

**Minutes of the Meeting
of the
Bergen County Board of Social Services
May 7, 2019**

PRESENT: William E. Connelly, Jr., Chairperson
Ritzy A. Morales-Diaz, Secretary Treasurer (Arrived Late)
Erin N. Delaney, Assistant Secretary Treasurer
Freeholder Mary J. Amoroso, 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
Freeholder Tracy S. Zur, Board Member
John E. Ten Hoeve, Jr., Esq., County Adjuster
Elaine K. Meyerson, Board Member
Yris Encarnacion, Board Member

A regular meeting of the Bergen County Board of Social Services was held on May 7, 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 May 7, 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 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			

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 Freeholder Mary J. Amoroso, seconded by Erin N. Delaney, 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 April 2, 2019

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of April 2, 2019 was offered by Freeholder Mary J. Amoroso, 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, Ritzy A. Moralez-Diaz arrived at this time.

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 Freeholder Mary J. Amoroso, seconded by Erin N. Delaney, 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 April, the agency took 2,442 new applications and staff processed 5,967 actions. Also in April, the agency served 4,762 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload decreased by 29 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 106 cases, GA (General Assistance) caseload decreased by 7 cases, Medicaid decreased by 83 cases, and the DDD caseload increased by 3 cases. In regard to Emergency Assistance, there was no change. The agency is over 99% timely with SNAP and over 97% timely with Medicaid active cases. The agency is currently in the top three counties for Medicaid timeliness.

(b) Memoranda to the Board

A copy of Adina Yacoub’s memorandum was included in the Board’s packet. On April 25, 2019, the agency held Bring your Child to Work Day. Approximately 50 children participated and 60 care packages were assembled for homeless families. This event was sponsored by funds raised by a Jeans Day, as well as, donations in the amount of \$600.00 raised by staff. Administration is participating in an initiative with the One Stop, as well as, the Housing Authority of Bergen County

to come up with a program to help post TANF families with vouchers for the Housing Authority. HUD is offering funding for this project and the agency will have to sign a Memorandum of Understanding. On April 6, 2019, the agency participated in the Multicultural Family Fun Fest sponsored by the county at Van Saun Park. Administration met with a vendor who has a program called Medicaid Genius who wants to sell the agency their product. Their product helps organize and analyze financial records for long term Medicaid cases. Administration is communicating with the DHS office regarding confidentiality and funding issues. If it is not cost efficient, the agency will not use their product, but we are looking into it. The Personnel Committee requested updated organizational charts for staff and they were included in everyone's packet today. On April 17, 2019, a delegation from Rensselaer County, New York Social Services came to see our QLess System. This is our Kiosk system that assists our clients when they walk into our lobbies. To continue our commitment to being a Stigma Free agency, administration held two-day Mental Health First Aid training for new hires on April 30, 2019 and May 1, 2019. On May 2, 2019, Adina Yacoub served as a panelist with the Division of Senior Services' at the annual Public Hearing regarding the needs of older adults.

Chairman's Report

Chairman William E. Connelly discussed that he was prepared to provide a presentation today regarding the Freeholders 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. Since that individual was not present at this afternoon's meeting, he will provide a presentation next month.

Alexandra Harwin, Esq. asked about the status in regard to the agency's efforts to move towards e-mail communications with customers.

Adina Yacoub explained that the state is moving towards paperless communication and the agency is working towards this initiative, but we are not yet there. A goal is to begin initial communication with the customer by way of e-mail. The agency updated our Customer Information Sheet requesting their e-mail address, which is the first item that customers fill out. Alexandra Harwin, Esq. discussed that communication by way of e-mail does dramatically increase response. In regard to the Director's monthly reports, Alexandra Harwin, Esq. requested the year-to-year change how the figure differs from the previous year.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from April 1 to April 30, 2019 the agency received Medicaid recoveries in the amount of \$36,040.73. No new cases were referred to the Prosecutor's office during the month of April.

(b) Audit & Budget Committee

Freeholder Amoroso reported that the Freeholder Board introduced the budget but have not yet received final approval on the budget.

In addition, Freeholder Mary J. Amoroso congratulated the agency's Fiscal Officer whose son graduated from the Fire Academy a couple of weeks ago.

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

Action Items:

Resolutions:

- (a) 2019.5.07 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2019.5.07 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2019.5.07 (3) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Human Services Aide
- (d) 2019.5.07 (4) – Resolution Authorizing the Hiring of One Temporary Full-Time Records Support Technician 1
- (e) 2019.5.07 (5) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3 Bilingual
- (f) 2019.5.07 (6) – Authorizing a Change in Employment from Part Time to Full Time for One Clerk 1
- (g) 2019.5.07 (7) – Authorizing the Hiring of One Part-Time Clerk 1
- (h) 2019.5.07 (8) – Resolution Authorizing a Change in Hours from One Part-Time Clerk 1 to One Full-Time Clerk 1
- (i) 2019.5.07 (9) – Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Clerk 1
- (j) 2019.5.07 (10) – Resolution Rescinding Prior Approval of Dental Plan
- (k) 2019.5.07 (11) – Resolution Approving Delta Dental Renewal
- (l) 2019.5.07 (12) – Resolution Approving Director Evaluation
- (m) 2019.5.07 (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 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			

A motion to discuss and approve Resolution (m) 2019.5.07 (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 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			

The Board went into Closed Session at approximately 4:55 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of April 2, 2019, personnel matters, 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 5:56 p.m.

CLOSED SESSION:

The Board went back into Closed Session at approximately 5:56 p.m. A motion to go back into Closed Session was offered by Freeholder Mary J. Amoroso, seconded by Erin N. Delaney, 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			

OPEN SESSION:

The Board reconvened in Open Session at approximately 6:00 p.m.

Adoption of Minutes:

(a) Closed Session Minutes of April 2, 2019 & Closed Session Step 2 Grievance Minutes

A motion to adopt the Closed Session minutes of April 2, 2019 and the Closed Session Step 2 Grievance Minutes of April 2, 2019 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			

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 6:05 p.m. was offered by Freeholder Mary J. Amoroso, seconded by Erin N. Delaney, 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