bills List, subject to withdrawing the Auditors bill, 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			

**(b) Schedule of Vouchers:**

A discussion ensued. A motion to approve the Schedule of Vouchers was offered by Dr. Viola, 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			

**Acting Director's Report:**

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

A snapshot of caseload and expenditures was provided to the members for the month of August. The budget proposal to the County, which was discussed at the budget hearing, last year, has an additional 12 positions in it for staff. A discussion followed.

**(b) Memoranda to the Board**

Mr. Morales reported that he did not have a written monthly report this month because he was busy cleaning out the old building. The employees were fantastic in their assistance during the move. He talked about the Director of Finance and the I.T. staff who were at the building(s) for a crazy amount of hours and worked very hard. The old building was cleared out on time; photos and a video were taken showing the building was completely vacated. Mr. Morales called a company today for the fourth time about removing the dumpsters, which contains old furnishings. The cities came and picked up some furniture that was donated to them. A lot of the metal was scrapped, which saved a lot of dumping fees. The agency ended up using approximately ten (10) dumpsters to clean out the building. The new landlord ordered the dumpsters, and Mr. Morales has been calling him every day to get the dumpsters removed. In response, the landlord informed Mr. Morales that the dumpsters will be picked up any day.

**Chairman's Report:**

Chairman Connelly reported the staff provided a tremendous amount of cooperation in regard to the move. He complimented and commended everyone for a job well done, including the Administration and the Board, for getting to where we are now.

**Committee Reports:**

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

The Chairman advised that he was in the Fraud Department and the security that is

being used in the agency is top of the line.

**(b) Audit & Budget Committee**

No report.

**(c) Building & Grounds Committee**

Mayor Barra reported that he was present and on the phone a lot with Mr. Morales in regard to the move. He talked about moving an organization of this size with all the equipment files that had to be cleaned out and the construction that was going on was huge. Unless you were here, you have no idea how complex the move was. He mentioned the three most stressful days in anybody's life are: death, divorce, and moving. This agency went from a 4:30 p.m. closing on a Friday afternoon to up and running at 9:00 a.m. Monday morning. The customers were serviced, and it was seamless. It was impressive! There were glitches and there will still be glitches. If Mr. Morales wasn't involved, this would not have happened the way it happened. The complexities of the construction crews, keeping them moving, keeping them in line, getting the move done, etc. A few times the Mayor did not think it was going to happen but whatever it took Mr. Morales got it done. It was something truly to watch.

Mr. Carbone discussed that John Donnadio, Executive Director of N.J. Association of Counties, heard about our move to the extent that he asked Mr. Morales and some staff members to come to the next annual convention and run a seminar on a move with checklists. Mr. Carbone and the Honorable Kathleen A. Donovan came to the building on Monday and did not know what to expect, but he saw a lot of smiles on people and the office working. It was amazing!

Mr. Toronto discussed that Mr. Morales did an extraordinary job in regard to the move. He thanked Mayor Barra as the leader of the Building & Grounds Committee. He felt it was a very nice team combination of Mr. Morales, Mayor Barra, and the Building & Grounds Committee who were very involved with the process.

Ms. Aberasturi expressed she likes Mayor Barra.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**(a) Next Board Meeting Date – Monday, November 17, 2014 @ 4:30 p.m.**

The next Board Meeting is scheduled for **Monday, November 17, 2014** at 4:30 p.m. at the "218" building.

**Action Items:**

**Resolutions:**

- (a) 2014.10.07 (1) – Resolution Approving Annual Renewal of ABACUS/IEVS Software Maintenance Agreement with Unitronix Data Systems, Inc.
- (b) 2014.10.07 (2) – Resolution Authorizing the Acting Director to Execute the Memorandum of Understanding (MOU) between the State of N.J. Department of Human Services and the Bergen County Board of Social Services
- (c) 2014.10.07 (3) – Resolution Approving the Disposal of Furnishings and Equipment
- (d) 2014.10.07 (4) – Resolution Approving Lease Purchase of New Copier
- (e) 2014.10.07 (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 Resolutions (a) through (d), by consent, 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			

**CLOSED SESSION:**

The Board will go into Closed Session for three (3) major categories. The first is the newly leased office space, the lease agreement, and an amendment to the lease agreement. Second, are personnel matters involving a leave of absence and the scheduling of a grievance hearing. Third, is litigation involving Rizzo v. BCBSS, R.W. v. BCBSS, the matter of Lauren Schwartz, Phillips v. BCBSS, and Galletta v. BCBSS. With respect to the lease, those minutes should be released within 90 days or the resolution of all outstanding items of the lease, which may be sooner. With respect to the personnel items, those minutes should also be prepared and released within 90 days or earlier if the matters are resolved earlier. With respect to the litigation, the estimated time is 18 months or the conclusion of the matter by settlement, or court decision, with the exhaustion of all possible appeals. The Board will be in Closed Session for approximately 30 minutes. The meeting will then reopen to the public and the Board make take further action on at least those matters, if not other matters, as well.

A motion to discuss and approve Resolution (c) 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 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			

The Board went into Closed Session at approximately 5:17 p.m.

**OPEN SESSION:**

The Board reconvened in Open Session at approximately 5:45 p.m.

A motion to approve the Acting Director's leave of absence was offered by Mr. Carbone, 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 authorizing the Chairman to appoint Mitch Steinhart Esq., as Interim Acting Executive Director, as necessary now and in the future was offered by Mr. Carbone, 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			

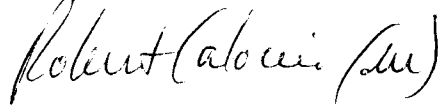
A motion to adopt the Closed Session Minutes of September 2, 2014 was offered by Mayor Barra, seconded by Mr. Toronto, and approved as follows:

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			

With no further business to conclude, a motion to adjourn the meeting at approximately 5:48 p.m. 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			

Respectfully submitted,



Robert W. Calocino  
Acting Director