

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
March 3, 2022**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Randi Duffie, Vice-Chairperson (Arrived Late)  
Erin N. Delaney, Secretary Treasurer (Arrived Late)  
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  
Susan Silverstein, Board Member  
John L. Schettino, Esq., General Counsel  
Scott Modery, Acting Director  
Michele M. Darmochwal, Administrative Secretary

**ABSENT:** Alexandra Harwin, Esq., Board Member

A regular meeting of the Bergen County Board of Social Services was held on March 3, 2022 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 March 3, 2022 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2022, 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 February 20, 2022 and to the Herald News, which was published on February 20, 2022.
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 February 16, 2022.

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 Commissioner Thomas J. Sullivan, 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			

There being no public comment, 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 John E. Ten Hoeve, Jr., Esq., 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			

### **Adoption of Minutes:**

#### **(a) Open Session Minutes of February 1, 2022**

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of February 1, 2022 was offered by Yris Encarnacion, 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 Tracy S. Zur arrived at this time.

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

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

Chairman William E. Connelly requested a motion to approve the Bills List. A motion to approve the Bills List 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			

**(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 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			

For the record, both Randi Duffie and Erin N. Delaney arrived at this time.

**Administration Report:**

**(a) Monthly Reports – Statistical & Financial:**

A snapshot of caseload and expenditures was included in each of the Board Member's packets.

Scott Modery reported that the TANF (Temporary Assistance to Needy Families) caseload increased from 241 to 242 and is up by 1 case and compared to one year ago it went up 2 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased from 23,765 to 23,095 and decreased by 670 cases from last month and compared to one year ago it went up by 1,753 cases, GA (General Assistance) caseload increased from 414 to 428 cases up by 14, and compared to one year ago it went down by 47 cases, and Medicaid individuals decreased from 47,445 to 46,733 down by 712 individuals.

Burial stats are as follows: 24 inquires, 25 approved, and 4 denials. The agency paid out \$53,503 and recovered \$1,544.59.

In January 2022, the agency received 1,659 applications for cash and SNAP applications and 1,371 Medicaid applications for a total of 3,030. In February 2022, the agency received 1,400 applications for cash and SNAP applications and 1,067 Medicaid applications for a total of 2,467.

In the month of February, our Emergency Assistance Unit assisted homeless individuals and families. Currently, we have 17 individuals/families in motels. We have 15 families in the



HEARTS Program, 6 in the Emergency Shelter, and 9 in TANF/Bridge side. We have 9 families placed at the Center for Hope and Safety (DV shelter). We had 66 Emergency Assistance applications and 108 clients on Temporary Rental Assistance. We had 12 placements as referrals from 211. We have 254 active DDD cases. The Adult Protective Service (APS) Unit received and processed 84 referrals and currently have 26 open cases.

**(b) Memoranda to the Board**

Scott Modery reported that the agency reopened to the public on Tuesday, February 22, 2022. We continue to advertise the online or paper application process to prevent an in-person trip. Our in-person services were pared down to promote quick client service, minimizing client time spent within the agency. We expanded the capabilities of our queue system so clients can wait outside and receive a text when their appointment time has arrived. A mediation session attended by the negotiating committee and CWA Local 1031 was held on Friday, February 25, 2022. Mediation with CWA Local 1089 is scheduled to be held on Thursday, March 3, 2022. We onboarded 11 employees this month with 6 currently in training. We met with the Bergen County Jobs Center to discuss the reinstitution of work activities in conjunction with TANF and General Assistance. The Jobs Center will be welcoming clients again as these programs begin to return to compliance requirements. This return to compliance requires significant catch up since there are many clients to see and the capacity of the Jobs Center has been reduced to promote social distancing. On February 8, 2022 we had a vendor demonstrate a product which would allow us to send text reminders to our clients regarding deadlines and other communications. We are currently evaluating whether this product would be beneficial to us and can integrate with our systems. We were notified on February 17, 2022 that the NJ Child Support Council has named Bergen County as the winner of the CWA Office of the year for 2021. Scott Modery recognized and congratulated Michael Sluka, Esq., Suzan Kirieakes, and each member of our Child Support & Paternity Unit for a job well done. Adina Yacoub, Scott Modery, Michael Sluka, Esq., and Suzan Kirieakes prepared a thank you video to the council which will be presented at the annual Child Support Conference. As a token of appreciation and recognition of this high honor, Adina Yacoub provided a pizza luncheon to the department. On February 22, 2022 Michael Sluka, Esq. and Sonia Aufiero gave a presentation to Human Services Advisory Council (HSAC) attendees on the Adult Protective Service (APS) program and how the Bergen County Board of Social Services handles various scenarios to assist this vulnerable population. They concluded the presentation by answering questions and the presentation was very well received. On February 22, 2022, Scott Modery met with the Audit and Budget committee to present the agency's proposed budget. He joined in multiple meetings involving County and State participants this month including the County Welfare Directors' Association, Human Services Advisory Council, and the Workforce Development Board. In all these meetings the participants echoed that Adina Yacoub is going to be highly missed. Our current security guard contract expires on March 8, 2022 and we will be welcoming our new vendor on March 9, 2022. On February 10, 2022, Scott Modery met with the President of AEGIS Security and he toured our site. He explained our process to him to make the upcoming transition as smooth as possible. We received a thank you letter from the Honorable Bergen County Executive James J. Tedesco III for making the 16<sup>th</sup> annual Project Homeless Connect (PHC) – Point-in-Time (PIT) an outstanding event. The Bergen County Board of Social Services donated \$470.00 in Shop Rite & Dunkin Donut gift cards to benefit our vulnerable population in Bergen County.



## **Chairman's Report**

Chairman William E. Connelly welcomed and congratulated Scott Modery in his new role as Acting Director.

## **Committee Reports:**

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

Yris Encarnacion reported from February 1 to February 28, 2022 the agency received Medicaid recoveries in the amount of \$6,630.87 and the year-to-date 2022 is \$25,672.28. No new cases were referred to the Prosecutor's office during the month of February.

### **(b) Audit & Budget Committee**

Erin N. Delaney reported that she and Randi Duffie had a Budget Committee meeting with Adina Yacoub, Scott Modery, and Geraldine Nestrowitz on February 22, 2022. There was discussion about significant increases in health benefit costs this year, particularly for retirees. Helping to offset a portion of this increase in 2022 was a last-minute allocation of SNAP pandemic funding received in the final days of 2021, which could be carried into 2022. The budget for 2022 is increased by 2.23% over 2021. While 2% is generally the target percentage, the Board initiated a change to the process in which Medicare Part B reimbursements were issued to retirees last year. This allowed for a one-time savings, which will not be realized this year. The County was made aware of this at the budget hearing in 2021 and was notified because of this that there could be a larger than normal increase in 2022.

### **(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 on **Tuesday, April 5, 2022 at 4:30 p.m.**

## **Action Items:**

### **Resolutions:**

- (a) 2022.3.03 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2022.3.03 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2022.3.03 (3) – Resolution Authorizing the Hiring of One External Part-Time Clerk 1
- (d) 2022.3.03 (4) – Resolution Authorizing a Change in Hours from Part-Time to Full-Time for One Internal Human Services Aide

- (e)2022.3.03 (5) – Resolution Authorizing a Change in Hours from Part-Time to Full-Time for One Internal Human Services Aide
- (f) 2022.3.03 (6) – Resolution Authorizing a Change in Hours from Part-Time to Full-Time for One Internal Human Services Aide
- (g) 2022.3.03 (7) – Resolution Authorizing a Change in Hours from Part-Time to Full-Time for One Internal Human Services Aide
- (h) 2022.3.03 (8) – Resolution Authorizing a Change in Hours from Part Time to Full Time for One Internal Records Support Technician 1
- (i) 2019.3.03 (9) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide to Full-Time Human Services Specialist 1
- (j)2022.3.03 (10) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide to Full-Time Human Services Specialist 1
- (k)2022.3.03 (11) – Resolution Authorizing the Advertisement and Offer of Employment for Two Internal or External Part-Time Human Service Aides
- (l)2022.3.03 (12) – 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
- (m)2202.3.03 (13) - Resolution Accepting Resignation of Senior Personnel Technician

A motion to approve Resolutions (a) – (k) was offered by Elaine K. Meyerson, 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			

A motion to approve Resolutions (m) was offered by Susan Silverstein, 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			
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A motion to discuss and approve Resolution (I) 2022.3.03 (12) 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 Yris Encarnacion, 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			

The Board went into Closed Session at approximately 4:47 p.m.

### **CLOSED SESSION:**

The Board went into Closed Session to discuss personnel matters, contract matters, and closed session minutes. 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 20 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 5:48 p.m.

Due to technical difficulties, Susan Silverstein left during Closed Session and was no longer present.

Although Erin N. Delaney was not present for Closed Session she was present for Open Session.

### **Closed Session Minutes of February 1, 2022**

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of February 1, 2022 was offered by John E. Ten



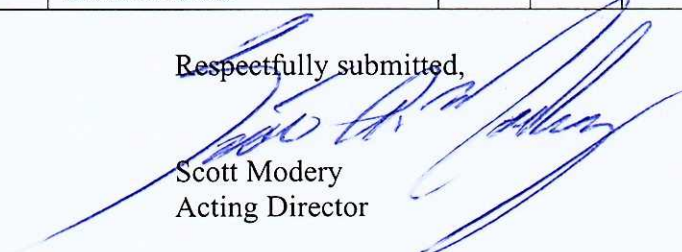
Hoeve, Jr., Esq., seconded by Yris Encarnacion, and approved as follows:

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

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 5:49 p.m. was offered by Randi Duffie, 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

Respectfully submitted,

  
 Scott Modery  
 Acting Director