

**Minutes of the Meeting
of the
Bergen County Board of Social Services
November 1, 2022**

PRESENT: **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 (Arrived Late)
Susan Silverstein, Board Member
John L. Schettino, Esq., General Counsel
Scott Modery, Acting Director
Michele M. Darmochwal, Administrative Secretary

ABSENT: **William E. Connelly, Jr., Chairperson**
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 November 1, 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 November 1, 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 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			

Adina Yacoub – Former Director of BCBSS

Ms. Yacoub commented that she is happy to see everyone, highly recommends retirement, and prays for all that are still working.

With no further comments, 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 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			

Adoption of Minutes:

(a) Open Session Minutes of October 6, 2022

Vice Chairwoman Randi Duffie requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of October 6, 2022 was offered by Susan Silverstein, 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			

Commissioner Tracy S. Zur inquired about Mental Health First Aid certification and asked if the agency offers this training to staff. Scott Modery discussed that the agency has done it in the past and can look into offering this training again. Commissioner Tracy S. Zur mentioned that they are seeing a spike in mental health deterioration throughout the County and our staff deal with people who are dealing with trauma and mental health stressors and those de-escalation techniques could certainly be an asset and she thinks it is worth looking into. Scott Modery will reach out to the Mental Health Division at the County.

For the record, Alexandra Harwin, Esq. arrived at approximately 4:40 p.m.

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 Elaine K. Meyerson, 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			

(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 Commissioner Tracy S. Zur, 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 for September was 325 cases, August was 306 cases and compared to one year ago it went up 105 cases, SNAP (Supplemental Nutrition Assistance Program) caseload for September was 21,757 and August was 21,944 and compared to one year ago it went up by 499 cases, GA (General Assistance) caseload for September 408 cases and August was 384 cases and compared to one year

ago it went up by 11 cases. In regard to Medicaid, there were 58,173 individuals in September and 57,839 in August an increase of 334 individuals.

Burial stats are as follows: 21 inquires, 27 approved, and 0 denials. The agency paid out \$76,064.56 and recovered \$2,143.89.

In September 2022, the agency received 1,670 applications for cash and SNAP applications and 1,251 Medicaid applications for a total of 2,921. 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.

Our Emergency Assistance Unit assisted homeless individuals and families. Currently, we have 5 individuals/families in motels. We have 16 families in the HEARTS Program, 13 in the Emergency Shelter, and 3 in TANF/Bridge side. We have 12 families placed at the Center for Hope and Safety (DV shelter). We had 104 Emergency Assistance applications and 120 clients on Temporary Rental Assistance. We had 25 placements as referrals from 211. We have 257 active DDD cases. The Adult Protective Service (APS) Unit received 35 referrals and currently have 33 open cases.

A discussion ensued regarding SNAP benefits and those who qualify are still getting the maximum allowance. In regard to the recertification process, the agency is seeing a lot of customers who never had to deal with recertifying and they are ignoring our letters and paperwork, which then causes the case to close and then they come into the office after the case closes and it generates a lot of extra work for the staff. Scott Modery indicated this is what you do not see in the caseload because there is so much going on in applications that may never ever make it to cases and sometimes it requires double work before they become cases.

Alexandra Harwin, Esq. asked if there is any ability to bring on more personnel this year or if this is something that has to happen next year. Scott Modery indicated that this year we are hiring. We are up against a few challenges and are seeing more resignations and turnover than we have in a long time. We are having some difficulty getting some people. We are running at our maximum number for the budget this year. Next year, we will be looking to increase that.

Scott Modery reported that this month, we are seeking approval to move some part-time positions to full-time positions. The goal is to decrease the amount of part timers in the upcoming year.

(b) Memoranda to the Board

Scott Modery reported that staff attended the Fall Caregivers Conference sponsored by the Department of Human Services/Division of Senior Services on October 20, 2022 at 1 Bergen County Plaza in Hackensack. We employed Lifesavers Inc. to do six two-hour sessions of AED (Automated External Defibrillator), CPR (Cardio Pulmonary Resuscitation), and choking training for any employee who expressed an interest. 110 employees took the course and have received their

CPR certification. This certification lasts for two years. CWA 1089 demonstrated on 10/20/2022 and again on 10/27/2022 in front of the building. This demonstration was to call attention to the 24%+ increase in healthcare premiums and corresponding increase in employee contributions. The Adopt-a-Family and Adopt-an-Individual project is underway. Anyone can adopt a family or individual by purchasing gifts from holiday wish lists. Wrapped and labeled gifts will be accepted 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. On October 26, 2022, Administration met with a Korean delegation of 18 members of the Ministry of Health and Welfare and presented our processes and procedures for administering various assistance programs. The delegation asked many questions which were answered in detail and they were very grateful for the time allotted to them to learn about our procedures.

In regard to the Adopt-a-Family and Adopt an Individual project, Susan Silverstein reported that she started volunteering to help with this project. She announced if anyone wanted to adopt a family they could see her after the Board Meeting.

Chairman's Report

No report.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Alexandra Harwin, Esq. reported from October 1 to October 31, 2022 the agency received Medicaid recoveries in the amount of \$19,205.87 and the year-to-date 2022 is \$148,204.99. No new cases were referred to the Prosecutor's office during the month of October.

A discussion ensued regarding fraud. Scott Modery explained that the agency sends out letters to customers to pay back monies and if they are on a program the agency reduces their assistance by a certain amount each month and sometimes monies are even withheld from income tax returns.

The Board expressed interest in having the supervisor from the Fraud Department come and speak to the Board in the New Year.

(b) Audit & Budget Committee

No report.

(c) Building & Grounds Committee

No report.

OLD BUSINESS:

None

NEW BUSINESS:

None

(a) Next Board Meeting Date

The next Board Meeting is scheduled to be held in person on **Tuesday, December 6, 2022 at 4:30 p.m.**

Scott Modery pointed out in regard to Resolution 2022.11.01 (6) the initial resolution that was sent out the individual declined employment and another resolution was sent out to the Board today with a new name.

Action Items:

Resolutions:

- (a) 2022.11.01 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2022.11.01 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2022.11.01 (3) – Resolution Authorizing a Change in Hours from One Internal Part Time Human Services Aide to Full-Time Human Services Aide
- (d) 2022.11.01 (4) – Resolution Authorizing a Change in Hours from One Internal Part-Time Clerk 1 to Full-Time Clerk 1
- (e) 2022.11.01 (5) - Resolution Authorizing the Hiring of One External Part-Time Clerk 1
- (f) 2022.11.01 (6) - Resolution Authorizing the Hiring of One External Part-Time Clerk 1
- (g) 2022.11.01 (7) - Resolution Authorizing the Hiring of One External Part-Time Human Services Aide
- (h) 2022.11.01 (8) - Resolution Authorizing a Change in Employment for Four Internal Part-Time Human Services Aides, Full-Time Clerks 1, Full-Time Records Support Technicians 1, Full-Time Keyboarding Clerks 1 to Four Full-Time Human Services Aides
- (i) 2022.11.01 (9) - Resolution Authorizing a Change in Hours for One Internal Part-Time Clerk 1 to Full-Time Clerk 1
- (j) 2022.11.01 (10) - Resolution Authorizing Rescinding Resolution 2022.10.06 (4) Authorizing the Hiring of One External Part-Time Human Services Aide
- (k) 2022.11.01 (11) - Resolution Authorizing the Advertisement and Offer of Employment for One Internal or External Part-Time Human Services Aide
- (l) 2022.11.01 (12) - Resolution Authorizing the Advertisement and Offer of Employment for One External Part-Time Clerk 1

- (m)2022.11.01 (13) - Resolution Authorizing a Change in Hours for One Internal Part-Time Records Support Technician 1 to Full-Time Records Support Technician 1
- (n)2022.11.01 (14) - Resolution Authorizing the Advertisement and Offer of Employment for One Internal or External Part-Time Records Support Technician 1
- (o)2022.11.01 (15) - Resolution Authorizing the Hiring of One External Full-Time Data Processing Programmer
- (p)2022.11.01 (16) - Resolution Approving Labor-Management Relations Agreement with CWA Local 1089
- (q)2022.11.01 (17) - Resolution Approving Memorandum of Agreement with CWA Local 1031 (A & B)
- (r)2022.11.01 (18) - 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) – (q) was offered by Alexandra Harwin 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			

A motion to discuss and approve Resolution (r) 2022.11.01 (18) 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 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			

The Board went into Closed Session at approximately 5:00 p.m.

CLOSED SESSION:

The Board went into Closed Session to discuss closed session minutes and personnel. 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 5:20 p.m.

Adoption of Minutes:

Closed Session Minutes of October 6, 2022

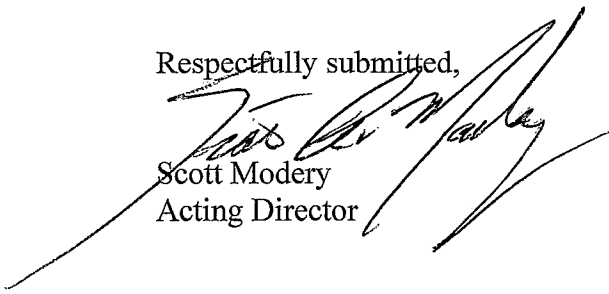
Vice Chairwoman Randi Duffie requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of October 6, 2022 was offered by Yris Encarnacion, seconded by Commissioner Tracy S. Zur, and approved as follows:

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			

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 5:20 p.m. 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			

Respectfully submitted,



Scott Modery
Acting Director