

**Minutes of the Meeting  
of the  
Bergen County Board of Social Services  
April 4, 2023**

**PRESENT:** William E. Connelly, Jr., Chairperson  
Randi Duffie, Vice-Chairperson  
Erin N. Delaney, Secretary Treasurer  
Elaine K. Meyerson, Assistant Secretary Treasurer  
Diane DeCarlo, Esq., County Adjuster  
Yris Encarnacion, Board Member  
Susan Silverstein, Board Member  
John L. Schettino, Esq., General Counsel  
Scott Modery, Director  
Michele M. Darmochwal, Administrative Secretary

**ABSENT:** Tracy S. Zur, Bergen County Commissioner, Board Member  
Thomas J. Sullivan, Bergen County Commissioner, Board Member  
Alexandra Harwin, Esq., Board Member

A regular meeting of the Bergen County Board of Social Services was held on April 4, 2023 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 April 4, 2023 has been provided in the following manner:

1. By a prominent posting of the schedule of meetings for 2023, 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 17, 2023 and to the Herald News, which was published on January 17, 2023.

- 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 17, 2023.

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
DIANE DECARLO, 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 Erin N. Delaney, 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
DIANE DECARLO, 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 Randi Duffie, 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
DIANE DECARLO, 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 March 7, 2023**

Chairman William E. Connelly requested a motion to adopt the Open Session minutes. A motion to adopt the Open Session minutes of March 7, 2023 was offered by Erin N. Delaney, 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
DIANE DECARLO, 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 and Schedule of Vouchers:**

Chairman William E. Connelly requested a motion to approve the Bill’s List and the Schedule of Vouchers. A motion to approve the Bill’s List and the Schedule of Vouchers were 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
DIANE DECARLO, 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 February 2023 was 384 and January 2023 was 395 cases, and compared to one year ago it went up 139 cases, SNAP (Supplemental Nutrition Assistance Program) caseload for February was 22,397 and January 2023 was 22,291 and compared to one year ago it went down by 136 cases, GA (General Assistance) caseload for February was 410 cases and January 2023 was 413 cases and compared to one year ago it went down by 14 cases. In regard to Medicaid, there were 59,869 in February and in January 2023 was 59,571 an increase of 298 individuals.

Burial stats are as follows: 19 inquires, 26 approved, and 1 denial. The agency paid out \$168,794.00 and recovered \$8,298.25.

In February 2023, the agency received 1,725 applications for cash and SNAP applications and 1,300 Medicaid applications for a total of 3,025. In January 2023, the agency received 2,092 applications for cash and SNAP applications and 1,586 Medicaid applications for a total of 3,678.

Our Emergency Assistance Unit assisted homeless individuals and families. Currently, we have 4 individuals/families in motels. We have 16 families in the HEARTS Program, 11 in the Emergency Shelter, and 5 in TANF/Bridge side. We have 9 families placed at the Center for Hope and Safety (DV shelter). We had 58 Emergency Assistance applications and 110 clients on Temporary Rental Assistance. We had 18 placements as referrals from 211. We have 252 active DDD cases. The Adult Protective Service (APS) Unit received 97 referrals and currently have 32 open cases.

For this month, just to give a perspective, Scott Modery included monthly application rates for 2019 and 2022 versus 2023. That information was provided just to give a perspective on what our application rates are this year versus where they were in 2019, which was pre-pandemic. He used that as a baseline because it is before everything changed. He also added our staffing counts. In 2019, we had 236 people and slightly beyond the middle of the pandemic we were down to 226 people. There were cases that were not closing, much less work that needed to be done on those cases so the staffing levels were not needed. Now that we are coming out of the pandemic all of that work is resuming and there is even more work that needs to be done to redetermine a lot of these cases so our staffing is going back up again. Even at this level where we are today at 237 it is almost exactly the same as we were in 2019 when we had half as many applications. We are still doing a lot with a little. Going forward, in regard to staffing, we are working towards trying to convert part-time staff to full-time staff so that we can hire external full-time staff.

**(b) Memoranda to the Board**

Scott Modery reported that on 3/1/2023, he responded to a letter from Rochelle Park promoting their “Small Business Spotlight”. This letter indicated that to promote the town businesses, they would be posting information about the business on both their website and social media. Mr. Modery requested an update as to when this might become active but has not received any reply yet. During the past months the agency has been working with a major well-known vendor to price printer supplies and repair services under contract for a flat monthly cost. After extensive vendor analysis of our process and cost for supplies the company has indicated that they will likely be unable to compete with our current pricing structure. We have seen this type of behavior before, and it is a testament to the efforts of the Finance Department and IT Department working together to research and procure the best vendors and products to maximize the taxpayer dollar. We recently purchased shirts and fleece jackets for our Fraud Department staff. Though the Investigators carry a badge, they have indicated a great deal of increased respect and compliance when in the field when wearing this gear with the “Bergen County Investigator” insignia. The experience with the Fraud Department was so successful that we have also equipped our Adult Protective Services (APS) Department with uniform gear as well. Similar to the Fraud Department, the Supervisor of the APS Department has indicated that staff noticed an immediate change when first interacting with clients and the community. There is an instant recognition of their official purpose that was not present before. In addition, other official agencies, such as the police departments we work with, have been immediately able to recognize who we are and why we are present, increasing the professionalism of our interactions. Overall, in just a small time, these uniforms have made an obvious improvement in our ability to assist the community. Our APS Administrator attended the Division of Senior Services meeting at the County and returned with statistics about New Jersey and Bergen County in particular: Bergen County has the highest 60+ population in the State of NJ, in 2021 23.8% of the Bergen County Population was 60+, the 60+ population of Bergen County has increased by 10.5% over the last 5 years. These statistics allude to a demographic, which will require greater attention by our APS Department in the coming years. If this trend continues, we can expect the need to increase staffing in this area. Additionally, since there is a heavy reliance on County funds to operate the APS Department, a disproportionate amount of budget increase will also be associated with these statistics. Over the past month, administration has been working with our Insurance Consultant about our dental contract that is expiring 5/01/2023. Our current carrier proposed a very high rate. After going back to our current carrier they lowered the rate somewhat but compared to some other proposals that our Insurance Consultant got out on the market it does not appear to be beneficial to stay with the current carrier. The coverage will be “equal to or better than” and the carrier will provide that letter stating such.

## **Chairman's Report**

Chairman William E. Connelly welcomed Diane DeCarlo, Esq., County Adjuster, to the Board.

In addition, he announced that the County reappointed Yris Encarnacion from 1/01/2023 to 12/31/2024 and Alexandra Harwin, Esq. from 1/01/2022 to 12/31/2026.

## **Committee Reports:**

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

Randi Duffie reported from March 1 to March 31, 2023 the agency received Medicaid recoveries in the amount of \$2,875.87 and the year-to-date 2023 is \$13,122.62. No new cases were referred to the Prosecutor's office during the month of March.

### **(b) Audit & Budget Committee**

No report.

### **(c) Building & Grounds Committee**

No report.

### **(d) Personnel Committee**

Elaine K. Meyerson reported that the Personnel Committee had a meeting. She will have a conversation in Closed Session.

## **OLD BUSINESS:**

None

## **NEW BUSINESS:**

None

### **(a) Next Board Meeting Date**

The next Board Meeting is scheduled to be held in person on **Thursday, May 4, 2023** at 4:30 p.m.

## **Action Items:**

### **Resolutions**

- (a) 2023.4.04 (1) – Resolution Approving Additions, Elimination, and/or Changes to Positions within the Bergen County Board of Social Services
- (b) 2023.4.04 (2) – Resolution Authorizing the Advertisement of Employment for Multiple Openings
- (c) 2023.4.04 (3) – Resolution Authorizing a Promotion for One Internal Full-Time Senior Accountant to Provisional Full-Time Supervising Accountant

- (d) 2023.4.04 (4) – Resolution Authorizing the Hiring of One External Part-Time Human Services Aide
- (e) 2023.4.04 (5) – Resolution Authorizing a Change in Hours from One Internal Part-Time Human Services Aide to Full-Time Human Services Aide
- (f) 2023.4.04 (6) – Resolution Authorizing a Change in Hours from One Internal Part-Time Human Services Aide to Full-Time Human Services Aide
- (g) 2023.4.04 (7) – Resolution Authorizing a Change in Hours from One Internal Part-Time Human Services Aide to Full-Time Human Services Aide
- (h) 2023.4.04 (8) – Resolution Authorizing a Change in Hours from One Internal Part-Time Human Services Aide to Full-Time Human Services Aide
- (i) 2023.4.04 (9) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3
- (j) 2023.4.04 (10) – Resolution Authorizing a Promotion for One Full-Time Human Services Specialist 2 to Full-Time Human Services Specialist 3 Bilingual in Spanish
- (k) 2023.4.04 (11) – Resolution Authorizing a Promotion for One Internal Full-Time Social Service Technician to Provisional Full-Time Social Worker
- (l) 2023.4.04 (12) – Resolution Authorizing the Hiring of One External Part-Time Clerk
- (m) 2023.4.04 (13) – Resolution Authorizing the Hiring of One External Full-Time Clerk 1
- (n) 2023.4.04 (14) – Resolution Authorizing the Hiring of One External Full-Time Clerk 1 Bilingual in Spanish
- (o) 2023.4.04 (15) – Resolution Authorizing a Change in Hours for One Internal Part-Time Human Services Aide to One Full-Time Human Services Aide
- (p) 2023.4.04 (16) – Resolution Authorizing the Advertisement and Offer of Employment for Three Internal or External Full-Time Clerks 1
- (q) 2023.4.04 (17) – Resolution Authorizing the Advertisement and Offer of Employment for One Internal Provisional Full-Time Employee Benefits Specialist
- (r) 2023.4.04 (18) – Resolution Approving Confidential Employees Salary Increase
- (s) 2023.4.04 (19) – Resolution Approving Contract Agreement with Provisional Director
- (t) 2023.4.04 (20) – Resolution Approving Lease Agreement with Xerox
- (u) 2023.4.04 (21) – Resolution Approving Revisions to Employee Handbook
- (v) 2023.4.04 (22) – Resolution Approving Change in Dental Plan
- (w) 2023.4.04 (23) – 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) – (v) was offered by Erin N. Delaney, seconded by Yris Encarnacion, and approved as follows:

MEMBERS	TITLE	AYE	NAY	ABSTAIN	ABSENT
<b>WILLIAM E. CONNELLY</b>	<b>CHAIRPERSON</b>	X			
<b>RANDI DUFFIE</b>	<b>VICE CHAIRPERSON</b>	X			
<b>ERIN N. DELANEY</b>	<b>SECRETARY TREASURER</b>	X			
<b>ELAINE K. MEYERSON</b>	<b>ASST. SECRETARY TREASURER</b>	X			
<b>TRACY S. ZUR</b>	<b>BERGEN COUNTY COMMISSIONER</b>				X

THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				X
DIANE DECARLO, 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 (w) 2023.4.04 (23) 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 and to go into Closed Session was offered by Elaine K. Meyerson, 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
DIANE DECARLO, 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 matters. 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.

**OPEN SESSION:**

The Board reconvened in Open Session at approximately 5:07 p.m.

**Adoption of Minutes:**

**Closed Session Minutes of March 7, 2023**

Chairman William E. Connelly requested a motion to adopt the Closed Session minutes. A motion to adopt the Closed Session minutes of March 7, 2023 was offered by Erin N. Delaney, 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			

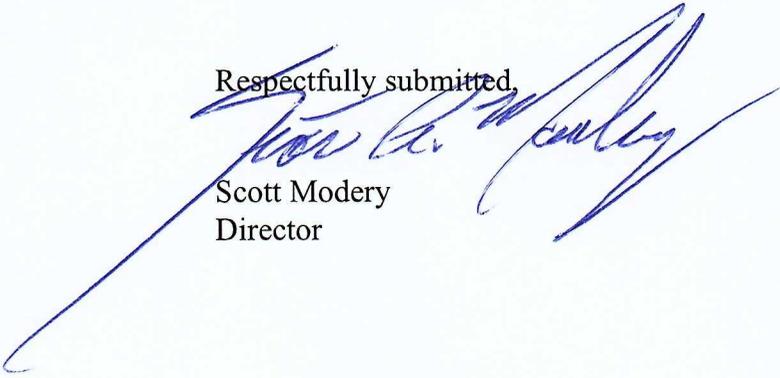
ELAINE K. MEYERSON	ASST. SECRETARY TREASURER	X			
TRACY S. ZUR	BERGEN COUNTY COMMISSIONER				X
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				X
DIANE DECARLO, ESQ.	COUNTY ADJUSTER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER				X
SUSAN SILVERSTEIN	BOARD MEMBER			X	

Erin N. Delaney announced that this may or may not be her last Board Meeting. She indicated that the County wants to switch her to another Board. The Board Members wished her well and thanked her for her service.

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 5:07 p.m. was offered by Yris Encarnacion, 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
DIANE DECARLO, ESQ.	COUNTY ADJUSTER	X			
YRIS ENCARNACION	BOARD MEMBER	X			
ALEXANDRA HARWIN	BOARD MEMBER				X
SUSAN SILVERSTEIN	BOARD MEMBER	X			

Respectfully submitted,

  
 Scott Modery  
 Director