

AGENDA

BERGEN COUNTY BOARD OF SOCIAL SERVICES

August 4, 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 July 9, 2020
- VI. Treasurer's Report
 - (a) Bills List
 - (b) Schedule of Vouchers
 - (c) Discussion regarding Draft 2019 Audit Report
- VII. Administration Report
 - (a) Monthly Reports – Statistical & Financial
 - (b) Memoranda to the Board
- VIII. Chairman's Report
 - (a) Discussion regarding future meeting dates by way of audio teleconference or in person for September – December 2020.
- 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, September 1, 2020
- XII. Action Items
 - Resolutions:
 - (a) 2020.8.04 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
 - (b) 2020.8.04 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
 - (c) 2020.8.04 (3) – Resolution Authorizing a Change in Hours from Part Time to Full Time for One Clerk 1
 - (d) 2020.8.04 (4) – Resolution Authorizing a Change in Employment from Part-Time Clerk 1 to Part-Time Human Services Aide Bilingual/Korean
 - (e) 2020.8.04 (5) – Resolution Approving Renewal of Public Health Shared Services Agreement with Bergen County
 - (f) 2020.8.04 (6) – Resolution Approving COVID-19 Revised Policy

(g) 2020.8.04 (7) – 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 July 9, 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 July 9, 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. 2020.8.04 (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 August 4, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: August 4, 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. 2020.8.04 (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 August 4, 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 August 4, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: August 4, 2020

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ERIN N. DELANEY	SECRETARY TREASURER				
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER				
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SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.8.04 (3)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION AUTHORIZING A CHANGE IN HOURS FROM PART TIME TO FULL TIME FOR ONE CLERK 1

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

WHEREAS, the position of full-time Clerk 1 was duly posted and advertised by the Board; and

WHEREAS, interviews were conducted for the position of full-time Clerk 1; and

WHEREAS, it is the recommendation of the Director that Jennifer Uribe be appointed to the position of full-time Clerk 1 effective on or after August 4, 2020 at an annual salary of \$38,048.

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby approves of the change in hours for Jennifer Uribe to the position of full-time Clerk 1 effective on or after August 4, 2020 at an annual salary of \$38,048; and

BE IT FURTHER RESOLVED, that the Director is hereby authorized and directed to notify Jennifer Uribe of her full-time employment with the Bergen County Board of Social Services effective on or after August 4, 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 Jennifer Uribe.

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 August 4, 2020.

ATTEST:

APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: August 4, 2020

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ERIN N. DELANEY	SECRETARY TREASURER				
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ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.8.04 (4)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

**A RESOLUTION AUTHORIZING A CHANGE IN EMPLOYMENT FROM PART TIME CLERK 1
TO PART TIME HUMAN SERVICES AIDE BILINGUAL/KOREAN**

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

WHEREAS, the position of part-time Human Services Aide Bilingual/Korean was duly posted and advertised by the Board; and

WHEREAS, interviews were conducted for the position of part-time Human Services Aide Bilingual/Korean; and

WHEREAS, it is the recommendation of the Director that Kyungjun Han be appointed to the position of part-time Human Services Aide Bilingual/Korean effective on or after August 4, 2020 at an annual salary of \$31,461.

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby approves of the change in employment of Kyungjun Han to the position of part-time Human Services Aide Bilingual/Korean effective on or after August 4, 2020 at an annual salary of \$31,461; and

BE IT FURTHER RESOLVED, that the Director is hereby authorized and directed to notify Kyungjun Han of his part time employment with the Bergen County Board of Social Services effective on or after August 4, 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 Kyungjun Han.

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 August 4, 2020.

ATTEST:

APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: August 4, 2020

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ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.8.04 (5)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

**RESOLUTION APPROVING RENEWAL OF PUBLIC HEALTH SHARED SERVICES
AGREEMENT WITH BERGEN COUNTY**

WHEREAS, the Bergen County Board of Social Services previously entered into a Public Health Shared Services Agreement with the County of Bergen Department of Health Services for an Employee Assistance Program (“EAP”) for a contract term effective October 1, 2017 through December 31, 2020; and

WHEREAS, due to the COVID-19 pandemic, the County of Bergen has made a decision to maintain the cost of the shared service agreement for the year 2021 and renew same at the same fee of \$5,319.20; and

WHEREAS, the Director and the Board Attorney have reviewed this matter and recommend the renewal of the public health shared services agreement with the County of Bergen for the year 2021 at the same cost of \$5,319.20.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the renewal of the Public Health Shared Services Agreement for the Employee Assistance Program between the Board and the Bergen County Department of Health Services, for the year 2021 at a cost of \$5,319.20 be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Director is hereby authorized and directed to execute the signature page attached hereto and incorporated herein by reference 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 signed Resolution together with the executed signature page to the Bergen County Department of Health Services 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 August 4, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: August 4, 2020

Offered by:

Seconded by:

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SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.8.04 (6)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION APPROVING COVID-19 REVISED POLICY

WHEREAS, at the May 5, 2020 Bergen County Board of Social Services meeting, the Board adopted a resolution approving a policy statement to all employees with regard to the COVID-19 Remote Access and Absentee Policy; and

WHEREAS, the Director in collaboration with the Labor Counsel desire to revise the Remote Access and Absentee Policy as the Board moves closer to a “return to normalcy” schedule; and

WHEREAS, the Director and Board Attorney have reviewed this matter and recommend that the revised policy, a copy of which is attached hereto and incorporated herein by reference, be approved.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the COVID-19 Revised Policy Changes, 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 terms of the revised 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 August 4, 2020.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: August 4, 2020

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ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.8.04 (7)

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 July 9, 2020 that an Executive Session closed to the public shall be held on August 4, 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: August 4, 2020