

**Minutes of the Meeting
of the
Bergen County Board of Social Services
May 2, 2017**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Erin N. Delaney, Assistant Secretary Treasurer
Freeholder Tracy S. Zur, Board Member
Freeholder Mary J. Amoroso, Board Member
John E. Ten Hoeve, Jr., Esq., County Adjuster
Elaine K. Meyerson, Board Member
John L. Schettino, Esq., General Counsel
Robert W. Calocino, Acting Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Ritzy A. Morales-Diaz, Secretary Treasurer

A regular meeting of the Bergen County Board of Social Services was held on May 2, 2017 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., General Counsel to the Board, called the meeting to order and 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 2, 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 William E. 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 E. CONNELLY	CHAIRPERSON	X	
RANDI DUFFIE	VICE CHAIRPERSON	X	
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER		X
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X	
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X	

FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X	
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X	
ELAINE K. MEYERSON	BOARD MEMBER	X	

Open Public Comment Period

Chairman William E. 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 Vice-Chairwoman Randi Duffie, seconded by Freeholder Tracy S. Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

There being no public comment, Chairman William E. 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 John E. Ten Hoeve, Jr., Esq., seconded by Freeholder Mary J. Amoroso, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

Adoption of Minutes:

(a) Open Session Minutes of April 4, 2017

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of April 4, 2017 was offered by Elaine K. Meyerson, seconded by Freeholder Mary J. Amoroso, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			

FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

Treasurer’s Report:

(a) Bills List:

Chairman William E. Connelly requested a motion to approve the Bills List. A motion to approve the Bills List was offered by Freeholder Mary J. Amoroso, seconded by Freeholder Tracy S. Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY A. MORALES-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

(b) Schedule of Vouchers:

Chairman William E. Connelly requested a motion to approve the Schedule of Vouchers. A motion to approve the Schedule of Vouchers was offered by John E. Ten Hoeve, Jr., Esq., seconded by Vice-Chairwoman Randi Duffie, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY A. MORALES-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. 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 March. The Acting Director reported that there were a drop in cases overall; however, emergency assistance expenditures increased. He explained that the increase in emergency assistance is due to when the bills hit. Chairman William E. Connelly called attention to the decrease over the last six months and questioned if this is a statewide trend. Acting Director Robert W. Calocino advised that he has not yet received the state’s statistics, but upon receipt, will forward this information to the Board.

(b) Memoranda to the Board

A memorandum from Acting Director Robert W. Calocino that highlighted the previous month's actions was included in everyone's packet.

Chairman's Report

Chairman William E. Connelly talked about issues with parking at the 218 building. He reported that he walked the parking lots and confirmed there are no parking spaces marked, "Bergen County Board of Social Services". Staff is having problems with finding parking spaces; therefore, Chairman William E. Connelly gave a directive that the landlord be contacted. The Fiscal Officer discussed that the parking spaces are exclusive so they should be marked. John L. Schettino, Esq., General Counsel to the Board, sent a letter to the landlord in regard to this issue. In addition, Chairman William E. Connelly reported that 2017 Financial Disclosure Statements must be filed by May 30, 2017. He also reported that Bergen County Board of Social Services' signage has been added to the administrative area on Floor 4.

At Chairman William E. Connelly's request, at the next meeting, the Fiscal Officer will provide swipe access entry cards to the offices of the Bergen County Board of Social Services to each of the Board Members.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Vice-Chairwoman Randi Duffie reported from April 1 to April 30, 2017 the agency received Medicaid recoveries in the amount of \$28,325.78. Four cases were referred to the Prosecutor's Office during the month of April.

(b) Audit & Budget Committee

Acting Director Robert W. Calocino reported that Administration presented the budget to the County and is currently waiting to hear back from them for approval.

(c) Building & Grounds Committee

Acting Director Robert W. Calocino reported that the agency has not yet received replacement parts for the chairs from BFI Furniture.

OLD BUSINESS:

NEW BUSINESS:

(a) Next Board Meeting Date

The next Board Meeting is scheduled for Tuesday, June 6, 2017 at 4:30 p.m. in the 4'th floor Board Room.

Sue Silverstein, Training Supervisor; discussed the process of our Training Program. She explained that Training reviews the policy manual, which is all the laws and regulations during the first 30 days. Food Stamps are done first because that is the program that is most needed over the last few years. Food Stamp cases are done by phone. During the first month, written tests are administered based on the policy, as well as, tests on our computer systems. Trainees learn on at least six computer systems. After that, trainees actually start interviewing customers. In the classroom, they get the actual Food Stamp applications that are downloaded. Most people apply online. Trainees make the phone calls and interview. The application is approximately 10-12 pages. After they finish the interview, there are four systems that they have to go through to actually get it processed. They are specifically interviewers; however, a lot of people think that it is just interviewing but there is a lot more involved. There is a 90-day working test period. Ms. Silverstein and another trainer review every case and check to make sure every interview was done correctly and all the computer systems were used accurately. When and if errors are made, they are returned to the trainee to learn from their mistakes. When they notice trainees making continuous errors, that is when there is a problem. Unfortunately, that is what happened with the last training class. Generally, one third of trainees do not make each class. Changes are currently being made to the current interview process. A basic math test and writing sample is being added to the interview because staff needs to add a lot of case notes on the computer.

Acting Director Robert W. Calocino explained that non-competitive positions are advertised on the agency's website, through colleges, and on [indeed.com](https://www.indeed.com). If it is a competitive position, the agency calls for an open competitive test. In the case where someone is already in the job, and we promote them provisionally, then Administration calls for a promotional exam through the Civil Service Commission so the public through the open competitive process can apply. Promotional positions are done in-house. Open competitive positions are announced on the Civil Service Commission's website. Acting Director Robert W. Calocino discussed that usually after 90 days they can determine if the trainee is going to successfully pass the probationary period. Elaine K. Meyerson expressed that she would like the Board to look at how we bring in good candidates, with leadership potential, into the agency for future growth and development.

Action Items:

Resolutions:

- (a) 2017.5.02 (1) – Resolution Authorizing Electronic Funds Transfer Services with Unicorn HRO, LLC
- (b) 2017.5.02 (2) – Resolution Authorizing Two Year Extension with Delta Dental
- (c) 2017.5.02 (3) – Resolution Approving Salary Increase for Confidential Employees
- (d) 2017.5.02 (4) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (e) 2017.5.02 (5) – Resolution Authorizing the Advertisement of Employment for Multiple Openings

- (f) 2017.5.02 (6) – Resolution Authorizing the Promotion of One (1) Social Work Supervisor to Temporary Assistant Administrative Supervisor of Social Work
- (g) 2017.5.02 (7) – Resolution Authorizing the Promotion of One (1) Social Worker to Temporary Social Work Supervisor
- (h) 2017.5.02 (8) – Resolution Authorizing the Promotion of One (1) Human Services Aide to Social Service Technician
- (i) 2017.5.02 (9) – Resolution Authorizing the Hiring of One (1) Part-Time Clerk 1
- (j) 2017.5.02 (10) – Resolution Authorizing the Hiring of One (1) Temporary Records Support Technician 1
- (k) 2017.5.02 (11) – Resolution Authorizing the Hiring of One (1) Temporary Records Support Technician 1
- (l) 2017.5.02 (12) – 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 (k) was offered by John E. Ten Hoeve, Jr., Esq., seconded by Freeholder Tracy S. Zur, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

A motion to discuss and approve Resolution (l) 2017.5.02 (12) 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 Tracy S. Zur, seconded by Erin N. Delaney, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

The Board went into Closed Session at approximately 5:12 p.m.

CLOSED SESSION:

John L. Schettino, Esq., General Counsel to the Board, stated the Board will go into Closed Session to discuss the Closed Session minutes of April 4, 2017 and matters involving personnel, litigation, and contracts. 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 at which time the meeting will then resume and reopen the meeting to the public. The Board may take further public 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 5:32 p.m.

A motion to adopt the Closed Session Minutes of April 4, 2017 was offered by Freeholder Tracy S. Zur, seconded by John E. Ten Hoeve, Jr., Esq., and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

Chairman William E. Connelly requested a motion to adjourn the meeting. With no further business to conclude, a motion to adjourn the meeting at approximately 5:33 p.m. was offered by Vice-Chairwoman Randi Duffie, seconded by Erin N. Delaney, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
RITZY A. MORALEZ-DIAZ	SECRETARY TREASURER				X
ERIN N. DELANEY	ASST. SECRETARY TREASURER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER	X			
FREEHOLDER TRACY S. ZUR	BOARD MEMBER	X			
FREEHOLDER MARY J. AMOROSO	BOARD MEMBER	X			
ELAINE K. MEYERSON	BOARD MEMBER	X			

Respectfully submitted,



Robert W. Calocino
Acting Director