

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

**PRESENT:** William E. Connelly, Jr., Chairperson (Arrived Late)  
Erin N. Delaney, Assistant Secretary Treasurer (Arrived Late)  
Freeholder Tracy S. Zur, Board Member  
Freeholder Mary J. Amoroso, Board Member  
John E. Ten Hoeve, Jr., Esq., County Adjuster  
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

A regular meeting of the Bergen County Board of Social Services was held on March 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 March 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.

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, 2019.

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

**PUBLIC SESSION:**

In Chairman William E. Connelly’s absence, Elaine K. Meyerson chaired the meeting.

**Flag Salute**

Elaine K. Meyerson 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	

Elaine K. Meyerson introduced herself as a Board Member and advised that she is filling in until the Chairman arrives.

**Open Public Comment Period**

Elaine K. Meyerson 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 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			

**Stewart Wrench – Paramus, N.J.**

Stewart Wrench asked about State Residency in the revised Employee Handbook that says all employees of State and local government must reside in the State of New Jersey. He asked whether that would change back again and if it changed back again if there be a time period in which an employee would have to move back to Bergen County. In addition, he asked about the civil service examination and whether there would still be a preference given to Bergen County residents.

John L. Schettino, Esq. discussed that anybody who moves would be grandfathered in if it was every changed again. In regard to civil service, any limitation as to residency is a decision of the Board.

John E. Ten Hoeve, Jr., Esq. discussed that the requirement for any public employment that you reside in the State of New Jersey is a state law unless you have already been grandfathered in when that law changed.

Freeholder Tracy S. Zur discussed that the goal is to make it consistent with the policies throughout the county. The rest of the county has a state requirement; not a county requirement for employment.

Elaine K. Meyerson 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 February 5, 2019**

Elaine K. Meyerson requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of February 5, 2019 was offered by Freeholder Mary J. Amoroso, seconded by Yris 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			

**Treasurer’s Report:**

**(a) Bills List:**

Elaine K. Meyerson requested a motion to approve the Bills List. A motion to approve the Bills List 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
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:**

Elaine K. Meyerson requested a motion to approve the Schedule of Vouchers. A motion to approve the Schedule of Vouchers was offered by Yris 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			

**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 February.

Adina Yacoub reported that the caseload is going down again. In the month of February, the agency took 2,117 new applications and staff processed 7,355 actions. Also in February, the agency had 4,148 customers walk through the lobby. The TANF (Temporary Assistance to Needy Families) caseload increased by 8 cases, SNAP (Supplemental Nutrition Assistance Program) caseload increased by 6 cases, GA (General Assistance) caseload decreased by 21 cases, and Medicaid decreased by 39 cases. The net loss is 46 cases.

(b) **Memoranda to the Board**

A copy of Adina Yacoub's memorandum was included in the Board's packet. Adina Yacoub reported that the state approached her about our Medicaid recoveries and wants us to do a presentation to all the county welfare agencies on March 19, 2019 to share our Best Practices. The agency received the audit from the Department of Community Affairs about the LIHEAP grant and they found us doing a good job with no reportings and no findings. Adina displayed a stuffed animal from Freeholder Zur. She explained that staff is distributing stuffed animals to customer's children in the lobby and social workers are also giving them out to those individuals who are in transitional housing at 40 Passaic Street. Freeholder Tracy S. Zur reported that children made stuffed animals on Martin Luther King Day, which were given to various agencies including the Bergen County Board of Social Services. Adina Yacoub discussed that she sent a letter of thanks to We the People organization for donating to this cause. Camden County was scheduled to come to our agency to see how we do Case Banking, but unfortunately because of the snow they cancelled and will reschedule their visit for another day in March. For Valentine's Day, the agency sponsored a Jeans Day. Staff wore a red shirt and no money was collected on this day. Discussions in regard to negotiations with CWA Local #1031 (A & B) will begin soon. A meeting is scheduled for this week with our Labor Attorney and the Negotiations Committee. On February 26, 2019, Adina Yacoub represented the agency and attended the State of the County Address. Last week, Adina Yacoub attended the Child Support conference along with In-House Counsel and the Agency's Child Support Supervisor. The agency finally received the two leased cars and staff will begin to use them soon. Adina Yacoub recognized the Finance people by saving money and destroying paperwork that is obsolete.

Alexandra Harwin, Esq. asked if Administration sees any kind of seasonal trends with respect to enrollment or drop off in any of the programs that she oversees. Adina Yacoub explained that during the summer months and Christmas, our customers travel to families so we do see a drop during these seasons. Adina Yacoub reported that the decrease in the caseload is statewide.

Elaine K. Meyerson asked about the significant drop in February in regard to the Initial & Additional Grant's report. Scott Modery explained that report is TANF related and EA related costs and the reason for the drop may have been related to the time of the month that the report was done.

**Chairman's Report**

Elaine K. Meyerson welcomed everybody and announced it was her pleasure to be sitting here this evening.

## **Committee Reports:**

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

Alexandra Harwin, Esq. reported from February 1 to February 28, 2019 the agency received Medicaid recoveries in the amount of \$19,983. No new cases were referred to the Prosecutor's office during the month of February.

### **(b) Audit & Budget Committee**

No report.

### **(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, April 2, 2019 at 4:30 p.m.** in the 4th floor Board Room.

## **Action Items:**

### **Resolutions:**

- (a) 2019.3.05 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2019.3.05 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2019.3.05 (3) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Clerk 1
- (d) 2019.3.05 (4) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 3 to Full-Time Provisional Human Services Specialist 4
- (e) 2019.3.05 (5) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 3 to Full-Time Provisional Human Services Specialist 4
- (f) 2019.3.05 (6) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 3 to Full-Time Provisional Human Services Specialist 4
- (g) 2019.3.05 (7) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3
- (h) 2019.3.05 (8) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3
- (i) 2019.3.05 (9) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Human Services Aide

- (j) 2019.3.05 (10) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Human Services Aide
- (k) 2019.3.05 (11) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Human Services Aide
- (l) 2019.3.05 (12) – Resolution Authorizing the Hiring of One Part-Time Clerk 1
- (m) 2019.3.05 (13) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Technical Support Specialist 1
- (n) 2019.3.05 (14) – Resolution Authorizing Application for Grant from the State of New Jersey Department of Community Affairs in connection with the Universal Service Fund CWA Administration 2019 Program
- (o) 2019.3.05 (15) – Resolution Authorizing Application for Grant from the State of New Jersey Department of Community Affairs in connection with the LIHEAP CWA Administration 2019 Program
- (p) 2019.3.05 (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 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 (p) 2019.3.05 (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 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
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			
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The Board went into Closed Session at approximately 4:50 p.m.

**CLOSED SESSION:**

The Board went into Closed Session to discuss the Closed Session minutes of February 5, 2019 and matters involving negotiations, 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 6:01 p.m.

For the record, Chairman William E. Connelly and Erin N. Delaney arrived during Closed Session.

For the record, Freeholder Mary J. Amoroso left during Closed Session and was no longer present.

A motion to vacate the Personnel Officer title was offered by Elaine K. Meyerson, seconded by Yris 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			

A motion authorizing the creation of the position of Senior Personnel Technician was offered by Yris 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			

A motion authorizing a salary increase to \$157,500 for In House Counsel 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			
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 February 5, 2019 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 adjourn the meeting. With no further business to conclude, a motion to adjourn the meeting at approximately 6:15 p.m. 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			

Respectfully submitted,



Adina Yacoub  
 Director