

AGENDA

BERGEN COUNTY BOARD OF SOCIAL SERVICES

September 3, 2024 - 4:30 p.m.

- I. Open Public Meetings Act Statement
- II. Flag Salute
- III. Roll Call
- IV. Open Public Comment Period
- V. Adoption of Minutes
 - (a) Open Session Minutes of August 6, 2024
- VI. Treasurer's Report
 - (a) Bills List
 - (b) Schedule of Vouchers
 - (c) Presentation of 2023 Audit Report by Wielkotz & Company
- VII. Administration Report
 - (a) Monthly Reports – Statistical & Financial
 - (b) Memoranda to the Board
- VIII. Chairman's Report
- IX. Committee Reports
 - (a) Welfare, Fraud, and Abuse Committee
 - (b) Audit & Budget Committee
 - (c) Building & Grounds Committee
 - (d) Personnel Committee
- X. Old Business
- XI. New Business
 - (a) Next Board Meeting Date – **Tuesday, October 1, 2024**
- XII. Action Items
 - Resolutions:
 - (a) 2024.9.03 (1) – Resolution Authorizing the Advertisement and Offer of Employment for Three External Full-Time Clerks 1
 - (b) 2024.9.03 (2) – Resolution Authorizing a Change in Employment for One Internal Part-Time Human Services Aide, Part-Time Human Services Aide Bilingual in Spanish, Full-Time Clerk 1, Full-Time Clerk 1 Bilingual in Spanish, Full-Time Records Support Technician 1, Full-Time Clerk Mail Clerk, Full-Time Data Entry Operator, Full-Time Keyboarding Clerk 1, or Full-Time Keyboarding Clerk 1 Bilingual in Spanish to One Full-Time Human Services Aide Bilingual in Spanish
 - (c) 2024.9.03 (3) – Resolution Approving Agencywide Backup Software
 - (d) 2024.9.03 (4) – Resolution Approving Memorandum of Agreement with CWA Local 1089

- (e) 2024.9.03 (5) – Resolution Approving Employment Policy for Confidential Employees
- (f) 2024.9.03 (6) – 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

XIII. Closed Session

- (a) Closed Session Minutes of August 6, 2024
- (b) Personnel Matters
- (c) Litigation
- (d) Any other matters permitted in closed sessions pursuant to N.J.S.A. 10:4-12(b)

XIV. Adoption of Minutes

- (a) Closed Session Minutes August 6, 2024

PLEASE NOTE THAT FORMAL ACTION MAY BE TAKEN BY THE BOARD ON ANY MATTER SET FORTH ABOVE OR AS MAY BE RAISED DURING THE MEETING.

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
WILLIAM E. CONNELLY	CHAIRMAN				
RANDI DUFFIE	VICE CHAIRWOMAN				
ELAINE K. MEYERSON	SECRETARY TREASURER				
SUSAN SILVERSTEIN	ASST. SECRETARY TREASURER				
TRACY S. ZUR	BERGEN COUNTY COMMISSIONER				
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				
DIANE DECARLO	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
JUNIOR HERNANDEZ	BOARD MEMBER				

No. 2024.9.03 (1)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION AUTHORIZING THE ADVERTISEMENT AND OFFER OF EMPLOYMENT FOR THREE (3) EXTERNAL FULL-TIME CLERKS 1

WHEREAS, the Board has a need to hire three (3) external Full-Time Clerks 1; and

WHEREAS, the Director has been given authorization to advertise and offer employment, externally, for three (3) Full-Time Clerks 1.

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby authorizes the Director to advertise and offer employment for three (3) external Full-Time Clerks 1; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be kept on file in the Office of the Director; and

IT IS HEREBY CERTIFIED, that this is a true copy of a Resolution adopted by the Bergen County Board of Social Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on September 3, 2024.

ATTEST:

SO APPROVED:

ELAINE K. MEYERSON
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: September 3, 2024

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
WILLIAM E. CONNELLY	CHAIRMAN				
RANDI DUFFIE	VICE CHAIRWOMAN				
ELAINE K. MEYERSON	SECRETARY TREASURER				
SUSAN SILVERSTEIN	ASST. SECRETARY TREASURER				
TRACY S. ZUR	BERGEN COUNTY COMMISSIONER				
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				
DIANE DECARLO	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
JUNIOR HERNANDEZ	BOARD MEMBER				

No. 2024.9.03 (2)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION AUTHORIZING A CHANGE IN EMPLOYMENT FOR ONE INTERNAL PART-TIME HUMAN SERVICES AIDE, PART-TIME HUMAN SERVICES AIDE BILINGUAL IN SPANISH, FULL-TIME CLERK 1, FULL-TIME CLERK 1 BILINGUAL IN SPANISH, FULL-TIME RECORDS SUPPORT TECHNICIAN 1, FULL-TIME MAIL CLERK, FULL-TIME DATA ENTRY OPERATOR, FULL-TIME KEYBOARDING CLERK 1, OR FULL-TIME KEYBOARDING CLERK 1 BILINGUAL IN SPANISH TO ONE FULL-TIME HUMAN SERVICES AIDE BILINGUAL IN SPANISH

WHEREAS, the Board has a need to promote one (1) internal Part-Time Human Services Aide or Part-Time Human Services Aide Bilingual in Spanish or Full-Time Clerk 1 or Full-Time Clerk 1 Bilingual in Spanish or Full-Time Records Support Technician 1 or Full-Time Mail Clerk or Full-Time Data Entry Operator or Full-Time Keyboarding Clerk 1 or Full-Time Keyboarding Clerk 1 Bilingual in Spanish to one Full-Time Human Services Aide Bilingual in Spanish; and

WHEREAS, the Director has been given authorization to advertise internally, interview, and offer a change in employment to one (1) internal Part-Time Human Services Aide or Part-Time Human Services Aide Bilingual in Spanish or Full-Time Clerk 1 or Full-Time Clerk 1 Bilingual in Spanish or Full-Time Records Support Technician 1 or Full-Time Mail Clerk or Full-Time Data Entry Operator or Full-Time Keyboarding Clerk

1 or Full-Time Keyboarding Clerk 1 Bilingual in Spanish to one (1) Full-Time Human Services Aide Bilingual in Spanish; and

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby authorizes the Director to advertise internally, interview, and offer employment for one (1) internal Full-Time Human Services Aide Bilingual in Spanish; and

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be kept on file in the Office of the Director; and

IT IS HEREBY CERTIFIED, that this is a true copy of a Resolution adopted by the Bergen County Board of Social Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on September 3, 2024.

ATTEST:

SO APPROVED:

ELAINE K. MEYERSON
Secretary-Treasurer

WILLIAM E. CONNELLY
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ELAINE K. MEYERSON	SECRETARY TREASURER				
SUSAN SILVERSTEIN	ASST. SECRETARY TREASURER				
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ALEXANDRA HARWIN	BOARD MEMBER				
JUNIOR HERNANDEZ	BOARD MEMBER				

No. 2023.9.03 (3)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION APPROVING AGENCYWIDE BACKUP SOFTWARE

WHEREAS, the Bergen County Board of Social Services (hereinafter the “Board”) is in receipt of a quote from SHI dated June 24, 2024 for Agencywide Backup Software capable of backing up Microsoft 365; and

WHEREAS, the quote in the amount of \$46,240.46, a copy of which is attached hereto and incorporated herein, provides a simple interface for backup configuration and restoration and provides for disaster recovery/ransomware protection; and

WHEREAS, the Director has reviewed the proposal submitted by SHI for Agencywide Backup Software capable of backing up Microsoft 365 and recommends the approval of same; and

WHEREAS, the Qualified Purchasing Agent has reviewed the quote submitted by SHI and recommends the purchase of same.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the Proposal submitted by SHI for Agencywide Backup Software capable of backing up Microsoft 365 in the amount of \$46,240.46, a copy of which is attached hereto and incorporated herein by reference, be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Director is hereby authorized and directed to take all steps necessary to effectuate this resolution on behalf of the Board; and

BE IT FURTHER RESOLVED that the Board Secretary is hereby authorized and directed to forward a copy of this Resolution to SHI upon its passage; and

IT IS HEREBY CERTIFIED, that this is a true copy of a Resolution adopted by the Bergen County Board of Social Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on September 3, 2024.

ATTEST:

SO APPROVED:

ELAINE K. MEYERSON
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: September 3, 2024

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSENT
WILLIAM E. CONNELLY	CHAIRMAN				
RANDI DUFFIE	VICE CHAIRWOMAN				
ELAINE K. MEYERSON	SECRETARY TREASURER				
SUSAN SILVERSTEIN	ASST. SECRETARY TREASURER				
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DIANE DECARLO	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
JUNIOR HERNANDEZ	BOARD MEMBER				

No. 2024.9.03 (4)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

**RESOLUTION APPROVING MEMORANDUM OF AGREEMENT WITH CWA
LOCAL 1089**

WHEREAS, the Bergen County Board of Social Services (hereinafter the “Board”), and the Communication Workers of America, AFL-CIO (Local 1089) (hereinafter the “CWA Local 1089”), are members of a Collective Bargaining Agreement which expired on December 31, 2023; and

WHEREAS, the Board and CWA Local 1089 have been engaged in negotiations in an effort to arrive at a successor agreement to the contract that expired on December 31, 2023; and

WHEREAS, the Parties have arrived at a tentative agreement for the term January 1, 2024 through December 31, 2027 as reflected on the Memorandum of Agreement, a copy of which is attached hereto and incorporated herein by reference; and

WHEREAS, the Director and Labor Attorney have reviewed the Memorandum of Agreement between the Board and CWA Local 1089, a copy of which is attached hereto and incorporated herein by reference, and recommend the approval of same, subject to ratification.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the Memorandum of Agreement between the Board and CWA Local 1089 for the term January 1, 2024 through December 31, 2027, a copy of which is attached hereto and incorporated herein by reference, be and is hereby approved subject to ratification; and

BE IT FURTHER RESOLVED, that the Director be and is hereby authorized and directed to execute the attached Memorandum of Agreement on behalf of the Board; and

BE IT FURTHER RESOLVED, that the Director and Board Chairman be and are hereby authorized and directed to execute the contract between the Parties, once complete, on behalf of the Board; and

IT IS HEREBY CERTIFIED, that this is a true copy of a Resolution adopted by the Bergen County Board of Social Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on September 3, 2024.

ATTEST:

SO APPROVED:

ELAINE K. MEYERSON
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: September 3, 2024

Offered by:

Seconded by:

MEMBER	TITLE	AYE	NAY	NO VOTE	ABSEN T
WILLIAM E. CONNELLY	CHAIRMAN				
RANDI DUFFIE	VICE CHAIRWOMAN				
ELAINE K. MEYERSON	SECRETARY TREASURER				
SUSAN SILVERSTEIN	ASST. SECRETARY TREASURER				
TRACY S. ZUR	BERGEN COUNTY COMMISSIONER				
THOMAS J. SULLIVAN	BERGEN COUNTY COMMISSIONER				
DIANE DECARLO	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
JUNIOR HERNANDEZ	BOARD MEMBER				

No. 2024.9.03 (5)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

RESOLUTION APPROVING EMPLOYMENT POLICY FOR CONFIDENTIAL EMPLOYEES

WHEREAS, the Bergen County Board of Social Services (hereinafter the “Board”) seeks to establish a policy setting forth the terms and conditions of employment for the Confidential Employees of the Board; and

WHEREAS, the Employment Policy for the Confidential Employees, a copy of which is attached hereto and incorporated herein by reference, reflects all the procedures and polices the Confidential Employees shall be governed by; and

WHEREAS, the Director has reviewed the Employment Policy for the Confidential Employees attached hereto and recommends the approval of same.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the Employment Policy for the Confidential Employees, a copy of which is attached hereto and incorporated herein by reference, be and is hereby approved; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon the execution hereof.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be kept in the file of each of the Confidential Employees; and

IT IS HEREBY CERTIFIED, that this is a true copy of a Resolution adopted by the Bergen County Board of Social Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on September 3, 2024.

ATTEST:

SO APPROVED:

ELAINE K. MEYERSON
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: September 3, 2024

Offered by:

Seconded by:

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SUSAN SILVERSTEIN	ASST. SECRETARY TREASURER				
TRACY S. ZUR	COUNTY COMMISSIONER				
THOMAS J. SULLIVAN	COUNTY COMMISSIONER				
DIANE DECARLO, ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN	BOARD MEMBER				
JUNIOR HERNANDEZ	BOARD MEMBER				

No. 2024.9.03 (6)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A 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

WHEREAS, the Bergen County Board of Social Services is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Bergen County Board of Social Services to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

___ 1. Matters Required by Law to be Confidential. Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

2. Matters Where the Release of Information Would Impair the Right to Receive Funds. Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

 3. Matters Involving Individual Privacy. Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

 X 4. Matters Relating to Collective Bargaining Agreements. Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body, with respect to: (a) discussion regarding aligning salary increase for confidential employees with union staff.

 X 5. Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds. Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed specifically with respect to 218 Route 17 North, Rochelle Park, New Jersey, specifically with respect to (a) discussion regarding Building Issues. The minutes will be released on or before _____, 20__ when the issues pertaining to the Lease and First Amendment to the Lease have been approved and finalized.

 6. Matters Relating to Public Safety and Property. Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.

 X 7. Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege, any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer, specifically with respect to (a) discussion regarding A.S.. The minutes will be released in approximately ninety (90) days or upon the resolution through settlement or court decision and the time period for any and all appeals.

X 8. Matters Relating to the Employment Relationship. Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance or promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting, specifically, (a) discussion regarding confidential employment policies for confidential staff. The minutes will be released within ninety (90) days or earlier upon the resolution of the matter through settlement or court decision and the time period for any and all appeals.

_____ 9. Matters Relating to the Potential Imposition of a Penalty. Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

NOW THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services, assembled in public session on August 6, 2024 that an Executive Session closed to the public shall be held on September 3, 2024 at 4:30 P.M. at the Bergen County Board of Social Services, 218 Route 17 North, Rochelle Park, New Jersey, for the discussion of matters relating to the specific items designated above.

BE IT FURTHER RESOLVED, that it is anticipated that the deliberations conducted in closed session will be disclosed to the public upon the determination of the Bergen County Board of Social Services that the public interest will no longer be served by such confidentiality as set forth above.

ATTEST:

SO APPROVED:

ELAINE K. MEYERSON
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: September 3, 2024