

# AGENDA

## BERGEN COUNTY BOARD OF SOCIAL SERVICES

July 6, 2021 - 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 1, 2021
- 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 in regard to platform for next month's Board Meeting (Webex or in person)
- 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 3, 2021 at 4:30 p.m.
- XII. Action Items
  - Resolutions:
    - (a) 2021.7.06 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
    - (b) 2021.7.06 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
    - (c) 2021.7.06 (3) – Resolution Authorizing a Promotion for One Full-Time Assistant Administrative Supervisor of Income Maintenance to Provisional Full-Time Administrative Supervisor of Income Maintenance
    - (d) 2021.7.06 (4) – Resolution Authorizing Rescinding Resolution 2021.6.01 (6) Authorizing the Hiring of One External Part-Time Human Services Aide
    - (e) 2021.7.06 (5) – Resolution Authorizing the Hiring of One External Part-Time Human Services Aide
    - (f) 2021.7.06 (6) – Resolution Authorizing a Change in Hours for One Internal Part-Time Keyboarding Clerk 1 to Full-Time Keyboarding Clerk 1

- (g) 2021.7.06 (7) – Resolution Authorizing the Advertisement and Offer of Employment for One External Part-Time Clerk 1
- (h) 2021.7.06 (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) Discussion regarding Closed Session Minutes of June 1, 2021
- (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 of June 1, 2021

**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	BERGEN COUNTY COMMISSIONER				
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2021.7.06 (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 6, 2021.

ATTEST:

SO APPROVED:

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

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

Date of Adoption: July 6, 2021

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	BERGEN COUNTY COMMISSIONER				
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2021.7.06 (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 6, 2021; 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 6, 2021.

ATTEST:

SO APPROVED:

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ERIN N. DELANEY  
Secretary-Treasurer

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WILLIAM E. CONNELLY  
Chairman

Date of Adoption: July 6, 2021

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	BERGEN COUNTY COMMISSIONER				
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2021.7.06 (3)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING A PROMOTION FOR ONE FULL-TIME ASSISTANT ADMINISTRATIVE SUPERVISOR OF INCOME MAINTENANCE TO PROVISIONAL FULL-TIME ADMINISTRATIVE SUPERVISOR OF INCOME MAINTENANCE**

**WHEREAS**, the Bergen County Board of Social Services is in need of authorizing a change in employment for one employee from one Full-Time Assistant Administrative Supervisor to Provisional Full-Time Administrative Supervisor of Income Maintenance; and

**WHEREAS**, the position of Provisional Full-Time Administrative Supervisor of Income Maintenance was duly posted and advertised by the Board; and

**WHEREAS**, interviews were conducted for the position of Provisional Full-Time Administrative Supervisor of Income Maintenance; and

**WHEREAS**, it is the recommendation of the Director that Allan Larobardier be appointed to the position of Provisional Full-Time Administrative Supervisor of Income Maintenance effective on or after 7/06/21 at an annual salary of \$124,533.

**NOW THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby approves of the change in employment of Allan Larobardier to the position of Provisional Full-Time Administrative Supervisor of Income Maintenance effective on or after 7/06/21 at an annual salary of \$124,533; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to notify Allan Larobardier of his Full-Time employment with the Bergen County Board of Social Services effective on or after 7/06/21; 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 Allan Larobardier.

**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 6, 2021.

**ATTEST:**

**APPROVED:**

---

ERIN N. DELANEY  
Secretary-Treasurer

---

WILLIAM E. CONNELLY  
Chairman

Date of Adoption: July 6, 2021



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	BERGEN COUNTY COMMISSIONER				
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2021.7.06 (4)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**RESOLUTION AUTHORIZING RESCINDING RESOLUTION 2021.6.01 (6)**

**WHEREAS**, the Bergen County Board of Social Services (hereinafter the “Board”), at its June 1, 2021 meeting, adopted Resolution No. 2021.6.01 (6) Authorizing the Hiring of One External Part-Time Human Services Aide on or after June 1, 2021; and

**WHEREAS**, it is necessary to rescind Resolution No. 2021.6.01 (6) Authorizing the Hiring of One External Part-Time Human Services Aide; and

**WHEREAS**, the Director has reviewed this matter and recommends that Resolution No. 2021.6.01 (6) be rescinded in its entirety.

**NOW THEREFORE, BE IT RESOLVED**, by the Bergen County Board of Social Services that Resolution No. 2021.6.01 (6) 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 6, 2021.

ATTEST:

SO APPROVED:

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ERIN N. DELANEY  
Secretary-Treasurer

---

WILLIAM E. CONNELLY  
Chairman

Date of Adoption: July 6, 2021

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	BERGEN COUNTY COMMISSIONER				
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2021.7.06 (5)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING THE HIRING OF ONE EXTERNAL PART-TIME  
HUMAN SERVICES AIDE**

**WHEREAS**, the Bergen County Board of Social Services is in need of hiring a Part-Time Human Services Aide; and

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

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

**WHEREAS**, it is the recommendation of the Director that Cynthia Ludena be appointed to the position of Part-Time Human Services Aide effective on or after 7/06/21 at an annual salary of \$31,461 pending the outcome of a satisfactory background check.

**NOW THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby approves of the hiring of Cynthia Ludena to the position of Part-Time Human Services Aide effective on or after July 6, 2021 at an annual salary of \$31,461 pending the outcome of a satisfactory background check; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to notify Cynthia Ludena of her employment with the Bergen County Board of Social Services effective on or after 7/06/21; 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 Cynthia Ludena.

**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 6, 2021.

**ATTEST:**

**APPROVED:**

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

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

Date of Adoption: July 6, 2021

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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. 2021.7.06 (6)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING A CHANGE IN HOURS FOR ONE (1) INTERNAL PART-TIME KEYBOARDING CLERK 1 TO FULL-TIME KEYBOARDING CLERK 1**

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

**WHEREAS**, the Director has been given authorization to advertise and increase hours of one (1) internal Part-Time Keyboarding 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) internal Part-Time Keyboarding Clerk 1 to one (1) Full-Time Keyboarding 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 6, 2021.

ATTEST:

SO APPROVED:

---

ERIN N. DELANEY  
Secretary-Treasurer

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WILLIAM E. CONNELLY  
Chairman

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RANDI DUFFIE	VICE CHAIRWOMAN				
ERIN N. DELANEY	SECRETARY TREASURER				
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER				
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THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2021.7.06 (7)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

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

**WHEREAS**, the Board has a need to hire one (1) external Part-Time Clerk 1 on or after July 6, 2021;

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) external 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 July 6, 2021.

ATTEST:

SO APPROVED:

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

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

Date of Adoption: July 6, 2021



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	BERGEN COUNTY COMMISSIONER				
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				
JOHN E. TEN HOEVE, JR., ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2021.7.06 (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 mater 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) discussion regarding contract negotiations with CWA Local 1089 and CWA Local 1031.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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) \_\_\_\_\_. 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 1, 2021 that an Executive Session closed to the public shall be held on July 6, 2021 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 6, 2021