

# AGENDA

## BERGEN COUNTY BOARD OF SOCIAL SERVICES

November 5, 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 October 6, 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
  - (a) Discussion regarding platform for December Board Meeting
- 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, December 1, 2020
- XII. Action Items
  - Resolutions:
    - (a) 2020.11.05 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
    - (b) 2020.11.05 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
    - (c) 2020.11.05 (3) – Resolution Authorizing the Advertisement and Offer of Employment for One Full-Time Data Processing Programmer
    - (d) 2020.11.05 (4) – Resolution Authorizing to Offer Employment for One Full-Time Social Worker
    - (e) 2020.11.05 (5) – Authorizing the Advertisement and Offer of Employment for One Part-Time Clerk 1
    - (f) 2020.11.05 (6) – Resolution Authorizing Purchase of Preventative and Protective Supplies through CARES and CRF Funding
    - (g) 2020.11.05 (7) – Resolution Approving Memorandum of Understanding with County of Bergen

- (h) 2020.11.05 (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 October 6, 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 October 6, 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. 2020.11.05 (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 November 5, 2020.

ATTEST:

SO APPROVED:

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

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

Date of Adoption: November 5, 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. 2020.11.05 (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 November 5, 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 November 5, 2020.

ATTEST:

SO APPROVED:

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

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

Date of Adoption: November 5, 2020

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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. 2020.11.05 (3)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING THE ADVERTISEMENT AND OFFER OF EMPLOYMENT FOR ONE FULL-TIME DATA PROCESSING PROGRAMMER**

**WHEREAS**, the Board has a need to offer employment to one (1) internal Full-Time Data Processing Programmer on or after November 5, 2020; and

**WHEREAS**, the Director has been given authorization to advertise, internally, and offer employment for one (1) Full-Time Data Processing Programmer.

**NOW, THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby authorizes the Director to advertise an employment opportunity for one Full-Time Data Processing Programmer on or after November 5, 2020; 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 November 5, 2020.

ATTEST:

APPROVED:

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ERIN N. DELANEY  
Secretary-Treasurer

---

WILLIAM E. CONNELLY  
Chairman

Date of Adoption: November 5, 2020

Offered by:

Seconded by:

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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				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2020.11.05 (4)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING TO OFFER EMPLOYMENT FOR ONE FULL-TIME SOCIAL WORKER**

**WHEREAS**, the Board has a need to offer employment to one (1) Full-Time Social Worker; and

**WHEREAS**, the Director has been given authorization to internally interview and offer employment for one (1) Full-Time Social Worker.

**WHEREAS**, a civil service examination was conducted for the position of Social Worker; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby authorizes the Director to internally interview and offer employment to one Full-Time Social Worker; 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 November 5, 2020.

ATTEST:

APPROVED:

---

ERIN N. DELANEY  
Secretary-Treasurer

---

WILLIAM E. CONNELLY  
Chairman

Date of Adoption: November 5, 2020

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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. 2020.11.05 (5)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING THE ADVERTISEMENT AND OFFER OF EMPLOYMENT FOR ONE (1) PART-TIME CLERK 1**

**WHEREAS**, the Board has a need to hire one (1) Part-Time Clerk 1 on or after November 5, 2020; and

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

**NOW THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby authorizes the Director to advertise and offer employment for one (1) Part-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 November 5, 2020.

ATTEST:

SO APPROVED:

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

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

Date of Adoption: November 5, 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. 2020.11.05 (6)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**RESOLUTION AUTHORIZING PURCHASE OF PREVENTATIVE AND PROTECTIVE SUPPLIES THROUGH CARES AND CRF FUNDING**

**WHEREAS**, the Bergen County Board of Social Services seeks to purchase preventative and protective supplies due to the COVID-19 pandemic; and

**WHEREAS**, in accord with the Cares Act and the Coronavirus Relief Fund (“CRF”), the County of Bergen and the State of New Jersey have received federal funding to reimburse county entities for COVID related preventative and protective supplies; and

**WHEREAS**, said funds can be used for the purchase and reimbursement of documented COVID related expenses, including overtime, occurring between the period September 1, 2020 and December 1, 2020 for CRF and an as of yet undefined end date for Cares Act funds and

**WHEREAS**, the Director and Board Attorney have reviewed this matter and recommend the purchase of preventative and protective supplies for the Board due to the COVID-19 pandemic.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bergen County Board of Social Services that the purchase of preventative and protective supplies for the Board due to the COVID-19 pandemic be and are hereby approved; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to submit documentation to the County of Bergen for Cares Act eligible purchases reflecting the preventative and protective supplies, and for CRF purchases, the Attestation Form and CRF Voucher Worksheet in accord with the State of New Jersey's instructions for items purchased during the period September 1, 2020 thru December 1, 2020 due to COVID-19 together with a State of New Jersey Payment Voucher; 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 November 5, 2020.

ATTEST:

SO APPROVED:

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

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

Date of Adoption: November 5, 2020

Offered by:

Seconded by:

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WILLIAM E. CONNELLY	CHAIRMAN				
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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. 2020.11.05 (7)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING WITH COUNTY OF BERGEN**

**WHEREAS**, the County of Bergen seeks to enter into a Memorandum of Understanding with the Bergen County Board of Social Services (hereinafter the “Board”) in order to case manage the transitional family shelter located at 40 Passaic Street, Hackensack, New Jersey; and

**WHEREAS**, the County of Bergen has prepared a Memorandum of Understanding outlining the terms of same, a copy of which is attached hereto and incorporated herein by reference; and

**WHEREAS**, the Director and Board Attorney have reviewed the Memorandum of Understanding between the County of Bergen and the Board 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 Understanding between the County of Bergen and the Board

in order to case manage the transitional family shelter located at 40 Passaic Street, Hackensack, 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 Understanding 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 Understanding 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 November 5, 2020.

ATTEST:

SO APPROVED:

---

ERIN N. DELANEY  
Secretary Treasurer

---

WILLIAM E. CONNELLY  
Chairman

Date of Adoption: November 5, 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. 2020.11.05 (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 October 6, 2020 that an Executive Session closed to the public shall be held on November 5, 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: November 5, 2020