

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
May 5, 2020**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Elaine K. Meyerson, Assistant Secretary Treasurer  
Freeholder Tracy S. Zur, Board Member  
Freeholder Thomas J. Sullivan, Board Member (Arrived Late)  
John E. Ten Hoeve, Jr., Esq., County Adjuster  
Yris Encarnacion, Board Member  
Alexandra Harwin, Esq., Board Member  
Susan Silverstein, Board Member  
John L. Schettino, Esq., General Counsel  
Adina Yacoub, Director  
Michele M. Darmochwal, Administrative Secretary

**ABSENT:** Randi Duffie, Vice-Chairperson  
Erin N. Delaney, Secretary Treasurer

A regular meeting of the Bergen County Board of Social Services was held on May 5, 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 May 5, 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 April 22, 2020 and to the Herald News, which was published on April 22, 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 April 17, 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 Alexandra Harwin, Esq., seconded by Freeholder Tracy Zur, 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 Alexandra Harwin, Esq., 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			

For the record, Freeholder Sullivan arrived at approximately 4:32 p.m. and joined the meeting at this time.

### **Adoption of Minutes:**

#### **(a) Open Session Minutes of April 2, 2020**

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of April 2, 2020 was offered by Elaine K. Meyerson, 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 Mr. Wan Chang from Ridgewood N.J. for his generous donation of surgical masks to the agency.

### **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 Freeholder 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			
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 Elaine K. Meyerson, seconded by Freeholder 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

**Administration Report:**

**(a) Monthly Reports – Statistical & Financial:**

A snapshot of caseload and expenditures was included in each of the Board Member’s packet.

In April, the agency took 4,330 new applications and staff processed 6,885 actions.

In February we received a total of 2,614 applications for all programs. In March, we received a total of 3,782 new applications.

The TANF (Temporary Assistance to Needy Families) caseload increased to 258 cases, SNAP (Supplemental Nutrition Assistance Program) caseload increased to 18,312 cases, GA (General Assistance) caseload increased to 479 cases, and Medicaid caseload increased to 42,280 individuals.

Adina Yacoub reported in the last few weeks we are seeing a drop. In April, there were two weeks when we got over 1,000 applications each week. Now, we see about 600 applications per week which is a drop because people are getting unemployment. We have approximately 2,000 applications pending to be processed, and we are about 1,200 applications overdue which for us this is very unusual because we were 99.9% timely.

The demand on our Emergency Assistance Unit has increased as we needed to place more homeless people in motels due to COVID-19. Currently, we have 41 individuals in motels, 26 families at the Passaic Street shelter, and 8 families placed at the DV shelter.

**(b) Memoranda to the Board**

Adina Yacoub reported that the agency changed carriers from Delta Dental to Aetna for dental coverage. She attended a weekly conference Directors' meeting with the Assistant Commissioner of the Division of Family Development to get updates from the FNS and the State. She also attended a weekly conference call with the County Division of Human Services and other key people in regard to our homeless population and how to place and assist them. The agency currently has 75% of staff working remotely. The Federal and State agencies have relaxed many requirements for clients to receive their benefits due to the COVID-19 crisis. Some examples are waiving face-to-face interviews, self-attestation for income and resources for some of our programs, and giving the maximum SNAP benefits for the months of March, April, and May for all active clients. The agency's focus in the last month has been on processing new applications as the number of applications has increased tremendously. Our IT staff has been awesome in coordinating with our staff to work remotely. Our administrators have been tremendous in running their perspective departments. It has been a difficult month dealing with news of staff testing positive and the concern for them as well as their colleagues who have been exposed to them. Thankfully our staff has recovered or are recovering and we pray for no new positive cases. We tried to think outside the box on how to adapt to working remotely and getting the job done at the same time. Some practices have worked for us and others had to be revised to make it more efficient. Human Services announced awards to counties to support home delivered and other nutrition supports for seniors funded by the Families First Coronavirus Response Act and Bergen was awarded \$698,250.

**Committee Reports:**

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

Alexandra Harwin, Esq. reported from April 1 to April 30, 2020 the agency received Medicaid recoveries in the amount of \$1,133.16. No new cases were referred to the Prosecutor's office during the month of April.

**(b) Audit & Budget Committee**

Adina Yacoub reported that she and Scott Modery have a conference call scheduled tomorrow with the County Treasurer.

**(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, June 2, 2020 at 4:30 p.m.** in the 4th floor Board Room.

A lengthy discussion ensued regarding (g) Resolution 2020.5.05 (7) Approving Authorized Absence During COVID-19. It was suggested that the resolution be modified. In the first paragraph of the policy, the Board agreed to add **“for those individuals determined solely by the Director, not productive and wish to remain at home, they can apply for FMLA through Personnel and/or use their available personal time”**. The Board also changed 60% to reduced staff and added an objective of the policy is to **“Permit individuals who can substantiate a reason to work from home to continue to do as long as they can substantiate and justify their productivity while working from home”**.

A motion to discuss and approve (g) Resolution 2020.5.05 (7) Approving Authorized Absence During COVID-19 was offered by John E. Ten Hoeve, Jr., Esq., seconded by Freeholder 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		
SUSAN SILVERSTEIN	BOARD MEMBER	X			

**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

A motion to discuss and approve Resolutions (a) – (e) 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			

A motion to discuss and approve Resolution (f) 2020.5.05 (6) 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 Susan Silverstein, 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			

The Board went into Closed Session at approximately 5:30 p.m.

**CLOSED SESSION:**

The Board went into Closed Session to discuss the Closed Session minutes of April 2, 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 5:45 p.m.

**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 April 2, 2020**

A motion to approve the closed session minutes of April 2, 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			

A motion to approve a 2% increase for confidential employees was offered by Elaine K. Meyerson, seconded by Freeholder 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			



A motion to approve the purchase of glass panel partition enclosures at a cost not to exceed \$50,000 subject to review by the Board Chairman and Board Attorney was offered by John E. Ten Hoeve, Jr., Esq., seconded by Freeholder 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			
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 5:50 p.m. was offered by Freeholder 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			
SUSAN SILVERSTEIN	BOARD MEMBER	X			

Respectfully submitted,



Adina Yacoub  
Director