

**Minutes of the Meeting
of the
Bergen County Board of Social Services
June 7, 2022**

PRESENT: William E. Connelly, Jr., Chairperson
Randi Duffie, Vice-Chairperson
Elaine K. Meyerson, Assistant Secretary Treasurer
Tracy S. Zur, Bergen County Commissioner, Board Member
Thomas J. Sullivan, B.C. Commissioner, Board Member
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: Erin N. Delaney, Secretary Treasurer
John E. Ten Hoeve, Jr., Esq., County Adjuster

A regular meeting of the Bergen County Board of Social Services was held on June 7, 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 June 7, 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 May 20, 2022 and to the Herald News, which was published on May 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 May 17, 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 Alexandra Harwin, 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			

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 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			

Adoption of Minutes:

(a) Open Session Minutes of May 3, 2022

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of May 3, 2022 was offered by Susan Silverstein, 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			

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 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			

(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 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			

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 decreased from 261 to 259 and is down by 2 cases and compared to one year ago it went up 23 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased from 22,188 to 22,109 and decreased by 79 cases from last month and compared to one year ago it went down by 121 cases, GA (General Assistance) caseload increased from 456 to 468 cases up by 12, and compared to one year ago it went up by 31 cases, and Medicaid individuals decreased from 45,158 to 44,630 down by 528 individuals.

Burial stats are as follows: 16 inquires, 28 approved, and 1 denial. The agency paid out \$55,327.00 and recovered \$418.70.

In April 2022, the agency received 1,453 applications for cash and SNAP applications and 1,134 Medicaid applications for a total of 2,587. In May 2022, the agency received 1,428 applications for cash and SNAP applications and 1,053 Medicaid applications for a total of 2,481.

In May, our Emergency Assistance Unit assisted homeless individuals and families. Currently, we have 8 individuals/families in motels. We have 19 families in the HEARTS Program, 8 in the Emergency Shelter, and 11 in TANF/Bridge side. We have 12 families placed at the Center

for Hope and Safety (DV shelter). We had 108 Emergency Assistance applications and 120 clients on Temporary Rental Assistance. We had 20 placements as referrals from 211. We have 260 active DDD cases. The Adult Protective Service (APS) Unit received 83 referrals and currently have 24 open cases.

(b) Memoranda to the Board

Scott Modery reported that several employees from Passaic County Social Services visited on May 5, 2022 to tour the facility and explore our process used in our case banking system. Even though this was the primary goal of the visit they were also interested in seeing our reception and mailroom areas and processes. It was a very productive visit which gave our Administrators and various Supervisors a chance to not only explain our methods but also learn about another county's practices. We had our Budget Hearing on May 26 where Scott Modery presented a 2.23% overall increase to the County. This increase bears in mind a large pension contribution increase as well as retiree benefit cost increases that depending upon the individual are as high as 30%. There was also discussion of the public health emergency "unwinding" process and the particular stresses which it will place on the agency and staff. Ritzy Moralez-Diaz, our new Senior Personnel Technician, started on Monday, May 26th. She has toured the agency and met most of our staff. She is in the process of gaining credentials and learning various internal and external systems, as well as, our internal processes. On May 23, 2022, Mr. Modery attended a SNAP Working Group Meeting. There was discussion about our pilot program in which we have been providing lists of clients to the Community Food Bank of New Jersey who are in danger of having their SNAP case denied due to lack of verifications. These lists are then used as a source for the Food Bank to reach out to these individuals in an attempt to assist them in preventing case denials. The pilot has seen marginal success. The Food Bank has communicated that they have seen much the same results as we have seen in that they have been unsuccessful contacting most people. We have however determined that we can combine our SNAP outreach efforts and potentially reach more locations. On June 9, 2022, the Somerset CWA Fraud Department will be visiting the agency. Our Fraud Unit will coordinate with Somerset to exchange best practices for investigations and related items.

Chairman's Report

Chairman William E. Connelly announced that the Board will meet by way of Webex at next month's Board Meeting.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Michele Darmochwal reported from May 1 to May 31, 2022 the agency received Medicaid recoveries in the amount of \$5,569.85 and the year-to-date 2022 is \$56,537.99. No new cases were referred to the Prosecutor's office during the month of May.

(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, July 5, 2022 at 4:30 p.m.**

A motion to declare the Civil Service list for Senior Personnel Technician incomplete was offered by Commissioner Tracy S. Zur, 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			

Action Items:

Resolutions:

- (a) 2022.6.07 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2022.6.07 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2022.6.07 (3) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3
- (d) 2022.6.07 (4) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3
- (e) 2022.6.07 (5) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3 Bilingual Spanish/English

- (f) 2022.6.07 (6) - Resolution Authorizing a Promotion for One Internal Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3 Bilingual Spanish/English
- (g) 2022.6.07 (7) - Resolution Authorizing the Advertisement and Offer of Employment for One External Part-Time Clerk 1
- (h) 2022.6.07 (8) - Resolution Authorizing the Advertisement and Offer of Employment for Two Internal or External Part-Time Human Services Aides Bilingual in Spanish
- (i) 2022.6.07 (9) - Resolution Authorizing the Advertisement and Offer of Employment for One Internal or External Part-Time Human Services Aide Bilingual in Korean
- (j) 2022.6.07 (10) - Resolution Authorizing the Advertisement and Offer of Employment for One Internal or External Part-Time Records Support Technician 1
- (k) 2022.6.07 (11) - Resolution Authorizing the Advertisement and Offer of Employment for One Internal Full-Time Human Services Aide
- (l) 2022.6.07 (12) - Resolution Authorizing the Advertisement and Offer of Employment for One Internal Provisional Full-Time Social Worker Bilingual in Spanish
- (m) 2022.6.07 (13) - Resolution Authorizing an Offer of Employment for One Internal Full-Time Human Services Specialist 3
- (n) 2022.6.07 (14) - Resolution Authorizing the Advertisement and Offer of Employment for One Provisional Internal Full-Time Human Services Specialist 4
- (o) 2022.6.07 (15) - Resolution Authorizing the Advertisement and Offer of Employment for One External Part-Time Clerk 1
- (p) 2022.6.07 (16) - Resolution Approving Provisional Senior Personnel Technician Contract Agreement
- (q) 2022.6.07 (17) - 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) – (p) 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			

A motion to discuss and approve Resolution (q) 2022.6.07 (17) 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 Commissioner Thomas J. Sullivan, 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 4:45 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss personnel 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 15 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 5:17 p.m.

Closed Session Minutes of May 3, 2022

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of May 3, 2022 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			
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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 5:00 p.m. was offered by Commissioner Thomas J. Sullivan, 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