

**Minutes of the Meeting
of the
Bergen County Board of Social Services
November 8, 2018**

PRESENT: William E. Connelly, Jr., Chairperson
Freeholder Tracy S. Zur, Board Member (Arrived Late)
Freeholder Mary J. Amoroso, Board Member (Arrived Late)
Elaine K. Meyerson, Board Member
Yris Encarnacion, Board Member
Alexandra Harwin, Esq., 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
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 November 8, 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 November 8, 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.

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
TRACY S. ZUR	FREEHOLDER		X
MARY J. AMOROSO	FREEHOLDER		X
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER		X
ELAINE K. MEYERSON	BOARD MEMBER	X	
YRIS ENCARNACION	BOARD MEMBER	X	
ALEXANDRA HARWIN	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 Elaine K. Meyerson, seconded by Alexandra Harwin, 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
TRACY S. ZUR	FREEHOLDER				X
MARY J. AMOROSO	FREEHOLDER				X
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
ELAINE K. MEYERSON	BOARD MEMBER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	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 Eris Encarnacion, seconded by Elaine K. Meyerson, 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
TRACY S. ZUR	FREEHOLDER				X
MARY J. AMOROSO	FREEHOLDER				X
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
ELAINE K. MEYERSON	BOARD MEMBER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

Adoption of Minutes:

(a) Open Session Minutes of October 2, 2018

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of October 2, 2018 was offered by Eris Encarnacion, seconded by Alexandra Harwin, 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
TRACY S. ZUR	FREEHOLDER				X
MARY J. AMOROSO	FREEHOLDER				X
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
ELAINE K. MEYERSON	BOARD MEMBER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

For the record, Freeholder Tracy S. Zur arrived at approximately 4:36 p.m.

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 Elaine K. Meyerson, 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
TRACY S. ZUR	FREEHOLDER	X			
MARY J. AMOROSO	FREEHOLDER				X
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
ELAINE K. MEYERSON	BOARD MEMBER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	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 Elaine K. Meyerson, 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
TRACY S. ZUR	FREEHOLDER	X			
MARY J. AMOROSO	FREEHOLDER				X
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
ELAINE K. MEYERSON	BOARD MEMBER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	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 September.

Adina Yacoub reported that the agency took 2,664 applications. The workers processed 9,514 actions. The agency had 4,860 customers walk through our lobby doors in reception. The TANF (Temporary Assistance to Needy Families) caseload decreased by 14 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 249 cases, GA (General Assistance) caseload decreased by 6 cases and Medicaid decreased by 110 cases.

(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 October 2018. A Chinese delegation visited on October 30, 2018 to see how we do business compared to their social service agencies. On October 5, 2018, the Morale Committee sponsored a Jeans Day. Staff wore jeans that day and donated \$5.00. The committee collected \$600.00, which was used to buy adult briefs. Administration offered staff three training sessions to attend on October 15th, 16th, and 18th for customer service and case documentation. On October 16, 2018, the Child Support Department from the Hudson County

delegation visited the agency. They observed and learned from our CSP staff, as well as, our in-house attorney. Staff meetings were held during the week of October 22, 2018. Administration offered four different sessions where staff was updated on important issues that interest our employees. The State advised the agency that we will get new computers to replace our old ones, as well as, printers and scanners. They will replace all our PC's with the exception of NJKids. The state will pay for one year for MS Office software licensing but moving forward the agency will be responsible. The Morale Committee hosted an agency-wide Halloween event on October 31, 2018. The committee decorated the Board Room and distributed candy bags for staff to enjoy. The agency started preparation for the 2019 budget and a draft has been submitted to the County of Bergen. Adina Yacoub attended a collaborative meeting with state and county staff to brain storm the possibility of using transportation funds for our TANF clients by using Lyft to transport clients to their work activity. This month, the Finance Department was recognized for their good work. On December 11, 2018, the agency will host the annual Staff Appreciation Day and provide breakfast at 9:30 a.m. in the Floor 4 Board Room. Staff nominates and submits names of those employees who consistently go above and beyond the call of duty with both co-workers and customers. At the breakfast, the Extra Mile award will be presented to the winner. In addition, service pins are presented to employees. All Board Members are invited to attend this event. The agency is again organizing the Adopt-a-Family project to ensure that children in the neediest families the agency serves experience the joys of the holiday season.

For the record, Freeholder Mary J. Amoroso arrived at approximately 4:40 p.m.

Chairman's Report

Chairman William E. Connelly recognized and presented a Certificate of Commendation to the Finance Unit for going above and beyond their duties. He thanked the supervisor and staff for their efforts. Chairman William E. Connelly congratulated Freeholder Tracy S. Zur, Freeholder Steven A. Tanelli and County Executive James J. Tedesco, III on their reappointments. He also congratulated our new Bergen County Sheriff Anthony Cureton.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Freeholder Mary J. Amoroso reported from October 1 to October 31, 2018 the agency received Medicaid recoveries in the amount of \$23,700.46. No new cases were referred to the Prosecutor's office during the month of October.

(b) Audit & Budget Committee

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

Action Items:

Resolutions:

- (a) 2018.11.08 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2018.11.08 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2018.11.08 (3) – Resolution Authorizing the Hiring of One Part-Time Clerk 1
- (d) 2018.11.08 (4) – Resolution Authorizing the Hiring of One Part-Time Clerk 1
- (e) 2018.11.08 (5) – Resolution Authorizing the Hiring of One Part-Time Clerk 1
- (f) 2018.11.08 (6) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 1
- (g) 2018.11.08 (7) – Resolution Authorizing a Promotion for One Full-Time Human Services Aide
- (h) 2018.11.08 (8) – Resolution Authorizing a Promotion for One Full-Time Human Services Aide
- (i) 2018.11.08 (9) – Resolution Authorizing a Promotion for One Full-Time Human Services Aide
- (j) 2018.11.08 (10) – Resolution Authorizing a Change in Hours from One Part-Time Clerk 1 to Full-Time Clerk 1
- (k) 2018.11.08 (11) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Human Services Aide
- (l) 2018.11.08 (12) – Resolution Authorizing the Offer of Employment for One Full-Time Social Service Technician
- (m) 2018.11.08 (13) – Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Clerk 1
- (n) 2018.11.08 (14) – Resolution Approving 2nd Step Grievance Hearing Decision
- (o) 2018.11.08 (15) – Resolution Authorizing Public Bid for Printing Services and Stationery
- (p) 2018.11.08 (16) – Resolution Approving Debt Certification Agreement for Federal Nontax Debts
- (q) 2018.11.08 (17) – Resolution Approving Revised Interim Time-Off Request Procedure Policy
- (r) 2018.11.08 (18) – 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) – (q) was offered by Alexandra Harwin, 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
TRACY S. ZUR	FREEHOLDER	X			
MARY J. AMOROSO	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
ELAINE K. MEYERSON	BOARD MEMBER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

A motion to discuss and approve Resolution (r) 2018.11.08 (18) 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 Eris Encarnacion, 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
TRACY S. ZUR	FREEHOLDER	X			
MARY J. AMOROSO	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
ELAINE K. MEYERSON	BOARD MEMBER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	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 October 2, 2018 and matters involving personnel, litigation, negotiations, contracts, 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 20 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 6:02 p.m.

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of October 2, 2018 was offered by Eris Encarnacion, 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
TRACY S. ZUR	FREEHOLDER	X			
MARY J. AMOROSO	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
ELAINE K. MEYERSON	BOARD MEMBER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

Chairman William E. Connelly requested a motion to adopt the Closed Session Grievance minutes. A motion to adopt the Closed Session Grievance minutes of October 2, 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
TRACY S. ZUR	FREEHOLDER	X			
MARY J. AMOROSO	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
ELAINE K. MEYERSON	BOARD MEMBER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	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 6:03 p.m. 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
TRACY S. ZUR	FREEHOLDER	X			
MARY J. AMOROSO	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
ELAINE K. MEYERSON	BOARD MEMBER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

Respectfully submitted,

Adina Yacoub

Adina Yacoub
Director