

**Minutes of the Meeting
of the
Bergen County Board of Social Services
October 3, 2019**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Erin N. Delaney, Assistant Secretary Treasurer
Freeholder Tracy S. Zur, Board Member (Arrived Late)
Freeholder Mary J. Amoroso, Board Member (Arrived Late)
Elaine K. Meyerson, Board Member
Yris Encarnacion, Board Member (Arrived Late)
John L. Schettino, Esq., General Counsel (Arrived Late)
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Ritzy A. Morales-Diaz, Secretary Treasurer
John E. Ten Hoeve, Jr., Esq., County Adjuster
Alexandra Harwin, Esq., Board Member

A regular meeting of the Bergen County Board of Social Services was held on October 3, 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:

In the absence of John L. Schettino, Esq., Chairman William E. Connelly 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 October 3, 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 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, Freeholder Mary J. Amoroso arrived at this point.

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

Adoption of Minutes:

(a) Open Session Minutes of September 10, 2019

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of September 10, 2019 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

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 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

(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 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, Freeholder Tracy S. Zur arrived at approximately 4:42 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.

In the month of September, the agency took 2,443 new applications and staff processed 7,507 actions. Also in September, the agency served 4,599 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload increased by 10 cases. The SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 248 cases, GA (General Assistance) caseload decreased by 12 cases, and Medicaid decreased by 50 cases. For the last 12 months, there was a statewide reduction of 18% and Bergen County had 18%. Statewide for SNAP, there was a 6.4% decrease and Bergen County had 5.5%. General Assistance statewide there was 13.8% and Bergen had 21%. The Statewide caseload for SSI/EA was a decrease of 9.3% for the year and Bergen County had 7.5%.

For the record, John L. Schettino Esq. arrived at this point.

(b) **Memoranda to the Board**

A copy of Adina Yacoub's memorandum was included in the Board's packet. The agency provided an Excel 1 training class for 16 employees. The training was well received. On October 1, 2019, a training session was held for supervisors to review standard operating procedures and to make sure that everyone is on the same page. Adina Yacoub attended the annual Human Services Advisory Council (HSAC) breakfast at the Christian Health Center in Wyckoff. Bonnie O'Brien, founder of Transition Professional, was awarded the Celia Weisman award at the HSAC breakfast. Adina Yacoub also attended the 10th anniversary celebration for the Bergen County Housing, Health and Human Services Center. Another negotiating session was held with CWA Local #1031. Adina Yacoub attended the annual Directors Retreat in September. Commissioner Carole Johnson attended and shared Senate Bill No. 499 with the Directors. This Medicaid bill holds County Welfare Agencies more accountable in Medicaid processing. The formula of Medicaid funding will change as of January 1, 2020. There will be penalties and incentives depending on our timeliness when it comes to processing Medicaid new applications, as well as, processing Medicaid annual renewals. Adina Yacoub met with supervisors and administrators to ensure that our timeliness remains within the acceptable time frame. Adina Yacoub explained that we regularly ask customers to complete surveys regarding their experience at our office. She reviewed the surveys for the last few weeks and it made her feel good about our staff and the services we provide. Of all the surveys we received, all were positive expect for two. Lastly, Adina Yacoub received a letter from the County Executive that advised she was reappointed to serve as a member of the Bergen County Workforce Development Board for the term August 1, 2019 through July 31, 2023.

For the record, Yris Encarnacion arrived at approximately 4:50 p.m.

Chairman's Report

Chairman William E. Connelly announced that the agency is sponsoring the Adopt A Family project again this year. If any Board Member is interested in participating this year, they should contact Michele Darmochwal who will put them in contact with the point person for this project.

Committee Reports:

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

Randi Duffie reported from September 1 to September 30, 2019 the agency received Medicaid recoveries in the amount of \$3,067.94. No new cases were referred to the Prosecutor's office during the month of September.

(b) **Audit & Budget Committee**

Chairman William E. Connelly mentioned that last month the agency's Auditor presented the final 2018 audit report to the Board.

(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, November 7, 2019** at **4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2019.10.03 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2019.10.03 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2019.10.03 (3) – Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Keyboarding Clerk 1
- (d) 2019.10.03 (4) – Resolution Authorizing a Change in Hours from One Part-Time Social Service Technician to Full-Time Social Service Technician
- (e) 2019.10.03 (5) – Resolution Authorizing the Advertisement and Offer of Employment for One (1) Full-Time Data Processing Programmer Trainee
- (f) 2019.10.03 (6) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 1 to Provisional Full-Time Human Services Specialist 2
- (g) 2019.10.03 (7) – Resolution Approving Renewal of ABACUS/IEVS Software Maintenance Agreement with Unitronix Data Systems, Inc.
- (h) 2019.10.03 (8) – Resolution Approving Fiscal Officer Addendum to Contract Agreement
- (i) 2019.10.03 (9) – 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) – (h) 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

A motion to discuss and approve Resolution (i) 2019.10.03 (9) 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 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

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 September 10, 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 5:15 p.m.

Adoption of Minutes:

(a) Closed Session Minutes of September 10, 2019

A motion to adopt the Closed Session minutes of September 10, 2019 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

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 5:15 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