

**Minutes of the Meeting
of the
Bergen County Board of Social Services
May 5, 2015**

PRESENT: William E. Connelly, Jr., Chairperson
Deborah Viola, Ph.D., Secretary-Treasurer (Arrived Late)
Tom Toronto, Assistant Secretary-Treasurer
John E. Ten Hoeve, Jr., Esq., County Adjuster
Freeholder Tracy Zur, Board Member
Leah Puzzo, 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 Thomas J. Sullivan, Board Member
Mayor Vincent Barra, Board Member

A regular meeting of the Bergen County Board of Social Services was held on May 5, 2015 at 4:30 p.m. in the 5th 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 May 5, 2015 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2015, 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 2, 2015 and to the Herald News, which was published on January 2, 2015.

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 December 30, 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

Freeholder Zur 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 | |

| | | | |
|----------------------------|-----------------|---|---|
| COUNTY ADJUSTER TEN HOEVE | COUNTY ADJUSTER | X | |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | X | |
| FREEHOLDER THOMAS SULLIVAN | BOARD MEMBER | | X |
| LEAH PUZZO | BOARD MEMBER | X | |
| MAYOR VINCENT BARRA | BOARD MEMBER | | X |

For the record, Dr. Viola arrived at approximately 4:40 p.m.

Adoption of Minutes:

(a) Open Session Minutes of April 14, 2015

A motion to adopt the Open Session Minutes of April 14, 2015 was offered by Mr. Toronto, seconded by County Adjuster Ten Hoeve, 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 | | | |
| COUNTY ADJUSTER TEN HOEVE | COUNTY ADJUSTER | X | | | |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | | | X | |
| FREEHOLDER THOMAS SULLIVAN | 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 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 | | | |
| COUNTY ADJUSTER TEN HOEVE | COUNTY ADJUSTER | X | | | |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | X | | | |
| FREEHOLDER THOMAS SULLIVAN | BOARD MEMBER | | | | X |
| LEAH PUZZO | BOARD MEMBER | X | | | |
| MAYOR VINCENT BARRA | BOARD MEMBER | | | | X |

Colette Lacandia- Ridgfield, NJ

Ms. Lacandia read aloud a letter that she received from Fairview. Mr. Morales advised Ms. Lacandia that the BCBSS does not handle Fairview; therefore, the BCBSS cannot make any decisions or determinations concerning her case. Mr. Morales offered to put Ms. Lacandia in touch with the appropriate person and place at the state level. Mr. Morales stepped out of the room with Ms. Lacandia to get her contact information.

Ronda Wilson – Hackensack, NJ

Ms. Wilson expressed that she would like to assist Ms. Lacandia.

A motion to close the Open Public Comment Period was offered by Freeholder Zur, 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 | | | |
| COUNTY ADJUSTER TEN HOEVE | COUNTY ADJUSTER | X | | | |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | X | | | |
| FREEHOLDER THOMAS SULLIVAN | 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 Mr. Toronto, 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 | | | |
| COUNTY ADJUSTER TEN HOEVE | COUNTY ADJUSTER | X | | | |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | X | | | |
| FREEHOLDER THOMAS SULLIVAN | 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 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 | | | |
| COUNTY ADJUSTER TEN HOEVE | COUNTY ADJUSTER | X | | | |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | X | | | |
| FREEHOLDER THOMAS SULLIVAN | BOARD MEMBER | | | | X |
| LEAH PUZZO | BOARD MEMBER | X | | | |
| MAYOR VINCENT BARRA | BOARD MEMBER | | | | X |

Administration Report:

(a) Monthly Reports – Statistical & Financial:

A snapshot of caseload and expenditures was provided to the members for the month of March. The Acting Director reported that the BCBSS is meeting their goals in regard to the correction action plan with the state, as per the feds. The statewide average must be 95% and the BCBSS is averaging 96/97% within 30 days and 7 days on the expedited. The agency has been far exceeding the goal. A discussion followed regarding the caseload. At Dr. Viola's request, Mrs. Darmochwal will forward an article to the Board Members that was published in The New York Times regarding, "An Atlas of Upward Mobility Shows Paths Out of Poverty".

(b) Memoranda to the Board

Mr. Morales reported on April 22, 2015 the county trained approximately 18 to 20 BCBSS staff who volunteered to be trained on the use of the AED equipment in the building. On April 23, 2015, the agency hosted Bring Your Child to Work Day and over 30 children participated. The Office of Budgetary and Financial Management conducted an audit at the agency to ensure that sound and effective internal control mechanisms existed for FAMIS user access. The audit determined that the agency was in compliance with DFD policy. The agency continues its outreach efforts. On April 22, 2015, the agency made a presentation at the Friendship House in Hackensack. As approved at last month's Board Meeting, the BCBSS hired one additional former Community Work Experience Program participant who is eligible for On the Job Training (OJT) Reimbursement. The agency executed four (4) contracts for reimbursements with the Department of Labor and the agency is eligible for up to \$40,825 in reimbursement for these employees.

Chairman's Report:

As a follow-up to last month's Board Meeting, Chairman Connelly inquired about the status of the work on the roof. Mr. Morales reported that the landlord is not ripping off the old roof. They plan to apply a new system that goes right on top of the old system. The installation of the new system will be done during regular working hours. The crew consists of approximately five (5) individuals. Management was assured that there would be no disruption to staff and there should not be any noise. The product has not yet arrived but it could be here on Friday. The Chairman reported that he toured the permanent office space that has become available. The Chairman asked Mr. Morales whether or not an analysis was done on the Bergenfield Woodbine storage facility versus if we were to utilize storage at the "218" building. He discussed that there are a lot of other things to consider than s/f such as time, travel, etc.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Mrs. Puzzo reported from April 1, 2015 through April 30, 2015 the agency received Medicaid recoveries in the amount of \$63,978.78. Nineteen (19) cases were forwarded to the Prosecutor's Office seeking \$68,898.58 in restitution. On May 4, 2015 one case was presented to the Grand Jury. On May 12, 2015 four cases will be presented to the Grand Jury.

(b) Audit & Budget Committee

Mr. Toronto reported that he attended the BCBSS Budget meeting last week with Messrs. Calocino, Morales, and Modery. Mr. Toronto expressed that Mr. Morales did a capable job and good questions were asked by Freeholders Ganz and Sullivan. The BCBSS was one of the few departments that presented a budget less than the prior year. Overall, it was a well-received solid presentation.

(c) Building & Grounds Committee

In Mayor Barra’s absence, Mr. Morales reported that the largest tenant on the Fourth Floor has moved out. He volunteered to show the Board Members the vacant area. Mr. Morales reported that there are some items that were left behind that could be used by the BCBSS. The previous tenants left some of the glass partitions for offices, the kitchen cabinets are in good shape, and the ceiling grid appears to line up so that will be a nice savings. The agency was getting prices on an air conditioner unit for the agency’s server room but someone left a unit behind that we could transfer for our use. The agency obtained the landlord’s authorization to transfer that unit to the BCBSS. Discussions were had regarding the existing space on the Second Floor and possibly adding a single stall employee restroom.

OLD BUSINESS:

(a) Discussion regarding Insurance Consultants RFQ Submittals

A discussion ensued regard the RFQ submittals for Insurance Consultant. A motion to extend a contract to Acrisure to continue as the agency’s Insurance Consultant was offered by Freeholder Zur, seconded by Mrs. Puzzo, 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 | | | |
| COUNTY ADJUSTER TEN HOEVE | COUNTY ADJUSTER | | | X | |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | X | | | |
| FREEHOLDER THOMAS SULLIVAN | BOARD MEMBER | | | | X |
| LEAH PUZZO | BOARD MEMBER | X | | | |
| MAYOR VINCENT BARRA | BOARD MEMBER | | | | X |

NEW BUSINESS:

(a) Next Board Meeting Date – Tuesday, June 2, 2015 @ 4:30 p.m.

The next Board Meeting is scheduled for **Tuesday, June 2, 2015** at 4:30 p.m. at the “218” building. Dr. Viola reported she cannot attend the June 2nd Board Meeting.

A motion to discuss and approve Resolutions (a) through (e), (g), (i), and (j) was offered by Freeholder Zur, seconded by Mrs. Puzzo, 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 | | | |
| COUNTY ADJUSTER TEN HOEVE | COUNTY ADJUSTER | X | | | |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | X | | | |
| FREEHOLDER THOMAS SULLIVAN | BOARD MEMBER | | | | X |
| LEAH PUZZO | BOARD MEMBER | X | | | |
| MAYOR VINCENT BARRA | BOARD MEMBER | | | | X |

Action Items:

Resolutions:

- (a) 2015.5.5 (1) - Resolution Approving Revised Affiliation Agreement with Holy Name Hospital
- (b) 2015.5.5 (2) - Resolution Authorizing the Advertisement & Offer of Employment for One Part-Time Human Service Aide
- (c) 2015.5.5 (3) –Resolution Rescinding Authorization to Hire One Records Support Technician
- (d) 2015.5.5 (4) - Resolution Authorizing the Hiring of One Records Support Technician
- (e) 2015.5.5 (5) - Resolution Authorizing Salary Increase for Confidential Employees
- (f) 2015.5.5 (6) - Resolution Approving Insurance Consultant
- (g) 2015.5.5 (7) - Resolution Approving Theft Insurance Renewal
- (h) 2015.5.5 (8) - 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
- (i) 2015.5.5 (9) - Resolution Authorizing the Advertisement and Offer of Employment for One Temporary Full Time Clerk 1
- (j) 2015.5.5 (10) -Resolution Approving Affiliation Agreement with Englewood Hospital

CLOSED SESSION:

The Board will go into Closed Session to discuss matters involving personnel matters, litigation, health benefit contribution, and closed session minutes. 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 30 minutes. The meeting will then resume and reopen the meeting to the public and the Board make take further action on the items that were discussed in Closed Session.

A motion to discuss and approve Resolution (h) 2015.5.5(8) 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 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 | | | |
| COUNTY ADJUSTER TEN HOEVE | COUNTY ADJUSTER | X | | | |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | X | | | |
| FREEHOLDER THOMAS SULLIVAN | BOARD MEMBER | | | | X |
| LEAH PUZZO | BOARD MEMBER | X | | | |
| MAYOR VINCENT BARRA | BOARD MEMBER | | | | X |

The Board went into Closed Session at approximately 5:27 p.m.

OPEN SESSION:

The Board reconvened in Open Session at approximately 5:57 p.m.

A motion to approve the Closed Session Minutes was offered by Freeholder Zur, 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 | | | |
| COUNTY ADJUSTER TEN HOEVE | COUNTY ADJUSTER | X | | | |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | X | | | |
| FREEHOLDER THOMAS SULLIVAN | 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 5:59 p.m. was offered by Freeholder Zur, 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 | | | |
| COUNTY ADJUSTER TEN HOEVE | COUNTY ADJUSTER | X | | | |
| FREEHOLDER TRACY ZUR | BOARD MEMBER | X | | | |
| FREEHOLDER THOMAS SULLIVAN | BOARD MEMBER | | | | X |
| LEAH PUZZO | BOARD MEMBER | X | | | |
| MAYOR VINCENT BARRA | BOARD MEMBER | | | | X |

Respectfully submitted,



Robert W. Calocino
Acting Director