

**Minutes of the Meeting
of the
Bergen County Board of Social Services
April 5, 2016**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice Chairperson
Deborah Viola, Ph.D., Secretary-Treasurer
Tom Toronto, Assistant Secretary-Treasurer
Freeholder Tracy Zur, Board Member
Freeholder Joan Voss, Board Member (Arrived Late)
John E. Ten Hoeve, Jr., Esq., County Adjuster
Mayor Vincent Barra, Board Member
Joseph A. Barreto, Board Member (Arrived Late)
John L. Schettino, Esq., General Counsel
Robert W. Calocino, Acting Director
Alex Morales, Interim Management Consultant
Michele Darmochwal, Administrative Secretary

ABSENT: Ritzy Morales-Diaz, Board Member

A regular meeting of the Bergen County Board of Social Services was held on April 5, 2016 at 4:30 p.m. in the 4th Floor Board 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 April 5, 2016 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2016, 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 December 6, 2015 and to the Herald News, which was published on December 6, 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 3, 2015.

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:

Chairman Connelly chaired the meeting.

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	
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X	
FREEHOLDER TRACY ZUR	BOARD MEMBER	X	
FREEHOLDER JOAN VOSS	BOARD MEMBER		X
MAYOR VINCENT BARRA	BOARD MEMBER	X	
JOSEPH A. BARRETO	BOARD MEMBER		X
RITZY MORALEZ-DIAZ	BOARD MEMBER		X

Open Public Comment Period

Chairman Connelly 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 Mayor Barra, seconded by Vice Chairwoman Duffie, 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 JOAN VOSS	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER				X
RITZY MORALEZ-DIAZ	BOARD MEMBER				X

As there were no members of the public wishing to address the Board, Chairman Connelly 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 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 JOAN VOSS	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER				X
RITZY MORALEZ-DIAZ	BOARD MEMBER				X

Adoption of Minutes:

(a) Open Session Minutes of March 1, 2016

Chairman Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session Minutes of March 1, 2016 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			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER			X	
FREEHOLDER JOAN VOSS	BOARD MEMBER				X
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER				X
RITZY MORALES-DIAZ	BOARD MEMBER				X

Treasurer's Report:

(a) Bills List:

Chairman Connelly requested a motion to approve the Bills List. A motion to approve the Bills List was offered by Vice Chairwoman Duffie, 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 JOAN VOSS	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:

Chairman Connelly requested a motion to approve the Schedule of Vouchers. A motion to approve the Schedule of Vouchers was offered by Dr. Viola, seconded by Vice Chairwoman Duffie, 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 JOAN VOSS	BOARD MEMBER				X

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

Administration Report:

(a) Monthly Reports – Statistical & Financial:

A snapshot of caseload and expenditures were provided to the members for the month of February.

(b) Memoranda to the Board

Mr. Morales reported Mental Health First Aid training continues. Going forward, all new hires will receive this training. Beginning in April, 2016 the agency will have a new outreach site in Harrington Park. The agency will host Bring Your Child to Work Day on April 28, 2016. In regard to Able Bodied Adults Without Dependent Children for Food Stamps the agency has projected to close approximately 800 cases for the first of May, which will create a lot of phone traffic and customers in the lobby. In regard to the timeliness update, in February and March, the agency was at 99.5% for regular Food Stamps and 97.3% for expedited. Mr. Morales discussed 75% of our customers are getting Food Stamps at 26 days for regular and four days for expedited. In regard to Family Care, the agency has 256 pending applications and only 2 were over 45 days and those were due to customers missing documentation. The agency is 95% current on Medicaid redeterminations. The agency has requested that the state return all new applications to the agency for processing. Mr. Morales discussed Medicaid is now a 75/25% match so the more reliant we are on Medicaid the more that reduces the county portion of our funding.

For the record, Freeholder Voss arrived at approximately 4:45 p.m.

Chairman’s Report:

Chairman Connelly discussed there were discussions after the last Board Meeting about amended resolutions and when something is amended or hasn’t been properly posted the Board will be made aware of it and make sure that does not happen again. The Chairman expressed his concern regarding the 200 plus page packet this month and how it really needs to reduce in size.

Mr. Morales advised that he has had some preliminary discussions with the I.T. Department, and Administration can create a secure site on our website, which then the Board could log in and click on each item separately. There will be a full set and then an item by item setup to make everyone’s lives easier and to go paperless.

Dr. Viola suggested drop boxes, which is a secure way to do this too.

Mr. Morales discussed possibly obtaining tablets for the Board Members.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Vice Chairwoman Duffie reported from March 1 through March 31, 2016 the agency received Medicaid recoveries in the amount of \$25,734.17. No new cases were referred to the Prosecutor's Office during the month of March. The agency was in contact with the Prosecutor's office to clarify which cases should be referred. In the past, the agency referred all cases where the agency was owed \$1,500 or more, although the Prosecutor's office would not pursue cases where the amount owed was less than \$5,000. The new Prosecutor has indicated that only cases where the amount owed to the agency is at least \$5,000 should be referred. While only these cases will be referred for criminal prosecution, the agency will continue to pursue restitution for all funds regardless of the amount.

(b) Audit & Budget Committee

The Board discussed that they do not yet have a scheduled time and date to present the BCBSS budget to the County.

(c) Building & Grounds Committee

No report.

OLD BUSINESS:

NEW BUSINESS:

(a) Discussion regarding PEER Proposal

Mr. Morales reported that he had a preliminary conversation with the county and the PEER program will be phased out. The Bergen County Board of Social Services administers the Homemaker Program which offers the arrangement, purchase, and ongoing case management of homemaker/home health services for elderly and/or disabled adults who require personal care in order to remain in their homes. For the past two years, the agency has been trying to transition people to Medicaid. Because Peer Group funding will be ending soon, the agency has attempted to transition these customers to the Medicaid Program; however, in many cases there has been significant resistance to this effort. One of the issues we have is individuals refusing to apply for Medicaid or people that are on the program that have very high assets but do not want to spend down their assets. A Peer List was distributed to the Board Members. The proposal is to require folks to apply for Medicaid within 60 days and pursue the application and those with the higher assets need to spend down. At present, the agency has insufficient funds to cover the expenses of the program based on the current level of participation. Mr. Morales discussed we will overspend this year unless we make changes. The level of care that we are currently giving, which individuals on this program are currently receiving, will either have to be reduced or the number of individuals reduced in order to stay within budget.

Freeholder Zur asked Mr. Morales to put on a dollar sign so the Board knows what they are being asked to do. Mr. Morales discussed the agency will be approximately \$50/60,000 over budget unless changes are made. Mr. Morales will get an exact number for Freeholder Zur, as well as the entire Board, tomorrow. Freeholder Zur asked that this discussion be tabled until the Board has all the numbers they need to make an informed decision. Vice Chairwoman asked Mr. Morales to prioritize in his approach as to who gets cut first and how he came to that decision. The Board discussed if they need to form a subcommittee that committee will be comprised of: Freeholder Zur, Vice Chairwoman Duffie, and Mr. Toronto.

For the record, Mr. Barreto arrived at approximately 5:07 p.m.

(b) Next Board Meeting Date

A motion to reschedule the May 3, 2016 Board Meeting **to Tuesday, May 10, 2016** at 4:30 p.m. at the “218” building 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			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

Action Items:

Resolutions:

- (a) 2016.4.05 (1) - Resolution Approving Increase in Contract for Security Guard Services
- (b) 2016.4.05 (2) - Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (c) 2016.4.05 (3) - Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (d) 2016.4.05 (4) - Resolution Authorizing the Hiring of One Part Time Human Services Aide
- (e) 2016.4.05 (5) - Resolution Authorizing the Hiring of One Part Time Human Services Aide
- (f) 2016.4.05 (6) - Resolution Approving Memorandum of Understanding with Bergen County Workforce Development Board
- (g) 2016.4.05 (7) - Resolution Approving Queue Management System
- (h) 2016.4.05 (8) - Resolution Authorizing Renewal of Contract with Delta Dental for One Year
- (i) 2016.4.05 (9) - 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

(j) 2016.4.05 (10) -Resolution Approving Agreement with CNA Services/Bright Star New Jersey for a Queue Management System

A motion to approve Resolutions (a) through (g), including (j) 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			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER JOAN VOSS	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 (i) 2016.4.05 (9) 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 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			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER JOAN VOSS	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 5:11 p.m.

CLOSED SESSION:

General Counsel stated the Board will go into Closed Session to conduct a second-step grievance hearing, and to discuss personal matters, contracts, Closed Session minutes of March 1, 2016, personnel, litigation, and negotiations. 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 with respect to matters dealing with the Bergen County Board of Social Services.

OPEN SESSION:

The Board reconvened in Open Session at approximately 5:50 p.m.

A motion to approve Resolution (h) 2016.4.05 (8) Authorizing Renewal of Contract with Delta Dental for One Year was offered by Dr. Viola 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 JOAN VOSS	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALEZ-DIAZ	BOARD MEMBER				X

Closed Session Minutes of March 1, 2016

Chairman Connelly requested a motion to adopt the Closed Session Minutes. A motion to adopt the Closed Session Minutes of March 1, 2016 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			
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER	X			
FREEHOLDER TRACY ZUR	BOARD MEMBER			X	
FREEHOLDER JOAN VOSS	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALEZ-DIAZ	BOARD MEMBER				X

A motion to uphold the finding of the Arbitrator’s ruling in regard to a Second Step Grievance Hearing (1) was offered by Dr. Viola, seconded by Vice Chairwoman Duffie, 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 JOAN VOSS	BOARD MEMBER	X			

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

A motion to uphold the finding of the Arbitrator's ruling in regard to a Second Step Grievance Hearing (2) was offered by Dr. Viola, 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 JOAN VOSS	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

Chairman Connelly requested a motion to adjourn the meeting. With no further business to conclude, a motion to adjourn the meeting at approximately 5:51 p.m. 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 JOAN VOSS	BOARD MEMBER	X			
MAYOR VINCENT BARRA	BOARD MEMBER	X			
JOSEPH A. BARRETO	BOARD MEMBER	X			
RITZY MORALES-DIAZ	BOARD MEMBER				X

Respectfully submitted,



Robert W. Calocino
Acting Director