

**Minutes of the Meeting
of the
Bergen County Board of Social Services
March 6, 2018**

PRESENT: William E. Connelly, Jr., Chairperson
Ritzy A. Morales-Diaz, Secretary Treasurer
Freeholder Tracy S. Zur, Board Member
Freeholder Mary J. Amoroso, Board Member
Elaine K. Meyerson, Board Member
John L. Schettino, Esq., General Counsel
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Randi Duffie, Vice-Chairperson
Erin N. Delaney, Assistant Secretary Treasurer
John E. Ten Hoeve, Jr., Esq., County Adjuster

A regular meeting of the Bergen County Board of Social Services was held on March 6, 2018 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 March 6, 2018 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2018, 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 12, 2018 and to the Herald News, which was published on January 12, 2018.
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 9, 2018.

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:

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 | |

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| 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 Freeholder Tracy S. Zur, 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 | | | |

As there were no members of the public that wished to address the Board, 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 Freeholder Tracy S. Zur, seconded by Ritzy A. Moralez-Diaz, 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 February 6, 2018

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of February 6, 2018 was offered by Freeholder Tracy S. Zur, 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 | | | |

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|--------------------|--------------|---|--|--|--|
| 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 Ritzy A. Morales-Diaz, 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 | | | |

(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 Freeholder Tracy S. Zur, seconded by Ritzy A. Morales-Diaz, 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 January. The statistics reflect a downward trend in cases statewide.

(b) Memoranda to the Board

Adina Yacoub reported that sexual harassment training and active shooter training was completed for all staff. Adina Yacoub attended several meetings with other department heads in the county such as New Bridge Medical Center, Family Promise, and the Workforce Board to establish relationships and partnerships. She reported that March is National Social Workers Awareness Month. She recognized and thanked the Social Workers in the agency and encouraged them to continue their good work. A conference call was held with the Audit & Budget Committee regarding the agency’s budget. Adina Yacoub attended the Child Support convention along with the agency’s

in-house Attorney and Child Support Supervisor to learn more about the Child Support world. She reported that the workshops were very informative. She also attended customer service training. Adina Yacoub is currently looking into providing customer service training to all staff. A price was provided but it was a little costly. She inquired about whether or not the county has people who provide customer service training for free or at a discounted rate. It was suggested that Adina Yacoub reach out to the Meadowlands Chamber of Commerce who might have something.

Chairman's Report

Chairman William E. Connelly inquired about the active shooter training. Adina Yacoub discussed that employees found the training to be informative and valuable. Chairman William E. Connelly thanked the negotiations subcommittee comprised of Elaine K. Meyerson, Erin N. Delaney, and Freeholder Mary J. Amoroso for doing a great job in regard to executing the Memorandum of Agreement with CWA Local #1089.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Freeholder Mary J. Amoroso reported from February 1 to February 28, 2018 the agency received Medicaid recoveries in the amount of \$19,709.27. No new cases were referred to the Prosecutor's office during the month of February.

(b) Audit & Budget Committee

Ritzy A. Moralez-Diaz reported that she attended a budget meeting via-teleconference with Adina Yacoub and Scott Modery. She commended administration for doing the work they do. She reported that they reviewed the budget categories, the line items, and compared them. They also reviewed the county share funding. The budget will be presented at the end of March or the beginning of April, 2018. Freeholder Mary J. Amoroso expressed that Scott Modery is a precious resource and commended him for his good work.

(c) Building & Grounds Committee

This item was previously discussed.

OLD BUSINESS:

NEW BUSINESS:

(a) Next Board Meeting Date

The next Board Meeting is scheduled for **Tuesday, April 3, 2018 at 4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2018.3.06 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services

- (b) 2018.3.06 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2018.3.06 (3) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 1 to Full-Time Human Services Specialist 2
- (d) 2018.3.06 (4) – Resolution Authorizing the Advertisement and Offer of Employment for Two Full-Time Records Support Technician 2
- (e) 2018.3.06 (5) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Keyboarding Clerk 1
- (f) 2018.3.06 (6) – Resolution Authorizing the Hiring of One Part-Time Keyboarding Clerk 1
- (g) 2018.3.06 (7) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Account Clerk
- (h) 2018.3.06 (8) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Clerk 1
- (i) 2018.3.06 (9) – Resolution Authorizing the Advertisement and Offer of Employment for One (1) Part-Time Clerk 1
- (j) 2018.3.06 (10) – Resolution Approving Policy on Break Times for Nursing Mothers and Authorization of Same to Employee Handbook
- (k) 2018.3.06 (11) – Resolution Approving Shared Services Agreement with the County of Bergen for Payroll Processing Services
- (l) 2018.3.06 (12) – Resolution Rescinding Resolution 2017.12.22(1) Approving Memorandum of Agreement with CWA Local #1089
- (m) 2018.3.06 (13)– Resolution Approving Memorandum of Agreement with CWA Local #1089
- (n) 2018.3.06 (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

A motion to discuss and approve Resolution (a) – (m) was offered by Ritzy A. Moralez-Diaz, 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 (n) 2018.3.06 (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 Tracy S. Zur, seconded by Ritzy A. Moralez-Diaz, 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 4:55 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of February 6, 2018 and matters involving personnel, litigation, contracts, negotiations, and building issues. 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 will take further public action in 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 5:15 p.m.

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes of February 6, 2018, Closed Session Grievance Minutes (1) of February 6, 2018, and Closed Session Grievance Minutes (2) of February 6, 2018 was offered by Freeholder Tracy S. Zur, seconded by Freeholder Mary J. Amoroso, and approved as follows:

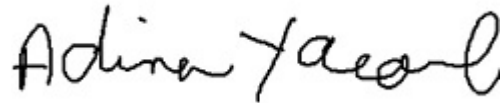
| MEMBERS | TITLE | AYE | NAY | ABSTAIN | ABSENT |
|------------------------------|---------------------------|-----|-----|---------|--------|
| WILLIAM E. CONNELLY | CHAIRPERSON | X | | | |
| RANDI DUFFIE | VICE CHAIRPERSON | | | | X |
| RITZY A. MORALEZ-DIAZ | SECRETARY TREASURER | X | | | |
| ERIN 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 | | | |

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 5:17 p.m. was offered by Freeholder Mary J. Amoroso, seconded by Ritzy A. Moralez-Diaz, and approved as follows:

| MEMBERS | TITLE | AYE | NAY | ABSTAIN | ABSENT |
|---------------------|------------------|-----|-----|---------|--------|
| WILLIAM E. CONNELLY | CHAIRPERSON | X | | | |
| RANDI DUFFIE | VICE CHAIRPERSON | | | | X |

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|------------------------------|---------------------------|---|--|--|---|
| 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,



Adina Yacoub
Director