

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
December 7, 2021**

**PRESENT:** Erin N. Delaney, Secretary Treasurer  
Elaine K. Meyerson, Assistant Secretary Treasurer (Arrived Late)  
Tracy S. Zur, Bergen County Commissioner, Board Member (Arrived Late)  
Thomas J. Sullivan, B.C. 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:** William E. Connelly, Jr., Chairperson  
Randi Duffie, Vice-Chairperson

A regular meeting of the Bergen County Board of Social Services was held on December 7, 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 December 7, 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 November 19, 2021 and to the Herald News, which was published on November 19, 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 November 16, 2021.

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

**PUBLIC SESSION:**

In Chairman William E. Connelly’s absence, Erin N. Delaney chaired the meeting.

**Flag Salute**

Erin N. Delaney 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**

Erin N. Delaney 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 Susan Silverstein, 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			

As there were no members of the public that wished to address the Board, Erin N. Delaney 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 Yris Encarnacion, seconded by Alexandra Harwin, 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			

### **Adoption of Minutes:**

#### **(a) Open Session Minutes of November 4, 2021**

Erin N. Delaney requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of November 4, 2021 was offered by Commissioner Thomas J. Sullivan, 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			

For the record, Commissioner Tracy S. Zur and Elaine K. Meyerson arrived at this point.

### **Treasurer's Report:**

#### **(a) Bills List:**

Scott Modery reported that Adina Yacoub sent the entire Board an e-mail regarding a bill regarding a confidential matter that needs to be paid in a timely manner. He explained that we only received the bill today but it was passed through the Qualified Purchasing Agent, and he has approved it as it stands to be paid. At John L. Schettino's direction, this invoice will be added to the list and when the Board votes on the current Bill's List it will be included and voted on as a revised Bill's List.

Erin N. Delaney requested a motion to approve the Bill's List. A motion to approve the Bill's List was offered by Commissioner Tracy S. Zur, seconded by Alexandra Harwin, Esq., and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
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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:**

Erin N. Delaney requested a motion to approve the Schedule of Vouchers. A motion to approve the Schedule of Vouchers was offered by John E. Ten Hoeve, Jr., Esq., 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			

**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 increased from 220 to 231 and is up by 11 cases and compared to one year ago it went down by 12 cases, SNAP (Supplemental Nutrition Assistance Program) caseload increased from 23,258 to 23,402 and is up by 144 cases from last month and compared to one year ago it went up by 2,906 cases, GA (General Assistance) caseload stayed at 397 cases and compared to one year ago it went down by 102 cases, and Medicaid individuals increased from 49,148 to 50,083 up by 935 individuals.

In November, the agency received a total of 1,346 new applications for cash and SNAP applications compared to October we received 1,575 applications. In November, we received 1,319 new Medicaid applications compared to October when we received 1,199 applications. The total new applications for November was 2,665 compared to October which was 2,774. In November, we

processed 3,202 new applications compared to October when we processed 3,227 new applications. In November, we processed 8,035 total actions compared to October when we processed 8,761 total actions. The numbers are less in November due to four holidays in November. We continue to remain timely with our processing of TANF, GA, SNAP, and Medicaid applications.

In the month of November, our Emergency Assistance Unit assisted homeless individuals and families. Currently, we have 21 individuals/families in motels. We have 17 families in the HEARTS Program, 9 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 47 Emergency Assistance applications and 120 clients on Temporary Rental Assistance. We received and placed 14 placements as referrals from 211. We have 255 active DDD cases. The Adult Protective Service (APS) Unit received and processed 92 referrals and currently have 34 open cases.

**(b) Memoranda to the Board**

Adina Yacoub reported that the following actions were initiated or occurred in November 2021. On January 3, 2022, the agency will reopen our doors to the public. Out of 227 employees: 220 are vaccinated, four were granted exemptions, one is in her 90-day post COVID so this individual cannot get vaccinated yet, and two chose not to get vaccinated. We have reached 97% vaccination rate for our employees. For ABD clients we mailed 3,712 SNAP applications and 649 were returned; about 17%. Out of 649 returned: 424 were approved, 201 were denied, and 24 are pending. For the FamilyCare clients, we mailed out 1,783 SNAP applications and so far, 282 were returned of which 114 approved, 135 denied, and 33 still pending. This initiative thus far provided 5,495 households an opportunity to apply and so far, 538 families are approved and receiving SNAP benefits. 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 November 2021 we had 20 inquiries, 25 approved cases, and 3 denied cases. We paid out \$45,970 in assistance and recovered \$2,268.55 from those who had PNA (personal needs allowance accounts). The Adopt-a Family project is going well. Susan Silverstein is coming to our office and helping us out. Erin N. Delaney will update the Board when she gives her report. Staff conducted DSNAP the week of November 15<sup>th</sup> and we served 33 households, which consisted of 50 individuals; \$10,273 in SNAP benefits were granted. The agency's in-house Attorney; Michael J. Sluka, Esq., and APS Supervisor; Sonia Aufiero, along with Susan Greenbaum, CEO of Jewish Family & Children's Services of Northern New Jersey, were the speakers in a seminar entitled "Financial Issues and Cognitive Impairment with the Elderly". The presentation went very well, and we received very positive feedback afterwards. Adina Yacoub thanked Michael J. Sluka and Sonia Aufiero for a job well done. Most of the program COVID-19 waivers are expiring at the end of this month, and it is good that we are opening to the public in January as some clients will be asked to see us in person. The monthly General Assistance Association and County Welfare Directors Association meetings are now meeting in person, and Adina Yacoub is attending both.

In regard to Elaine K. Meyerson's inquiry concerning the Medicaid caseload, Adina Yacoub explained that we were not allowed to close any Medicaid cases due to the health emergency. Even the people that did not cooperate or send in their renewal application, we had to hold them active

until the emergency went away. It is very possible that you may see a drop in active Medicaid cases in January 2022 or moving forward. In addition, since we are not closing anyone, new applications are staying on which is the reason there is a jump. Active cases are renewable every 12 months. In the past if they did not comply we would terminate the case but since March 2020 we have not terminated anyone due to the State of Emergency.

### **Chairman's Report**

Erin N. Delaney reported that next month's Board Meeting will be held by way of Webex on Tuesday, January 11, 2022. In addition, Administration is currently working on the Adopt a Family project. To date, 37 families that have been adopted and two (2) families have not been adopted. If any Board Member wishes to be a part of this project, they should contact Michele Darmochwal who will match each person with an individual and/or family.

### **Committee Reports:**

#### **(a) Welfare, Fraud, and Abuse Committee**

Alexandra Harwin, Esq. read the committee report into the record. She reported from November 1 to November 30, 2021 the agency received Medicaid recoveries in the amount of \$8,330.86 and the year-to-date 2021 is \$327,135.04. No new cases were referred to the Prosecutor's office during the month of November.

Adina Yacoub discussed that we learned that the threshold for sending cases to the Prosecutor's Office is \$77,000. At John E. Ten Hoeve's request, Adina Yacoub will forward him by way of e-mail the name of the person that we dealt with at the Prosecutor's Office.

John E. Ten Hoeve, Jr., Esq. commended Adina Yacoub for a phenomenal job done with the number of COVID vaccination numbers. Alexandra Harwin, Esq., echoed those comments. She expressed that it is very impressive and valuable for employees and clients when they will be here in person.

#### **(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**,

**January 11, 2022 at 4:30 p.m.**

**Action Items:**

**Resolutions:**

- (a) 2021.12.07 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2021.12.07 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2021.12.07. (3) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 1
- (d) 2021.12.07 (4) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 1
- (e) 2021.12.07 (5) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 1
- (f) 2021.12.07 (6) – Resolution Authorizing Revising Resolution 2021.11.04 (15) Authorizing the Advertisement and Offer of Employment for One Internal Provisional Full-Time Social Worker Bilingual in Spanish
- (g) 2021.12.07 (7) – Resolution Authorizing a Promotion for One Full-Time Social Service Technician to Provisional Full-Time Social Worker
- (h) 2021.12.07 (8) – Resolution Authorizing a Promotion for One Full-Time Clerk 1 to Full-Time Keyboarding Clerk 1
- (i) 2021.12.07 (9)– Resolution Authorizing a Change in Hours from Part-Time to Full Time for One Records Support Technician 1
- (j) 2021.12.07 (10)– Resolution Authorizing the Hiring of One External Part-Time Human Services Aide
- (k) 2021.12.07 (11)– Resolution Authorizing the Hiring of One External Part-Time Clerk 1 Bilingual in Spanish
- (l) 2021.12.07 (12)– Resolution Authorizing the Hiring of One External Part-Time Clerk 1 Bilingual in Spanish
- (m) 2021.12.07 (13)– Resolution Authorizing the Advertisement and Offer of Employment for One External Part-Time Clerk 1
- (n) 2021.12.07 (14)– Resolution Authorizing Rescinding Resolution 2021.11.04 (13) Authorizing the Advertisement and Offer of Employment for One Internal Provisional Full-Time Human Services Specialist 3
- (o) 2021.12.07 (15)– Resolution Authorizing the Advertisement and Offer of Employment to Promote One Individual to Provisional Full-Time Training Technician
- (p) 2021.12.07 (16)– Resolution Authorizing Rescinding Resolution 2021.11.04 (3) Authorizing a Promotion for One Internal Provisional Full-Time Supervisor of Data Processing Programming
- (q) 2021.12.07 (17)– Resolution Authorizing the Advertisement and Offer of Employment to Promote One Individual to Provisional Full-Time Principal Data Processing Programmer

- (r)2021.12.07 (18)– Resolution Authorizing Application for Grant from the State of New Jersey Department of Community Affairs in Connection with the Universal Service Fund CWA Administration 2022 Program
- (s)2021.12.07 (19)– Resolution Approving Public Health Shared Services Agreement with Bergen County
- (t)2021.12.07 (20)– Resolution Adopting a Fair and Open Process for Retention of Professionals and Consultants for the Calendar Year 2022
- (u)2021.12.07 (21)– 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) – (t) was offered by Commissioner Thomas J. Sullivan, 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			

The Board did not take action on Resolution (u) 2021.12.07 (21) since it was determined that there was no need to go into Closed Session.

The Board continued in Open Session.

**Adoption of Minutes:**

**Closed Session Minutes of November 4, 2021**

Erin N. Delaney requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of November 4, 2021 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			

Erin N. Delaney requested a motion to adjourn the meeting. With no further business to conclude, a motion to adjourn the meeting at approximately 4:56 p.m. was offered by Commissioner Thomas J. Sullivan, 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