

**Minutes of the Meeting
of the
Bergen County Board of Social Services
March 3, 2020**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Erin N. Delaney, Secretary Treasurer
Freeholder Thomas J. Sullivan, Board Member
John E. Ten Hoeve, Jr., Esq., County Adjuster
Yris Encarnacion, Board Member
Alexandra Harwin, Esq., Board Member
Sue Silverstein, Board Member
John L. Schettino, Esq., General Counsel
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Elaine K. Meyerson, Assistant Secretary Treasurer
Freeholder Tracy S. Zur, Board Member

A regular meeting of the Bergen County Board of Social Services was held on March 3, 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 March 3, 2020 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2020, 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.

Oath of Office

John L. Schettino, Esq. administered the Oath of Office to Sue Silverstein.

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	
SUE SILVERSTEIN	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 Thomas J. Sullivan, 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			
SUE SILVERSTEIN	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 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			
SUE SILVERSTEIN	BOARD MEMBER	X			

Adoption of Minutes:

(a) Open Session Minutes of February 4, 2020

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of February 4, 2020 was offered by Erin N. Delaney, 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	
SUE SILVERSTEIN	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 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			
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			
SUE SILVERSTEIN	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 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			
SUE SILVERSTEIN	BOARD MEMBER	X			

Chairman’s Report

Chairman William E. Connelly welcomed Sue Silverstein as a new Member of the Board.

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 February, the agency took 2,510 new applications and staff processed 7,803 actions. Also in February, the agency served 4,590 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload increased by 7 cases and compared to one year ago the caseload went down cumulative by 23 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 47 cases and compared to one year ago the caseload went down cumulative by 817 cases, GA (General Assistance) caseload decreased by 12 cases and compared to one year ago the caseload went down cumulative by 127 cases. Adina Yacoub explained that in regard to Medicaid, there is a new way in reporting. We are no longer reporting Medicaid caseload and/or households. It is now done by recipients/individuals. This is how the state is handling this now, which is called shared data warehouse reporting. This is the first time we are doing this so there is nothing to compare this with. For this month, the agency has 41,296 individuals on Medicaid. That includes Family Care, Medicaid for nursing homes, and the aged and disabled in the community (ABD).

(b) **Memoranda to the Board**

As a fundraiser, the agency collected \$790 for the Children's Heart Foundation. The agency is offering advanced customer service training for 75 employees, which will take place on March 24 and March 25, 2020. The Memorandum of Understanding between the Board and the DMAHS is being discussed. The more we discuss the more problematic this becomes. We discovered that even if you are 95% timely, if you have one redetermination that is overdue for 24 months or longer, then you lose all your incentive money. The Executive Committee of the Directors' Association is meeting on March 6th with the Director of DMAHS to discuss this and a host of other issues with the MOU. Administration met with representatives of Rockland Electric on February 21, 2020. They were referred to us by the County Executive's office. We discussed how we could get the word out to our clients on a \$2,500 benefit that is available for them to use for energy saving appliances or air-sealing and insulation. Administrator Mr. Larobardier did further research and put a packet together for our supervisors to help them assist customers with these needs. On February 20, 2020, Adina Yacoub attended County Executive Tedesco's State of the County address to represent our agency. On February 26 through February 28, 2020, Adina Yacoub attended the Child Support Convention with other Directors and child support staff from all the counties. They attended workshops and listened to the DHS Commissioner and other important speakers. Adina Yacoub attended some leadership classes as well. On February 12, 2020, with the concerns over COVID-19, Administration sent an email to all staff with instructions from the CDC on information and preventive measures regarding the virus. Administration made sure that all departments and kitchen areas on the three floors have big bottles of hand sanitizers. Today, Administration contacted our cleaning company to provide extra care for those areas where there is hand touching. We asked that they sanitize door knobs, key pads, and other commonly used surfaces. We received notice from Acrisure (our insurance consultant) regarding a new mandate for commuter benefits. Mr. Stahlmann contacted AFLAC who are working on expanding our existing Flex plan. Our Payroll Department contacted the County regarding the ICON payroll system accommodating this new benefit. This benefit is available to those who use buses and trains to commute to work.

Committee Reports:

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

Randi Duffie reported from February 1 to February 29, 2020 the agency received Medicaid recoveries in the amount of \$8,204.79. No new cases were referred to the Prosecutor's office during the month of February.

(b) **Audit & Budget Committee**

Adina Yacoub reported that we have not been given a date for our Budget Hearing in the County.

(c) **Building & Grounds Committee**

No report.

OLD BUSINESS:

NEW BUSINESS:

(a) Next Board Meeting Date

The next Board Meeting is scheduled to be held on Thursday, April 2, 2020 at 4:30 p.m. in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2020.3.03 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2020.3.03 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2020.3.03 (3) – Resolution Authorizing the Hiring of One Part-Time Clerk 1
- (d) 2020.3.03 (4) – Resolution Authorizing Application for Grant from State of New Jersey Department of Community Affairs in connection with the LIHEAP CWA Administration 2020 Program
- (e) 2020.3.03 (5) – Resolution Authorizing Application for Grant from State of New Jersey Department of Community Affairs in connection with the Universal Service Fund CWA Administration 2020 Program
- (f) 2020.3.03 (6) – Resolution Approving Senior Personnel Technician Contract Agreement
- (g) 2020.3.03 (7) – 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 table Resolution (f) was offered by Freeholder Thomas J. Sullivan, seconded by Alexandra Harwin, 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			
SUE SILVERSTEIN	BOARD MEMBER	X			

A motion to discuss and approve Resolutions (a) – (e) was offered by Yris Encarnacion, seconded by Sue Silverstein, 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			
SUE SILVERSTEIN	BOARD MEMBER	X			

A motion to discuss and approve Resolution (g) 2020.3.03 (7) 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 Alexandra Harwin, Esq., 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			
SUE SILVERSTEIN	BOARD MEMBER	X			

The Board went into Closed Session at approximately 4:56 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of February 4, 2020, personnel matters, second-step grievance hearing, 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 5:50 p.m.

For the record, John E. Ten Hoeve, Jr., Esq., left during Closed Session and was no longer present for the meeting.

A motion to uphold a five-day suspension for this afternoon's second-step grievance hearing was offered by Sue Silverstein, 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			
SUE SILVERSTEIN	BOARD MEMBER	X			

A motion to extend a 30-day service agreement for our security guards was offered by Freeholder Thomas J. Sullivan, 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			
SUE SILVERSTEIN	BOARD MEMBER	X			

A motion to approve Scott Stahlmann for another two years in his position 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			
SUE SILVERSTEIN	BOARD MEMBER	X			

A motion to approve Adina Yacoub's 2% increase upon her evaluation retroactive to January 1, 2020 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			
SUE SILVERSTEIN	BOARD MEMBER	X			

Adoption of Minutes:

(a) Closed Session Minutes of February 4, 2020

A motion to approve the closed session minutes of February 4, 2020 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	
SUE SILVERSTEIN	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 5:52 p.m. was offered by Freeholder Thomas J. Sullivan, 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			
SUE SILVERSTEIN	BOARD MEMBER	X			

Respectfully submitted,

Adina Yacoub

Adina Yacoub
Director