

**Minutes of the Meeting
of the
Bergen County Board of Social Services
November 7, 2019**

PRESENT: William E. Connelly, Jr., Chairperson
Freeholder Tracy S. Zur, Board Member
Freeholder Mary J. Amoroso, Board Member (Arrived Late)
John E. Ten Hoeve, Jr., Esq., County Adjuster
Yris Encarnacion, Board Member
Alexandra Harwin, Esq., Board Member
John L. Schettino, Esq., General Counsel
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Randi Duffie, Vice-Chairperson
Ritzy A. Morales-Diaz, Secretary Treasurer
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 November 7, 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. 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 November 7, 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 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			

Maria Roer – BCBSS Employee

Ms. Roer submitted a letter into the record. She discussed her issue in regard to each time she applied for Human Services Aide and/or Human Services Aide Bilingual S/E, for some reason

she was never qualified and has been rejected. She asked for the Board’s guidance in so far as what steps she needs to take to be eligible for an open competitive exam.

John L. Schettino, Esq. instructed the Board to not respond to Ms. Roer’s request because they should not give advice to employees. He advised Ms. Roer that the Board can look into the matter and find out what if any issues exist with respect to her request for a change in title. He explained that this is something that should be addressed with the Civil Service Commission and/or perhaps her union.

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 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			

Adoption of Minutes:

(a) Open Session Minutes of October 3, 2019

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of October 3, 2019 was offered by Yris Encarnacion, 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	

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 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			

(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 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			

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 October, the agency took 2,657 new applications and staff processed 8,735 actions. Also in October, the agency served 5,238 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload increased by 5 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 86 cases, GA (General Assistance) caseload decreased by 30 cases, and Medicaid decreased by 159 cases. Our Medicaid timeliness is #2 in the state, and we

are at 98.75% timely. Sussex County is #1 and they have 42 cases compared to 41,690 in Bergen County. In regard to the categorical eligibility for SNAP and the new bill in place, the state received 186,000 comments against this action. FNS extended an open comment period, and we are hoping that there will be a change in their proposal.

(b) **Memoranda to the Board**

A copy of Adina Yacoub's memorandum was included in the Board's packet. On October 11, 2019 staff wore a lime green shirt and jeans to recognize Mental Health Awareness Month and to highlight our commitment to a stigma free environment. On October 17, 2019, staff wore purple in support of Domestic Violence Awareness month. On October 22, 2019, CWA Local #1089 sponsored a jeans day to support Breast Cancer Awareness month. Employees wore jeans, a pink top, and donated \$5.00 to the American Cancer Society. The State of New Jersey recently adopted a policy to set forth a uniform domestic violence policy for all public employers to adopt. The purpose of the policy is to encourage employees who are victims of domestic violence and those impacted by domestic violence to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees. The agency's Personnel Department reviewed the information and shared it with all staff so that they are aware of the process and that they have to report domestic violence. On October 25, 2019, Adina Yacoub attended the Salute to the Champions breakfast at Bergen Community College sponsored by the County Special Services Department. From 9/19/19 to 10/16/19, the agency received 52 surveys from clients. Forty seven surveys were positive and five were not. Some of the negative surveys were action taken by the State, and were out of our control. Overall, 90% positive feedback is good. On October 31, 2019, the Morale Committee invited staff to celebrate Halloween with treats and no tricks. The 2nd annual holiday party will be held at Sanzari's New Bridge Inn on December 5, 2019 from 5:15 p.m. through 8:15 p.m. In addition, the agency's annual Staff Appreciation Day will be held on Monday, December 2, 2019 at 9:30 a.m. The Board was invited to attend both events.

For the record, Freeholder Mary J. Amoroso arrived at approximately 4:45 p.m.

Chairman's Report

Chairman William E. Connelly announced that the agency is sponsoring the Adopt A Family project again this year. Chairman William E. Connelly congratulated Yris Encarnacion, as Mayor for South Hackensack, Randi Duffie as Councilwoman for New Milford and Mary J. Amoroso for another term as Bergen County Freeholder. Freeholder Mary J. Amoroso congratulated William E. Connelly on another term as Councilman in Demarest.

Committee Reports:

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

Alexandra Harwin, Esq. reported from October 1 to October 31, 2019 the agency received Medicaid recoveries in the amount of \$18,623.17. No new cases were referred to the Prosecutor's office during the month of October.

(b) Audit & Budget Committee

Freeholder Tracy S. Zur requested that Adina Yacoub provide a calendar to year subtotal of what our Fraud referrals are and a comparative to where that was the year prior. Adina Yacoub will submit this information to the Board next month.

(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 **Tuesday, December 3, 2019** at **4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2019.11.07 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2019.11.07 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2019.11.07 (3) – Resolution Authorizing the Hiring of One Part-Time Keyboarding Clerk 1
- (d) 2019.11.07 (4) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Social Service Technician
- (e) 2019.11.07 (5) – Resolution Authorizing a Promotion for One Full Time Human Services Aide to Full Time Data Processing Technician
- (f) 2019.11.07 (6) – Resolution Authorizing a Change in Hours from Two Part Time Human Services Aides to Full Time Human Services Aides
- (g) 2019.11.07 (7) – Resolution Authorizing the Advertisement and Offer of Employment for One Part-Time Human Services Aide Bilingual Spanish
- (h) 2019.11.07 (8) – Resolution Adopting a Fair and Open Process or a Non-Fair and Open Process for Retention of Professionals and Consultants for the Calendar Year 2020
- (i) 2019.11.07 (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
- (j) 2019.11.07 (10) – Resolution Approving Agreement with LYFT
- (k) 2019.11.07 (11) – Resolution Approving State Contract with Dell for Replacement of Surveillance System

A motion to table Resolution (h) 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			

A motion to discuss and approve Resolutions (a) – (k) excluding (h) and (i) 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			

A motion to discuss and approve Resolution (i) 2019.11.07 (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 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 4:51 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of October 3, 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.

A motion to table Resolution (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			

Adoption of Minutes:

(a) Closed Session Minutes of October 3, 2019

A motion to adopt the Closed Session minutes of October 3, 2019 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	

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 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