

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

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

ABSENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Yris Encarnacion, Board Member

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

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 December 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 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:

In Chairman William E. Connelly’s absence, Erin N. Delaney chaired the meeting.

Flag Salute

Erin N. Delaney 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
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

Erin N. Delaney 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 Alexandra Harwin, Esq., 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
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			

Erin N. Delaney 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 Elaine K. Meyerson, 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
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 November 7, 2019

Erin N. Delaney requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of November 7, 2019 was offered by John E. Ten Hoeve, Jr., Esq., 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
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:

Erin N. Delaney 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 Freeholder Mary J. Amoroso, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON				X
RANDI DUFFIE	VICE CHAIRPERSON				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:

Erin N. Delaney 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 John E. Ten Hoeve, Jr., Esq., and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
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WILLIAM E. CONNELLY	CHAIRPERSON				X
RANDI DUFFIE	VICE CHAIRPERSON				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 November, the agency took 2,058 new applications and staff processed 6,464 actions. Also in November, the agency served 3,758 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload increased by 1 case, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 21 cases, GA (General Assistance) caseload increased by 23 cases, and Medicaid decreased by 128 cases. Overall, from twelve months ago to now the agency lost 2,893 cases.

(b) Memoranda to the Board

A copy of Adina Yacoub’s memorandum was included in the Board’s packet. At the present time, the county pays the Bergen County Board of Social Services to be the owner of the Homeless Hotline. Effective January 1, 2020, in order to streamline the process, the state will contract with 2-1-1 for the Homeless Hotline. The state held a meeting with each county, 2-1-1 staff, as well as County of Bergen staff to discuss the upcoming changes. Administration met with the Director of Human Services and county staff to voice our concerns and for them to voice their concerns. The Bergen County Board of Social Services gave our concerns to the county to share with the Division of Family Development. The Service Department is holding a fundraiser to collect money to buy gift cards for the Project Homeless Connect (PHC) – Point-in-Time (PIT) Survey event on January 29, 2020. Maria Aberasturi talked about the fundraiser. She reported that staff already raised over \$500.00. Proceeds are used to buy \$5.00 gift cards for people at the shelter. The Adopt a Family project is making progress. Staff are calling customers for their wish list. Negotiations with CWA Local #1031 are ongoing. Tomorrow morning, Scott Modery and Adina Yacoub are scheduled to attend an informal pre-budget meeting with the county.

Alexandra Harwin, Esq., asked if there is a diaper bank in Bergen County. Erin N. Delaney suggested calling Children’s Aid and Family Services who has a Baby Basics Program. Adina Yacoub also suggested contacting the Center for Food Action.

For the record, Freeholder Tracy S. Zur arrived at approximately 4:55 p.m.

Chairman’s Report

Erin N. Delaney reported that Chairman William E. Connelly could not be at this afternoon’s Board Meeting because his vacation got extended due to the inclement weather. Erin N. Delaney also reported that Board Member Ritzy A. Morales-Diaz submitted her resignation due to a conflict. She commented that she will be missed and thanked her for her time that she served on the Board.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from November 1 to November 30, 2019 the agency received Medicaid recoveries in the amount of \$13,473.54. No new cases were referred to the Prosecutor’s office during the month of November.

(b) Audit & Budget Committee

Adina Yacoub reported that she will be in touch with the Audit & Budget Committee sometime this week to schedule a teleconference or an in person meeting to discuss the budget.

(c) Building & Grounds Committee

This item will be discussed in Closed Session.

OLD BUSINESS:

NEW BUSINESS:

(a) Next Board Meeting Date

A motion to approve and schedule the next Board Meeting date to be held on January 14, 2020 at 4:30 p.m. in the 4th floor Board Room 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
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			

Action Items:

Resolutions:

- (a) 2019.12.03 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2019.12.03 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2019.12.03 (3) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Human Service Aide
- (d) 2019.12.03 (4) – Resolution Authorizing a Change in Employment from Part Time to Full Time for One Human Service Aide
- (e) 2019.12.03 (5) – Resolution Authorizing the Hiring of One Part Time Human Service Aide Bilingual in Spanish
- (f) 2019.12.03 (6) – Resolution Authorizing the Advertisement and Offer of Employment for One (1) Part-Time Clerk 1
- (g) 2019.12.03 (7) – Resolution Adopting a Fair and Open Process for Retention of Professionals and Consultants for the Calendar Year 2020
- (h) 2019.12.03 (8) – Resolution Authorizing Lease Agreement with Xerox
- (i) 2019.12.03 (9) – Resolution Approving Revision to Personnel Policies and Procedures Manual
- (j) 2019.12.03 (10) – Resolution Approving Artic Coolers
- (k) 2019.12.03 (11) – Resolution Approving PC Allocation Amounts
- (l) 2019.12.03 (12) – 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) – (k) was offered by John E. Ten Hoeve, Jr., Esq., 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
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 (l) 2019.12.03 (12) 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 John E. Ten Hoeve, Jr., 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
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 5:00 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of November 7, 2019, personnel matters, litigation, 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 5:15 p.m.

Adoption of Minutes:

(a) Closed Session Minutes of November 7, 2019

A motion to adopt the Closed Session minutes of November 7, 2019 was offered by John E. Ten Hoeve, Jr., Esq., 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
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 payment to the landlord and to enter into a month-to-month lease with regard to leasing 15 parking spaces @ \$25.00 per month for each space was offered by John E. Ten Hoeve, Jr., 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
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			

Erin N. Delaney 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 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
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