

**Minutes of the Meeting
of the
Bergen County Board of Social Services
August 16, 2018**

PRESENT: William E. Connelly, Jr., Chairperson (Arrived Late)
Ritzy A. Morales-Diaz, Secretary Treasurer
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

A regular meeting of the Bergen County Board of Social Services was held on August 16, 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 August 16, 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 20, 2018 and to the Herald News, which was published on July 20, 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 17, 2018.

A quorum being achieved, the Board met in Public Session.

PUBLIC SESSION:

In Chairman William E. Connelly’s absence, Ritzy A. Moralez-Diaz chaired the meeting.

Flag Salute

Ritzy A. Moralez-Diaz 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

Ritzy A. Moralez-Diaz 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 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, Ritzy A. Moralez-Diaz 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			

For the record, Steve Wielkotz from the Ferraioli, Wielkotz, Cerullo & Cuva, P.A., firm was present to discuss the final 2017 audit. Prior to this afternoon’s meeting, copies of the audit report were submitted to the Board Members for their review. Steve Wielkotz issued a clean opinion on the financial statements for the agency. He had no comments; no findings. He thanked Scott Modery and the staff for doing a tremendous job. Steve Wielkotz discussed that it has been years since there were any findings or recommendations in the audit report, which does not happen a lot. He expressed that the agency has a very, very good effortless financial operation and things work the way they are supposed to work.

Ritzzy A. Morales-Diaz thanked Steve Wielkotz and his staff, as well as, the BCBSS staff for making it possible for the Board to have such a great audit for years.

For the record, Steve Wielkotz left the room at approximately 4:35 p.m.

Adoption of Minutes:

(a) Open Session Minutes of July 12, 2018

Ritzzy A. Morales-Diaz requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of July 12, 2018 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	

Treasurer’s Report:

(a) Bills List:

Ritzzy A. Morales-Diaz requested a motion to approve the Bills List. A motion to approve the Bills List was offered by Elaine K. Meyerson, 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:

Ritzzy A. Morales-Diaz 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 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 June.

Adina Yacoub reported that the TANF (Temporary Assistance to Needy Families) caseload decreased by 12 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 190 cases, GA (General Assistance) caseload increased by 4 cases and Medicaid decreased by 90 cases. In regard to DDD, the caseload increased from 189 to 196. The agency had 4,768 customers walk through our doors in reception.

Ritzzy A. Morales-Diaz asked about the decrease in SNAP cases. Adina Yacoub explained that the decrease is due to either people moving out of the county, their income is over the limit, or they are not compliant and submitting their information. For the last six months, staff has been taking an extra step by making an additional phone call to reach out to customers but we cannot make them do what they need to do. Adina Yacoub communicated that the caseload is going down statewide. Last month, staff went out to every municipality and senior center to see if they want us to provide outreach. Administration increased our outreach schedule by eight new locations.

In response to Ritzzy A. Morales-Diaz’ request, next month, Adina Yacoub will provide the Board with how many customers did not comply in all categories.

(b) Memoranda to the Board

A copy of Adina Yacoub's memorandum was included in the Board's packet. The following actions were initiated or occurred in July 2018. On July 17, 2018, Adina Yacoub assisted in program review for Heightened Independence as part of her responsibility as a member of the Human Services Advisory Council. On July 30, 2018, she attended a collaborative site visit to Mercer County regarding Rapid Rehousing. Mercer County is considered a successful model in ending homelessness for families. We have a successful model for singles that are homeless and now looking to explore ending homelessness for families in Bergen County. Our Service Department has been restructured and reorganized to allow us to focus on expanding our DDD support coordination, which provides support coordination services for adults over the age of 21 who have been determined to be developmentally disabled by the state. On August 3, 2018, the agency held our welcome to summer event and offered watermelon to all staff. Administration developed a unit directory since there were many changes in our agency in the last few months. The directory has details on each unit including the main function and phone numbers to contact. Our Personnel Officer is working with a committee to revisit our Dress Code Policy. Once complete, it will bring forth a recommendation for a revised policy for Board review and approval. Our Personnel Officer is also working with a committee to revamp our Employee Evaluation Form. Once the committee makes the recommendation it will be shared with the unions, as well as, with the Board.

For the record, Freeholder Tracy S. Zur arrived at approximately 4:44 p.m.

Chairman's Report

Ritzy A. Morales-Diaz reported that on August 13, 2018, the agency sent staff and provided outreach to those that were affected by the storm water that toppled a wall at Fairview apartments in Fairview, N.J. Many agencies were present at the Borough of Fairview. The BCBSS took one Food Stamp application and mailed six (6) Affidavits for emergency replacement of SNAP benefits. The BCBSS also took one (1) SSI Emergency Assistance application. Adina Yacoub reported that eight (8) families from that building were placed at the family shelter.

On behalf of the community, John L. Schettino, Esq., thanked Michele Darmochwal and staff for responding and assisting the Borough of Fairview so quickly because that meant a tremendous amount to those people who were seeing that people were concerned and doing what they can to help.

Freeholder Tracy S. Zur discussed that this is one of those things that most people don't understand about this agency whether it is the Edgewater fire or the Fairview incident. The agency is on the front lines immediately to respond to an emergency, and she doesn't think that most people realize that is a resource in our county that is so on the front lines of triaging emergency situations for the residents.

Adina Yacoub communicated that this is the work that the Bergen County Board of Social Services does.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Freeholder Mary J. Amoroso reported from July 1 to July 31, 2018 the agency received Medicaid recoveries in the amount of \$7,342.20. No new cases were referred to the Prosecutor's office during the month of July.

(b) Audit & Budget Committee

This item was previously addressed.

(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, September 6, 2018** at 4:30 p.m. in the 4'th floor Board Room.

Action Items:

Resolutions:

- (a) 2018.8.16 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2018.8.16 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2018.8.16 (3) – Resolution Authorizing a Promotion for One Full-Time Assistant Administrative Supervisor of Income Maintenance to Full-Time Administrative Supervisor of Income Maintenance
- (d) 2018.8.16 (4) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Clerk 1
- (e) 2018.8.16 (5) – Resolution Authorizing a Promotion for One Part-Time Human Services Aide to Part-Time Social Service Technician
- (f) 2018.8.16 (6) – Resolution Authorizing a Promotion for One Full-Time Social Service Technician to Full-Time Social Worker
- (g) 2018.8.16 (7) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Human Services Aide
- (h) 2018.8.16 (8) – Resolution Authorizing the Advertisement and Offer of Employment for Two (2) Temporary Full-Time Records Support Technician 1
- (i) 2018.8.16 (9) – Resolution Authorizing the Advertisement and Offer of Employment for One (1) Provisional Human Services Specialist 4

- (j) 2018.8.16 (10) –Resolution Authorizing the Advertisement and Offer of Employment for One (1) Human Services Specialist 3
- (k) 2018.8.16 (11) –Resolution Approving Doctor’s Notes and Medical Certificates to be added to Employee Handbook
- (l) 2018.8.16 (12) –Resolution Approving Visitor’s Policy to be added to Employee Handbook
- (m) 2018.8.16 (13) –Resolution Approving Swipe/Identification Card(s) to be added to Employee Handbook
- (n) 2018.8.16 (14) –Resolution Approving Security Protocol to be added to Employee Handbook
- (o) 2018.8.16 (15) –Resolution Approving Lateness Policy to be added to Employee Handbook
- (p) 2018.8.16 (16) –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) – (o) 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 (p) 2018.8.16 (16) 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 Elaine K. Meyerson, 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 4:52 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of July 12, 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 5:12 p.m.

For the record, Chairman William E. Connelly arrived during Closed Session and was currently present.

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of July 12, 2018 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	

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 5:13 p.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			

Respectfully submitted,



Adina Yacoub
Director