

REVISED

AGENDA

BERGEN COUNTY BOARD OF SOCIAL SERVICES

May 5, 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 April 2, 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
- 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, June 2, 2020
- XII. Action Items
 - Resolutions:
 - (a) 2020.5.05 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
 - (b) 2020.5.05 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
 - (c) 2020.5.05 (3) – Resolution Authorizing a Change in Hours from One Part-Time Confidential Keyboarding Clerk 1 to Full-Time Confidential Keyboarding Clerk 1
 - (d) 2020.5.05 (4) – Resolution Approving 36 Month Lease Agreement with LEAF
 - (e) 2020.5.05 (5) – Resolution Approving Phone System Maintenance Plan
 - (f) 2020.5.05 (6) – 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
 - (g) 2020.5.05 (7) – Resolution Approving Authorized Absence During COVID-19

XIII. Closed Session

- (a) Review of Closed Session Minutes of April 2, 2020
- (b) Personnel Matters
- (c) Litigation
- (d) 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 April 2, 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. 2020.5.05 (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 May 5, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 5, 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. 2020.5.05 (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 May 5, 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 May 5, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

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SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.5.05 (3)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

**A RESOLUTION AUTHORIZING A CHANGE IN HOURS FROM ONE PART-TIME
CONFIDENTIAL KEYBOARDING CLERK 1 TO FULL-TIME CONFIDENTIAL KEYBOARDING
CLERK 1**

WHEREAS, the Board has a need to change hours from one (1) Part-Time Confidential Keyboarding Clerk 1 to one (1) Full-Time Confidential Keyboarding Clerk 1 on or after May 5, 2020; and

WHEREAS, the Director has been given authorization to advertise, internally, and offer employment for one (1) Full-Time Confidential Keyboarding Clerk 1.

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby authorizes the Director to advertise and offer employment to one Full-Time Confidential Keyboarding Clerk 1; 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 May 5, 2020.

ATTEST:

APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

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No. 2020.5.05 (4)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION APPROVING 36 MONTH LEASE AGREEMENT WITH LEAF

WHEREAS, at the Bergen County Board of Social Services meeting of April 2, 2020, the Board adopted Resolution No. 2020.4.02(3) approving a 36 month lease with Picasso Business Solutions for an HP M806DN for a term of 36 months at a cost of \$199.24 per month; and

WHEREAS, subsequent to the meeting on April 2, 2020 approving the lease agreement with Picasso Business Solutions, the Board was advised that it was necessary to execute a lease agreement with LEAF as part of the lease agreement with Picasso Business Solutions; and

WHEREAS, the Board Attorney and Fiscal Officer have reviewed this matter and recommend the approval of the lease agreement with LEAF, a copy of which is attached hereto and incorporated herein by reference, as part of the lease agreement with Picasso Business Solutions.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the lease agreement with LEAF as part of the lease agreement with Picasso Business Solutions, a copy of which is attached hereto and incorporated herein by reference, be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Director or Fiscal Officer be and are hereby authorized and directed to execute and submit, if necessary via electronic signature, the attached lease agreement with LEAF on behalf of the Board; and

BE IT FURTHER RESOLVED, that the Board Secretary is hereby authorized and directed to forward a copy of this Resolution to LEAF 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 May 5, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 5, 2020

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Seconded by:

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SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.5.05 (5)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION APPROVING PHONE SYSTEM MAINTENANCE PLAN

WHEREAS, the Bergen County Board of Social Services presently does not have a phone system maintenance plan; and

WHEREAS, Continuant, Inc. has provided a maintenance advantage plan for a term of 12 months at a cost of \$816.89 per month, a copy of which is attached hereto and incorporated herein by reference; and

WHEREAS, the Qualified Purchasing Agent has reviewed this matter and recommends the approval of same; and

WHEREAS, the Director and Fiscal Officer have reviewed this matter and recommend the approval of a phone system maintenance plan with Continuant, Inc. for a term of 12 months at a cost of \$816.89.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the maintenance advantage plan with Continuant, Inc. for the phone system maintenance for a term of 12 months at a cost of \$816.89 per month, a copy of which is attached hereto and incorporated herein by reference, be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Director or Fiscal Officer be and are hereby authorized and directed to submit, if necessary via electronic signature, their approval of the maintenance advantage plan with Continuant, Inc. on behalf of the Board; 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 May 5, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 5, 2020

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SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.5.05 (6)

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; (b) Staffing needs and (c) salary increase for confidential employees. 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 April 2, 2020 that an Executive Session closed to the public shall be held on May 5, 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:

ERIN N. DELANEY
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 5, 2020

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
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SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.5.05 (7)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION APPROVING AUTHORIZED ABSENCE DURING COVID-19

WHEREAS, in coordination with the Bergen County Executive's directive, on March 16, 2020 a temporary employee policy for the Bergen County Board of Social Services was announced due to the COVID-19 pandemic; and

WHEREAS, after seven weeks, the Board seeks to convert the approved authorized absence policy to a return to work policy in accord with Governor Murphy's Executive Order 110 wherein the Agency is deemed an essential service; and

WHEREAS, the Board has prepared, reviewed and outlined a return to work policy for its employees effective May 18, 2020, a copy of which is attached hereto and incorporated herein by reference; and

WHEREAS, the Director has reviewed this matter and the return to work policy and recommends the approval of same.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the return to work policy effective May 18, 2020, a copy of which is attached hereto and incorporated herein by reference be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Director be and she is hereby authorized and directed to take all steps necessary to effectuate the return to work policy for the Agency employees; 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 May 5, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 5, 2020