

**Minutes of the Meeting
of the
Bergen County Board of Social Services
October 6, 2015**

PRESENT: **Randi Duffie, Vice Chairperson**
Deborah Viola, Ph.D., Secretary-Treasurer
Freeholder Tracy Zur, Board Member (Arrived Late)
Freeholder Thomas J. Sullivan, Board Member
John E. Ten Hoeve, Jr., Esq., County Adjuster
Mayor Vincent Barra, Board Member
Joseph A. Barreto, Board Member
Ritzy Moralez-Diaz, Board Member
John L. Schettino, Esq., General Counsel
Robert W. Calocino, Acting Director
Alex Morales, Interim Management Consultant
Michele Darmochwal, Administrative Secretary

ABSENT: **William E. Connelly, Jr., Chairperson**
Tom Toronto, Assistant Secretary-Treasurer

A regular meeting of the Bergen County Board of Social Services was held on October 6, 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 October 6, 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:

In the absence of Chairman Connelly, Vice-Chairwoman Duffie chaired the meeting.

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
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	
MAYOR VINCENT BARRA	BOARD MEMBER	X	
JOSEPH A. BARRETO	BOARD MEMBER	X	
RITZY MORALES-DIAZ	BOARD MEMBER	X	

Open Public Comment Period

Vice-Chairwoman Duffie requested a motion to open the meeting for public comment. A motion to open the Open Public Comment Period, for a three-minute limit with the option of speaking again, was offered by Mrs. Morales-Diaz, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER	X			

Vice-Chairwoman Duffie asked if there were any members of the public who wished to address the Board.

As there were no members of the public wishing to address the Board, Vice-Chairwoman Duffie requested a motion to close the Open Public Comment Period of the Open Session. A motion to close the Open Public Comment Period was offered by Freeholder Sullivan, seconded by Mrs. Morales-Diaz, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER	X			

Adoption of Minutes:

(a) Open Session Minutes of September 1, 2015

Vice-Chairwoman Duffie requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session Minutes of September 1, 2015 was offered by Mayor Barra, seconded by Mr. Barreto, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALEZ-DIAZ	BOARD MEMBER			X	

The Board went into Closed Session at approximately 4:35 p.m. to conduct a second-step grievance hearing. General Counsel advised that the Board will reopen the meeting in approximately 15 minutes at which time further action will be taken.

CLOSED SESSION:

A motion to discuss and approve Resolution (ff) 2015.10.06 (32) 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 to conduct a grievance hearing was offered by Mayor Barra, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALEZ-DIAZ	BOARD MEMBER	X			

OPEN SESSION:

The Board reconvened in Open Session at approximately 5:40 p.m.

Treasurer’s Report:

(a) Bills List:

Vice-Chairwoman Duffie requested a motion to approve the Bills List. A motion to approve the Bills List was offered by Mr. Barreto, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER	X			

(b) Schedule of Vouchers:

Vice-Chairwoman Duffie requested a motion to approve the Schedule of Vouchers. A motion to approve the Schedule of Vouchers was offered by Mrs. Morales-Diaz, seconded by Mr. Barreto, 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			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER	X			

For the record, Freeholder Sullivan left the meeting at approximately 5:45 p.m.

Administration Report:

(a) Monthly Reports – Statistical & Financial:

A snapshot of caseload and expenditures were provided to the members for the month of August. Going forward, Mr. Morales will submit a monthly report to the Board regarding Medicaid timeliness.

(b) Memoranda to the Board

Mr. Morales reported that two additional Mental Health First Aid Training courses were held in September. Additional training classes will be scheduled once the move in to the fourth floor space is complete to ensure that all BCBSS staff receives training this year. At last month’s Board

Meeting, the Board approved the purchase of equipment. Mr. Morales submitted a procurement report of the cost of the equipment that has been purchased to date. In regard to Outreach, Mr. Morales is scheduled to attend and make a presentation to the Municipal Clerk's Association at their October meeting. Mr. Morales provided the Board with a look at the Medicaid increase in the last 12 months per county. The BCBSS is #3 in the state in an increase in Food Stamps. From July to July, the BCBSS had a 7.3% Food Stamp increase. The largest increase in the state was 9%. In addition, Mr. Morales will be on the Outreach Committee for the Bergen Senior Coalition and will participate in additional outreach efforts throughout the County as part of that group's outreach efforts. Mr. Morales advised that Bergen County has had one of the largest increases in the number of families receiving Food Stamps. In regard to the new Medicaid funding formula, Mr. Morales advised that the agency will receive reimbursement in the amount of \$453,648. To date, the agency has been reimbursed a total of \$1,193,167. Mr. Morales reported that the BCBSS website has monthly Food Stamp statistics broken down by municipality. In regard to the Food Stamp Timeliness update, the BCBSS is at 99.33%. For regular Food Stamps, the BCBSS is at 99.77%. For August and September, the BCBSS needs to be at 95% so we are well above that requirement. In regard to Family Care intake, the BCBSS has two cases that are over 45 days and about 367 cases pending. Mr. Morales will submit a history and the current redetermination rates to the Board next month. Mr. Morales recognized Sue Silverstein and Victoria Osborne and training staff in the Training Department for working very hard under difficult circumstances to train staff in such a small space. He also recognized another employee, Rebecca Racer, who volunteered to assist with training.

Chairman's Report:

No report.

Committee Reports:

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

Vice Chairwoman Duffie reported from September 1, 2015 to September 30, 2015 the agency received Medicaid recoveries in the amount of \$27,350.43. There were four (4) new cases forwarded to the Prosecutor's office this month seeking over \$9,000 in restitution.

(b) **Audit & Budget Committee**

No report.

(c) **Building & Grounds Committee**

Mayor Barra reported this item will be discussed in Closed Session.

OLD BUSINESS:

No report.

NEW BUSINESS:

(a) Presentation of Finance

Scott Modery; Supervisor of the Finance Unit, provided an overview of the Finance Department.

(b) Next Board Meeting Date – Thursday, November 5, 2015 @ 4:30 p.m.

Vice Chairwoman Duffie stated that the next Board Meeting is scheduled for **Thursday, November 5, 2015** at 4:30 p.m. at the “218” building.

Action Items:

Resolutions:

- (a) 2015.10.06 (1) – Resolution Approving Annual Renewal of ABACUS/IEVS Software Maintenance Agreement with Unitronix Data Systems, Inc.
- (b) 2015.10.06 (2) – Resolution Authorizing Application for Grant from the State of New Jersey Department of Community Affairs in Connection with the Universal Service Fund CWA Administration 2016 Program
- (c) 2015.10.06 (3) – Resolution Approving Second Amendment to Lease Agreement
- (d) 2015.10.06 (4) – Resolution Authorizing the Advertisement of Employment for One (1) Full Time Human Services Specialist 1
- (e) 2015.10.06 (5) – Resolution Authorizing the Advertisement of Employment for One (1) Full Time Human Services Aide
- (f) 2015.10.06 (6) – Resolution Authorizing the Advertisement of Employment for Two (2) Data Processing Programmer 1
- (g) 2015.10.06 (7) – Resolution Authorizing the Advertisement of Employment for One (1) Full Time Clerk 1
- (h) 2015.10.06 (8) – Resolution Authorizing the Advertisement of Employment for One (1) Part Time Clerk 1
- (i) 2015.10.06 (9) – Resolution Authorizing the Hiring of One Provisional Human Services Specialist 4
- (j) 2015.10.06 (10) – Resolution Authorizing the Hiring of One Provisional Human Services Specialist 4
- (k) 2015.10.06 (11) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (l) 2015.10.06 (12) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (m) 2015.10.06 (13) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (n) 2015.10.06 (14) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (o) 2015.10.06 (15) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (p) 2015.10.06 (16) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide

- (q) 2015.10.06 (17) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (r) 2015.10.06 (18) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (s) 2015.10.06 (19) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (t) 2015.10.06 (20) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (u) 2015.10.06 (21) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (v) 2015.10.06 (22) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (w) 2015.10.06 (23) – Resolution Authorizing the Hiring of One Part Time Records Support Technician 1
- (x) 2015.10.06 (24) – Resolution Authorizing the Hiring of One Part Time Clerk 1
- (y) 2015.10.06 (25) – Resolution Authorizing the Hiring of One Temporary Full Time Records Support Technician 1
- (z) 2015.10.06 (26) – Resolution Rescinding Authorization to Hire One Temporary Records Support Technician
- (aa)2015.10.06 (27) – Resolution Approving Elimination and Creation of Board Positions
- (bb)2015.10.06 (28) – Resolution Authorizing the Hiring of One Part Time Human Services Aide
- (cc)2015.10.06 (29) – Resolution Approving Security Guard Services
- (dd)2015.10.06 (30) – Resolution Authorizing to Utilize County Bid 14-26 to Install Vending Machines
- (ee)2015.10.06 (31) – Resolution Authorizing the Hiring of One Temporary Part Time Human Services Aide
- (ff)2015.10.06 (32) – 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 approve Resolutions (a) through (ff), excluding (c) and (ff), was offered by Dr. Viola, seconded by Mrs. Morales-Diaz, 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
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER	X			

A motion to discuss and approve Resolution (ff) 2015.10.06 (32) 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 Mr. Ten Hoeve, 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
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER	X			

The Board went into Closed Session at approximately 6:08 p.m.

CLOSED SESSION:

General Counsel stated the Board will go into Closed Session to discuss matters involving litigation, leases, contracts, personnel, and Closed Session minutes of September 1, 2015. 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 15 minutes. The meeting will then resume and reopen the meeting to the public and the Board make take further action with respect to items listed on this afternoon’s agenda.

OPEN SESSION:

The Board reconvened in Open Session at approximately 6:22 p.m.

Vice-Chairwoman Duffie requested a motion to approve Resolution (c) Approving Second Amendment to Lease Agreement. A motion to approve Resolution (c) Approving Second Amendment to Lease Agreement was offered by Mayor Barra, 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
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER				X

RITZY MORALEZ-DIAZ	BOARD MEMBER	X			
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Vice-Chairwoman Duffie requested a motion approving an extension for the Acting Director and Interim Management Consultant's term through November 5, 2015. A motion to approve an extension for the Acting Director and Interim Management Consultant through November 5, 2015 was offered by Dr. Viola, seconded by Mrs. Morales-Diaz, 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
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER				X
RITZY MORALEZ-DIAZ	BOARD MEMBER	X			

Vice-Chairwoman Duffie requested a motion to approve the Closed Session Minutes of September 1, 2015. A motion to approve the Closed Session Minutes was offered by Mayor Barra, seconded by Mr. 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
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER				X
RITZY MORALEZ-DIAZ	BOARD MEMBER			X	

Vice-Chairwoman Duffie requested a motion to adjourn the meeting. With no further business to conclude, a motion to adjourn the meeting at approximately 6:25 p.m. was offered by Mayor Barra, seconded by Mrs. Morales-Diaz, 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
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER				X

RITZY MORALEZ-DIAZ	BOARD MEMBER	X			
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Mr. Morales advised that the next Board Meeting will be held in the 4'th Floor Board Room.

Respectfully submitted,



Robert W. Calocino
Acting Director