

**Minutes of the Meeting
of the
Bergen County Board of Social Services
July 12, 2018**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Freeholder Tracy S. Zur, Board Member
John E. Ten Hoeve, Jr., Esq., County Adjuster
John L. Schettino, Esq., General Counsel
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Ritzy A. Morales-Diaz, Secretary Treasurer
Erin N. Delaney, Assistant Secretary Treasurer
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 July 12, 2018 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 July 12, 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 July 8, 2018 and to the Herald News, which was published on July 8, 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 July 5, 2018.

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

Adina Yacoub recognized Unit AX for going above and beyond their duties. Staff from the AX Unit was present. The supervisor of the AX Unit spoke about the unit’s responsibilities and how the staff uses their own resources to try to connect customers with other people. They also sponsored a Jeans Day to raise money to help customers with transportation. She thanked Adina Yacoub for giving her the opportunity to come before the Board to bring attention to the work that they do. Chairman William E. Connelly presented a commendation to the AX Unit and thanked the staff for their hard work.

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 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

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 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 June 5, 2018

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of June 5, 2018 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

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 Tracy S. Zur, 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 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

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 May. Adina Yacoub reported that the TANF (Temporary Assistance to Needy Families) caseload increased by 16 cases, SNAP (Supplemental Nutrition Assistance Program) caseload increased by 59 cases, GA (General Assistance) caseload decreased by 12 cases and Medicaid decreased by 642 cases. The Bergen County Board of Social Services took 1,860 new applications and 4,768 customers walked through our doors for help in June. The total actions done by the agency’s units for the month of June were 7,888 actions.

(b) Memoranda to the Board

A copy of Adina Yacoub’s memorandum was included in the Board’s packet. Adina Yacoub reported that the 2017 Audit is complete and there are no findings. The Auditor will attend the August Board Meeting to provide a detailed report.

Chairman’s Report

Chairman William E. Connelly wished everyone a happy & safe summer. The Board discussed changing the August 14th Board Meeting **to Thursday, August 16th** at 4:30 p.m. The Board also discussed changing the September 4th Board Meeting **to Thursday, September 6th** at 4:30 p.m. A motion to change the August and September Board Meeting dates, as stated above, 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

Committee Reports:

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

Vice Chairwoman Randi Duffie reported from June 1 to June 30, 2018 the agency received Medicaid recoveries in the amount of \$2,247.25. No new cases were referred to the Prosecutor’s office during the month of June.

(b) **Audit & Budget Committee**

This Auditor will be present next month to discuss the 2017 Audit.

(c) **Building & Grounds Committee**

This item will be discussed in Closed Session.

OLD BUSINESS:

NEW BUSINESS:

(a) **Next Board Meeting Date**

The next Board Meeting is scheduled for **Thursday, August 16, 2018 at 4:30 p.m.** in the 4’th floor Board Room.

Action Items:

Resolutions:

- (a) 2018.7.12 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2018.7.12 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2018.7.12 (3) – Resolution Authorizing a Promotion for one Full-Time Human Services Specialist 4 to Full-Time Provisional Assistant Administrative Supervisor of Income Maintenance
- (d) 2018.7.12 (4) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 3 to Full-Time Provisional Human Services Specialist 4
- (e) 2018.7.12 (5) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 3 to Full-Time Provisional Human Services Specialist 4
- (f) 2018.7.12 (6) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 2 to Full-Time Bilingual Human Services Specialist 3
- (g) 2018.7.12 (7) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 2 to Full-Time Bilingual Human Services Specialist 3

- (h) 2018.7.12 (8) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 1
- (i) 2018.7.12 (9) – Resolution Authorizing a Promotion for One Full-Time Account Clerk to Full-Time Provisional Senior Account Clerk
- (j) 2018.7.12 (10) – Resolution Authorizing a Promotion for One Full-Time Account Clerk to Full-Time Provisional Senior Account Clerk
- (k) 2018.7.12 (11) – Resolution Authorizing a Promotion for One Full-Time Account Clerk to Full-Time Provisional Senior Account Clerk
- (l) 2018.7.12 (12) – Resolution Authorizing to Recruit and Offer Employment for One Full-Time Administrative Supervisor of Income Maintenance
- (m) 2018.7.12 (13) – Resolution Authorizing a Change in Hours from One Part-Time Clerk 1 to One Full-Time Clerk 1
- (n) 2018.7.12 (14) – Resolution Authorizing to Recruit and Offer Employment for One Part-Time Social Service Technician
- (o) 2018.7.12 (15) – Resolution Authorizing a Change in Employment from One Part-Time Human Services Aide to One Full-Time Human Services Aide
- (p) 2018.7.12 (16) – Resolution Authorizing to Recruit and Offer Employment for One Full-Time Social Worker
- (q) 2018.7.12 (17) – Resolution Approving Language Changes to the Employee Handbook
- (r) 2018.7.12 (18) – Resolution Approving Cell Phone/Mobile Device Policy
- (s) 2018.7.12 (19) – Resolution Approving Revision to Sick Leave Policy
- (t) 2018.7.12 (20) – 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 table Resolutions (q), (r), and (s) 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 Resolutions (a) – (p) 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

A motion to discuss and approve Resolution (t) 2018.7.12 (20) 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 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

The Board went into Closed Session at approximately 5:00 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of June 5, 2018 and matters involving personnel, litigation, 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 30 minutes at which time the Board will reopen the meeting and perhaps take further public action in matters dealing with the Bergen County Board of Social Services. The public will be invited back once the meeting reopens in Open Session.

OPEN SESSION:

The Board reconvened in Open Session at approximately 5:28 p.m.

Chairman William E. Connelly requested a motion to approve Resolutions (q), (r), and (s). A motion to approve Resolutions (q), (r), and (s) 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

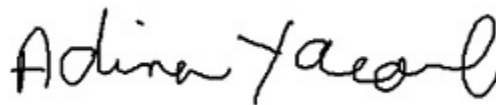
Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of June 5, 2018 was offered by Vice Chairwoman Randi Duffie, seconded by Freeholder Tracy S. Zur, and approved as follows:

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

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 5:30 p.m. was offered by Vice Chairwoman Randi Duffie, 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

Respectfully submitted,



Adina Yacoub
Director