

**Minutes of the Meeting
of the
Bergen County Board of Social Services
October 3, 2017**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Erin N. Delaney, Assistant Secretary Treasurer
John E. Ten Hoeve, Jr., Esq., County Adjuster
John L. Schettino, Esq., General Counsel
Robert W. Calocino, Acting Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Ritzy A. Morales-Diaz, Secretary Treasurer
Freeholder Tracy S. Zur, Board Member
Freeholder Mary J. Amoroso, Board Member
Elaine K. Meyerson, Board Member

A regular meeting of the Bergen County Board of Social Services was held on October 3, 2017 at 4:30 p.m. in the 4'th 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 October 3, 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:

Chairman William E. Connelly chaired the meeting.

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 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. 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 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. 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 September 5, 2017

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of September 5, 2017 was offered by Erin N. Delaney, 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
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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 Erin N. Delaney, 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. 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

(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 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

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 August. Robert W. Calocino reported a decrease in the Temporary Assistance to Needy Families, Supplemental Nutrition Assistance Program, and Medicaid caseloads. He further reported that there was an increase in the General Assistance caseload. Robert W. Calocino discussed that the agency has a large drop off with those who have to go through the Work First New Jersey Program. The agency is trying to resolve some issues with the One Stop by trying to work on solutions to keep people on their program.

(b) Memoranda to the Board

Robert W. Calocino reported that the Agency converted to a new payroll system as

installed by Bergen County. A QLess system presentation was held at the agency on September 12, 2017 for Montgomery County Maryland Social Services who purchased the queue system. Contract negotiations with CWA Local #1089 were held on September 11, 2017. The next negotiating sessions are scheduled for October 2 and October 5, 2017. A meeting was held with the One-Stop Administration and N.J. Department of Labor liaisons on September 18, 2017 to review methods to increase retention of client participants. On September 15, 2017, Senior Haven presented a presentation to Adult Protective Services staff on their services for those abused. Robert W. Calocino attended a Health Care Reform update given by Acrisure on September 27, 2017. Agency staff attended and represented the agency at the Veteran's Fair held on September 23, 2017 in Fair Lawn, N.J. On September 15, 2017, the agency sponsored a Jean's Day for staff and raised \$535.00 to benefit Texas flood victims. Mental Health training was provided to staff and staff from Bergen Promise on September 20th, 21st, 26th, and 27th. A Service Administrator and Work First Supervisor attended a forum on strengthening Work First N.J. employment and training components on September 29, 2017.

Chairman's Report

Chairman William E. Connelly reported that Freeholders Zur and Amoroso were unable to attend this afternoon's meeting due to scheduling problems with the Freeholder Board Meeting. In regard to the building, the parking gate is currently being installed. Although there were some minor problems reported, Building Management is trying to resolve and address the issues. Building Management is also addressing illegal parking.

Chairman William E. Connelly went out of order on the agenda to allow Sean Ferguson from the Ferraioli, Wielkotz, Cerullo & Cuva, P.A. firm to present the final annual 2016 Audit.

Mr. Ferguson was present. He thanked the Fiscal Officer and his staff for all their assistance in putting together the audit report. Mr. Ferguson discussed all the information that was needed to put the audit together was made available to the Auditors, which allowed them to complete the audit promptly. He explained that his firm issues three (3) letters: Financial Statements, General Compliance & Internal Control, and Grants/Internal Control & Compliance. For the first opinion in regard to Financial Statements, it is a clean opinion regarding the regulatory requirements. The opinion is the same for the other two letters that the firm issued for compliance and controls for general financials and all the grants that the agency receives and handles throughout the year. Mr. Ferguson reported that the Board is looking at a report with no comments or recommendations. Mr. Ferguson expressed that the staff and management at the Bergen County Board of Social Services are doing one of the best jobs in regard to compliance requirements and all the controls that have been put in place to ensure and safeguard financials and monies going through the agency.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Vice-Chairwoman Randi Duffie reported from September 1 to September 30, 2017 the agency received Medicaid recoveries in the amount of \$12,959.41. No new cases were referred to the Prosecutor's office during the month of September.

(b) Audit & Budget Committee

This item was previously discussed.

(c) Building & Grounds Committee

Robert W. Calocino discussed that a meeting must be scheduled with the landlord to talk about construction allowances. Chairman William E. Connelly would like to have an answer/report in regard to the construction allowances by the next Board Meeting.

OLD BUSINESS:

NEW BUSINESS:

(a) Next Board Meeting Date

The next Board Meeting is scheduled for **Thursday, November 9, 2017 at 4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2017.10.03 (1) -Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2017.10.03 (2) -Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2017.10.03 (3) -Resolution Authorizing the Hiring of One (1) Part-Time Clerk 1
- (d) 2017.10.03 (4) -Resolution Authorizing the Advertisement and Offer of Employment for One (1) Part-Time Human Services Aide
- (e) 2017.10.03 (5) -Resolution Authorizing a Change in Employment from Temporary Assistant Administrative Supervisor of Social Work to Provisional Assistant Administrative Supervisor of Social Work
- (f)2017.10.03 (6) -Resolution Authorizing a Change in Employment from Temporary Social Work Supervisor to Provisional Social Work Supervisor, Bilingual English/Spanish
- (g)2017.10.03 (7) - Resolution Approving Renewal of ABACUS/IEVS Software Maintenance Agreement with Unitronix Data Systems, Inc.
- (h)2017.10.03 (8) -Resolution Approving State Health Benefits Program
- (i) 2017.10.03 (9) -Resolution Approving Acting Director's Extension of Contract
- (j) 2017.10.03(10) -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 (i) was offered by John E. Ten Hoeve, Jr., Esq., 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

A motion to discuss and approve Resolution (j) 2017.10.03 (10) 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 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. 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 4:54 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 September 5, 2017 and matters involving personnel, litigation, contracts, 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 15 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 5:08 p.m.

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session Minutes of September 5, 2017 was offered by John E. Ten Hoeve, Jr., Esq., 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

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 5:09 p.m. was offered by John E. Ten Hoeve, Jr., Esq., 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