

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
June 4, 2019**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Randi Duffie, Vice-Chairperson  
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 (Arrived Late)  
Alexandra Harwin, Esq., Board Member  
John L. Schettino, Esq., General Counsel  
Adina Yacoub, Director  
Michele M. Darmochwal, Administrative Secretary

**ABSENT:** Ritzy A. Moralez-Diaz, Secretary Treasurer  
Erin N. Delaney, Assistant Secretary Treasurer

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

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 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			

For the record, Yris Encarnacion arrived at approximately 4:35 p.m.

### **Adoption of Minutes:**

#### **(a) Open Session Minutes of May 7, 2019**

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of May 7, 2019 was offered by Alexandra Harwin, 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			

For the record, Freeholder Tracy S. Zur arrived at approximately 4:37 p.m.

### **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 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			

**(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 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			

Scott Modery reported that the auditor will begin the agency's audit on June 18, 2019. The audit will take approximately three weeks to complete. The Board can anticipate a draft audit report in August 2019.

**Administration Report:**

**(a) Monthly Reports – Statistical & Financial:**

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

In the month of May, the agency took 2,325 new applications and staff processed 8,523 actions. Also in May, the agency served 4,551 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload increased by 6 cases and compared to one year ago the caseload went down by 41 cases, SNAP (Supplemental Nutrition Assistance Program) caseload increased by 95 cases and compared to one year ago the caseload went down cumulative by 1,026 cases, GA (General Assistance) caseload decreased by 7 cases and compared to one year ago the caseload went down cumulative by 78 cases. Medicaid decreased by 96 cases and the caseload went down cumulative by 2,242 cases. 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.

Freeholder Tracy S. Zur asked Adina Yacoub about the overall trends that seem to be going down statewide.

Adina Yacoub explained that the agency is contacting the customer by way of phone and letter to help them. The economy is a factor. Statewide there is a 24% decrease for all the counties.

Alexandra Harwin, Esq. asked Adina Yacoub to summarize the lifetime bars on eligibility for each of the main programs.

Adina Yacoub explained a 60-month time limit only applies to General Assistance and TANF; the other programs do not have a time limit.

(b) **Memoranda to the Board**

A copy of Adina Yacoub's memorandum was included in the Board's packet. On May 14, 2019, there was a meeting at Mercer County in regard to the ongoing initiative to have the Bergen County Board of Social Services serve as the single point of entry for all homeless individuals and families in Bergen County. The agency is working on this initiative with the County, Center for Hope and Safety, Family Promise, and the Bergen County Housing, Health and Human Services Center. This group will expand to include the Department of Human Services and Continuum of Care. This week, administration will meet and start the process for negotiations with CWA Local #1031 (Units A & B). On June 18, 2019, the auditor will begin the 2018 audit. The agency received good news that we are 98.49% timely on our Medicaid redeterminations. Adina Yacoub thanked the Chairman for approving overtime for the FamilyCare Unit. The agency currently has 241 individuals overdue out of our total caseload of 41,015 individuals. On June 11, 2019, CWA Local #1089 will sponsor a Jeans day to support the Alzheimer's Foundation.

**Chairman's Report**

Chairman William E. Connelly presented a framed photo to Freeholder Tracy S. Zur of her and Freeholder Mary J. Amoroso 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.

In addition, Chairman William E. Connelly announced that he previously requested that there be a Medicaid Recoveries presentation today. Maria D'elia, supervisor of the Claim's Unit, and Amie Webster, Human Services Specialist 2; were present. They provided a brief presentation on how they process Medicaid recoveries.

**Committee Reports:**

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

Alexandra Harwin, Esq. reported from May 1 to May 31, 2019 the agency received Medicaid recoveries in the amount of \$6,036.10. No new cases were referred to the Prosecutor's office during the month of May.

**(b) Audit & Budget Committee**

This item was previously discussed.

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

**Action Items:**

**Resolutions:**

- (a) 2019.6.04 (1) –Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2019.6.04 (2) –Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2019.6.04 (3) –Resolution Authorizing a Change in Employment from Part Time To Full Time for One Clerk 1
- (d) 2019.6.04 (4) –Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 1 to Full-Time Provisional Human Services Specialist 2
- (e) 2019.6.04 (5) –Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 1 to Full-Time Provisional Human Services Specialist 2
- (f) 2019.6.04 (6) –Resolution Authorizing to Offer Employment for One Full-Time Social Worker
- (g) 2019.6.04 (7) –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) – (f) 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 (g) 2019.6.04 (7) 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 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 Board went into Closed Session at approximately 5:23 p.m.

### **CLOSED SESSION:**

The Board went into Closed Session to discuss the Closed Session minutes of May 7, 2019, personnel matters, 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 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 5:36 p.m.

### **Adoption of Minutes:**

#### **(a) Closed Session Minutes of May 7, 2019**

A motion to adopt the Closed Session minutes of May 7, 2019 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			

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 5:38 p.m. was offered by Freeholder Mary J. Amoroso, 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