

**Minutes of the Meeting
of the
Bergen County Board of Social Services
February 4, 2020**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Erin N. Delaney, Secretary Treasurer
Elaine K. Meyerson, Assistant Secretary Treasurer
Freeholder Tracy S. Zur, Board Member
Freeholder Thomas J. Sullivan, Board Member
John E. Ten Hoeve, Jr., Esq., County Adjuster
John L. Schettino, Esq., General Counsel
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Yris Encarnacion, Board Member
Alexandra Harwin, Esq., Board Member

A regular meeting of the Bergen County Board of Social Services was held on February 4, 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 February 4, 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 January 19, 2020 and to the Herald News, which was published on January 19, 2020.
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 15, 2020.

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	
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

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 Randi Duffie, 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	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

Dolores Phillips – 135 Greenway in Montvale, N.J.

Ms. Phillips, President of CWA Local #1089, reintroduced herself to everyone because she didn't want anyone to forget who she is.

As there were no other 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 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			
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 January 14, 2020**

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of January 14, 2020 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 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

(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 Randi Duffie, 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 Freeholder Zur delivered over 20 bags to the agency from the organization “We the People”. Each bag was filled with a teddy bear, personal hygiene kit, drawing book, and crayons. Bags will be distributed to the children of the families at our family shelter, as well as, TANF customers with small children.

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 January, the agency took 2,453 new applications and staff processed 8,145 actions. Also in January, the agency served 5,127 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload decreased by 16 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 168 cases, GA (General Assistance) caseload decreased by 28 cases, and Medicaid increased by 112 cases. Overall, from twelve months ago to now the agency lost 2,321 cases.

Freeholder Tracy S. Zur asked if this is a statewide trend. She also asked in regard to the decrease in cases, how is that impacting employee utilization and how busy are our employees.

Adina Yacoub confirmed that this is a statewide trend. She explained that employees are busy, and we have lost some staff through attrition. The employees that have left we are replacing; however, not everyone is being replaced. Because we are up to date with our Medicaid caseload, the state asked us to take some of Camden’s cases, about five cases per week, and they will pay the agency for doing the work.

(b) **Memoranda to the Board**

A copy of Adina Yacoub's memorandum was included in the Board's packet. The agency sponsored a Jeans day to raise funds for the American Heart Association. To date, the agency collected \$525.00. Our agency along with the Sheriff's Office, Prosecutor's Office, Center for Hope and Safety, and the Division of Senior Services were awarded a grant to offer training for Adult Protective Service (APS) staff who deal with the elderly. The County applied for the grant and we are one of the partners. The goal of the grant is how to handle elder abuse and how to train people so that they can see that and deal with it appropriately. Administration is coordinating training from a trainer that we used in the past for advanced customer service training, as well as, sensitivity and diversity training for staff to deal with clients and one another. The County Welfare Directors' Association is reviewing S499 and the Memorandum of Understanding (MOU) that we are required to sign in order to receive funding to process Medicaid cases. Adina Yacoub met with the owner of God Winks, a sober home for women, in Westwood. The owner wanted to know about our programs and how we could assist her residents. Adina Yacoub wanted to make the Board aware of this home.

Committee Reports:

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

Randi Duffie reported from January 1 to January 31, 2020 the agency received Medicaid recoveries in the amount of \$23,838.32. No new cases were referred to the Prosecutor's office during the month of January.

(b) **Audit & Budget Committee**

Scott Modery reported that a meeting was held with the Audit & Budget Committee and a draft budget has been submitted to the state. The next step is an invitation from the County for the Budget Hearing.

(c) **Building & Grounds Committee**

Erin N. Delaney mentioned although she is not on this committee, she reported that there was a lot of garbage where she parked in front of and around the building. This issue will be reported to the landlord.

On behalf of the Board, Elaine K. Meyerson presented a plant to Adina Yacoub for her 40 years of service to the Board for all she has done and continues to do.

OLD BUSINESS:

NEW BUSINESS:

(a) **Next Board Meeting Date**

The next Board Meeting is scheduled to be held on Tuesday, March 3, 2020 at **4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2020.2.04 (1) – Resolution Approving Professional Services Agreement with General Counsel
- (b) 2020.2.04 (2) – Resolution Approving Professional Services Agreement with Labor Counsel
- (c) 2020.2.04 (3) – Resolution Approving Professional Services Agreement with Insurance Consultant
- (d) 2020.2.04 (4) – Resolution Approving Professional Services Agreement with Auditor
- (e) 2020.2.04 (5) – Resolution Approving 2nd Step Grievance Hearing Decision
- (f) 2020.2.04 (6) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (g) 2020.2.04 (7) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (h) 2020.2.04 (8) – Resolution Authorizing a Change in Employment from Part-Time to Full-Time for One Human Services Aide
- (i) 2020.2.04 (9) – Resolution Authorizing the Advertisement and Offer of Employment for One Part Time Clerk 1
- (j) 2020.2.04 (10) – 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) – (i) 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			
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 (j) 2020.2.04 (10) 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 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			
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 4:51 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of January 14, 2020, personnel matters, litigation, and contracts. 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 5:12 p.m.

Adoption of Minutes:

(a) Closed Session Minutes of January 14, 2020

A motion to approve the closed session minutes of January 14, 2020 was offered by Randi Duffie, seconded by Freeholder Thomas J. Sullivan, 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) Closed Session Grievance Minutes of January 14, 2020

A motion to approve the closed session grievance minutes of January 14, 2020 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

A motion to approve revisions to a two-year contract for Michael J. Sluka, Esq. was offered by Erin N. Delaney, seconded by Freeholder Thomas J. Sullivan, 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 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 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			
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