

AGENDA

BERGEN COUNTY BOARD OF SOCIAL SERVICES

May 3, 2022 - 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 April 5, 2022
- 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
- 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, June 7, 2022
- XII. Action Items
 - Resolutions:
 - (a) 2022.5.03 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
 - (b) 2022.5.03 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
 - (c) 2022.5.03 (3) – Resolution Authorizing the Hiring of One External Part-Time Clerk 1
 - (d) 2022.5.03 (4) – Resolution Authorizing the Hiring of a Provisional Full-Time Senior Personnel Technician
 - (e) 2022.5.03 (5) – Authorizing a Promotion for One Internal Full-Time Keyboarding Clerk 1 to Provisional Full-Time Senior Payroll Clerk
 - (f) 2022.5.03 (6) - Authorizing an Offer of Employment for Two Internal Full-Time Human Services Specialist 3
 - (g) 2022-5.03 (7) - Authorizing an Offer of Employment for Two Internal Full-Time Human Services Specialist 3 Bilingual Spanish/English
 - (h) 2022-5.03 (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) Closed Session Minutes of April 5, 2022
Closed Session Grievance Minutes of April 5, 2022
- (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 April 5, 2022
- (b) Closed Session Grievance Minutes of April 5, 2022

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. 2022.5.03 (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 Acting 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 Acting 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 Acting 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 May 3, 2022.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 3, 2022

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. 2022.5.03 (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 May 3, 2022;
and

NOW, THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby authorizes the Acting 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 Acting 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 May 3, 2022.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 3, 2022

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
WILLIAM E. CONNELLY	CHAIRMAN				
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ERIN N. DELANEY	SECRETARY TREASURER				
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER				
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ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2022.5.03 (3)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION AUTHORIZING THE HIRING OF ONE EXTERNAL PART-TIME CLERK 1

WHEREAS, the Bergen County Board of Social Services is in need of hiring an external Part-Time Clerk 1; and

WHEREAS, the position of Part-Time Clerk 1 was duly posted and advertised by the Board; and

WHEREAS, interviews were conducted for the position of Part-Time Clerk 1; and

WHEREAS, it is the recommendation of the Acting Director that Flor de Maria Capristan Lopez be appointed to the position of Part-Time Clerk 1 effective on or after May 3, 2022 at an annual salary of \$25,877 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 Flor de Maria Capristan Lopez to the position of Part-Time Clerk 1 effective on or after May 3, 2022 at an annual salary of \$25,877 pending the outcome of a satisfactory background check; and

BE IT FURTHER RESOLVED, that the Acting Director is hereby authorized and directed to notify Flor de Maria Capristan Lopez of her employment with the Bergen County Board of Social Services effective on or after May 3, 2022; and

BE IT FURTHER RESOLVED, that the Acting Director is hereby authorized and directed to place a copy of this resolution in the personnel file of Flor de Maria Capristan Lopez.

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 May 3, 2022.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 3, 2022

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				
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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. 2022.5.03 (4)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

**RESOLUTION AUTHORIZING THE HIRING OF A PROVISIONAL FULL-TIME
SENIOR PERSONNEL TECHNICIAN**

WHEREAS, the Bergen County Board of Social Services (the “Board”) has deemed it appropriate and necessary to make determinations when it relates to the employment of the Senior Personnel Technician of the Bergen County Board of Social Services; and

WHEREAS, it has been determined by the Board that there is a need for the appointment of a provisional Full-Time Senior Personnel Technician as the previous Senior Personnel Technician resigned effective March 18, 2022; and

WHEREAS, the position of provisional Full-Time Senior Personnel Technician was duly posted and advertised by the Board; and

WHEREAS, interviews were conducted for the position of Provisional Full-Time Senior Personnel Technician; and

WHEREAS, a recommendation has been made for the appointment of Ritzy Morales-Diaz as provisional Full-Time Senior Personnel Technician effective May 3, 2022.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that Ritzy Morales-Diaz be and is hereby appointed provisional Full-Time Senior Personnel Technician of the Bergen County Board of Social Services at an annual salary of \$119,454; and

BE IT FURTHER RESOLVED, that Ritzy Morales-Diaz appointment as provisional Full-Time Senior Personnel Technician shall become effective May 3, 2022; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon the execution hereof.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be kept on file in the Office of the Acting 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 May 3, 2022.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 3, 2022

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				
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YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2022.5.03 (5)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION AUTHORIZING A PROMOTION FOR ONE INTERNAL FULL-TIME KEYBOARDING CLERK 1 TO PROVISIONAL FULL-TIME SENIOR PAYROLL CLERK

WHEREAS, the Bergen County Board of Social Services is in need of authorizing a change in employment for one employee from one (1) Full-Time Keyboarding Clerk 1 to provisional Full-Time Senior Payroll Clerk; and

WHEREAS, the position of provisional Full-Time Senior Payroll Clerk was duty posted and advertised by the Board; and

WHEREAS, interviews were conducted for the position of provisional Full-Time Senior Payroll Clerk; and

WHEREAS, it is the recommendation of the Director that Melissa Hussey be appointed to the position of provisional Full-Time Senior Payroll Clerk effective on or after 5/03/22 at an annual salary of \$46,930.

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby approves of the change in employment of Melissa Hussey to the position of provisional Full-Time Senior Payroll Clerk effective on or after 5/03/22 at an annual salary of \$46,930; and

BE IT FURTHER RESOLVED, that the Acting Director is hereby authorized and directed to notify Melissa Hussey of her Full-Time employment with the Bergen County Board of Social Services effective on or after 5/03/22; and

BE IT FURTHER RESOLVED, that the Acting Director is hereby authorized and directed to place a copy of this resolution in the personnel file of Melissa Hussey.

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 May 3, 2022.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 3, 2022

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ALEXANDRA HARWIN	BOARD MEMBER				
SUSAN SILVERSTEIN	BOARD MEMBER				

No. 2022.5.03 (6)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION AUTHORIZING AN OFFER OF EMPLOYMENT FOR TWO (2) INTERNAL FULL-TIME HUMAN SERVICES SPECIALIST 3

WHEREAS, the Board has a need to promote two (2) Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3 on or after May 3, 2022; and

WHEREAS, the Acting Director has been given authorization to interview and offer employment, internally, for two (2) Full-Time Human Services Specialist 3 from the N.J. Civil Service Certification List for Human Services Specialist 3.

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby authorizes the Acting Director to interview and offer employment, internally, for two (2) Full-Time Human Services Specialist 3; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be kept on file in the Office of the Acting 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 May 3, 2022.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 3, 2022

Offered by:

Seconded by:

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RANDI DUFFIE	VICE CHAIRWOMAN				
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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. 2022.5.03 (7)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION AUTHORIZING AN OFFER OF EMPLOYMENT FOR TWO (2) INTERNAL FULL-TIME HUMAN SERVICES SPECIALIST 3 BILINGUAL SPANISH/ENGLISH

WHEREAS, the Board has a need to promote two (2) Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3 Bilingual Spanish/English on or after May 3, 2022; and

WHEREAS, the Acting Director has been given authorization to interview and offer employment, internally, for two (2) Full-Time Human Services Specialist 3 Bilingual Spanish/English from the N.J. Civil Service Certification List for Human Services Specialist 3 Bilingual Spanish/English.

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby authorizes the Acting Director to interview and offer employment, internally, for two (2) Full-Time Human Services Specialist 3 Bilingual Spanish/English ; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be kept on file in the Office of the Acting 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 May 3, 2022.

ATTEST:

SO APPROVED:

ERIN N. DELANEY
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: May 3, 2022

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. 2022.5.03 (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 matter 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) _____ .

_____ 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) _____ and _____

(b) .. 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.

 X 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) 2nd Step grievance hearing for D.P. 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 April 5 that an Executive Session closed to the public shall be held on May 3, 2022 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: May 3, 2022