

**Minutes of the Meeting
of the
Bergen County Board of Social Services
April 2, 2019**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Ritzy A. Morales-Diaz, Secretary Treasurer
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: Erin N. Delaney, Assistant Secretary Treasurer
Freeholder Tracy S. Zur, Board Member

A regular meeting of the Bergen County Board of Social Services was held on April 2, 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 April 2, 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:

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 Freeholder Mary J. Amoroso, 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			

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 Randi Duffie, 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			

Adoption of Minutes:

(a) Open Session Minutes of March 5, 2019

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of March 5, 2019 was offered by Yris Encarnacion, 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			

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 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			

(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 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			

Administration Report:

(a) Monthly Reports – Statistical & Financial:

A snapshot of caseload and expenditures was included in each of the Board Member’s packet.

Adina Yacoub reported that the caseload is going down again. In the month of March, the agency took 2,101 new applications and staff processed 7,962 actions. Also in March, the agency had 4,631 customers walk through the lobby. The TANF (Temporary Assistance to Needy Families) caseload decreased by 12 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 135 cases, GA (General Assistance) caseload decreased by 4 cases, and Medicaid decreased by 907 cases. She explained that the reason for the decrease in Medicaid is due to the Marketplace ACA. Four years ago everyone was put on and they gave the Bergen County Board of Social Services over 3,000 cases and they have not been reviewed or renewed. We have an obligation to renew once a year so when we sent packets out to these people about 1,100 individuals did not respond. The agency outreached them multiple times and tried various means to contact them. The agency also administers the Division of Developmental Disabilities (DDD) Program, and we get paid approximately \$240.00 per case/per month. The agency is staffing the DDD Unit to increase the caseload because we are very good at what we do and we want to spread the word that we are here to help. In December 2018, the agency had 181 DDD cases. Today, we currently have 208 DDD cases.

(b) Memoranda to the Board

A copy of Adina Yacoub’s memorandum was included in the Board’s packet. Adina

Yacoub recognized Freeholders Amoroso and Zur for being honored at the State House last week for making history as the first women majority Freeholder Board in Bergen County. On March 29, 2019, Camden, Somerset, and Union Counties visited the agency to learn about our case banking process for our Medicaid Department that handles Aged, Blind and Disabled cases. They also visited with our Medicaid Units to learn how we do case banking. The reason these counties are coming to visit Bergen County is because we have a process that proved successful, which eliminated the Medicaid backlog for the ABD Medicaid program. Bring your Child to Work day will be held on April 25, 2019. This event has been well received in the past and Scott Stahlmann and others will coordinate and implement. The agency is holding a Jeans Day to raise money for that day and children who attend will assemble care packages for our homeless clients. During the National Multiple Sclerosis Awareness week the agency held a Jeans day and collected \$525 that was donated to the MS society. We are continuing to meet with the county and other entities to see how our agency could serve as the single point of entry for all homeless singles and families in Bergen County. On March 27, 2019 Scott Modery and Adina Yacoub attended the budget hearing in front of the Bergen County Board of Chosen Freeholders. The hearing went very well and administration received several compliments regarding our budget and agency. Adina Yacoub thanked Freeholders Amoroso and Zur for their ongoing support during these budget hearings and time here on the Board. Scott Modery and Adina Yacoub met with the building engineer regarding some outstanding building issues that will be discussed in Closed Session. The Agency will participate at this year's Multicultural Family Fun Fest at Van Saun Park on April 6, 2019.

Chairman's Report

Chairman William E. Connelly presented a framed photo to Freeholder Mary J. Amoroso of her and Freeholder Tracy S. Zur who were invited to the State House in Trenton to be honored as the first majority of women to hold Freeholder positions in the state. The Board thanked them for their service. In addition, Chairman William E. Connelly announced that Financial Disclosure Statements must be filed by April 30, 2019. Freeholder Tracy S. Zur was absent but will be recognized at next month's Board Meeting.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from March 1 to March 31, 2019 the agency received Medicaid recoveries in the amount of \$11,911.50. No new cases were referred to the Prosecutor's office during the month of March.

In response to the Chairman's request, Adina Yacoub will invite a representative from the Fraud Department to make a presentation to the full Board at a future Board Meeting.

(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, May 7, 2019 at 4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2019.4.02 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2019.4.02 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2019.4.02 (3) – Resolution Authorizing Rescinding Resolution 2019.3.05 (11) Authorizing a Change in Employment from Part Time to Full Time for One Human Services Aide
- (d) 2019.4.02 (4) – Resolution Authorizing a Change in Employment for One Part Time Human Services Aide to Full-Time Human Services Aide
- (e) 2019.4.02 (5) – Resolution Authorizing a Promotion for One Full-Time MIS Technician to Full-Time Provisional Technical Support Specialist 1
- (f) 2019.4.02 (6) – Resolution Authorizing the Advertisement of Employment for One Temporary Full-Time Records Support Technician 1
- (g) 2019.4.02 (7) – Resolution Authorizing the Offer of Employment for One Full-Time Human Services Specialist 3 Bilingual
- (h) 2019.4.02 (8) – Resolution Approving Contract Agreement with Senior Personnel Technician
- (i) 2019.4.02 (9) – Resolution Approving Addendum to Professional Services Agreement
- (j) 2019.4.02 (10) – Resolution Approving PC Allocation Amounts
- (k) 2019.4.02 (11) – Resolution Authorizing a Change in Employment for One Part-Time Clerk 1 to Full-Time Clerk 1
- (l) 2019.4.02 (12) – Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Clerk 1

(m)2019.4.02 (13)– 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) – (l) 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 (m) 2019.4.02 (13) 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 Randi Duffie, 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			

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 March 5, 2019, personnel matters, step 2 grievance hearing, litigation, salaries, 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 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 6:15 p.m.

For the record, Freeholder Mary J. Amoroso, Randi Duffie, and Yris Encarnacion left the meeting during Closed Session and were no longer present.

A motion to adopt the Closed Session minutes of March 5, 2019, approving extending security guard services for year 3, authorizing changing the agency’s dental carrier from Delta Dental to Aetna providing the plan is comparable or better than in accord with the contract, authorizing a salary increase for confidential employees, and modifying the Hearing Officer’s decision to a one-day suspension was offered by John E. Ten Hoeve, Jr., Esq., seconded by Ritzy A. Morales-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 at approximately 6:20 p.m. was offered by Elaine K. Meyerson, seconded by Ritzy A. Morales-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