

AGENDA

BERGEN COUNTY BOARD OF SOCIAL SERVICES

July 9, 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 June 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, August 4, 2020
- XII. Action Items
 - Resolutions:
 - (a) 2020.7.09 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
 - (b) 2020.7.09 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
 - (c) 2020.7.09 (3) – Resolution Authorizing Rescinding Resolution 2020.6.02 (4) Authorizing a Change in Employment from One Part-Time Human Services Specialist 1 to One Full-Time Human Services Specialist 1
 - (d) 2020.7.09 (4) – Resolution Authorizing a Change in Employment from Part-Time to Full Time for One Human Services Aide
 - (e) 2020.7.09 (5) – Resolution Authorizing a Change in Employment for One Part-Time Clerk 1 to Full-Time Clerk 1
 - (f) 2020.7.09 (6) – Resolution Authorizing a Change in Employment for One Part-Time Clerk 1 to Part-Time Human Services Aide Bilingual/Korean
 - (g) 2020.7.09 (7) – Resolution Approving Thermal Monitoring Protocol
 - (h) 2020.7.09 (8) – Resolution Approving Acrylic Panels for Cubicles

- (i) 2020.7.09 (9) – 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

XIII. Closed Session

- (a) Review of Closed Session Minutes of June 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 June 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. 2020.7.09 (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 July 9, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 9, 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. 2020.7.09 (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 July 9, 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 July 9, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 9, 2020

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
WILLIAM E. CONNELLY	CHAIRMAN				
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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				
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SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.7.09 (3)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

RESOLUTION AUTHORIZING RESCINDING RESOLUTION 2020.6.02 (4)

WHEREAS, the Bergen County Board of Social Services (hereinafter the “Board”), at its June 2, 2020 meeting, adopted Resolution No. 2020.6.02 (4) Authorizing a Change in Employment for One Part-Time Human Services Specialist 1 to Full- Time Human Services Specialist 1 effective on or after June 2, 2020; and

WHEREAS, it is necessary to rescind Resolution 2020.6.02 (4) Authorizing a Change in Employment for One Part-Time Human Services Specialist 1 to Full- Time Human Services Specialist 1; and

WHEREAS, the Director has reviewed this matter and recommends that Resolution No. 2020.6.02 (4) be rescinded in its entirety.

NOW THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that Resolution No. 2020.6.02 (4) be and is hereby rescinded in its entirety; 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 July 9, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 9, 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				
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JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.7.09 (4)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION AUTHORIZING A CHANGE IN EMPLOYMENT FROM PART TIME TO FULL TIME FOR ONE HUMAN SERVICES AIDE

WHEREAS, the Bergen County Board of Social Services is in need of authorizing a change in employment from part time to full time for one (1) Human Services Aide; and

WHEREAS, the position of Full-Time Human Services Aide was duly posted and advertised by the Board; and

WHEREAS, interviews were conducted for the position of Full-Time Human Services Aide; and

WHEREAS, it is the recommendation of the Director that Susana Moore be appointed to the position of Full-Time Human Services Aide effective on or after July 9, 2020 at an annual salary of \$48,444.

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby approves of the change in employment of Susana Moore to the position of Full-Time Human Services Aide effective on or after July 9, 2020 at an annual salary of \$48,444; and

BE IT FURTHER RESOLVED, that the Director is hereby authorized and directed to notify Susana Moore of her Full Time employment with the Bergen County Board of Social Services effective on or after July 9, 2020; and

BE IT FURTHER RESOLVED, that the Director is hereby authorized and directed to place a copy of this resolution in the personnel file of Susana Moore.

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 July 9, 2020.

ATTEST:

APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 9, 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				
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YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.7.09 (5)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION AUTHORIZING A CHANGE IN EMPLOYMENT FOR ONE (1) PART-TIME CLERK 1 TO FULL-TIME CLERK 1

WHEREAS, the Board needs to increase hours of one internal Part-Time Clerk 1 to Full-Time Clerk 1; and

WHEREAS, the Director has been given authorization to advertise and increase hours of one Part-Time Clerk 1.

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby authorizes the Director to advertise and increase hours of one (1) Part-Time Clerk 1 to one (1) Full-Time 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 July 9, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 9, 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				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.7.09 (6)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION AUTHORIZING A CHANGE IN EMPLOYMENT FOR ONE (1) PART-TIME CLERK 1 TO PART-TIME HUMAN SERVICES AIDE BILINGUAL/KOREAN

WHEREAS, the Board needs to promote one internal Part-Time Clerk 1 to Part-Time Human Services Aide Bilingual/Korean; and

WHEREAS, the Director has been given authorization to promote one Part-Time Clerk 1 to Part-Time Human Services Aide Bilingual/Korean.

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby authorizes the Director to promote one (1) Part-Time Clerk 1 to one (1) Part-Time Human Services Aide Bilingual/Korean; 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 July 9, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 9, 2020

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JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
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ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.7.09 (7)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

RESOLUTION APPROVING THERMAL MONITORING PROTOCOL

WHEREAS, in an effort to provide the safest working environment possible, the Bergen County Board of Social Services (hereinafter the “Board”), seeks to implement a Thermal Monitor Protocol in order to prevent the spread of COVID-19; and

WHEREAS, the Thermal Monitor Protocol, a copy of which is attached hereto and incorporated herein by reference, provides that each employee will be required to undergo daily temperature monitor scanning; and

WHEREAS, the Board reserves the right to implement its own testing in addition to the protocols attached hereto and incorporated herein by reference as it deems appropriate and necessary; and

WHEREAS, the Director and Board Attorney have reviewed the Thermal Monitor Protocol attached hereto and incorporated herein by reference, and recommend the approval of same.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the Thermal Monitor Protocol for all employees of the Board, 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 Thermal Monitor Protocol for all 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 July 9, 2020.

ERIN N. DELANEY
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 9, 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				
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THOMAS J. SULLIVAN	FREEHOLDER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
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ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.7.09 (8)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION APPROVING ACRYLIC PANELS FOR CUBICLES

WHEREAS, due to the current COVID-19 pandemic, the Bergen County Board of Social Services desires to install acrylic partitions between work cubicles on the 2nd, 4th and 5th floors of the Board's offices in accord with phase 2 protocols; and

WHEREAS, the installation of the acrylic panel partitions shall be in an amount not to exceed \$30,000.00 and in accord with the proposal submitted by BE Furniture, a copy of which is attached hereto and incorporated herein by reference; and

WHEREAS, the Qualified Purchasing Agent has reviewed this matter and recommends that the Board install acrylic panel partitions on the 2nd, 4th and 5th floors of the Board offices for an amount not to exceed \$30,000.00 and in accord with the proposal submitted.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the acrylic panel partitions in an amount not to exceed \$30,000.00 to be installed on the 2nd , 4th and 5th floor of the Board offices be and is hereby approved; 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 July 9, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary Treasurer

WILLIAM CONNELLY
Chairman

Date of Adoption: July 9, 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. 2020.7.09 (9)

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 Building Issues. 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.

____ 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) . 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 June 2, 2020 that an Executive Session closed to the public shall be held on July 9, 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: July 9, 2020