

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

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Erin N. Delaney, Assistant Secretary Treasurer
Elaine K. Meyerson, Board Member
Alexandra Harwin, Esq., Board Member (Arrived Late)
John L. Schettino, Esq., General Counsel
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Ritzy A. Morales-Diaz, Secretary Treasurer
Freeholder Tracy S. Zur, Board Member
Freeholder Mary J. Amoroso, Board Member
John E. Ten Hoeve, Jr., Esq., County Adjuster
Yris Encarnacion, Board Member

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

For the record, Alexandra Harwin, Esq. arrived at approximately 4:40 p.m.

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 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 June 4, 2019

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of June 4, 2019 was offered by Elaine K. Meyerson, 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			

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 Alexandra Harwin, Esq., 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			

(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 Randi Duffie, seconded by Elaine K. Meyerson, 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.

In the month of June, the agency took 2,188 new applications and staff processed 7,827 actions. Also in June, the agency served 4,196 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload increased by 7 cases and compared to one year ago the caseload went down cumulative by 50 cases, SNAP (Supplemental Nutrition Assistance Program) caseload went down by 140 cases and compared to one year ago the caseload went down cumulative by 1,225 cases, GA (General Assistance) caseload decreased by 17 cases and compared to one year ago the caseload went down cumulative by 83 cases. Medicaid increased by 158 cases and the caseload went down cumulative by 1,442 cases.

(b) Memoranda to the Board

A copy of Adina Yacoub’s memorandum was included in the Board’s packet. On June 11, 2019, Adina Yacoub met with the Director of the Housing Authority, Director of One Stop, and the Director of the Division of Family Development regarding case management for our Post-TANF clients to help stay housed and independent. On June 13, 2019, a delegation from Korea visited our agency regarding our programs, and we exchanged best practices. Two of our Institutional Medicaid Units were invited by Valley Health Services to do a presentation on Managed Long Term Services and Support (MLTSS) and it was well received. Our Child Support and Paternity Unit passed the 2019 IRS Safeguard Internal Inspection Review. The agency was 100% compliant with no findings.

Unfortunately, the Feds came in to audit our SNAP Top Review cases in the Claims Unit, and we failed that audit. The agency prepared for this audit but was told that they were going to look for five items. When they came in, they looked for additional information that we were not aware of. Therefore, we are decertified from collecting debts until a follow up review in December, 2019 or January, 2020. At that time, if we pass and we should pass, we will be deemed certified and can continue to collect debts. The Union County Board of Social Services will be visiting our IT Department in July to pick up ideas and best practices. Also in July, the Passaic County Board of Social Services will be visiting our agency to learn our best practices for Case Banking. Effective July 1, 2019, we will be responsible for the General Assistance Program for Fort Lee since their General Assistance Director has retired. To date, 61 towns consolidated their General Assistance and are now administered by the Bergen County Board of Social Services. On July 17, 2019, Administration will meet and start negotiations with CWA Local #1031 (A & B).

Chairman’s Report

Chairman William E. Connelly congratulated Elaine K. Meyerson on her reappointment to the Board from May 1, 2019 through April 30, 2024. Prior to this afternoon’s Board Meeting, Elaine K. Meyerson was sworn in by John L. Schettino, Esq.

In addition, Chairman William E. Connelly requested that the October 1, 2019 Board Meeting date be rescheduled. A motion to reschedule the October Board Meeting date from October 1, 2019 to **Thursday, October 3, 2019** was offered by Elaine K. Meyerson, 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			

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from June 1 to June 30, 2019 the agency received Medicaid recoveries in the amount of \$8,534.45. No new cases were referred to the Prosecutor’s office during the month of June.

(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, August 6, 2019 at 4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2019.7.02 (1) –Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2019.7.02 (2) –Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2019.7.02 (3) –Resolution Authorizing the Hiring of One Part-Time Clerk 1
- (d) 2019.7.02 (4) –Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 2 to Full-Time Social Worker
- (e) 2019.7.02 (5) –Resolution Authorizing an Offer Employment for One Full- Time Investigator
- (f) 2019.7.02 (6) –Resolution Authorizing the Advertisement and Offer of Employment for Two (2) Part-Time Keyboarding Clerks 1
- (g) 2019.7.02 (7) –Resolution Authorizing a Change in Hours from One Part-Time Records Support Technician 1 to Full-Time Records Support Technician 1
- (h) 2019.7.02 (8) –Resolution Authorizing the Advertisement and Offer of Employment for four (4) Part-Time Human Services Aides
- (i) 2019.7.02 (9) –Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Clerk 1
- (j)2019.7.02 (10)–Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Records Support Technician 1
- (k)2019.7.02(11) –Resolution Authorizing the Offer of Employment for One Full-Time Human Services Specialist 3
- (l)2019.7.02 (12)– Resolution Approving 60 Month Lease with Pitney Bowes
- (m)2019.7.02(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 Erin N. Delaney, seconded by Alexandra Harwin, 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			

A motion to discuss and approve Resolution (m) 2019.7.02 (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 Alexandra Harwin, 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			

The Board went into Closed Session at approximately 5:08 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of June 4, 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 15 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 5:20 p.m.

Adoption of Minutes:

(a) Closed Session Minutes of June 4, 2019

A motion to adopt the Closed Session minutes of June 4, 2019 was offered by Randi Duffie, seconded by Alexandra Harwin, 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			

A motion to approve a 2% annual raise, retroactive to January 1, 2019, for Adina Yacoub was offered by Elaine K. Meyerson, 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			

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 5:22 p.m. was offered by Elaine K. Meyerson, seconded by Alexandra Harwin, 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			

Respectfully submitted,

Adina Yacoub

Adina Yacoub
Director