

**Minutes of the Meeting
of the
Bergen County Board of Social Services
December 4, 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
Yris Encarnacion, 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
Alexandra Harwin, Esq., Board Member

A regular meeting of the Bergen County Board of Social Services was held on December 4, 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 December 4, 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.

- 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 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			
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

Jim Narin – Mahwah, N.J.

Jim Narin read a statement that was submitted into the record. He spoke about his experience in obtaining the proper coverage and benefits for his adult daughter.

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 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

Adoption of Minutes:

(a) Open Session Minutes of November 8, 2018

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of November 8, 2018 was offered by Elaine K. Meyerson, 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

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 Erin N. Delaney, 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

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

(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 Mary J. Amoroso, 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

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 October.

As a follow-up to last month’s discussion regarding the increased caseload, Adina Yacoub reported that a phone call is now being made to the customer to see if they are still interested in the program. Out of 60 phone calls that were made, one half was still interested in the program. We are working on this initiative with the Food Stamp (SNAP) population. The agency took 1,969 new applications. The workers processed 7,526 actions. The agency had 3,866 customers walk through our lobby doors in reception. The TANF (Temporary Assistance to Needy Families) caseload is 269 cases, which is the same as last month. The SNAP (Supplemental Nutrition Assistance Program) caseload increased by 132 cases, GA (General Assistance) caseload decreased by 8 cases and Medicaid decreased by 85 cases. The net gain is 39 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 November 2018. Administration met with the County in regard to using LYFT to transport clients to work activities; we as well as the Women's Rights will act as concierge to arrange rides using LYFT. Lyft will not charge the agency at the time of service. They will bill us after the fact, and we will pay a monthly invoice. Administration mailed flyers and programs information to 81 school districts and 70 municipalities in Bergen County. Adina Yacoub met with Director Julye Myner from Hope and Safety to see how we could partner together and assist those who are victims of Domestic Violence. The agency has had conversations with the county and other agencies regarding how we can implement Rapid Rehousing for families in Bergen County. On Saturday, December 1, 2018, Adina Yacoub was invited by the Women's Federation for World Peace to be recognized and she received a commendation certificate from the Mayor of Paterson, as well as, the WFWP USA Vice President. These commendations are for the BCBS. Each year, our staff contributes coats/socks for WFWP to give out to those in need. Administration will meet with the County this week regarding our payroll system, thanks to our freeholder members who advocated for this. The BCBS Personnel Committee recommended that they see and approve any new or revised personnel policies before we it goes to the Board. Moving forward, the Director will do that. Staff Appreciation Day is scheduled to be held on Tuesday, December 11, 2018 at 9:30 a.m. in the 4th Floor Board Room. The agency is sponsoring Adopt a Family again this year. All gifts must be brought to the 4th Floor Training Department by Tuesday, December 18, 2018. The agency's First Annual Holiday Agency Party is on Friday, December 14, 2018 at 5:00 p.m. – 8:00 p.m. at the Maywood Inn.

Chairman's Report

On behalf of the Freeholder Board, Freeholders Tracy S. Zur and Mary J. Amoroso presented a Certificate of Commendation to Susan Silverstein who has been a dedicated employee for 44 years and is retiring effective January 1, 2019. On behalf of the County Executive James J. Tedesco, III, Chairman William E. Connelly presented a Certificate of Commendation to Susan Silverstein and thanked her for her service. The Chairman wished everyone Happy Hanukkah, Merry Christmas, and a very Happy & Healthy New Year.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Freeholder Mary J. Amoroso reported from November 1 to November 30, 2018 the agency received Medicaid recoveries in the amount of \$2,286.06. No new cases were referred to the Prosecutor's office during the month of November.

(b) Audit & Budget Committee

Scott Modery reported that the state asked him for a draft budget by December 1, 2018, which he sent. He sent a preliminary number to the county at their request for a budget number for this year. He discussed that there are still have a lot of variables that need to be factored in. He suggested scheduling a meeting soon with the Budget Committee.

(c) **Building & Grounds Committee**

This item will be discussed in Closed Session.

OLD BUSINESS:

None

NEW BUSINESS:

(a) **Next Board Meeting Date**

The next Board Meeting is scheduled for **Tuesday, January 8, 2019 at 4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2018.12.04 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2018.12.04 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2018.12.04 (3) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Clerk 1
- (d) 2018.12.04 (4) – Resolution Authorizing a Promotion for One Full-Time Human Services Aide
- (e) 2018.12.04 (5) – Resolution Authorizing a Promotion for One Full-Time Social Service Technician
- (f) 2018.12.04 (6) – Resolution Authorizing the Hiring of One Part-Time Clerk 1
- (g) 2018.12.04 (7) – Resolution Authorizing a Change in Hours for One Part-Time Keyboarding Clerk 1 to Full-Time Keyboarding Clerk 1
- (h) 2018.12.04 (8) – Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Clerk 1
- (i) 2018.12.04 (9) – Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Records Support Technician
- (j) 2018.12.04 (10) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Records Support Technician 1
- (k) 2018.12.04 (11) – Resolution Approving 2019 Enhanced Training and Services to End Abuse in Later Life Program
- (l) 2018.12.04 (12) – Resolution Approving January 8, 2019 Meeting Date
- (m) 2018.12.04 (13) – Resolution Adopting a Fair and Open Process or a Non-Fair and Open Process for Retention of Professionals and Consultants for the Calendar Year 2019
- (n) 2018.12.04 (14) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Human Services Aide

(o) 2018.12.04 (15) –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) – (n) 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			
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 (o) 2018.12.04 (15) 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			
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 5:03 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of November 8, 2018 and matters involving personnel, step 2 grievance hearing, litigation, 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 5:43 p.m.

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of November 8, 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

The meeting adjourned at approximately 5:45 p.m.

Respectfully submitted,



Adina Yacoub
Director