

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

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

A regular meeting of the Bergen County Board of Social Services was held on December 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 December 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:

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 Commissioner Thomas J. Sullivan, seconded by John E. Ten Hoeve, Jr., 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			

There being no comments from the public, 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 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			

Adoption of Minutes:

(a) Open Session Minutes of November 1, 2022

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of November 1, 2022 was offered by Yris Encarnacion, 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 Bill's List. A motion to approve the Bill's List 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			

(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 John E. Ten Hoeve Jr., 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 October was 339 cases, September was 325 cases and compared to one year ago it went up 108 cases, SNAP (Supplemental Nutrition Assistance Program) caseload for October was 21,951 and September was 21,757 and compared to one year ago it went down by 1,451 cases, GA (General Assistance) caseload for October was 398 cases and September was 408 cases and compared to one year ago it went down by 1 case. In regard to Medicaid, there were 58,598 individuals in October and 58,173 individuals in September an increase of 425 individuals.

Burial stats are as follows: 24 inquires, 37 approved, and 1 denial. The agency paid out \$76,796.00 and recovered \$1,367.12.

In October 2022, the agency received 1,810 applications for cash and SNAP applications and 1,292 Medicaid applications for a total of 3,102. 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.

Our Emergency Assistance Unit assisted homeless individuals and families. Currently, we have 1 individual/family in a motel. We have 15 families in the HEARTS Program, 13 in the Emergency Shelter, and 2 in TANF/Bridge side. We have 11 families placed at the Center for Hope and Safety (DV shelter). We had 79 Emergency Assistance applications and 110 clients on Temporary Rental Assistance. We had 41 placements as referrals from 211. We have 259 active

DDD cases. The Adult Protective Service (APS) Unit received 101 referrals and currently have 31 open cases.

Scott Modery reported that the application activity is still at an elevated level, which goes hand in hand with the statistics. Staff are overwhelmed with incoming phone calls. The agency's operators that work in the Automated Call Center Distribution can't get to all the phone calls and it is backing up the whole phone system and paralyzing the phone system with incoming and outgoing phone calls. There is a damage control plan in place where we have staff that will jump in to help with what we have been experiencing, but we will need additional staff next year. Scott Modery discussed that all the counties are saying the same thing at the meetings that he attends statewide. Even with overtime, staff are barely able to keep their heads above water.

(b) Memoranda to the Board

Scott Modery reported that on November 10, 2022 he received a request from the building management company to sign an Estoppel Certificate. About one week later, he had confirmation that the building was being sold. Effective December 1, 2022 the building ownership and management changed hands from Coolidge Park 17 LLC and GHP Office Realty, LLC to "218 Rt 17N LLC". Unfortunately, the transition has not gone smooth as all building vendors were initially let go. Cleaning did not take place on the evening of December 1, 2022 and no Maintenance Engineer was onsite for December 1 and December 2, 2022 because they were not retained by the new owner. Scott Modery has had multiple conversations with the new owner and was able to convince him that the Maintenance Engineer should be brought back. Additionally, vendors are slowly being brought back on over the past days. As per the suggestion at the last Board meeting, we have started the process of setting up Mental Health training on site for staff. We are coordinating with the Community Food Bank of New Jersey to gain assistance with SNAP outreach at our location. Beginning Tuesday, December 20, 2022 and continuing every Tuesday the Community Food Bank will be sending a representative to provide client SNAP assistance in our lobby. Representatives will speak to clients about the SNAP program, provide initial screening, and assist in filing applications either by paper or through our lobby kiosks. In regard to the Adopt-a-Family or Adopt-an-Individual project, to date, 29 families have been adopted. Wrapped and labeled gifts should be brought to Administration no later than December 14, 2022. The agency has been in contact with the Closter Fire Department and they will be providing toys from their toy drive for BCBSS clients that have expressed interest in receiving gifts for this holiday season. Scott Modery attached the first three pages from a recently received document from the New Jersey Association of Counties. He highlighted individual areas of interest in which both State Health Benefits Program and Pension costs are discussed. This document addresses the immense hurdles, which local entities including BCBSS will face in 2023 with respect to health benefit costs. Additionally, the document speaks about pension costs. While our pension rate increase is not quite as high as the "countywide" increase, this will be an additional factor in our 2023 budget.

Chairman's Report

No report.

Committee Reports:

(a) Welfare, Fraud, and Abuse Committee

Yris Encarnacion reported from November 1 to November 30, 2022 the agency received Medicaid recoveries in the amount of \$6,199.02 and the year-to-date 2022 is \$154,404.01. No new cases were referred to the Prosecutor's office during the month of November.

(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, January 10, 2023 at 4:30 p.m.**

Action Items:

Resolutions:

- (a) 2022.12.06 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2022.12.06 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2022.12.06 (3) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide
- (d) 2022.12.06 (4) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide
- (e) 2022.12.06 (5) - Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide
- (f) 2022.12.06 (6) - Resolution Authorizing a Promotion for One Internal Full-Time Human Services Aide
- (g) 2022.12.06 (7) - Resolution Authorizing a Change in Hours from One Internal Part-Time Clerk 1 to Full-Time Clerk 1

- (h) 2022.12.06 (8) - Resolution Authorizing the Hiring of One External Part-Time Human Services Aide
- (i) 2022.12.06 (9) - Resolution Authorizing the Hiring of One External Part-Time Clerk 1
- (j) 2022.12.06 (10) - Resolution Authorizing a Change in Hours from Part-Time to Full-Time for One Records Support Technician 1
- (k) 2022.12.06 (11) - Resolution Authorizing the Hiring of One External Part-Time Records Support Technician 1
- (l) 2022.12.06 (12) - Resolution Authorizing the Advertisement and Offer of Employment for Five External Part-Time Clerks 1
- (m) 2022.12.06 (13) - Resolution Authorizing an Offer of Employment for One Internal Full-Time Social Worker
- (n) 2022.12.06 (14) - Resolution Authorizing a Change in Hours for Three Internal Part-Time Clerks 1 to Full-Time Clerks 1
- (o) 2022.12.06 (15) - Resolution Authorizing the Advertisement and Offer of Employment for One Internal or External Part-Time Human Services Aide Bilingual in Spanish
- (p) 2022.12.06 (16) - Resolution Authorizing an Offer of Employment for One Internal Full-Time Social Service Technician
- (q) 2022.12.06 (17) - Resolution Approving Extending Affiliation Agreement with Holy Name Medical Center
- (r) 2022.12.06 (18) - Resolution Approving Extending Affiliation Agreement with Englewood Hospital
- (s) 2022.12.06 (19) - Resolution Approving Extending Affiliation Agreement with Hackensack University Medical Center
- (t) 2022.12.06 (20) - Resolution Approving Extending Affiliation Agreement with Bergen New Bridge Medical Center
- (u) 2022.12.06 (21) - Resolution Approving Employee's Assistance Program Agreement with the County of Bergen
- (v) 2022.12.06 (22) - Resolution Approving Labor-Management Relations Agreement with CWA Local 1089
- (w) 2022.12.06 (23) - Resolution Approving Labor-Management Relations Agreement with CWA Local 1031 A & B
- (x) 2022.12.06 (24) - 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) – (w) was offered by John E. Ten Hoeve, Jr., Esq., 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			

A motion to discuss and approve Resolution (x) 2022.12.06 (24) 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 John E. Ten Hoeve, Jr., 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 4:50 p. m.

CLOSED SESSION:

The Board went into Closed Session to discuss closed session minutes, personnel matters, and contract 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 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 5:22 p.m.

Adoption of Minutes:

Closed Session Minutes of November 1, 2022

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of November 1, 2022 was offered by Yris Encarnacion, 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 pay a one-time payment of Chapter 78, if it can be done by the end of December, if possible, was offered by Commissioner Thomas J. Sullivan, seconded by John E. Ten Hoeve, Jr., 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			

A motion to give a 2% raise to the Fiscal Officer and a new two-year contract was offered by Commissioner Thomas J. Sullivan, seconded by John E. Ten Hoeve, Jr., 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			

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 5:25 p.m. was offered by John E. Ten Hoeve, Jr., Esq., seconded by 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			

Respectfully submitted,

Scott Modery
Acting Director