

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
March 7, 2017**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Randi Duffie, Vice Chairperson  
Freeholder Tracy Zur, Board Member  
Freeholder Mary Amoroso, Board Member  
Elaine Meyerson, Board Member  
John L. Schettino, Esq., General Counsel  
Robert W. Calocino, Acting Director  
Michele Darmochwal, Administrative Secretary

**ABSENT:** John E. Ten Hoeve, Jr., Esq., County Adjuster  
Ritzy Morales-Diaz, Secretary-Treasurer  
Erin Delaney, Assistant Secretary-Treasurer

A regular meeting of the Bergen County Board of Social Services was held on March 7, 2017 at 4:30 p.m. in the 4<sup>th</sup> 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 March 7, 2017 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2017, 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 13, 2017 and to the Herald News, which was published on January 13, 2017.

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 January 11, 2017.

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:

<b>MEMBERS</b>	<b>TITLE</b>	<b>PRESENT</b>	<b>ABSENT</b>
<b>WILLIAM CONNELLY</b>	<b>CHAIRPERSON</b>	<b>X</b>	
<b>RANDI DUFFIE</b>	<b>VICE CHAIRPERSON</b>	<b>X</b>	
<b>ERIN DELANEY</b>	<b>ASST. SECRETARY TREASURER</b>		<b>X</b>

COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER		X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X	
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X	
RITZY MORALEZ-DIAZ	BOARD MEMBER		X
ELAINE MEYERSON	BOARD MEMBER	X	

**Election of Officer/Secretary-Treasurer Position**

A motion to appoint Ritzy Moralez-Diaz as Secretary Treasurer was offered by Mrs. Meyerson, seconded by Vice Chairwoman Duffie, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY MORALEZ-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER				X
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE MEYERSON	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 Freeholder Zur, seconded by Freeholder Amoroso, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY MORALEZ-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER				X
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE MEYERSON	BOARD MEMBER	X			

**Christine Murphy – Human Services Specialist 1, Bergen County Board of Social Services**

Ms. Murphy, an employee of the Bergen County Board of Social Services, asked the Board to consider allowing Human Services Specialist 2’s to be part time. She discussed that when she was hired she was never told that she would have no chance for promotion. Ms. Murphy asked to be looked at for promotion.

Chairman Connelly asked Ms. Murphy if she went through the department head and the chain of command before presenting her comments to the Board.

Ms. Murphy explained that this time around she did not follow the chain of command but previously, she did. She discussed the steps she took and apologized to the Acting Director.

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 Amoroso, seconded by Freeholder Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY MORALES-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER				X
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE MEYERSON	BOARD MEMBER	X			

**Adoption of Minutes:**

**(a) Open Session Minutes of February 7, 2017**

Chairman Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session Minutes of February 7, 2017 was offered by Freeholder Zur, seconded by Vice Chairwoman Duffie, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY MORALES-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER				X
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE MEYERSON	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 Freeholder Zur, seconded by Freeholder Amoroso, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY MORALES-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER				X
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			

ELAINE MEYERSON	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 Vice Chairwoman Duffie, seconded by Freeholder Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY MORALES-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER				X
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE MEYERSON	BOARD MEMBER	X			

**Administration Report:**

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

A snapshot of caseload and expenditures were included in each of the Board Member’s packet for the month of January.

**(b) Memoranda to the Board**

The Acting Director reported that the agency continues to meet with the One Stop to work toward improving the current process. In regard to the Queue System, once the software package is refined, employee training is expected to begin in mid-March. The agency website design overhaul is expected to be complete at the end of March, 2017. The Acting Director will send the Board Members a link to review the website prior to going live. The agency’s I.T. Department built [www.BergenSeniorServices.Org](http://www.BergenSeniorServices.Org) for the Bergen Coalition and will maintain the system until the end of 2017. BFI Furniture is shipping replacement parts to the agency to repair damaged chairs with an estimated delivery date of March 20, 2017. In regard to the building temperature, HVAC addressed parts that needed replacement on Floor 5 and moved thermostats to correct the imbalance of air temperature in the Finance Department on Floor 4. Overhead returns will be added to improve air movement.

The Chairman expressed his concern in regard to replacing parts on chairs this soon, when the furniture is only less than two years old. There are chairs that have lost seat surface padding, deteriorating arm pads, broken wheels, etc. The purchase of the chairs was made through a Building Allowance with BFI Furniture. The Fiscal Officer advised that he has been in contact with BFI Furniture in regard to the issues with the chairs. At the Board’s request, General Counsel will send a letter to BFI Furniture in regard to the issues with the chairs purchased by the Board.

### **Chairman's Report**

The Chairman confirmed Committee Assignments as follows: Audit & Budget Committee is comprised of Vice Chairwoman Duffie, Erin Delaney, and Ritzy Morales-Diaz. Building and Grounds Committee is comprised of Freeholder Zur, County Adjuster Ten Hoeve, and Vice Chairwoman Duffie. Personnel Committee is comprised of Elaine Meyerson, Erin Delaney, and Freeholder Amoroso. The Search subcommittee is comprised of Chairman Connelly, Freeholder Zur, and County Adjuster Ten Hoeve. Negotiations subcommittee is comprised of Elaine Meyerson, Erin Delaney, and Freeholder Amoroso. Welfare, Fraud, and Abuse Committee is comprised of Vice Chairwoman Duffie, Chairman Connelly, and Freeholder Amoroso.

### **Committee Reports:**

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

Vice Chairwoman Duffie reported from February 1 to February 28, 2017 the agency received Medicaid recoveries in the amount of \$7,824.00. No new cases were referred to the Prosecutor's Office during the month of February.

(b) **Audit & Budget Committee**

No report.

(c) **Building & Grounds Committee**

This item was previously discussed.

The Acting Director discussed the need for a camera and reader installation in the building. There are no building funds left but there is some money for this type of work in the budget. A proposal was submitted and the amount is under the threshold. The Board discussed that the agency has a Qualified Purchasing Agent (QPA). General Counsel advised that this item, Approving Professional Security Consultants, will be added under Resolutions.

### **OLD BUSINESS:**

(a) **Discussion in regard to 2017 Request for Qualifications submittals for Insurance Consultant**

Chairman Connelly asked for nominations for Insurance Consultant. A motion to nominate **Acrisure** as Insurance Consultant was offered by Chairman Connelly, seconded by Freeholder Zur. With no one opposed, a roll call was taken for Insurance Consultant to the Bergen County Board of Social Services and the motion was approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY MORALEZ-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER				X
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			

FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE MEYERSON	BOARD MEMBER	X			

**NEW BUSINESS:**

**(a) Next Board Meeting Date**

The next Board Meeting is scheduled for Tuesday, April 4, 2017 at 4:30 p.m. in the 4'th floor Board Room.

**Action Items:**

**Resolutions:**

- (a) 2017.3.07 (1) – Resolution Accepting Resignation of Joseph Barreto
- (b) 2017.3.07 (2) – Resolution Approving Professional Services Agreement with General Counsel
- (c) 2017.3.07 (3) – Resolution Approving Professional Services Agreement with Labor Counsel
- (d) 2017.3.07 (4) – Resolution Approving Professional Services Agreement with Auditor
- (e) 2017.3.07 (5) – Resolution Appointing Insurance Consultant for the Year 2017
- (f) 2017.3.07 (6) – Resolution Approving Personnel Officer Contract Agreement
- (g) 2017.3.07 (7) – Resolution Approving Fiscal Officer Contract Agreement
- (h) 2017.3.07 (8) – Resolution Approving Memorandum of Understanding with Bergen County
- (i) 2017.3.07 (9) – Resolution Approving 36 Month Lease Agreement with Laser Save
- (j) 2017.3.07 (10) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (k) 2017.3.07 (11) – Resolution Authorizing a Change in Employment for One (1) Part Time Clerk to Full Time Clerk
- (l) 2017.3.07(12) – Resolution Authorizing Employment for One (1) Part-Time Clerk
- (m) 2017.3.07(13) – Resolution Authorizing Promotion of One (1) Keyboarding Clerk 2 to Provisional Clerk 3
- (n) 2017.3.07(14) – 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
- (o) 2017.3.07(15) – Resolution Approving Professional Security Consultants

A motion to discuss and approve Resolutions (a) through (d) , (f) through (m), and (o) was offered by Freeholder Amoroso, seconded by Freeholder Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY MORALES-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER				X
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			

ELAINE MEYERSON	BOARD MEMBER	X			
-----------------	--------------	---	--	--	--

A motion to discuss and approve Resolution (n) 2017.3.07 (14) 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 Vice Chairwoman Duffie, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY MORALES-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER				X
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE MEYERSON	BOARD MEMBER	X			

The Board went into Closed Session at approximately 5:04 p.m.

**CLOSED SESSION:**

General Counsel stated the Board will go into Closed Session to discuss the Closed Session minutes of February 7, 2017, grievance minutes of February 7, 2017, personnel, contract negotiations, and litigation. 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 20 minutes at which time the meeting will then resume and reopen the meeting to the public. The Board may take further action with respect to matters dealing with the Bergen County Board of Social Services and will finish the rest of the business on the agenda.

**OPEN SESSION:**

The Board reconvened in Open Session at approximately 5:37 p.m.

A motion to extend the Acting Director’s term until April 5, 2017, approve the Request to Compromise of a lien for \$10,000.00, adopt the Closed Session Minutes of February 7, 2017, and adopt the Closed Session Grievance Minutes of February 7, 2017 was offered by Vice Chairwoman Duffie, seconded by Freeholder Amoroso, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY MORALES-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER				X
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			



ELAINE MEYERSON	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 5:40 p.m. was offered by Freeholder Zur, seconded by Vice Chairwoman Duffie, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY MORALEZ-DIAZ	SEC-TREASURER				X
ERIN DELANEY	ASST SEC-TREASURER				X
COUNTY ADJUSTER TEN HOEVE	COUNTY ADJUSTER				X
FREEHOLDER TRACY ZUR	BOARD MEMBER	X			
FREEHOLDER MARY AMOROSO	BOARD MEMBER	X			
ELAINE MEYERSON	BOARD MEMBER	X			

Respectfully submitted,



Robert W. Calocino  
Acting Director