

**Minutes of the Meeting
of the
Bergen County Board of Social Services
August 6, 2019**

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

ABSENT: Randi Duffie, Vice-Chairperson
Erin N. Delaney, Assistant Secretary Treasurer
Elaine K. Meyerson, Board Member

A regular meeting of the Bergen County Board of Social Services was held on August 6, 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 August 6, 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 Ritzy A. Moralez-Diaz, 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 | | | |

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 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 July 2, 2019**

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of July 2, 2019 was offered by John E. Ten Hoeve, Jr., Esq., 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 | | | |

Treasurer’s Report:

Scott Modery discussed two items on the Bill’s List from Coolidge Park for \$35,579 and \$968.47. Those items represent the tax escalation and CAM which after months of going back and forth with the building owner, an agreement on the amount was reached between both parties. The CAM initially started at \$18,451 and is now \$968.00 due to extra charges presented by Coolidge Park.

(a) **Bills List:**

Chairman William E. Connelly requested a motion to approve the Bills List. A motion to approve the Bill’s List 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 | | | |

(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 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 | | | |

Scott Modery reported that the auditor completed the 2018 audit, and we currently have a copy of the draft 2018 audit report. Next month, the auditor will be present to discuss the final 2018 audit report.

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 July, the agency took 2,614 new applications and staff processed 8,481 actions. Also in July, the agency served 5,290 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload decreased by 15 cases and compared to one year ago the caseload went down cumulative by 53 cases, SNAP (Supplemental Nutrition Assistance Program) caseload went down by 68 cases and compared to one year ago the caseload went down cumulative by 1,103 cases, GA (General Assistance) caseload decreased by 21 cases and compared to one year ago the caseload went down cumulative by 108 cases. Medicaid decreased by 222 cases and the

caseload went down cumulative by 1,567 cases.

For the record, Yris Encarnacion arrived at approximately 4:45 p.m.

Freeholder Tracy S. Zur asked Adina Yacoub what she attributes the down turn in the overall use of the benefit programs.

Adina Yacoub explained that there are several factors. There is a TANF and General Assistance time limit, which is 60 months. The agency has a new field representative from the state that is very thorough. He goes through cases to make sure customers are not on assistance for more than the 60-month time limit unless there is a hardship. Also, the economy is better and people are finding jobs. The caseload is decreasing throughout the 21 counties in the state. Adina Yacoub reported that there is a Proposed Rule regarding a revision of categorical eligibility in the Supplemental Nutrition Assistance Program (SNAP). The Proposed Rule is regarding a change in regulations to the SNAP Program. If the Proposed Rule goes through, the state is going to lose 36,000 SNAP cases. They estimate Bergen County would lose 2,000 SNAP cases. The state gave the counties a copy of the Proposed Rule and requested that they submit comments by September 23, 2019. Freeholder Tracy S. Zur requested that Adina Yacoub forward her the Proposed Rule but also to humanize it with some of the cases and what that means because in New Jersey the impacts are going to be felt more. She expressed that it would be helpful to communicate this information to our federal representatives who could respond accordingly.

(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 is providing the agency with new computers for our Child Support and Paternity Unit. The state is paying for 12 new computers, as well as, printers and MS Office license costs. The total money allocated for the computer equipment is \$23,040. The agency had two retirements in the month of July and anticipates two more retirements in December 2019. After years of being back-logged, the agency is up to date in our DIMS Unit. To the best of her knowledge, we are the only county in the state that is up to date with scanning. The agency is offering an Excel class for staff, which will be conducted by Bergen Community College Corporate Training Center here at the agency.

Chairman's Report

Chairman William E. Connelly requested that the September 3, 2019 Board Meeting date be rescheduled to Tuesday, September 10, 2019 at 4:30 p.m. A motion to reschedule the September Board Meeting date from Tuesday, September 3, 2019 to **Tuesday, September 10, 2019** was offered by John E. Ten Hoeve, Jr., Esq., 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 | | | |

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from July 1 to July 31, 2019 the agency received Medicaid recoveries in the amount of \$15,387.69. No new cases were referred to the Prosecutor’s office during the month of July.

(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, September 10, 2019** at 4:30 p.m. in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2019.8.06 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2019.8.06 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2019.8.06 (3) – Resolution Authorizing a Promotion for One Full-Time CWA Investigator
- (d) 2019.8.06 (4) – Resolution Authorizing a Change in Hours for One Part-Time Records Support Technician 1 to Full-Time Records Support Technician 1
- (e) 2019.8.06 (5) – Resolution Authorizing the Hiring of One Part-Time Human Services Aide
- (f) 2019.8.06 (6) – Resolution Authorizing the Hiring of One Part-Time Human Services Aide

- (g) 2019.8.06 (7) – Resolution Authorizing the Hiring of One Part-Time Human Services Aide
- (h) 2019.8.06 (8) – Resolution Authorizing the Hiring of One Part-Time Human Services Aide
- (i) 2019.8.06 (9) – Resolution Authorizing the Hiring of One Part-Time Records Support Technician 1
- (j) 2019.8.06 (10) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3
- (k) 2019.8.06 (11) – Resolution Authorizing a Change in Hours for Two Part-Time Human Service Aides to Full-Time Human Service Aides
- (l) 2019.8.06 (12) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 3 to Full-Time Human Services Specialist 4
- (m) 2019.8.06 (13) – Resolution Authorizing a Promotion for One Part-Time Clerk 1 to Part-Time Keyboarding Clerk 1
- (n) 2019.8.06 (14) – Resolution Authorizing the Hiring of One Part-Time Clerk 1
- (o) 2019.8.06 (15) – Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Human Services Aide
- (p) 2019.8.06 (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 remove Resolution (o) from the agenda 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 | | | |

A motion to discuss and approve Resolutions (a) – (n) was offered by John E. Ten Hoeve, 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 | | | |

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|--------------------|--------------|---|--|--|---|
| ELAINE K. MEYERSON | BOARD MEMBER | | | | X |
| YRIS ENCARNACION | BOARD MEMBER | X | | | |
| ALEXANDRA HARWIN | BOARD MEMBER | X | | | |

A motion to discuss and approve Resolution (p) 2019.8.06 (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 | | | |

The Board went into Closed Session at approximately 4:58 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of July 2, 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 5:05 p.m.

Adoption of Minutes:

(a) Closed Session Minutes of July 2, 2019

A motion to adopt the Closed Session minutes of July 2, 2019 was offered by Freeholder Tracy S. Zur, 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 | | | |

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 5:07 p.m. 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 | | | |

Respectfully submitted,



Adina Yacoub
Director