

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
August 2, 2022**

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

A regular meeting of the Bergen County Board of Social Services was held on August 2, 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 August 2, 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 July 18, 2022 and to the Herald News, which was published on July 18, 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 July 13, 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 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			

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 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			

### **Adoption of Minutes:**

#### **(a) Open Session Minutes of July 5, 2022**

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of July 5, 2022 was offered by Commissioner Tracy S. Zur, 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			

### **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 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			

**(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 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			

**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 259 to 261 from last month and compared to one year ago it went up 34 cases, SNAP (Supplemental Nutrition Assistance Program) caseload decreased from 22,210 to 21,811 and decreased by 399 cases from last month and compared to one year ago it went down by 1,022 cases, GA (General Assistance) caseload increased from 484 to 507 cases up by 23, and compared to one year ago it went up by 87 cases, and Medicaid individuals increased from 57,165 to 57,276 up by 111 individuals.

Burial stats are as follows: 17 inquires, 25 approved, and 1 denial. The agency paid out \$80,324.00 and recovered \$1,180.36.

In August 2022, the agency received 1,636 applications for cash and SNAP applications and 1,323 Medicaid applications for a total of 2,959. In July 2022, the agency received 1,561 applications for cash and SNAP applications and 1,179 Medicaid applications for a total of 2,740.

In July, our Emergency Assistance Unit assisted homeless individuals and families. Currently, we have 10 individuals/families in motels. We have 20 families in the HEARTS Program, 11 in the Emergency Shelter, and 9 in TANF/Bridge side. We have 8 families placed at the Center for Hope and Safety (DV shelter). We had 80 Emergency Assistance applications and 127 clients on Temporary Rental Assistance. We had 17 placements as referrals from 211. We have 260 active DDD cases. The Adult Protective Service (APS) Unit received 81 referrals and currently have 24 open cases.



**(b) Memoranda to the Board**

Scott Modery reported that our yearly financial audit has begun. The audit is primarily remote as we collect documents and upload through the auditor's web portal. Certain original or cumbersome documentation will require in person review and will take place on an "as needed" basis. The recent medical emergency onsite has reminded us that it is best to be prepared. With that in mind we are pricing Automated External Defibrillator (AED) training for all interested staff. We currently have three AEDs onsite and want to ensure that should the need arise, there are staff trained to use the device. Our SNAP Administrator Yvonne Jordan and Scott Modery had a conference call with Lisa Martin from City Green on July 12th. City Green receives a mixture of private donation and public funding to expand accessibility for SNAP recipients by offering discounts on fruits and vegetables at designated locations. We will be displaying program information onsite and have requested information to present on our website. We were recently notified that we would receive \$255,414 SNAP American Rescue Plan Act (ARPA) Administrative funding. This money is being provided to County Welfare Agencies in varying amounts by County and must be used for SNAP related processes. We have been funding overtime with this money to ensure all SNAP cases are 100% current. There is no County match on these dollars and any unspent balance expires on 9/30/2022. The building is currently in the process of constructing two additional tenant offices. With these spaces filled and the knowledge that both new tenants will have a visitor base, Scott Modery is in constant communication with the building manager to monitor day to day circumstances as it relates to traffic and parking difficulties. We are working to prevent a repeat of the complications, which were the norm when we moved in.

**Chairman's Report**

Chairman William E. Connelly announced that the Board will meet in person at next month's Board Meeting. He wished everyone good health and is looking forward to meeting back in person next month.

**Committee Reports:**

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

Alexandra Harwin, Esq. reported from July 1 to July 31, 2022 the agency received Medicaid recoveries in the amount of \$11,595.97 and the year-to-date 2022 is \$89,309.68. No new cases were referred to the Prosecutor's office during the month of July.

**(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 in person on **September 6, 2022 at 4:30 p.m.**

## **Action Items:**

### **Resolutions:**

- (a) 2022.8.02 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2022.8.02 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2022.8.02 (3) – Resolution Authorizing a Promotion for One Internal Full-Time Social Worker to Provisional Full-Time Social Work Supervisor
- (d) 2022.8.02 (4) – Resolution Authorizing a Promotion for One Internal Full-Time Social Service Technician to Provisional Full-Time Social Worker
- (e) 2022.8.02 (5) – Resolution Authorizing a Promotion for One Internal Full-Time Social Service Technician to Provisional Full-Time Social Worker
- (f) 2022.8.02 (6) - Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide to Full-Time Social Service Technician
- (g) 2022.8.02 (7) - Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide to Full-Time Social Service Technician
- (h) 2022.8.02 (8) - Resolution Authorizing a Change in Hours from One Internal Part-Time Clerk 1 to Full-Time Clerk 1
- (i) 2022.8.02 (9) - Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide
- (j) 2022.8.02 (10) - Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide
- (k) 2022.8.02 (11) - Resolution Authorizing the Hiring of One External Part-Time Clerk 1
- (l) 2022.8.02 (12) - Resolution Authorizing the Hiring of One External Part-Time Clerk 1
- (m) 2022.8.02 (13) - Resolution Authorizing the Hiring of One External Part-Time Clerk 1
- (n) 2022.8.02 (14) - Resolution Authorizing the Hiring of One External Part-Time Human Services Aide
- (o) 2022.8.02 (15) - Resolution Authorizing the Hiring of One External Part-Time Clerk 1
- (p) 2022.8.02 (16) - Resolution Authorizing Rescinding Resolution 2022.7.05 (6) Authorizing the Hiring of One External Part-Time Human Services Aide Bilingual in Spanish
- (q) 2022.8.02 (17) - Resolution Authorizing a Promotion for One Internal Full-Time Human Services Specialist 1 to Full-Time Provisional Human Services Specialist 2
- (r) 2022.8.02 (18) - Resolution Authorizing a Promotion for One Internal Full-Time Human Services Specialist 1 to Full-Time Provisional Human Services Specialist 2



- (s) 2022.8.02 (19) - Resolution Authorizing a Promotion for One Internal Full-Time Human Services Specialist 1 to Full-Time Provisional Human Services Specialist 2
- (t) 2022.8.02 (20) - Resolution Authorizing a Change in Hours from Two Internal Part-Time Clerks 1 or Two Internal Part-Time Keyboarding Clerks 1 to Two Full-Time Clerks 1
- (u) 2022.8.02 (21) - Resolution Authorizing the Advertisement and Offer of Employment for Three External Part-Time Clerks 1
- (v) 2022.8.02 (22) - 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) – (u) 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			

A motion to discuss and approve Resolution (v) 2022.8.02 (22) 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 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			

The Board went into Closed Session at approximately 4:45 p.m.

### **CLOSED SESSION:**

The Board went into Closed Session to discuss personnel matters, litigation, closed session minutes, and health issues. 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 5:06 p.m.

### **Closed Session Minutes of July 5, 2022**

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of July 5, 2022 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			

A motion to add an additional six-month term for Acting Director Scott Modery was offered by Commissioner Tracy S. Zur, 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			

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 5:09 p.m. 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			

Respectfully submitted,

Scott Modery  
Acting Director