

**Minutes of the Meeting
of the
Bergen County Board of Social Services
January 14, 2020**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Elaine K. Meyerson, Assistant Secretary Treasurer
Freeholder Tracy S. Zur, Board Member
Freeholder Thomas J. Sullivan, Board Member
Yris Encarnacion, Board Member
Alexandra Harwin, Esq., Board Member
John L. Schettino, Esq., General Counsel
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Erin N. Delaney, Secretary Treasurer
John E. Ten Hoeve, Jr., Esq., County Adjuster

A regular meeting of the Bergen County Board of Social Services was held on January 14, 2020 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 January 14, 2020 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 December 11, 2019 and to the Herald News, which was published on December 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 December 9, 2019.

A quorum being achieved, the Board met in Public Session.

PUBLIC SESSION:

John L. Schettino, Esq. chaired the meeting.

Flag Salute

John L. Schettino, Esq. led those present in a salute to the flag.

Oath of Office

John L. Schettino, Esq. administered the Oaths of Office to Freeholder Tracy S. Zur and Freeholder Thomas J. Sullivan.

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	SECRETARY TREASURER		X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X	
TRACY S. ZUR	FREEHOLDER	X	
THOMAS J. SULLIVAN	FREEHOLDER	X	
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER		X
YRIS ENCARNACION	BOARD MEMBER	X	
ALEXANDRA HARWIN	BOARD MEMBER	X	

Reorganization/Election of Officers

Michele M. Darmochwal asked for nominations for Chairperson. A motion to nominate William E. Connelly as Chairperson was offered by Freeholder Tracy S. Zur, seconded by Randi Duffie. With no one opposed, a roll call was taken for Chairperson for the Bergen County Board of Social Services and the motion was approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
ERIN N. DELANEY	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

John L. Schettino, Esq. turned over the gavel to Chairman William E. Connelly, at which time he chaired the meeting.

Chairman William E. Connelly asked for nominations for Vice-Chairperson. A motion to nominate Randi Duffie as Vice-Chairperson was offered by Chairman William E. Connelly, seconded by Freeholder Thomas J. Sullivan. With no one opposed, a roll call was taken for Vice-Chairperson for the Bergen County Board of Social Services and the motion was approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
ERIN N. DELANEY	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

Chairman William E. Connelly asked for nominations for Secretary-Treasurer. A motion to nominate Erin N. Delaney as Secretary-Treasurer was offered by Yris Encarnacion, seconded by Vice-Chairperson Randi Duffie. With no one opposed, a roll call was taken for Secretary-Treasurer for the Bergen County Board of Social Services and the motion was approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
ERIN N. DELANEY	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

Chairman William E. Connelly asked for nominations for Assistant Secretary-Treasurer. A motion to nominate Elaine K. Meyerson as Assistant Secretary-Treasurer was offered by Freeholder Tracy S. Zur, seconded by Vice-Chairperson Randi Duffie. With no one opposed, a roll call was taken for Assistant Secretary-Treasurer for the Bergen County Board of Social Services and the motion was approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
ERIN N. DELANEY	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
YRIS ENCARNACION	BOARD MEMBER	X			

ALEXANDRA HARWIN	BOARD MEMBER	X			
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Chairman William E. Connelly discussed that Committee Assignments will remain the same. Freeholder Thomas J. Sullivan will replace Freeholder Mary J. Amoroso and serve on the Personnel & Negotiations Committees.

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 Thomas J. Sullivan, 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	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				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 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			
ERIN N. DELANEY	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

Adoption of Minutes:

(a) Open Session Minutes of December 3, 2019

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of December 3, 2019 was offered by Freeholder Tracy S. Zur, seconded by Elaine K. Meyerson, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			

RANDI DUFFIE	VICE CHAIRPERSON	X			
ERIN N. DELANEY	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER			X	
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				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 Vice Chairperson Randi Duffie, 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	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				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 Elaine K. Meyerson, 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	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

Chairman’s Report

Chairman William E. Connelly reported that Marilyn Gadomski was the recipient of the Extra Mile award. She also received her 35-year service pin. Unfortunately, Ms. Gadomski was unable to attend this afternoon’s Board Meeting. Marilyn Gadomski started her employment with

the agency on April 16, 1984. She was promoted to Social Worker in August of 1999. On behalf of the Board, Chairman William E. Connelly congratulated Marilyn Gadowski and thanked her for her service.

In addition, Chairman William E. Connelly provided a 40-year service pin to Adina Yacoub. Adina Yacoub started her employment with the agency on September 24, 1979. She started her career as an Income Maintenance Technician (case worker). Through the years she has been promoted to several positions: Assistant Supervisor, Supervisor, Assistant Administrator, Administrator, and now Director. Adina was a recipient of the Star 21 award, which is an award that is given to one employee across the 21 counties for their work performance and exceptional contribution to the work place. On behalf of the Board, Chairman William E. Connelly congratulated Adina Yacoub and thanked her for her service.

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 December, the agency took 2,543 new applications and staff processed 7,516 actions. Also in December, the agency served 3,799 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload increased by 12 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 3 cases, GA (General Assistance) caseload decreased by 9 cases, and Medicaid decreased by 138 cases. Overall, from twelve months ago to now the agency lost 2,586 cases. In regard to Medicaid, Camden County is behind in their timeliness. Our agency is the second top for timeliness in Medicaid. The state is asking all the other counties to help Camden County. The Division of Medical Assistance & Health Services is going to give our agency a few cases each month to process. In the spirit of cooperation, the agency agreed.

(b) Memoranda to the Board

A copy of Adina Yacoub's memorandum was included in the Board's packet. In regard to the Project Homeless Connect - Point in Time, the agency held a fundraiser and collected \$1,350 to buy gift cards for the homeless. In regard to the Adopt a Family project, 109 families were adopted and the project was a great success. Jim Fuhrman was recognized for his work as Chairperson of the Morale Committee. The agency purchased four smart phones for our Fraud Investigators and Adult Protective Service Department as the flip phones are no longer supported. The agency fully implemented the ICON payroll system. Adina Yacoub recognized and thanked Scott Modery and the Payroll Department for working hard. As a follow-up to last month's discussion, the state contracted with 2-1-1 to respond to all homeless calls. Some issues have been reported in relation to Bergen County calls, and we are working to iron them out. The Division of Medical and Health Services who funds us for Medicaid cases gave us a new Memorandum of Understanding that takes effect

January 1, 2020 and moving forward. The deadline to sign this MOU is June 30, 2020. The County Welfare Directors' Association (CWDA) is working on making some changes to the MOU before we sign off on it. The MOU was given to John L. Schettino, Esq. for review, but Adina Yacoub asked him to hold off until we get a revised MOU from the State. The new MOU gives incentives and penalties depending on the county timeliness on new applications and redeterminations. The Bergen County Board of Social Services is doing well so we will be one of the counties to get incentives; not penalties.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from December 1 to December 31, 2019 the agency received Medicaid recoveries in the amount of \$23,323.16. No new cases were referred to the Prosecutor's office during the month of December.

(b) Audit & Budget Committee

No report.

(c) Building & Grounds Committee

Adina Yacoub reported that we moved ahead with the parking issue and have ten (10) additional parking spaces.

OLD BUSINESS:

Chairman William E. Connelly mentioned that all the Board Members were made aware of the 2020 RFQ submittals. Chairman William E. Connelly announced that the Board is staying with the same slate of professionals for CY2020 as follows: John L. Schettino, Esq. as General Counsel, Eric M. Bernstein as Labor Counsel, Acrisure as Insurance Consultant, and Steve Wielkocz as Auditor. These positions will be addressed by way of resolution.

NEW BUSINESS:

(a) Next Board Meeting Date

The next Board Meeting is scheduled to be held on Tuesday, February 4, 2020 **at 4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2019.1.14 (1) – Resolution Appointing General Counsel
- (b) 2019.1.14 (2) – Resolution Appointing Labor Counsel
- (c) 2019.1.14 (3) – Resolution Appointing Insurance Consultant
- (d) 2019.1.14 (4) – Resolution Appointing Auditor
- (e) 2019.1.14 (5) – Resolution Approving Extending Affiliation Agreement with Holy Name

Medical Center

- (f) 2019.1.14 (6) – Resolution Approving Extending Affiliation Agreement with Englewood Hospital
- (g) 2019.1.14 (7) – Resolution Approving Extending Affiliation Agreement with Hackensack University Meridian Health Care
- (h) 2019.1.14 (8) – Resolution Approving Extending Affiliation Agreement with New Bridge Medical Center
- (i) 2019.1.14 (9) – Resolution Approving Calendar Year 2020 Meeting Dates
- (j) 2019.1.14 (10) – Resolution Approving Agreement with N.J. Homeless Management Information System
- (k) 2019.1.14 (11) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (l) 2019.1.14 (12) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (m) 2019.1.14 (13) – Resolution Authorizing Rescinding Resolution 2019.12.03 (5) Authorizing the Hiring of One Part-Time Human Services Aide Bilingual in Spanish
- (n) 2019.1.14 (14) – Resolution Authorizing the Hiring of One Part-Time Human Services Aide Bilingual in Spanish
- (o) 2019.1.14 (15) – Resolution Authorizing the Hiring of One Part-Time Clerk 1
- (p) 2019.1.14 (16) – Resolution Authorizing a Change in Employment for One Part-Time Human Services Aide to Full-Time Human Services Aide
- (q) 2019.1.14 (17) – 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) – (p) was offered by Yris Encarnacion, 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	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

A motion to discuss and approve Resolution (q) 2020.1.14 (17) 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 Vice Chairperson Randi Duffie, seconded by Alexandra Harwin, 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	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				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 December 3, 2019, Step 2 grievance hearing, 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 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 6:05 p.m.

A motion to approve a two year contract with a 2% raise per year for Michael J. Sluka, Esq. was offered by Elaine K. Meyerson, 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	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

Adoption of Minutes:

(a) Closed Session Minutes of December 3, 2019

A motion to approve the closed session minutes of December 3, 2019 was offered by Vice Chairperson Randi Duffie, seconded by Freeholder Tracy S. Zur, 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	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER			X	
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				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 6:10 p.m. was offered by Freeholder Tracy S. Zur, seconded by Elaine K. Meyerson, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
WILLIAM E. CONNELLY	CHAIRPERSON	X			
RANDI DUFFIE	VICE CHAIRPERSON	X			
ERIN N. DELANEY	SECRETARY TREASURER				X
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	FREEHOLDER	X			
THOMAS J. SULLIVAN	FREEHOLDER	X			
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				X
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER	X			

Respectfully submitted,



Adina Yacoub
Director