

**Minutes of the Meeting
of the
Bergen County Board of Social Services
October 6, 2022**

PRESENT: **Randi Duffie, Vice-Chairperson**
Erin N. Delaney, Secretary Treasurer
Susan Silverstein, Board Member
Alexandra Harwin, Esq., Board Member
John L. Schettino, Esq., General Counsel
Scott Modery, Acting Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: **William E. Connelly, Jr., Chairperson**
Elaine K. Meyerson, Assistant Secretary Treasurer
Tracy S. Zur, Bergen County Commissioner, Board Member
Thomas J. Sullivan, B.C. Commissioner, Board Member
John E. Ten Hoeve, Jr., Esq., County Adjuster
Yris Encarnacion, Board Member

A regular meeting of the Bergen County Board of Social Services was held on October 6, 2022 at 4:30 p.m. in the 4th Floor Board Room of the Bergen County Board of Social Services, 218 Route 17 North, Rochelle Park, New Jersey.

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 October 6, 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 January 15, 2022 and to the Herald News, which was published on January 15, 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 January 12, 2022.

A quorum being achieved, the Board met in Public Session.

PUBLIC SESSION:

In Chairman William E. Connelly's absence, Vice Chairwoman Randi Duffie chaired the meeting.

Flag Salute

Vice Chairwoman Randi Duffie 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

Vice Chairwoman Randi Duffie 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 Erin N. Delaney, 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			

With no individuals wishing to speak, Vice Chairwoman Randi Duffie 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 Erin N. Delaney, 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			

Adoption of Minutes:

(a) Open Session Minutes of September 6, 2022

Vice Chairwoman Randi Duffie requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of September 6, 2022 was offered by Susan Silverstein, seconded by Erin N. Delaney, 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:

Vice Chairwoman Randi Duffie requested a motion to approve the Bills List. A motion to approve the Bills List 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			

(b) Schedule of Vouchers:

Vice Chairwoman Randi Duffie requested a motion to approve the Schedule of Vouchers. A motion to approve the Schedule of Vouchers 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			

Matthew Wielkottz from Wielkottz & Company, LLC was present.

Mr. Wielkottz reported that the 2021 audit was clean and there were no comments for the single audit by the State, Federal, and no comments for general recommendations of the financial statements. He mentioned that it is very unusual to have an audit with no comments. He thanked Scott Modery, Geraldine Nestrowitz, and the rest of the team for their cooperation. He added that he does use Scott Modery as a resource. He indicated that he has two other Board of Social Services that are clients with two new CFO's so he does bounce things off of Scott Modery from time to time, and he has been a great resource. The Auditor indicated that he looked beyond just financial and fiscal. This year, there was a deeper dive into the Supplemental Nutrition Assistance Program (SNAP) and the agency provided a lot of information. The Auditor always does what they like to call unpredictability procedures. They always look at these programs based on grants that we get that has a risk assessment of which programs to look at and that changes from year to year based on the amount we get, the amount we spend, and that dictates what they look at in more depth. This year, that happened to be SNAP.

Mr. Wielkottz thanked the Board for the opportunity to present today and left the meeting.

Erin N. Delaney commended Scott Modery. She works for a few municipalities and has never seen an audit with no recommendations or comments.

A motion to accept the Auditor's Report was offered by Erin N. Delaney, 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			

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 for August was 306 cases, July was 281 cases and compared to one year ago it went up 86 cases, SNAP (Supplemental Nutrition Assistance Program) caseload for August was 21,944 and July was 21,839 and compared to one year ago it went down by 1,123 cases, GA (General Assistance) caseload for August was 384 cases and July was 411 cases and compared to one year ago it went down by 13 cases. In regard to Medicaid, there were 57,839 individuals and in July there were 57,532 individuals an increase of 307 individuals.

Burial stats are as follows: 15 inquires, 29 approved, and 0 denials. The agency paid out \$110,707.00 and recovered \$5,909.00.

In August 2022, the agency received 1,820 applications for cash and SNAP applications and 1,439 Medicaid applications for a total of 3,259. In July 2022, the agency received 1,636 applications for cash and SNAP applications and 1,323 Medicaid applications for a total of 2,959.

In August, 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 11 families placed at the Center for Hope and Safety (DV shelter). We had 90 Emergency Assistance applications and 120 clients on Temporary Rental Assistance. We had 36 placements as referrals from 211. We have 259 active DDD cases. The Adult Protective Service (APS) Unit received 122 referrals and currently have 30 open cases.

(b) Memoranda to the Board

Scott Modery reported that staff attended the Bergen County Annual Multicultural

Family Fun Festival at Van Saun Park on Saturday, September 24, 2022. This event was sponsored by the Bergen County Department of Human Services, Department of Parks, and the Department of Health Services. Staff attended the Bergen County Annual Senior Citizens Festival at Van Saun Park on Tuesday, September 20, 2022. This event was sponsored by the Bergen County Division of Senior Services. An employee who represented our agency at the Senior Fest at Van Saun Park was approached by an Elmwood Park representative who requested our presence at a senior event in Elmwood Park on Saturday, October 1, 2022. The agency was represented by an employee from the Adult Protective Services Department at the event. Administration met with CWA 1031 representation and a mediator during a Fact Finding portion of mediation on September 27, 2022. On September 30, 2022, administration invited a vendor to evaluate the Board Room for the possibility of adding virtual capability. The goal is to provide the option of a hybrid environment for future meetings. Such capability can be extremely expensive, and we are seeking a solution which meets our needs while being highly cost effective. Our September SNAP timeliness report puts Bergen County at 96.08% timeliness. By contrast, the statewide average is 55.48%. Most higher caseload counties like Bergen are having trouble maintaining timeliness due to extremely high application rates. Even with modest overtime, the agency is having difficulty maintaining our high average. In the year ahead we will most likely require more man hours to address the extreme application rates. On September 29, 2022, administration presented four staff and one security guard with County Commendations for their participation in the lifesaving efforts of a client on premise on June 7, 2022. The 2021 Audit has been completed with no findings, questioned costs, comments, or recommendations. The auditor will attend the October 6, 2022 Board Meeting to present. There is a new format of the monthly statistics. Historically, depending upon category some statistics were being represented by the prior month, and some by two months prior. In an effort to unify one month of reported statistics, beginning with the October 6, 2022 Board Meeting all statistics will be for two months prior. (Example: October 2022 Board meeting will display statistics for August 2022). The holiday season is approaching and the BCBSS will be sponsoring the "Adopt-a-Family" and "Adopt an Individual" project again this year. Each year, we select the neediest families who are all recipients of SNAP and TANF and require our help to celebrate the holiday season with their loved ones. To date, we have approximately four requests from customers that have expressed interest in participating in this program. Anyone can adopt a family or individual by purchasing gifts from their holiday wish lists. Wrapped and labeled gifts will be accepted whenever donors are ready and the deadline to bring the gifts is no later than December 14, 2022. All wrapped and labeled gifts can be brought to Administration located on the 4th floor.

Chairman's Report

No report.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from September 1 to September 30, 2022 the agency received Medicaid recoveries in the amount of \$5,387.84 and the year-to-date 2022 is \$128,999.12. No new cases were referred to the Prosecutor's office during the month of September.

(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 **Tuesday, November 1, 2022 at 4:30 p.m.**

Action Items:

Resolutions:

- (a) 2022.10.06 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2022.10.06 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2022.10.06 (3) – Resolution Authorizing the Hiring of One External Part-Time Clerk 1
- (d) 2022.10.06 (4) – Resolution Authorizing the Hiring of One External Part-Time Human Services Aide
- (e) 2022.10.06 (5) - Resolution Authorizing the Hiring of One External Part-Time Human Services Aide Bilingual in Spanish
- (f) 2022.10.06 (6) - Resolution Authorizing a Promotion for One Full-Time Records Support Technician 2 to Provisional Full-Time Records Support Technician 3
- (g) 2022.10.06 (7) - Authorizing the Advertisement and Offer of Employment for One Internal Full-Time Human Services Aide
- (h) 2022.10.06 (8) - Resolution Authorizing the Advertisement and Offer of Employment for One Internal or External Part-Time Human Services Aide
- (i) 2022.10.06 (9) - Resolution Authorizing a Change in Hours for One Internal Part-Time Clerk 1 to Full-Time Clerk 1
- (j) 2022.10.06 (10) - Resolution Authorizing the Advertisement and Offer of Employment for One Internal or External Full-Time Data Processing Programmer

- (k)2022.10.06 (11) - Resolution Authorizing Rescinding Resolution 2022.9.06 (7) Authorizing the Hiring of One External Part-Time Clerk 1
- (l)2022.10.06 (12) - Resolution Approving Memorandum of Agreement with CWA Local 1089
- (m)2022.10.06 (13) - 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) – (l) was offered by Erin N. Delaney, 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 (m) 2022.10.06 (13) 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 Erin N. Delaney, 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 4:52 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss closed session minutes and negotiations. 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 10 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 5:00 p.m.

Adoption of Minutes:

Closed Session Minutes of September 6, 2022

Vice Chairwoman Randi Duffie requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of September 6, 2022 was offered by Erin N. Delaney, 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			

Vice Chairwoman Randi Duffie requested a motion to adjourn the meeting. With no further business to conclude, a motion to adjourn the meeting at approximately 5:01 p.m. was offered by Susan Silverstein, 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