

**Minutes of the Meeting
of the
Bergen County Board of Social Services
July 6, 2021**

PRESENT: William E. Connelly, Jr., Chairperson (Arrived Late)
Randi Duffie, Vice-Chairperson
Erin N. Delaney, Secretary Treasurer
Elaine K. Meyerson, Assistant Secretary Treasurer
Tracy S. Zur, Bergen County Commissioner, Board Member (Arrived Late)
Thomas J. Sullivan, Bergen County Commissioner, 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 July 6, 2021 at 4:30 p.m. by way of Webex video/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 July 6, 2021 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2021, 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 June 18, 2021 and to the Herald News, which was published on June 18, 2021.

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 June 14, 2021.
A quorum being achieved, the Board met in Public Session.

PUBLIC SESSION:

In Chairman William E. Connelly’s absence, Vice Chairwoman Randi Duffie chaired the meeting.

Flag Salute

Vice Chairwoman Randi Duffie 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	BERGEN COUNTY COMMISSIONER		X
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER	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

Vice Chairwoman Randi Duffie 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 Commissioner 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	BERGEN COUNTY COMMISSIONER				X
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER	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, Vice Chairwoman Randi Duffie 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 Susan Silverstein, seconded by Erin N. Delaney, 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	BERGEN COUNTY COMMISSIONER				X
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER	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 June 1, 2021

Vice Chairwoman Randi Duffie requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of June 1, 2021 was offered by John E. Ten Hoeve, Jr., Esq., seconded by Commissioner 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	BERGEN COUNTY COMMISSIONER				X
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER	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, Chairman William E. Connelly and Commissioner Tracy S. Zur arrived late and were now present.

Vice Chairwoman Randi Duffie respectfully turned over the gavel to Chairman William E. Connelly, and he chaired the remainder of the meeting.

Treasurer's Report:

(a) Bills List:

Chairman William E. Connelly requested a motion to approve the Bill's List. A motion to approve the Bill's List was offered by Susan Silverstein, seconded by Commissioner Tracy S. Zur, 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	BERGEN COUNTY COMMISSIONER	X			
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER	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 Commissioner Tracy S. Zur, 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	BERGEN COUNTY COMMISSIONER	X			
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER	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			

Scott Modery reported that our audit is underway, and it is mostly virtual.

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 decreased from 236 to 232 and is down by 4 cases from last month and compared to one year ago it went down by 62 cases, SNAP (Supplemental Nutrition Assistance Program) caseload increased from 22,230 to 22,450 and is up by 220 cases from last month and compared to one year ago it went up by 2,808 cases, GA (General Assistance) caseload decreased from 437 to 427 and is down by 10 cases and compared to one year ago it went down by 121 cases, and Medicaid individuals decreased from 35,365 to 35,460 and is down by 1,099 individuals.

In June, the agency received a total of 1,097 cash and SNAP applications compared to May when we received 1,305 cash and SNAP applications. In June, we received 1,157 new Medicaid applications compared to May when we received 888 Medicaid new applications. In June, we processed 3,116 new applications compared to May when we processed 2,341 new applications.

In June, we processed 8,883 actions compared to May when we processed 7,784 total actions. We continue to remain timely with our processing of TANF, GA, SNAP, and Medicaid applications. We are first in the State with our Medicaid renewals.

In the month of June, our Emergency Assistance Unit assisted homeless individuals and families. Currently, we have 32 individuals/families in motels. We have 16 families in the HEARTS Program, 8 in the Emergency Shelter, and 8 in TANF/Bridge side. We have 5 families placed at the Center for Hope and Safety (DV shelter). We have 122 clients on Temporary Rental Assistance cases. We have 253 active DDD cases. The Emergency Assistance Unit has been working on obtaining documentation that will allow our SSI TRA to transition to DCA vouchers. We have also been collecting housing ready documents for our motel placed clients so that they can take advantage of new rapid rehousing initiatives funded through COVID dollars.

(b) Memoranda to the Board

Adina Yacoub reported that the following actions were initiated or occurred in June 2021. All our staff returned to the office today and Management and Labor welcomed everyone back. The Board provided a welcome back package, and CWA 1089 provided lunch for everyone. For ABD clients we mailed 3,712 SNAP applications and 578 were returned; about 16%. Out of 578 returned: 391 were approved, 178 were denied, and 9 are pending. For the FamilyCare clients, we mailed out 1,783 SNAP applications. So far: 161 were returned, 56 approved, 59 denied, and 46 are still pending. This initiative thus far provided 5,495 households an opportunity to apply and so far 447 families are approved and receiving SNAP benefits. Maximum SNAP benefits have been extended to July. Our Burial Assistance Program offers burial assistance to individuals who are active on Medicaid and don't have the funds for a proper burial. In June 2021 we had 18 inquiries, 30 approved cases, and 2 denied cases. We paid out \$60,660 in assistance and recovered \$11,994 from those who had PNA (personal needs allowance accounts). HEARTS now has a new supervisor, Sonia Aufiero, and her team under the direction of Maria Aberasturi are making progress. Last week, Administration met with the County and expressed the need to expand the Emergency Shelter units since the Bridge Housing units is decreasing while the Emergency Shelter is increasing. We had three families on a waiting list for emergency units. Within 24 hours the HEARTS team and folks from the County made it happen. She expressed special thanks for good team work. Moving forward, we will designate 15 units for TANF Bridge Housing and 15 for Emergency Shelter. Currently, we have 8 emergency units occupied and 2 undergoing repairs. We have 20 TANF units but only 9 are occupied and 11 unused. Adina Yacoub's expectation is that once unemployment benefits terminate in September we will see more TANF cases and more TANF units occupied. There are ongoing negotiations between the Negotiations Committee and CWA 1089 and CWA 1031. The Board's Labor Counsel will update the members in Closed Session this afternoon. We currently have about 173 employees who are fully vaccinated, which is about 75% of staff. In order to open to the public, we need more people vaccinated especially those who deal with clients. In order to assist families who may be losing their eviction moratorium, we came up with a screening tool that was shared with the Bergen County Court System. They agreed to share it with tenants, as well as, post it in various locations in the Court House so tenants can see it. A special thanks to Michael Sluka, Esq., Maria Aberasturi, and Allan Larobardier. On June 30, 2021, Adina Yacoub

attended her first in person meeting since COVID with the Municipal Welfare Directors and Social Workers of NJ Association.

Chairman's Report

Chairman William E. Connelly mentioned that he hoped everyone had a nice Fourth of July. He also mentioned that the Board will meet by way of Webex on Tuesday, August 3, 2021 with the hopes of meeting in person in September.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from June 1 to June 30, 2021 the agency received Medicaid recoveries in the amount of \$48,361.36 and the year-to-date 2021 is \$143,692.53. No new cases were referred to the Prosecutor's office during the month of June.

(b) Audit & Budget Committee

Commissioner Tracy S. Zur reported that the Bergen County Commissioners have scheduled Budget Hearings and they will begin on July 12, 2021 through July 23, 2021.

(c) Building & Grounds Committee

No report.

OLD BUSINESS:

None

NEW BUSINESS:

(a) Next Board Meeting Date

The next Board Meeting is scheduled to be held virtually on **Tuesday, August 3, 2021 at 4:30 p.m.** by way of **Webex.**

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

A motion to approve Resolutions (a) – (g) was offered by John E. Ten Hoeve, Jr., Esq., seconded by Erin N. Delaney, 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	BERGEN COUNTY COMMISSIONER	X			
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER	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 (h) 2021.7.06 (8) 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 and to go into Closed Session was offered by Randi Duffie, seconded by John E. Ten Hoeve, Jr., Esq., 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	BERGEN COUNTY COMMISSIONER	X			
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER	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 5:02 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss closed session minutes, personnel matters, litigation, and collective bargaining negotiations. 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 30 minutes

at which time the Board will reopen the meeting and may take further public action in matters dealing with the Bergen County Board of Social Services. The public will be able to access the meeting remotely once the meeting reopens in Open Session.

OPEN SESSION:

The Board reconvened in Open Session at approximately 5:41 p.m.

Adoption of Minutes:

Closed Session Minutes of June 1, 2021

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of June 1, 2021 was offered by Commissioner 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	BERGEN COUNTY COMMISSIONER	X			
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER	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 5:42 p.m. was offered by Elaine K. Meyerson, 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	BERGEN COUNTY COMMISSIONER	X			
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER	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