

**Minutes of the Meeting
of the
Bergen County Board of Social Services
April 3, 2018**

PRESENT: William E. Connelly, Jr., Chairperson
Erin N. Delaney, Assistant Secretary Treasurer
Freeholder Tracy S. Zur, Board Member (Arrived Late)
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
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Randi Duffie, Vice-Chairperson
Ritzy A. Morales-Diaz, Secretary Treasurer

A regular meeting of the Bergen County Board of Social Services was held on April 3, 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 April 3, 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

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 Erin N. Delaney, 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 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			

Adoption of Minutes:

(a) Open Session Minutes of March 6, 2018

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of March 6, 2018 was offered by Freeholder Mary J. Amoroso, 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			
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(b) Open Session Minutes of March 22, 2018

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of March 22, 2018 was offered by Erin N. Delaney, 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 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			

(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 Erin N. Delaney, 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			

The agency's Fiscal Officer, Scott Modery, provided an overview of the CY2018 budget. He reported that the agency's budget hearing is scheduled on Friday, April 6, 2018. Our budget for this year is approximately \$27,752,000.00, of which we are asking for a county share of \$8,222,745.81, which is about 30% of our total budget that the county picks up.

Scott Modery explained if we were to include the Medicaid benefits that passed through the agency also for which our workers do the eligibility that is another \$720 million dollars for 2017 on top of that. If we were to factor that in, the county is ultimately picking up about 1% of the costs to administer the agency. When we apply the federal and state matching to the county dollar, roughly speaking, we have \$3.00 of purchasing power for salary. Conversely it works the other way, for every dollar we get cut, we lose three dollars out of our budget which can amount to a significant amount of money.

For the record, Freeholder Tracy S. Zur arrived at approximately 4:45 p.m.

The Summary of 2018 Budget Line Items Compared to 2017 handout, which is a summary of the agency's major accounts that goes to the state was discussed. Once submitted to the state it goes through their approval process. He referenced line items #61 and #62. Those are salaries and benefits, which are our major line items that accounts for close to 90% of all our expenses. Once we go beyond those line items, our next highest account is rent and that is about 5% of the budget. Then we go down to office supplies, which is about 2%. Beyond that there are minor items in other categories. Since we are a service agency, and are dealing with salaries to help serve the public there really isn't much more besides salaries. We don't do upgrades to the property, we don't buy heavy machinery, we don't buy cars, etc. We are largely a salary driven expense. Those two line items are seeing minor increases although the employee salary has gone up a smaller than what would be expected amount, about a ½ percent even though we have contracts factored in. Through attrition, we have been able to keep that number at a reasonable level. We have had an increase in pension costs and there is a slight increase in health benefits. Office expenses is the #64 account, which has gone down. The agency took advantage of Medicaid money last year to upgrade some of the infrastructure in the agency. We purchased new servers and replaced printers and a lot of the items were 14/15 years old and beyond. In regard to the major equipment line, we were able to install the Queue System through the Medicaid money that we had. That has gone down although we are budgeting to replace the UPS power supply in the computer room this year. Beyond that, everything from there down is generally speaking required amounts. Our client purchase services come from the state contract. That is an amount that is called out in our contracts. We have some miscellaneous fees for auditing and QPA expenses in the #70 account. In regard to the #71 account, that is a state mandated amount that is given to us. Child Support is 66% federal matching that we do better on.

That is a little bit higher this year because we had our Counsel replaced and in the period of time before he became an employee we were paying him from that account. The #73 account for \$25,000 which was not there last year, is a Shared Services Agreement with the county for the payroll system that they deployed. In regard to the miscellaneous non-matchables, most of what is in that are either money from the prior year or money that we receive outside of the normal channels from the state.

The Historical Total County Share of Funding handout was discussed. Scott Modery explained that the upper left hand corner under Administrative would be the amount that we are requesting \$8,222,745.81. Additionally, we asked for two other line items: TANF and SSI. What he is boxing in as the total County cost is the Administrative and TANF. The TANF is a required amount that the County kicks in 5% of the TANF program. In regard to SSI, he does not include that in the total county cost because the county receives 100% reimbursement on SSI. Any money that they pay out for SSI, they receive back from the state 100%.

Scott Modery discussed if you look back at 2015, you can see 2015 to 2016 there was a tremendous drop in the amount of administrative funding that we requested. The reason for that was we received back infusions of Medicaid money related to the ACA. Since that came to us as a direct revenue from the state we were able to offset the county share 100% with that money and it caused a tremendous drop in the amount that was required from the county. In 2017, we received more money and that allowed us to keep it low and even go a little bit lower. In 2018, we don't have any money that is coming in owed to us from the ACA. As a result, we are returning to a more normalized funding level. However, even given that the \$8,222,745.81 takes us back to a level that we haven't requested since about 2006, we are at a funding level that we are requesting from about 12 years ago.

The BCBSS 2015-2018 Budget Comparison handout was discussed. In the columns on the left, administrative and TANF requests to the county and then the columns on the right comparing those figures against the 2015 base year and rolling up those savings into the total at the bottom. Additionally, the TANF program has been going down so even though there was money put in the budget by the county for TANF to fund TANF we never requested all that money because we didn't need that money so the county was able to put that money back in the general fund. There was really more savings. When he adjusted that in, that figure was located on the bottom right. As of 2018, with these requested numbers plugged in, over that time period the county would have saved \$7,160,807.37 compared to if we were funded at flat levels every year.

Freeholder Amoroso asked why we aren't getting any Medicaid reimbursement from ACA this year.

Scott Modery explained when ACA started in October 2014; the federal government did not have the funding mechanism in place to reimburse until early 2016. As a result, the agency was being funded at old levels for all of that time and when they finally caught up we were owed all that money back from 2014. The agency received the money in several installments over the course of 2016 and 2017. Now, they are all caught up.

Chairman Connelly noted that when this happened we did make the county aware of where that money was coming from.

Scott Modery confirmed that this was brought up to the county both years.

Adina clarified that it is not that we are not getting Medicaid funding. It went from 50% to 75% so the 25% extra that they owed us was a lump sum that we received over a few installments. We are getting 50% but we are not getting extra money.

The Chairman confirmed with Scott Modery that 90% of our budget is driven by salaries and benefits.

Adina Yacoub introduced the agency's new Personnel Officer, Scott Stahlmann to the Board.

Freeholder Tracy S. Zur introduced her new Aide, Tara, to the Board.

Adina Yacoub discussed that this is her first budget hearing and there is no "fat" in this budget. A cut means layoffs. She discussed that she is counting on Freeholders Zur and Amoroso for their support.

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 February.

(b) Memoranda to the Board

Adina Yacoub reported that the agency made progress with our Family Care backlog. We are currently 97% timely and are in the top five in the state. In regard to the Supplemental Nutrition Assistance Program (SNAP), we are 100% timely. On April 2, 2018, Delta Dental and Acrisure provided an overview to all staff on our dental plan including the rollover option. This rollover option became part of our delta plan as of January 1, 2017. It is not a negotiated item and is

available to all our employees. Administration received and reviewed the new CWA Local #1089 contract sent to us by the Board's labor attorney. Administration made some changes and sent it back with some minor notations to the labor attorney. The agency's budget hearing is scheduled to be held on Friday, April 6, 2018. The agency's Adult Protective Services Unit received a phone call from the Bergen County Prosecutor's office regarding an Adult Protective Services case. The agency received a referral in June 2016 concerning possible exploitation. A neighbor befriended an elderly woman and became her P.O.A. Unfortunately, the P.O.A. took advantage of the elderly neighbor and misused the funds. Due to the efforts of our Adult Protective Services staff, the P.O.A. was charged in excess of \$150,000 theft and elder abuse. The Adult Protective Services unit has the third highest number of cases and they are working very hard for the citizens of Bergen County to help individuals who have been exploited. Administration is preparing for Bring your Child to Work Day on Thursday, April 26, 2018. Adina Yacoub noted that she is following up on Customer Service training at low or no cost. She has been in communication with an individual from the Bergen Community Corporate training office who stated that Civil Service Commission may pay for that training.

Chairman's Report

Chairman William E. Connelly reminded the Board Members that they need to file an annual Financial Disclosure Statement.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Freeholder Mary J. Amoroso reported from March 1 to March 31, 2018 the agency received Medicaid recoveries in the amount of \$13,991.34. No new cases were referred to the Prosecutor's office during the month of March.

(b) Audit & Budget Committee

This item was previously discussed.

(c) Building & Grounds Committee

No discussion.

OLD BUSINESS:

NEW BUSINESS:

(a) Next Board Meeting Date

The next Board Meeting is scheduled for **Tuesday, May 1, 2018 at 4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

(a) 2018.4.03 (1) – Resolution Approving Additions, Elimination, and/or Changes to

Positions within the Bergen County Board of Social Services

- (b) 2018.4.03 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2018.4.03 (3) – Resolution Authorizing the Advertisement and Offer of Employment for One (1) Full Time Clerk 1
- (d) 2018.4.03 (4) – Resolution Authorizing the Advertisement and Offer of Employment for One (1) Principal Employee Benefit Clerk
- (e) 2018.4.03 (5) – Resolution Authorizing the Hiring of One Full Time Clerk 1
- (f) 2018.4.03 (6) – Resolution Authorizing the Hiring of One Part Time Clerk 1
- (g) 2018.4.03 (7) – Resolution Authorizing the Promotion of One Full Time Clerk 1 to Full Time Account Clerk
- (h) 2018.4.03 (8) – Resolution Authorizing a Promotion of One (1) Full Time Records Support Technician 1 to Full Time Records Support Technician 2
- (i) 2018.4.03 (9) – Resolution Authorizing a Promotion of One (1) Full Time Records Support Technician 1 to Full Time Records Support Technician 2
- (j) 2018.4.03 (10) – Resolution Approving Contract Agreement with Provisional Personnel Officer
- (k) 2018.4.03 (11) – 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) – (j) 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 (k) 2018.4.03 (11) 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 Erin N. Delaney, 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			
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The Board went into Closed Session at approximately 5:17 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of March 6, and March 22, 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 5:27 p.m.

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes of March 6, 2018 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. 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 adopt the Closed Session minutes of March 22, 2018 was offered by Erin N. Delaney, 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 5:28 p.m. was offered by Erin N. Delaney, 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			

Respectfully submitted,



Adina Yacoub
Director