

# AGENDA

## BERGEN COUNTY BOARD OF SOCIAL SERVICES

April 2, 2020 - 4:30 p.m.

- I. Open Public Meetings Act Statement
- II. Flag Salute
- III. Roll Call
- IV. Open Public Comment Period
- V. Adoption of Minutes
  - (a) Open Session Minutes of March 3, 2020
- VI. Treasurer's Report
  - (a) Bills List
  - (b) Schedule of Vouchers
- VII. Administration Report
  - (a) Monthly Reports – Statistical & Financial
  - (b) Memoranda to the Board
- VIII. Chairman's Report
  - (a) Financial Disclosure Statements **due by April 30, 2020**
- IX. Committee Reports
  - (a) Welfare, Fraud, and Abuse Committee
  - (b) Audit & Budget Committee
  - (c) Building & Grounds Committee
- X. Old Business
- XI. New Business
  - (a) Next Board Meeting Date – Tuesday, May 5, 2020
- XII. Action Items
  - Resolutions:
    - (a) 2020.4.02 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
    - (b) 2020.4.02 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
    - (c) 2020.4.02 (3) – Resolution Approving 36 Month Lease Agreement with Picasso Business Solutions
    - (d) 2020.4.02 (4) – Resolution Approving Participation and Agreement with AT&T for Cell Phone Service
    - (e) 2020.4.02 (5) – 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. 10:4-12
    - (f) 2020.4.02 (6) – Resolution Approving Limited Staff Plan

XIII. Closed Session

- (a) Review of Closed Session Minutes of March 3, 2020
- (b) Review of Closed Session Grievance Minutes of March 3, 2020
- (c) Personnel Matters
- (d) Litigation
- (e) Any other matters permitted in closed sessions pursuant to N.J.S.A. 10:4-12(b)

XIV. Adoption of Minutes

- (a) Closed Session Minutes March 3, 2020
- (b) Closed Session Grievance Minutes of March 3, 2020

**PLEASE NOTE THAT FORMAL ACTION MAY BE TAKEN BY THE BOARD ON ANY MATTER SET FORTH ABOVE OR AS MAY BE RAISED DURING THE MEETING.**

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
WILLIAM E. CONNELLY	CHAIRMAN				
RANDI DUFFIE	VICE CHAIRWOMAN				
ERIN N. DELANEY	SECRETARY TREASURER				
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER				
TRACY S. ZUR	FREEHOLDER				
THOMAS J. SULLIVAN	FREEHOLDER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.4.02 (1)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION APPROVING ADDITIONS, ELIMINATION, AND/OR CHANGES TO POSITIONS  
WITHIN THE BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**WHEREAS**, the Director has requested that the personnel request changes attached hereto and incorporated herein by reference in order to eliminate positions, create new positions, and/or change positions be made in order for the agency to operate more efficiently and better serve the public; and

**WHEREAS**, the Director has reviewed the personnel requests attached hereto and incorporated herein by reference outlining the effective date and budget for each position and recommends the approval of same.

**NOW, THEREFORE, BE IT RESOLVED**, that the Chairman of the Bergen County Board of Social Services hereby approves that the personnel requests attached hereto and incorporated herein by reference be made in order to eliminate positions and create new positions in the agency; and

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be kept on file in the Office of the Director.

**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Bergen County Board of Social Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on April 2, 2020.

ATTEST:

SO APPROVED:

\_\_\_\_\_  
ERIN N. DELANEY  
Secretary-Treasurer

\_\_\_\_\_  
WILLIAM E. CONNELLY  
Chairman

Date of Adoption: April 2, 2020

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
WILLIAM E. CONNELLY	CHAIRMAN				
RANDI DUFFIE	VICE CHAIRWOMAN				
ERIN N. DELANEY	SECRETARY TREASURER				
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER				
TRACY S. ZUR	FREEHOLDER				
THOMAS J. SULLIVAN	FREEHOLDER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.4.02 (2)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING THE ADVERTISEMENT OF EMPLOYMENT  
FOR MULTIPLE OPENINGS**

**WHEREAS**, the attached listed positions are vacant due to resignations, termination, demotion, leave of absence, and/or retirements; and

**WHEREAS**, the Board has a need to hire individuals to fill these vacancies on or after April 2, 2020;  
and

**NOW, THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby authorizes the Director to advertise employment; and

**BE IT FURTHER RESOLVED**, that a copy of this Resolution shall be kept on file in the Office of the Director; and

**IT IS HEREBY CERTIFIED**, that this is a true copy of a Resolution adopted by the Bergen County Board of Social Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on April 2, 2020.

ATTEST:

SO APPROVED:

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ERIN N. DELANEY  
Secretary-Treasurer

---

WILLIAM E. CONNELLY  
Chairman

Date of Adoption: April 2, 2020

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
WILLIAM E. CONNELLY	CHAIRMAN				
RANDI DUFFIE	VICE CHAIRWOMAN				
ERIN N. DELANEY	SECRETARY TREASURER				
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER				
TRACY S. ZUR	FREEHOLDER				
THOMAS J. SULLIVAN	FREEHOLDER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXNDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.4.02 (3)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION APPROVING 36 MONTH LEASE AGREEMENT WITH PICASSO BUSINESS SOLUTIONS**

**WHEREAS**, the Bergen County Board of Social Services would like to lease an HP M806DN refurbished printer from Picasso Business Solutions (“PBS”) as it has been determined that the Board is in need of same; and

**WHEREAS**, PBS has provided the Board with a lease pricing proposal of \$199.24 per month for a lease term of thirty-six (36) months for the HP M806DN refurbished printer; and

**WHEREAS**, the Qualified Purchasing Agent and Acting Director have reviewed the lease pricing proposal for the HP M806DN refurbished printer, a copy of which is attached hereto and incorporated herein by reference submitted by PBS for a 36 month lease term at a cost of \$199.24 per month; and

**WHEREAS**, the Board Attorney has reviewed the lease pricing proposal for the HP M806DN refurbished printer, a copy of which is attached hereto and incorporated herein by reference submitted PBS for a 36 month lease term at a cost of \$199.24 per month and hereby recommends the approval of same.

**NOW, THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby approves of the Proposal and Lease Agreement attached hereto and incorporated herein by reference submitted by Picasso Business Solutions for a 36 month lease term with a monthly payment of \$199.24 for the HP M806DN refurbished printer; and

**BE IT FURTHER RESOLVED**, that the Board Chairman be and is hereby authorized and directed to execute the documents necessary to effectuate the lease pricing proposal between the Board and Picasso Business Solutions; and

**BE IT FURTHER RESOLVED**, that the Board Secretary is hereby authorized and directed to forward a copy of this Resolution to Picasso Business Solutions immediately upon its passage; and

**IT IS HEREBY CERTIFIED**, that this is a true copy of a Resolution adopted by the Bergen County Board of Social Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on April 2, 2020.

ATTEST:

SO APPROVED:

\_\_\_\_\_  
ERIN N. DELANEY  
Secretary Treasurer

\_\_\_\_\_  
WILLIAM E. CONNELLY  
Chairman

Date of Adoption: April 2, 2020



Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
WILLIAM E. CONNELLY	CHAIRMAN				
RANDI DUFFIE	VICE CHAIRWOMAN				
ERIN N. DELANEY	SECRETARY TREASURER				
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER				
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THOMAS J. SULLIVAN	FREEHOLDER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXNDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.4.02 (4)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION APPROVING PARTICIPATION AND AGREEMENT WITH AT&T FOR CELL PHONE SERVICES**

**WHEREAS**, the Bergen County Board of Social Services desires to enter into an Agreement with AT&T for Cell Phone Services through the State of Utah Cooperative Contract; and

**WHEREAS**, the term of the Agreement shall be for a period of five (5) years and may be extended for up to five(5) additional years by mutual agreement between the parties; and

**WHEREAS**, in order to enter into an Agreement with AT&T, the Board, as a Participating Entity, must participate in the State of Utah Cooperative Contract; and

**WHEREAS**, the Qualified Purchasing Agent and the Board Attorney have reviewed the State of Utah Cooperative Contract and the Participating Addendum, copies of which are attached hereto and incorporated herein by reference and recommends the approval of same.

**NOW, THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services be and is hereby authorized and directed to participate in the State of Utah Cooperative in order to enter into an Agreement with AT&T for Cell Phone Services; and

**BE IT FURTHER RESOLVED**, that the Board is hereby authorized and directed to execute the Participating Addendum, a copy of which is attached hereto and incorporated herein by reference for Cell Phone Services; and

**BE IT FURTHER RESOLVED**, that the Board Chairman be and is hereby authorized and directed to execute the documents necessary to effectuate the within Agreement with AT&T for Cell Phone Services; and

**BE IT FURTHER RESOLVED**, that the Board Secretary is hereby authorized and directed to forward a copy of this Resolution and Agreement to AT&T Corp immediately upon its passage; and

**IT IS HEREBY CERTIFIED**, that this is a true copy of a Resolution adopted by the Bergen County Board of Social Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on April 2, 2020.

ATTEST:

SO APPROVED:

\_\_\_\_\_  
ERIN N. DELANEY  
Secretary Treasurer

\_\_\_\_\_  
WILLIAM E. CONNELLY  
Chairman

Date of Adoption: April 2, 2020

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
WILLIAM E. CONNELLY	CHAIRMAN				
RANDI DUFFIE	VICE CHAIRWOMAN				
ERIN N. DELANEY	SECRETARY TREASURER				
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER				
TRACY S. ZUR	FREEHOLDER				
THOMAS J. SULLIVAN	FREEHOLDER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.4.02 (5)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A 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.**

**10:4-12**

**WHEREAS**, the Bergen County Board of Social Services is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., and

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

**WHEREAS**, it is necessary for the Bergen County Board of Social Services to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

\_\_\_\_\_1. Matters Required by Law to be Confidential. Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

\_\_\_\_\_2. Matters Where the Release of Information Would Impair the Right to Receive Funds. Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

\_\_\_\_\_3. Matters Involving Individual Privacy. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

\_\_\_\_\_4. Matters Relating to Collective Bargaining Agreements. Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body, with respect to: (a) \_\_\_\_\_ .

\_\_\_\_\_5. Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds. Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed specifically with respect to 218 Route 17 North, Rochelle Park, New Jersey. The minutes will be released on or before \_\_\_\_\_, 20\_\_ when the issues pertaining to the Lease and First Amendment to the Lease have been approved and finalized.

\_\_\_\_\_6. Matters Relating to Public Safety and Property. Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.

X  7. Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege, any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer, specifically with respect to (a) discussion regarding Complaint filed on behalf of Ann Califf, Executrix of the Estate of Pizzelanti; (b) discussion regarding Building Issues; (c) discussion regarding provided mitigation/restoration services invoices form A&A Maintenance; (d) security guard services bid-year 4; and (e) discussion regarding dental renewal/possible change in carriers. The minutes will be released in approximately ninety (90) days or upon the resolution through settlement or court decision and the time period for any and all appeals.

  X  8. Matters Relating to the Employment Relationship. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance or promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting, specifically, (a) COVID-19 and (b) Staffing needs. The minutes will be released within ninety (90) days or earlier upon the resolution of the matter through settlement or court decision and the time period for any and all appeals.

      9. Matters Relating to the Potential Imposition of a Penalty. Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

**NOW THEREFORE, BE IT RESOLVED**, by the Bergen County Board of Social Services, assembled in public session on March 3, 2020 that an Executive Session closed to the public shall be held on April 2, 2020 at 4:30 P.M. at the Bergen County Board of Social Services, 218 Route 17 North, Rochelle Park, New Jersey, for the discussion of matters relating to the specific items designated above.

**BE IT FURTHER RESOLVED**, that it is anticipated that the deliberations conducted in closed session will be disclosed to the public upon the determination of the Bergen County

Board of Social Services that the public interest will no longer be served by such confidentiality as set forth above.

ATTEST:

SO APPROVED:

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ERIN N. DELANEY  
Secretary Treasurer

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WILLIAM E. CONNELLY  
Chairman

Date of Adoption: April 2, 2020

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
WILLIAM E. CONNELLY	CHAIRMAN				
RANDI DUFFIE	VICE CHAIRWOMAN				
ERIN N. DELANEY	SECRETARY TREASURER				
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER				
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JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXNDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.4.02 (6)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION APPROVING LIMITED STAFF PLAN**

**WHEREAS**, due to the current COVID-19 outbreak, the Bergen County Board of Social Services seeks to implement a Limited Staff Policy in an effort to stop the spread of the virus and keep their employees safe; and

**WHEREAS**, after consultation with the Chairman and Labor Attorney, the Director has prepared a Memorandum outlining the Limited Staff Plan, a copy of which is attached hereto and incorporated herein by reference, for Board approval; and

**WHEREAS**, the Board Attorney has reviewed the Memorandum attached hereto and incorporated herein by reference and recommends the approval of same.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bergen County Board of Social Services that due to the current COVID-19 outbreak, the Limited Staff Plan as outlined in the

Memorandum attached hereto and incorporated herein by reference, be and is hereby implemented and approved; and

**BE IT FURTHER RESOLVED**, that the Limited Staff Plan as outlined shall remain in effect until further notice; and

**BE IT FURTHER RESOLVED**, that the Board Chairman be and is hereby authorized and directed to take all steps necessary to implement the Limited Staff Plan as outlined in the attached Memorandum; and

**IT IS HEREBY CERTIFIED**, that this is a true copy of a Resolution adopted by the Bergen County Board of Social Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on April 2, 2020.

ATTEST:

SO APPROVED:

---

ERIN N. DELANEY  
Secretary Treasurer

---

WILLIAM E. CONNELLY  
Chairman

Date of Adoption: April 2, 2020