

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
April 2, 2020**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Randi Duffie, Vice-Chairperson  
Erin N. Delaney, Secretary Treasurer  
Elaine K. Meyerson, Assistant Secretary Treasurer  
John E. Ten Hoeve, Jr., Esq., County Adjuster  
Yris Encarnacion, Board Member (Arrived Late)  
Alexandra Harwin, Esq., Board Member  
Susan Silverstein, Board Member  
John L. Schettino, Esq., General Counsel  
Adina Yacoub, Director  
Michele M. Darmochwal, Administrative Secretary

**ABSENT:** Freeholder Tracy S. Zur, Board Member  
Freeholder Thomas J. Sullivan, Board Member

A regular meeting of the Bergen County Board of Social Services was held on April 2, 2020 at 4:30 p.m. by way of audio teleconference.

**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 April 2, 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 March 31, 2020 and to the Herald News, which was published on March 31, 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 March 25, 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	
SUSAN 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 Erin N. Delaney, 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			
SUSAN 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 Elaine K. Meyerson, 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

For the record, Yris Encarnacion arrived and joined the meeting at this time.

### **Adoption of Minutes:**

#### **(a) Open Session Minutes of March 3, 2020**

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of March 3, 2020 was offered by Erin N. Delaney, seconded by Susan 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

### **Chairman's Report**

Chairman William E. Connelly thanked Adina Yacoub for her leadership over the last several weeks. He also thanked Michele Darmochwal, Scott Modery, Scott Stahlmann, John L. Schettino, Esq., as well as, the entire staff for their hard work over the last several weeks. He reported that the County Executive and his staff, as well as, the Board of Chosen Freeholders have been a great help to the agency too. In addition, he announced that Financial Disclosure Statements are due by April 30, 2020.

### **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 Randi Duffie, 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			
SUSAN 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 Susan Silverstein, 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

Scott Modery reported that the agency's auditor was scheduled to come in two weeks ago but due to COVID-19 that did not occur. He discussed that documents are currently being e-mailed back and forth and an audit is going on. Hopefully, in a few weeks when this situation calms down, the auditor can come in the office and do what cannot be done remotely.

**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 March, the agency took 2,567 new applications and staff processed 6,294 actions. Also in March, the agency served 2,315 customers in our lobby. The TANF (Temporary Assistance to Needy Families) caseload increased by 3 cases and compared to one year ago the caseload went down cumulative by 9 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased by 35 cases and compared to one year ago the caseload went down cumulative by 1,167 cases, GA (General Assistance) caseload decreased by 6 cases and compared to one year ago

the caseload went down cumulative by 129 cases, Medicaid caseload increased by 924 individuals and there is no similar data from a year ago.

**(b) Memoranda to the Board**

Adina Yacoub reported that a memorandum dated March 3, 2020 entitled “Limited Staff Plan” alongside the Coronavirus Timeline summarized all that has been done to deal with how the agency has been operating since the onset of this COVID-19 crisis. The agency ran out of 100 licenses to Logmein, which allows staff to work remotely as per a policy outlined on March 16, 2020. Therefore, we looked into buying more licenses and expanding our bandwidth to accommodate administration to have 250 licenses. We currently pay an annual cost of \$1,999 and this will be increased by \$1,500 a year for a total of \$3,499. Adina Yacoub asked the Board for permission to move ahead with that cost. In addition, she requested and was given permission by the Charman to offer overtime as of March 16, 2020 to those who are physically working in the office. In the last two weeks of March, administration spent around \$10,000 in overtime costs. She also discussed with the Chairman that we will need overtime for the month of April and that estimate is no more than \$20,000 for the month. The Chairman previously asked Adina Yacoub to share that with the entire Board so everyone is updated. Adina Yacoub discussed that there are two pending bills for cleaning. One bill is from March 24, 2020 for Floor 5 in the amount of \$27,669.19, which was forwarded to Chairman William E. Connelly and John L. Schettino, Esq. Administration felt the charge was excessive. The agency incurred another bill on March 30, 2020 for Floor 2 for \$9,500 from a different vendor, which was discussed with the Chairman and approval was given to proceed. Adina Yacoub explained that the sanitizing for these two floors was completed because there was staff that tested positive for COVID-19 on these floors.

Adina Yacoub discussed that the agency currently has 100 licenses to Logmein. She expressed the need for additional licenses in case everyone has to work from home. A resolution is needed and it should include authorization for an e-signature, whether that be the Director or Fiscal Officer. A motion to approve the additional purchase of 150 licenses for Logmein and expanding our bandwidth to accommodate 250 licenses was offered by Yris Encarnacion, 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

A motion to approve the additional purchase of the bandwidth with Optimum was offered by John E. Ten Hoeve, Jr., Esq., 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

The resolution for the additional bandwidth with Optimum should also include authorization for an e-signature for the Director or Fiscal Officer.

**Committee Reports:**

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

Alexandra Harwin, Esq. reported from March 1 to March 31, 2020 the agency received Medicaid recoveries in the amount of \$14,844.69. No new cases were referred to the Prosecutor’s office during the month of March.

**(b) Audit & Budget Committee**

Adina Yacoub reported that the agency’s budget hearing was scheduled for yesterday but was postponed.

**(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 **Tuesday, May 5, 2020 at 4:30 p.m.** in the 4th floor Board Room.

**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

A motion to discuss and approve Resolutions (a) – (f), excluding (e) 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

A motion to discuss and approve Resolution (e) 2020.4.02 (5) 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 and to go into Closed Session 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

For the record, Erin N. Delaney announced that she could not be present for the Closed Session portion of the meeting and left at approximately 5:13 p.m.

The Board went into Closed Session at approximately 5:13 p.m.

**CLOSED SESSION:**

The Board went into Closed Session to discuss the Closed Session minutes of March 3, 2020, Closed Session grievance minutes of March 3, 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 5:35 p.m.

For the record, Erin N. Delaney was no longer present.

**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	
SUSAN SILVERSTEIN	BOARD MEMBER	X	

**Adoption of Minutes:**

**(a) Closed Session Minutes of March 3, 2020**

A motion to approve the closed session minutes of March 3, 2020 was offered by John E. Ten Hoeve, Jr., Esq., 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

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

A motion to approve the closed session grievance minutes of March 3, 2020 was offered by John E. Ten Hoeve, Jr., Esq., seconded by Susan 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

A motion to approve the extension of the security guard contract with a 4<sup>th</sup> year renewal option subject to receipt from the principal confirming that the 4<sup>th</sup> year increase will be allocated directly to the security guards' salaries was offered by John E. Ten Hoeve, Jr., 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

A motion to approve a contract agreement with Aetna for a dental plan subject to that their plan is "equal to or better than" was offered by John E. Ten Hoeve, Jr., Esq., seconded by Susan 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			
SUSAN 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 5:45 p.m. was offered by Randi Duffie, 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

Respectfully submitted,



Adina Yacoub  
Director