

**Minutes of the Meeting
of the
Bergen County Board of Social Services
September 10, 2019**

PRESENT: William E. Connelly, Jr., Chairperson
Ritzy A. Morales-Diaz, Secretary Treasurer
Erin N. Delaney, Assistant Secretary Treasurer
Freeholder Tracy S. Zur, Board Member (Arrived Late)
Freeholder Mary J. Amoroso, Board Member (Arrived Late)
John E. Ten Hoeve, Jr., Esq., County Adjuster
Alexandra Harwin, Esq., Board Member (Arrived Late)
John L. Schettino, Esq., General Counsel
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Randi Duffie, Vice-Chairperson
Elaine K. Meyerson, Board Member
Yris Encarnacion, Board Member

A regular meeting of the Bergen County Board of Social Services was held on September 10, 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 September 10, 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 July 9, 2019 and to the Herald News, which was published on July 9, 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 July 5, 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 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 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

Adoption of Minutes:

(a) Open Session Minutes of August 6, 2019

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of August 6, 2019 was offered by Ritzy A. Morales-Diaz, 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

For the record, Alexandra Harwin, Esq. arrived at approximately 4:36 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 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 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			

For the record, Freeholder Tracy S. Zur arrived at approximately 4:40 p.m.

Administration Report:

(a) Monthly Reports – Statistical & Financial:

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

For the record, Freeholder Mary J. Amoroso arrived at approximately 4:41 p.m.

In the month of August, the agency took 2,500 new applications and staff processed 8,169 actions. Also in August, the agency served 5,009 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload did not increase or decrease this month. The SNAP (Supplemental Nutrition Assistance Program) caseload increased by 101 cases, GA (General Assistance) caseload decreased by 17 cases, and the Medicaid increased by 62 cases. The agency is trying to increase our Medicaid caseload. The state is giving the agency an option to administer Plan B, which is up to 148% - 150% of federal poverty level (FPL). Right now, we administer Plan A. Because the agency is up to date, we were given the opportunity and we are now applying for that. An e-mail went out today, and we will start this tomorrow.

(b) Memoranda to the Board

A copy of Adina Yacoub’s memorandum was included in the Board’s packet. In regard to I.T., half the shipment of computers arrived and the other half will arrive as soon as we finish the

first load. In regard to the agency's Work First Unit, the agency's work participation rate increased to 34.1%. We are currently #3 out of 21 counties throughout the state. Administration continues to have ongoing negotiation sessions with CWA Local #1031. As a follow-up to last month's discussion regarding a revision of categorical eligibility in the Supplemental Nutrition Assistance Program, Adina Yacoub e-mailed the Board Members several scenarios on how it will affect some families. Administration received a complimentary e-mail from the Division of Developmental Disabilities (DDD) at the state that said Bergen County in so many words is the best of the best. DDD said that the BCBS approves plan and is incredibly competent in addressing the needs and getting the job done. Adina Yacoub reported that the state is offering a new Family Planning program called Plan First. More information regarding the program will be e-mailed to the Board Members. In regard to the building, within the next two weeks the landlord is going to start painting the customer area on Floor 2 and the elevator area on Floor 5.

Chairman's Report

Chairman William E. Connelly reported that on September 5, 2019 staff represented the agency at the annual Senior Citizens Picnic at Van Saun County Park.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from August 1 to August 31, 2019 the agency received Medicaid recoveries in the amount of \$10,278.53. No new cases were referred to the Prosecutor's office during the month of August.

(b) Audit & Budget Committee

The agency's auditors, Matthew Wielkocz and Steve Wielkocz, from the Ferraioli, Wielkocz, Cerullo & Cuva, P.A. firm were present.

Matthew Wielkocz reported that his firm issued a clean 2018 audit for the agency. Some items that the auditor focused on were payroll this year with the implementation of the new payroll system back in 2017. It was the first year with the new payroll system. The auditor selected an extended sample this year to make sure that all the salaries, health benefit calculations, and everything is being done correctly and they had no exceptions. He pointed out that staff is doing all the right things. On a test basis, the auditor looks at all these things when it comes to compliance with state grants, federal grants, and local government stuff with the State of New Jersey requirements and they had nothing to note throughout the entire audit period. He was very pleased to say that and noted that does not happen ever. He mentioned that the Bergen County Board of Social Services is one of the very few places that the firm has where they give zero audit comments.

(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 to be held on **Thursday, October 3, 2019 at 4:30 p.m.** in the 4th floor Board Room.

Matthew Wielkotz and Steve Wielkotz from the Ferraioli, Wielkotz, Cerullo & Cuva, P.A. firm left the meeting at this point.

Action Items:

Resolutions:

- (a) 2019.9.10 (1) –Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2019.9.10 (2) –Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2019.9.10 (3) –Resolution Authorizing a Change in Employment from Part Time to Full Time for One Human Services Aide
- (d) 2019.9.10 (4) –Resolution Authorizing a Change in Employment from Part Time to Full Time for One Human Services Aide
- (e) 2019.9.10 (5) –Resolution Approving Dell Replacement of Surveillance System
- (f) 2019.9.10 (6) – 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) – (e) 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			

A motion to discuss and approve Resolution (f) 2019.9.10 (6) 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 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			

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 August 6, 2019, personnel matters, contractual issues, 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 5:07 p.m.

Adoption of Minutes:

(a) Closed Session Minutes of August 6, 2019

A motion to adopt the Closed Session minutes of August 6, 2019 was offered by John E. Ten Hoeve, Jr., Esq., 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			

A motion to approve a salary increase for the agency’s Fiscal Officer was offered by Erin N. Delaney, 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 5:10 p.m. 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			

Respectfully submitted,



Adina Yacoub
Director