

**Minutes of the Meeting
of the
Bergen County Board of Social Services
April 5, 2022**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Erin N. Delaney, Secretary Treasurer
Elaine K. Meyerson, Assistant Secretary Treasurer
Tracy S. Zur, 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
Scott Modery, Acting Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: Thomas J. Sullivan, Bergen County Commissioner, Board Member

A regular meeting of the Bergen County Board of Social Services was held on April 5, 2022 at 4:30 p.m. by way of Webex.

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 April 5, 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 March 24, 2022 and to the Herald News, which was published on March 24, 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 March 18, 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 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			

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 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			

Adoption of Minutes:

(a) Open Session Minutes of March 3, 2022

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of March 3, 2022 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			

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 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			

(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 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			

Commissioner Tracy S. Zur mentioned that she was on a call earlier in the day with Robert Wood Johnson and they indicated that Scott Modery had not RSVP'd to this larger conversation statewide about what needs he is seeing with SNAP outreach. She indicated that Robert Wood Johnson is a very generous foundation that is digging in on food insecurity nationwide, specifically, in the State of New Jersey and looking at what they we have been doing with the Task Force's Best Practices. She expressed that Scott Modery's role in that is a big piece of this conversation. Mr. Modery confirmed that he received an invitation and this meeting is on his calendar for 3:00 p.m. tomorrow afternoon and will be present.

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 242 to 245 and is up by 3 cases and compared to one year ago it went up 6 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased from 23,095 to 22,533 and decreased by 562 cases from last month and compared to one year ago it went up by 881 cases, GA (General Assistance) caseload decreased from 428 to 424 cases down by 4, and compared to one year ago it went down by 30 cases, and Medicaid individuals decreased from 46,733 to 45,722 down by 1,011 individuals.

Burial stats are as follows: 22 inquires, 26 approved, and 3 denials. The agency paid out \$134,785.24 and recovered \$9,122.97.

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 March 2022, the agency received 1,688 applications for cash and SNAP applications and 1,199 Medicaid applications for a total of 2,887.

In the month of March, our Emergency Assistance Unit assisted homeless individuals and families. Currently, we have 13 individuals/families in motels. We have 15 families in the HEARTS Program, 5 in the Emergency Shelter, and 10 in TANF/Bridge side. We have 16 families placed at the Center for Hope and Safety (DV shelter). We had 107 Emergency Assistance applications and 115 clients on Temporary Rental Assistance. We had 17 placements as referrals from 211. We have 258 active DDD cases. The Adult Protective Service (APS) Unit received and processed 108 referrals and currently have 24 open cases.

(b) Memoranda to the Board

Scott Modery reported that with our reopening to the public on Tuesday, February 22, 2022 we continue to operate in a modified fashion. To date, we have experienced no delays or major issues with this method of operation and will continue for the foreseeable future or until program waiver expirations dictate that we must operate in a different manner. On March 2, 2022 we were notified by the Department of Community Affairs that the 2021 audit of BCBSS, as it relates to the Low-Income Home Energy Assistance Program, was completed with no issues found. The Assistant Director of the Office of Child Support Services officially recognized the Bergen County Board of Social Services (BCBSS) as winning the award for CWA Office of the year for 2021 during the Directors meeting with the Division of Family Development (DFD) on 4/1/2022. The BCBSS received a trophy from the NJ Child Support Council and it was presented to the Child Support Department and is currently being displayed within the department. We added Woodcliff Lake to the list of municipalities for which the Agency administers General Assistance (GA). This brings the total towns administered to 61. Mr. Modery attended a Cover All Kids (CAK) outreach and retention workgroup meeting. This initiative by the Division of Medical Assistance and Health Service involves multiple community partners with the goal of seeking to reach an expanded population of children in New Jersey who do not have medical benefits. He is continuing to attend SNAP Workgroup meetings. This workgroup's aim is to increase participation rates, and they last met on 3/21/2022. This initiative works with the Community Food Bank to assist clients with applications to lower case closing rates. As a follow-up to last month's report regarding Adult Protective Service (APS), Commissioner Mary Amoroso heard the APS presentation provided by Michael Sluka, Esq. and Sonia Aufiero and asked them to participate in the County's podcast, which was recorded on March 22, 2022. The discussion regarding financial exploitation of the elderly and the role of the APS Department in assisting this vulnerable population is currently posted on the County's website. We are currently involved in Quality Control (QC) and Program Electronic Review Management (PERM) reviews, which are conducted by the State of NJ. These reviews seek to identify errors or deficiencies with regard to the eligibility, management, and record keeping as it relates to Medicaid and Family Care cases.

Chairman's Report

Chairman William E. Connelly reminded the Board Members that Financial Disclosure Statements are due **by April 30, 2022**.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from March 1 to March 31, 2022 the agency received Medicaid recoveries in the amount of \$4,397.94 and the year-to-date 2022 is \$30,070.22. No new cases were referred to the Prosecutor's office during the month of March.

(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 on **Tuesday, May 3, 2022 at 4:30 p.m.**

Action Items:

Resolutions:

- (a) 2022.4.05 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2022.4.05 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2022.4.05 (3) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide to Full-Time Social Service Technician
- (d) 2022.4.05 (4) – Resolution Authorizing Rescinding Resolution 2022.3.03 (3) Authorizing the Hiring of One External Part-Time Clerk 1
- (e) 2022.4.05 (5) – Authorizing the Re-Advertisement and Offer of Employment for One External Part-Time Clerk 1
- (f) 2022.4.05 (6) - Authorizing the Hiring of One External Part-Time Human Services Aide
- (g) 2022.4.05 (7) - Authorizing the Advertisement and Offer of Employment for One Internal or External Senior Personnel Technician
- (h) 2022.4.05 (8) - Authorizing the Advertisement and Offer of Employment to Promote One Internal Full-Time Keyboarding Clerk 1 to One Full-Time Senior Payroll Clerk

- (i) 2022.4.05 (9) - Approving Memorandum of Understanding with County of Bergen
- (j) 2022.4.05 (10) - Approving Shared Services Agreement with the Borough of Woodcliff Lake
- (k) 2022-4-05 (11) - 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

John E. Ten Hoeve, Jr., Esq. inquired about Resolution (j) 2022.4.05 (10) - Approving Shared Services Agreement with the Borough of Woodcliff Lake. Scott Modery explained that this resolution is regarding transferring General Assistance cases from Woodcliff Lake to the BCBSS. This process has been going on for quite a few years now. Many of the municipalities are no longer handling their General Assistance cases. Currently, Woodcliff Lake has no cases. To date, including this transfer, the BCBSS has taken over General Assistance for 61 municipalities.

A motion to approve Resolutions (a) – (j) was offered by John E. Ten Hove, 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			

A motion to discuss and approve Resolution (k) 2022.4.05 (11) 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 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 went into Closed Session at approximately 4:48 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss personnel matters, grievance hearing, 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 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 5:44 p.m.

Closed Session Minutes of March 3, 2022

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of March 3, 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	

A motion to affirm the decision of the Hearing Officer regarding the Step 2 grievance 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 approve a 2% salary increase for confidential staff 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			

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 5:48 p.m. 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			

Respectfully submitted,

Scott Modery
Acting Director