

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

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Erin N. Delaney, Secretary Treasurer
Elaine K. Meyerson, Assistant Secretary Treasurer (Arrived Late)
Freeholder Tracy S. Zur, Board Member (Arrived Late)
Freeholder Thomas J. Sullivan, Board Member
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: None

A regular meeting of the Bergen County Board of Social Services was held on June 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 June 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 May 14, 2020 and to the Herald News, which was published on May 14, 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 May 8, 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 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			
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 Erin N. Delaney, 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			

Adoption of Minutes:

(a) Open Session Minutes of May 5, 2020

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of May 5, 2020 was offered by Susan Silverstein, 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, Freeholder Tracy S. Zur arrived at approximately 4:38 p.m. and joined the meeting at this time.

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 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			
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 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			

Chairman’s Report

Chairman William E. Connelly discussed changing the Tuesday, July 7, 2020 Board Meeting date to **Thursday, July 9, 2020** at 4:30 by way of audio teleconference.

Administration Report:

(a) Monthly Reports – Statistical & Financial:

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

Adina Yacoub reported that the TANF (Temporary Assistance to Needy Families) caseload increased by 24 cases from last month and compared to one year ago it went up by 52 cases, SNAP (Supplemental Nutrition Assistance Program) caseload increased by 425 cases from last month and compared to one year ago it went up by 364 cases, GA (General Assistance) caseload increased by 38 cases and compared to one year ago it went up by 38 cases, and Medicaid individuals decreased from last month by 1,482. In the month of May, we had to close 148 cases due to deaths in nursing homes.

In May, the agency received a total of 1,855 new applications for cash and SNAP applications. The agency also received 1,193 Medicaid applications. In the month of May, we

received a total of 3,048 new applications. The amount of new applications has been decreasing but once the unemployment insurance runs out, we may see an increase again.

In May, staff processed 5,657 new applications compared to the April count of 3,483. In May, staff processed 10,198 total actions compared to the April count of 6,885. Out of 5,657 new applications processed 3,168 were denials mostly due to unemployment benefits that made clients financially ineligible for our benefits. We are giving priority to our intake cases but not completing all of our renewals as it does not adversely affect our clients since their benefits will continue.

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 52 individuals in motels, 29 families at the 40 Passaic Street transitional shelter, and 10 families placed at the Center for Hope and Safety (DV shelter).

(b) Memoranda to the Board

Adina Yacoub reported that we currently have 80 employees working at the office and 152 working from home. She discussed that she attends two weekly conference calls with the Division of Family Development and the Division of Medicaid and Health Services. These conference calls are with all the Directors from the 21 counties. We get updated on federal waivers for our programs, as well as, initiatives from the State to help us with processes. We also give the Division of Family Development our weekly status with our application processing and backlog. On May 25, 2020, Adina Yacoub attended a zoom conference call with the Mayor of Rochelle Park regarding the re-opening of businesses in Rochelle Park. She received some helpful information and the owner of Shoprite in Rochelle Park was on the call. He offered to share some best practices that worked for him. On May 27, 2020, administration received a temperature scan device from the County for us to use to take employees' temperature as they come in to work. We requested a second temperature scan device because we have 160 employees on Floor 5 that will benefit from having their own. Administration drafted a temporary policy that we shared with our Labor Attorney for review. Also, we are waiting on a policy from the County of Bergen regarding the same. Our Fiscal Officer is putting invoices together to send to the County for COVID-19 reimbursement. The County received some federal funds for COVID-19 expenses. The State has come up with a document upload feature for clients to upload verifications when they apply online. This may help reduce the number of applications counties deny due to lack of verifications. We now have signage throughout the building to remind staff to wear masks and follow the social distancing guidelines. The employees who work at the office are seated six feet apart. We have ordered plexiglass for the office cubicle partitions. We will need more for the aisle cubicles, but we did not want to go over the \$50,000 approved last month. We are still researching this and will come back next month with a plan and an estimate for the Board's review and approval.

For the record, Elaine K. Meyerson arrived at approximately 4:45 p.m.

A motion to reschedule the Tuesday, July 7, 2020 Board Meeting date to **Thursday, July 9, 2020** was offered by Freeholder Tracy S. Zur, 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 hold the Thursday, July 9, 2020 and August 4, 2020 Board Meetings by way of audio teleconference was offered by Freeholder Tracy S. Zur, 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				

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from May 1 to May 31, 2020 the agency received Medicaid recoveries in the amount of \$93,343.18. No new cases were referred to the Prosecutor's office during the month of May.

(b) Audit & Budget Committee

Freeholder Tracy S. Zur reported that the Freeholder Budget Hearings are scheduled for next week and that Adina Yacoub can expect to receive an e-mail next week.

(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, July 9, 2020 at 4:30 p.m.** in the 4th floor Board Room.

Action Items:

Resolutions:

- (a) 2020.6.02 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2020.6.02 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2020.6.02 (3) – Resolution Authorizing a Change in Employment from Part-Time to Full Time for One Confidential Keyboarding Clerk 1
- (d) 2020.6.02 (4) – Resolution Authorizing a Change in Employment from One Part-Time Human Services Specialist 1 to One Full-Time Human Services Specialist 1
- (e) 2020.6.02 (5) – Resolution Authorizing a Change in Employment from One Part-Time Human Services Aide to Full-Time Human Services Aide
- (f) 2020.6.02 (6) – Resolution Approving QLess Queue System
- (g) 2020.6.02 (7) – Resolution Approving Disposal and/or Recycling of Office Equipment
- (h) 2020.6.02 (8) – Resolution Approving Memorandum of Understanding with New Jersey Department of Human Services
- (i) 2020.6.02 (9) – Resolution Approving A&A Maintenance Invoice
- (j) 2020.6.02 (10) – 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

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

A motion to discuss and approve Resolution (j) 2020.6.02 (10) 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 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			

The Board went into Closed Session at approximately 5:05 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss the Closed Session minutes of May 5, 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 5:15 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 May 5, 2020

A motion to approve the closed session minutes of May 5, 2020 was offered by Freeholder Tracy S. Zur, 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			
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 5:18 p.m. was offered by Elaine K. Meyerson, 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			

Respectfully submitted,



Adina Yacoub
Director