

**Minutes of the Meeting
of the
Bergen County Board of Social Services
February 5, 2019**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Ritzy A. Morales-Diaz, Secretary Treasurer
Erin N. Delaney, Assistant Secretary Treasurer
Freeholder Tracy S. Zur, Board Member
Freeholder Mary J. Amoroso, Board Member
John E. Ten Hoeve, Jr., Esq., County Adjuster
Alexandra Harwin, Esq., Board Member
John L. Schettino, Esq., General Counsel
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Elaine K. Meyerson, Board Member
Yris Encarnacion, Board Member

A regular meeting of the Bergen County Board of Social Services was held on February 5, 2019 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 February 5, 2019 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2019, 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 11, 2019 and to the Herald News, which was published on January 11, 2019.

- 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, 2019.

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	

Oath of Office

John L. Schettino Esq. administered the Oath of Office to Freeholder Tracy S. Zur.

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 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			
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 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			

Adoption of Minutes:

(a) Open Session Minutes of January 8, 2019

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of January 8, 2019 was offered by John E. Ten Hoeve, Jr., Esq., seconded by 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			
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 Ritzy A. Moralez-Diaz, 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			

(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 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 was included in each of the Board Member’s packet for the month of December.

Adina Yacoub reported that the caseload is going down again. In the month of January, the agency took 2,193 new applications and staff processed 8,664 actions. Also in January, the agency had 4,834 customers walk through the lobby. The TANF (Temporary Assistance to Needy Families) caseload decreased by 3 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 228 cases, GA (General Assistance) caseload decreased by 12 cases, and Medicaid decreased by 122 cases.

Adina Yacoub further reported that the issue with Medicaid is statewide. There is a 2.4% decrease in the caseload and about 49,000 less cases than one year ago.

(b) Memoranda to the Board

A copy of Adina Yacoub’s memorandum was included in the Board’s packet. On 1/11/19, the agency had a Jeans Day to raise money to buy gift cards for the Point-in-Time project homeless connect. The agency raised \$475.00 and purchased Dunkin Donuts gift cards, which was given to the county to distribute to the homeless that came in to the shelter that day. Approximately five (5) staff members volunteered at the homeless count at the Bergen County Housing, Health & Human Services Center to give out information, take applications, and answer questions. On 2/01/19, the Morale Committee held another Jeans day for the Super Bowl to raise money for the slush fund.

Freeholder Tracy S. Zur asked that Administration change the name from “slush fund” to something else since the term “slush fund” has a negative association.

In regard to the government shutdown, the agency issued Food Stamps two weeks early for the month of February. The agency had another Jean’s Day and raised \$360.00 to buy Shop Rite gift cards in case the shutdown continued or if needed by any customer. Adina Yacoub expressed her appreciation to the staff who worked very hard during the week of 1/12/19 to make sure customers received their February SNAP benefits. The state had a conference call on 1/18/19 to thank all the county agencies for their good work. They reported that statewide we were able to issue benefits for almost 95% of all SNAP recipients amounting to approximately \$72 million dollars. The N.J. SNAP monthly benefits are \$80 million dollars. On 1/16/19 the Audit & Budget Committee had a conference call to discuss the agency’s 2019 budget. Marcal Paper Mills experienced a terrible tragedy in which the building burned down and displaced approximately 450 employees. On 2/5/19, Adina Yacoub and three employees participated at the work fair/ town hall meeting at The Venetian. This fair was to outreach to the Marcal employees and share our programs, especially the Medicaid program, as they will lose their health insurance coverage at the end of March. The BCBSS had a table at the job fair along with the Passaic County Board of Social Services, Department of Labor, One Stop, and Finance and Banking. Also present at the job fair was Board Member Ritzy A. Morales-Diaz. The BCBSS took two SNAP applications but gave out a lot of Family Care applications and information to the public. On 2/4/19 there was a meeting that included staff from the county, Bergen County Housing, Health and Human Services Center, Family Promise, Center for Hope and Safety, United Way, and our agency to discuss the topic of family homelessness, in an effort to imitate what happened in Mercer County, as far as a family shelter. The goal is for the agency to be the single point of entry. This is an ongoing discussion. Once Adina Yacoub has a recommendation she will bring that back to the Board to take action. Because there is no single point of entry in Bergen County, homeless individuals can go to several non-profits to seek shelter. There is a computer program called Himms where all agencies can input their information and individuals could then be tracked to avoid duplication of services. Mercer County is currently using Himms and our Service Department will need to use this system too. Adina Yacoub discussed the need for active Medicaid recipients to renew every year. The agency inherited approximately 3,000 cases from the Marketplace that were not touched for years. The agency has to close 1,100 Marketplace cases because customers never returned the renewal packet. Most likely they have insurance, moved out of state, and/or their income is too high.

Chairman’s Report

Chairman William E. Connelly thanked the Board for agreeing with him in allowing staff to work overtime on Saturday to process applications for those in need. The Chairman inquired as to how the shelter handled the homeless population in the terrible cold last week.

Adina Yacoub explained that the shelter set up placement for Code Blue. When there is a Code Blue, the 40 Passaic Street shelter is also available for families. Bergen County is very lucky to have a shelter because a lot of other counties depend on volunteers to run the warming centers.

In regard to the Marcal Paper Mills fire, Chairman William E. Connelly recognized the First Responders who fought the fire and arrived home safely.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Freeholder Mary J. Amoroso reported from January 1 to January 31, 2019 the agency received Medicaid recoveries in the amount of \$27,667.96. No new cases were referred to the Prosecutor's office during the month of January.

(b) Audit & Budget Committee

Scott Modery provided an overview of the budget, which was included in everyone's packet. He put some numbers together from last year for the benefits that were issued from this agency between General Assistance, Temporary Assistance to Needy Families, Emergency Assistance, Food Stamps, and Medicaid. He discussed that we are looking at about \$792 million dollars in benefits that ran through this agency. The county's contribution in the form of administrative funding to run the agency is \$8.3 million dollars. That is about one percent of the amount of benefits that run through this agency back into the community. In regard to 2019's proposed budget, the largest main factor in our budget is salary, benefits, and building costs. Salary accounts for 57% of our costs, benefits 31%, and our building costs are 5%. These three items are largely fixed for this agency and total 93% of our budget. The remaining 7% are variable items for office supplies and other minor expenses. In regard to the 2019 Budget by Service category, there is a negative \$54,618.66, which indicates a reduction from last year's budget number of \$54,618.66. We are seeing a .66% decrease from the funding that we requested last year. In regard to the Historical Total County Share of Funding, the county is funding us at the same level as CY2006.

(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, March 5, 2019 at 4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2019.2.05 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services

- (b) 2019.2.05 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2019.2.05 (3) – Resolution Authorizing a Change in Employment for One Part-Time Records Support Technician 1 to Full-Time Records Support Technician 1
- (d) 2019.2.05 (4) – Resolution Authorizing a Promotion for One Full-Time Human Services Aide
- (e) 2019.2.05 (5) – Resolution Authorizing a Promotion for One Full-Time Human Services Aide
- (f) 2019.2.05 (6) – Resolution Authorizing the Hiring of One Part-Time Clerk 1
- (g) 2019.2.05 (7) – Resolution Authorizing a Change in Hours from Part-Time Clerk 1 to Full-Time Clerk 1
- (h) 2019.2.05 (8) – Resolution Authorizing the Advertisement and Offer of Employment for Three Provisional Full-Time Human Services Specialist 4
- (i) 2019.2.05 (9) – Resolution Authorizing the Offer of Employment for Two Full-Time Human Services Specialist 3
- (j) 2019.2.05 (10) – Resolution Authorizing a Change in Hours from Three Part-Time Human Services Aide to Three Full-Time Human Services Aide
- (k) 2019.2.05 (11) – Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Clerk 1
- (l) 2019.2.05 (12) – Resolution Approving Professional Services Agreement with General Counsel
- (m) 2019.2.05 (13) – Resolution Approving Professional Services Agreement with Labor Counsel
- (n) 2019.2.05 (14) – Resolution Approving Professional Services Agreement with Insurance Consultant
- (o) 2019.2.05 (15) – Resolution Approving Professional Services Agreement with Auditor
- (p) 2019.2.05 (16) – Resolution Awarding Stationery/Printing Bid
- (q) 2019.2.05 (17) – 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) – (p) was offered by Erin N. Delaney, seconded by 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			
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 (q) 2019.2.05 (17) 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 Mary J. Amoroso, 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			
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 5:12 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of January 8, 2019 and matters involving personnel, litigation, 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 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 6:00 p.m.

For the record, Randi Duffie left during Closed Session and was no longer present.

A motion authorizing a three month extension with the option to renew, contingent upon non-nullification of the current contract with U.F.S. Personnel Corp., and to re-bid for \$15.00 per hour for security guard services 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			

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of January 8, 2019 was offered by Erin N. Delaney, 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			
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 was offered by Freeholder Mary J. Amoroso, 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			
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
Director