

# AGENDA

## BERGEN COUNTY BOARD OF SOCIAL SERVICES

September 1, 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 August 4, 2020
- VI. Treasurer's Report
  - (a) Bills List
  - (b) Schedule of Vouchers
  - (c) Final 2019 Audit Report
- VII. Administration Report
  - (a) Monthly Reports – Statistical & Financial
  - (b) Memoranda to the Board
- VIII. Chairman's Report
  - (a) Discussion regarding future Board Meeting dates October– 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, October 6, 2020
- XII. Action Items
  - Resolutions:
    - (a) 2020.9.01 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
    - (b) 2020.9.01 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
    - (c) 2020.9.01 (3) – Resolution Authorizing a Change in Hours for One Part-Time Records Support Technician 1 to Full-Time Records Support Technician 1
    - (d) 2020.9.01 (4) – Resolution Authorizing a Change in Hours for One Part-Time Human Services Aide to Full-Time Human Services Aide Bilingual Spanish/English Preferred
    - (e) 2020.9.01 (5) – Authorizing the Advertisement and Offer of Employment for One Part-Time Clerk 1 Bilingual Spanish/English Preferred

- (f) 2020.9.01 (6) – Resolution Approving Memorandum of Agreement with County of Bergen to Combat Spread of COVID-19
- (g) 2020.9.01 (7) – Resolution Approving Flooring Proposal
- (h) 2020.9.01 (8) – 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) No Closed Session Minutes of August 4, 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) No Closed Session Minutes of August 4, 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. 2020.9.01 (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 September 1, 2020.

ATTEST:

SO APPROVED:

\_\_\_\_\_  
ERIN N. DELANEY  
Secretary-Treasurer

\_\_\_\_\_  
WILLIAM E. CONNELLY  
Chairman

Date of Adoption: September 1, 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. 2020.9.01 (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 September 1, 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 September 1, 2020.

ATTEST:

SO APPROVED:

\_\_\_\_\_  
ERIN N. DELANEY  
Secretary-Treasurer

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WILLIAM E. CONNELLY  
Chairman

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No. 2020.9.01 (3)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING A CHANGE IN HOURS FOR ONE (1) PART-TIME RECORDS SUPPORT TECHNICIAN 1 TO FULL-TIME RECORDS SUPPORT TECHNICIAN 1**

**WHEREAS**, the Board has a need to change hours for one Part-Time Records Support Technician 1 to Full-Time Records Support Technician 1 effective on or after September 1, 2020; and

**WHEREAS**, the Director has been given authorization to advertise, internally, and increase hours for one Part-Time Records Support Technician 1.

**NOW THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby authorizes the Director to advertise, internally, and increase hours for one (1) Part-Time Records Support Technician 1 to one (1) Full-Time Records Support Technician 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 September 1, 2020.

ATTEST:

SO APPROVED:

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ERIN N. DELANEY  
Secretary-Treasurer

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WILLIAM E. CONNELLY  
Chairman

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SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.9.01 (4)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING A CHANGE IN HOURS FOR ONE (1) PART-TIME HUMAN SERVICES AIDE TO FULL-TIME HUMAN SERVICES AIDE BILINGUAL SPANISH/ENGLISH PREFERRED**

**WHEREAS**, the Board has a need to change hours for one Part-Time Human Services Aide to Full-Time Human Services Aide preferred Bilingual Spanish/English effective on or after September 1, 2020; and

**WHEREAS**, the Director has been given authorization to advertise, internally, and increase hours for one Part-Time Human Services Aide.

**NOW THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby authorizes the Director to advertise, internally, and increase hours for one (1) Part-Time Human Services Aide to one (1) Full-Time Human Services Aide preferred Bilingual Spanish/English; 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 September 1, 2020.

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SO APPROVED:

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ERIN N. DELANEY  
Secretary-Treasurer

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SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.9.01 (5)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING THE ADVERTISEMENT AND OFFER OF EMPLOYMENT FOR ONE (1) PART-TIME CLERK 1 BILINGUAL SPANISH/ENGLISH PREFERRED**

**WHEREAS**, the Board has a need to hire one (1) external Part-Time Clerk 1 Bilingual Spanish/English on or after September 1, 2020; and

**WHEREAS**, the Director has been given authorization to advertise, interview, and offer employment, externally, for one (1) Part-Time Clerk 1 Bilingual Spanish/English.

**NOW THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby authorizes the Director to advertise, interview, and offer employment for one (1) Part-Time Clerk 1 Bilingual Spanish/English; 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 September 1, 2020.

ATTEST:

SO APPROVED:

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ERIN N. DELANEY  
Secretary-Treasurer

\_\_\_\_\_  
WILLIAM E. CONNELLY  
Chairman

Date of Adoption: September 1, 2020

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ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.9.01 (6)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**RESOLUTION APPROVING MEMORANDUM OF AGREEMENT WITH COUNTY OF BERGEN TO COMBAT SPREAD OF COVID-19**

**WHEREAS**, the County of Bergen seeks to enter into a Memorandum of Agreement with the Bergen County Board of Social Services (hereinafter the “Board”) in order to provide for the sharing of equipment and related supplies in an effort to combat the spread of COVID-19; and

**WHEREAS**, in accord with the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., the County of Bergen and the Board are each authorized by law to enter into an agreement with each other to provide jointly for any lawful service to and for the residents of the County of Bergen; and

**WHEREAS**, the Board has engaged in discussions with the County of Bergen regarding the County providing for use by the Board during the COVID-19 pandemic of Seek Scan units and other equipment and supplies acquired by the County with monies received through the CARES Act; and

**WHEREAS**, the Director and Board Attorney have reviewed the Memorandum of Agreement between the Board and the County of Bergen, a copy of which is 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 Memorandum of Agreement between the County of Bergen and the Board for the sharing of equipment and related supplies to combat the spread of COVID-19, 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 is hereby authorized and directed to execute the Memorandum of Agreement between the Board and County of Bergen; and

**BE IT FURTHER RESOLVED**, that the Board Secretary is hereby authorized and directed to forward a copy of this Resolution together with the signed Memorandum of Agreement to the County of Bergen 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 September 1, 2020.

ATTEST:

SO APPROVED:

\_\_\_\_\_  
ERIN N. DELANEY  
Secretary Treasurer

\_\_\_\_\_  
WILLIAM E. CONNELLY  
Chairman

Date of Adoption: September 1, 2020

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ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.9.01 (7)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION APPROVING FLOORING PROPOSAL**

**WHEREAS**, the Bergen County Board of Social Services desires to install new flooring on the 5<sup>th</sup> Floor of the Board offices; and

**WHEREAS**, Hannon Floors has submitted a proposal for the 5<sup>th</sup> floor in the amount not to exceed \$160,000.00, a copy of which is attached hereto and incorporated herein by reference; and

**WHEREAS**, Hannon Floors is a State approved contractor provided by the Qualified Purchasing Agent; and

**WHEREAS**, the Qualified Purchasing Agent and Fiscal Officer have reviewed this matter and recommend that the Board install flooring on the 5<sup>th</sup> Floor and in accord with the proposal submitted by Hannon Floors; and

**WHEREAS**, the Board Attorney has prepared a contract agreement between the Board and Hannon Floors for the flooring replacement on the 5<sup>th</sup> floor, a copy of which is attached hereto and incorporated herein by reference and recommends the approval of same.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bergen County Board of Social Services that the proposal submitted by Hannon Floors to install flooring on the 5<sup>th</sup> Floor of the Board office in the amount not to exceed \$160,000.00 be and is hereby approved; and

**BE IT FURTHER RESOLVED** that the Chairman be and he is hereby authorized and directed to execute the contract agreement attached hereto and incorporated herein by reference between the Board and Hannon Floors; and

**BE IT FURTHER RESOLVED**, that a copy of this resolution together with the signed contract agreement shall be forwarded to Hannon Floors, 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 September 1, 2020.

ATTEST:

SO APPROVED:

\_\_\_\_\_  
ERIN N. DELANEY  
Secretary Treasurer

\_\_\_\_\_  
WILLIAM E. CONNELLY  
Chairman

Date of Adoption: September 1, 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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YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.9.01 (8)

**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 August 4, 2020 that an Executive Session closed to the public shall be held on September 1, 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: September 1, 2020