

**Minutes of the Meeting
of the
Bergen County Board of Social Services
November 4, 2021**

PRESENT: William E. Connelly, Jr., Chairperson
Elaine K. Meyerson, Assistant Secretary Treasurer
Tracy S. Zur, Bergen County Commissioner, Board Member
Thomas J. Sullivan, B.C. Commissioner, Board Member (Arrived Late)
John E. Ten Hoeve, Jr., Esq., County Adjuster (Arrived Late)
Susan Silverstein, Board Member
John L. Schettino, Esq., General Counsel
Adina Yacoub, Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Randi Duffie, Vice-Chairperson
Erin N. Delaney, Secretary Treasurer
Yris Encarnacion, Board Member
Alexandra Harwin, Esq., Board Member

A regular meeting of the Bergen County Board of Social Services was held on November 4, 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 November 4, 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 October 21, 2021 and to the Herald News, which was published on October 21, 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 October 18, 2021.

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

PUBLIC SESSION:

Chairman William E. Connelly chaired the meeting.

Flag Salute

Chairman William E. Connelly 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

Chairman William E. Connelly 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 Elaine K. Meyerson, seconded by Susan Silverstein, 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, Chairman William E. Connelly 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 Commissioner Tracy S. Zur, seconded by Elaine K. Meyerson, 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 October 5, 2021

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of October 5, 2021 was offered by Susan Silverstein, seconded by Elaine K. Meyerson, 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, Commissioner Thomas J. Sullivan and John E. Ten Hoeve, Jr., Esq. arrived at approximately 4:44 p.m.

John E. Ten Hoeve, Jr., Esq. mentioned that he had some difficulty logging into Webex, which asked for a password.

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 Elaine K. Meyerson, 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			

(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 Commissioner Tracy S. Zur, seconded by Susan Silverstein, 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			

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 stayed at 220 cases from last month and compared to one year ago it went down by 31 cases, SNAP (Supplemental Nutrition Assistance Program) caseload increased from 23,067 to 23,258 and is up by 191 cases from last month and compared to one year ago it went up by 3,209 cases, GA (General Assistance) caseload stayed at 397 cases and compared to one year ago it went down by 124 cases, and Medicaid individuals increased from 34,030 to 49,148 up by 15,118 individuals. We discovered that the State reports of active Medicaid individuals did not include 14,299 individuals because they were coded a certain way.

In October, the agency received a total of 1,575 new applications for cash and SNAP applications compared to September we received 1,739 applications. In October, we received 1,199 new Medicaid applications compared to September when we received 1,147 applications. The total new applications for October was 2,774 compared to September which was 2,886. In October, we processed 3,227 new applications compared to September when we processed 2,810 new applications. In October, we processed 8,761 total actions compared to September when we

processed 8,628 total actions. We continue to remain timely with our processing of TANF, GA, SNAP, and Medicaid applications.

In the month of October, our Emergency Assistance Unit assisted homeless individuals and families. Currently, we have 20 individuals/families in motels. We have 18 families in the HEARTS Program, 10 in the Emergency Shelter, and 8 in TANF/Bridge side. We have 7 families placed at the Center for Hope and Safety (DV shelter). We had 69 Emergency Assistance applications and 121 clients on Temporary Rental Assistance. We received and placed 17 placements as referrals from 211. We have 255 active DDD cases. The Adult Protective Service (APS) Unit received 104 referrals and currently have 40 open cases.

John E. Ten Hoeve, Jr., Esq. discussed the County and the Bergen County Board of Social Services received threatening letters from the State Health Department regarding complaints filed over two years ago. They claim that they submitted air quality complaints about the BCBSS and carpeting complaints about the County and nothing happened for two years. Neither the BCBSS or the County ever received these letters. They want to check the air quality and the carpeting which has been down for two years now. The County responded to the State and advised that the BCBSS is autonomous and not a County owned structure. John E. Ten Hoeve, Jr., Esq. forwarded a copy of his October 13th letter to Director Adina Yacoub. The BCBSS and County never received these complaints from 2019. On behalf of BCBSS, Adina Yacoub faxed a letter to the N.J. Department of Health regarding their correspondence that the County received but they did not respond as of today.

(b) Memoranda to the Board

Adina Yacoub reported that the following actions were initiated or occurred in October 2021. The agency plans to reopen our doors to the public again on January 3, 2022. The reason it is far in the future is to ensure that more staff members are vaccinated to protect employees and clients. An updated policy was put before the Board tonight to address the reopening and vaccination. We have 211 employees fully vaccinated, which is 94% of our staff. Unfortunately, the majority of the fourteen who are not vaccinated deal directly with the public. For ABD clients we mailed 3,712 SNAP applications and 628 were returned about 17%. Out of 628 returned: 415 were approved, 182 were denied, and 31 are pending. For the FamilyCare clients, we mailed out 1,783 SNAP applications and so far, 262 were returned of which 98 approved, 117 denied, and 47 still pending. This initiative thus far provided 5,495 households an opportunity to apply and so far, 513 families are approved and receiving SNAP benefits. Maximum SNAP benefits have been extended to November. 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 October 2021 we had 20 inquiries, 20 approved cases, and 3 denied cases. We paid out \$68,489 in assistance and recovered \$8,565 from those who had PNA (personal needs allowance accounts). Adina Yacoub thanked Sheri Watson from the Finance Dept. and all who assisted in completing the Docusafe project. All boxes stored in Docusafe were removed, which means we no longer pay storage fees. They screened 5,656 boxes and looked up each case file in each box to see if it could be destroyed and if not, it went to our Lodi storage facility. This project started in August 2018 and was completed in October 2021. This

project will save the agency \$10,000 each year. Now, Finance staff is working on clearing boxes from the Lodi facility. This project was above and beyond their daily work assignments. The agency's Child Support and Paternity Unit went through a data security review and Bergen County is 100% compliant with all the requirements for 2021. She congratulated the staff in that unit. Due to the storm IDA, 14 municipalities in Bergen County were approved by FNS for D-SNAP which is Disaster SNAP benefits for those who were affected by the storm and are not currently on SNAP. Staff will take applications for those residents for one week during the week of 11/15/21. These applications have to be done in person so we will open to the public that week for this purpose. The adopt a family project is going on, and Sue Silverstein is helping us out. We have families that called in to request to be part of this program. Adina Yacoub asked any Board Member who wishes to participate to call or email Michele Darmochwal so that we could match those participating up with a family.

Chairman's Report

Chairman William E. Connelly reiterated if anyone is interested in participating in the Adopt-a-Family program this holiday season to please contact Michele Darmochwal. In regard to the platform for next month's Board Meeting, Chairman William E. Connelly reported that the Board will meet by way of Webex. Chairman William E. Connelly congratulated Commissioner Tracy S. Zur on another three-year term. He wished everyone a happy and healthy Thanksgiving.

Commissioner Thomas J. Sullivan commented that it is a great day for Bergen County that Commissioner Tracy S. Zur is coming back.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

In the absence of the committee, Michele Darmochwal read the committee report into the record. She reported from October 1 to October 31, 2021 the agency received Medicaid recoveries in the amount of \$4,342.94 and the year-to-date 2021 is \$318,804.18. No new cases were referred to the Prosecutor's office during the month of October.

(b) Audit & Budget Committee

No report.

(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 by way of Webex on **Tuesday, December 7, 2021 at 4:30 p.m.**

Action Items:

Resolutions:

- (a) 2021.11.04 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2021.11.04 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2021.11.04. (3) – Resolution Authorizing a Promotion for One Internal Provisional Full-Time Supervisor of Data Processing Programming
- (d) 2021.11.04 (4) – Resolution Authorizing a Promotion for One Internal Provisional Full-Time Senior Account Clerk
- (e) 2021.11.04 (5) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide
- (f) 2021.11.04 (6) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide
- (g) 2021.11.04 (7) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide
- (h) 2021.11.04 (8) – Resolution Authorizing the Hiring of One External Part-Time Records Support Technician 1
- (i) 2021.11.04 (9)– Resolution Authorizing a Change in Hours from One Internal Part-Time Clerk 1 to Full-Time Clerk 1
- (j) 2021.11.04 (10)– Resolution Authorizing a Change in Hours from One Internal Part-Time Clerk 1 to Full-Time Clerk 1
- (k) 2021.11.04 (11)– Resolution Authorizing the Hiring of One External Part-Time Clerk 1 Bilingual in Spanish
- (l) 2021.11.04 (12)– Resolution Authorizing a Change in Employment from One Internal Part-Time Clerk 1 to Part-Time Human Services Aide Bilingual in Spanish
- (m) 2021.11.04 (13)– Resolution Authorizing the Advertisement and Offer of Employment for One Internal Provisional Full-Time Human Services Specialist 3
- (n) 2021.11.04 (14)– Resolution Authorizing an Offer of Employment for Three Internal Full-Time Human Services Specialists 1
- (o) 2021.11.04 (15)– Resolution Authorizing the Advertisement and Offer of Employment for One Internal Provisional Full-Time Social Worker Bilingual in Spanish
- (p) 2021.11.04 (16)– Resolution Authorizing a Change in Employment from One Internal Full-Time Clerk 1 to Full-Time Keyboarding Clerk 1
- (q) 2021.11.04 (17)– Resolution Authorizing a Change in Hours for One Internal Part-Time Records Support Technician 1 to Full-Time Records Support Technician 1
- (r) 2021.11.04 (18)– Resolution Authorizing a Change in Hours for One Internal Part-Time Human Services Aide to One Full-Time Human Services Aide
- (s) 2021.11.04 (19)– Resolution Authorizing the Advertisement and Offer of Employment for One Internal or External Part-Time Human Services Aide

- (t)2021.11.04 (20)– Resolution Authorizing the Advertisement and Offer of Employment for Two External Part-Time Clerks 1 Bilingual in Spanish
- (u)2021.11.04 (21)– Resolution Approving Memorandum of Understanding with NJ Department of Human Services
- (v)2021.11.04 (22)– 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) – (u) was offered by Elaine K. Meyerson, 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			

A motion to discuss and approve Resolution (v) 2021.11.04 (22) 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 John E. Ten Hoeve, Jr., Esq., seconded by Elaine K. Meyerson, 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 5:05 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss closed session minutes, personnel, 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 5:55 p.m.

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 (Stepped away)	
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 adopt the vaccination and mask policy that Adina Yacoub outlined in Closed Session was offered by John E. Ten Hoeve, Jr., Esq., seconded by Elaine K. Meyerson, 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 5:57 p.m. was offered by John E. Ten Hoeve, Jr., Esq., seconded by Susan Silverstein, 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