

## **AGENDA**

### **BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**June 3, 2025 - 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 May 6, 2025
- VI. Treasurer's Report
  - (a) Bills List
  - (b) Schedule of Vouchers
- 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, July 1, 2025**
- XII. Action Items
  - Resolutions:
    - (a) 2025.6.03 (1) – Resolution Authorizing a Promotion for One Internal Full-Time Human Services Specialist 1 to Full-Time Human Services Specialist 2
    - (b) 2025.6.03 (2) – Resolution Authorizing a Change in Hours from One Internal Part-Time Clerk 1 to Full-Time Clerk 1
    - (c) 2025.6.03 (3) – Resolution Authorizing the Hiring of One External Part-Time Clerk 1
    - (d) 2025.6.03 (4) – Resolution Authorizing the Hiring of One External Part-Time Clerk 1
    - (e) 2025.6.03 (5) – Resolution Authorizing a Promotion for One Internal Provisional Full-Time Investigator Bilingual in Spanish
    - (f) 2025.6.03 (6) – Resolution Approving Updating Signature Page of ByLaws
    - (g) 2025.6.03 (7) – 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

XIII. Closed Session

- (a) Discussion regarding Closed Session Minutes of May 6, 2025
- (b) Personnel Matters
- (c) Litigation
- (d) Any other matters permitted in closed sessions pursuant to N.J.S.A. 10:4-12(b)

XIV. Open Session

Adoption of Minutes

- (a) Closed Session Minutes of May 6, 2025

**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, ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN, ESQ.	BOARD MEMBER				
JUNIOR HERNANDEZ, Ph.D.	BOARD MEMBER				

No. 2025.6.03 (1)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING A PROMOTION FOR ONE INTERNAL FULL-TIME HUMAN SERVICES SPECIALIST 1 TO FULL-TIME HUMAN SERVICES SPECIALIST 2**

**WHEREAS**, the Bergen County Board of Social Services is in need of authorizing a change in employment for one employee from one (1) internal Full-Time Human Services Specialist 1 to Full-Time Human Services Specialist 2; and

**WHEREAS**, per Article 16, Salary, Wages and Other Compensation 5 (ii) of the Collective Bargaining Agreement with CWA Local #1089 and a satisfactory work performance evaluation;

**WHEREAS**, recommendations were provided by the supervisor; and

**WHEREAS**, it is the recommendation of the Director that Jerry Abraham be appointed to the position of Full-Time Human Services Specialist 2 effective on June 10, 2025 at an annual salary of \$73,226.

**NOW THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby approves of the change in employment of Jerry Abraham to the position of Full-Time Human Services Specialist 2 effective on June 10, 2025 at an annual salary of \$73,226; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to notify Jerry Abraham of his Full-Time employment with the Bergen County Board of Social Services effective on June 10, 2025; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to place a copy of this resolution in the personnel file of Jerry Abraham.

**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 June 3, 2025.

**ATTEST:**

**APPROVED:**

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ELAINE K. MEYERSON  
Secretary-Treasurer

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WILLIAM E. CONNELLY  
Chairman

Date of Adoption: June 3, 2025

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, ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN, ESQ.	BOARD MEMBER				
JUNIOR HERNANDEZ, Ph.D.	BOARD MEMBER				

No. 2025.6.03 (2)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING A CHANGE IN HOURS FROM ONE INTERNAL  
PART-TIME CLERK 1 TO FULL-TIME CLERK 1**

**WHEREAS**, the Bergen County Board of Social Services is in need of authorizing a change in hours from part time to full time for one (1) Clerk 1; and

**WHEREAS**, the position of Full-Time Clerk 1 was duly posted and advertised by the Board; and

**WHEREAS**, interviews were conducted for the position of Full-Time Clerk 1; and

**WHEREAS**, it is the recommendation of the Director that Sylvana Boctor be appointed to the position of Full-Time Clerk 1 effective on or after June 3, 2025 at an annual salary of \$42,823.

**NOW THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby approves of the change in hours for Sylvana Boctor to the position of Full-Time Clerk 1 effective on or after June 3, 2025 at an annual salary of \$42,823; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to notify Sylvana Bector of her Full-Time employment with the Bergen County Board of Social Services effective on or after June 3, 2025; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to place a copy of this resolution in the personnel file of Sylvana Bector.

**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 June 3, 2025.

**ATTEST:**

**APPROVED:**

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ELAINE K. MEYERSON  
Secretary-Treasurer

---

WILLIAM E. CONNELLY  
Chairman

Date of Adoption: June 3, 2025

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, ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN, ESQ.	BOARD MEMBER				
JUNIOR HERNANDEZ, Ph.D.	BOARD MEMBER				

No. 2025.6.03 (3)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING THE HIRING OF ONE EXTERNAL PART-TIME CLERK 1**

**WHEREAS**, the Bergen County Board of Social Services is in need of hiring an external Part-Time Clerk 1; and

**WHEREAS**, the position of Part-Time Clerk 1 was duly posted and advertised by the Board; and

**WHEREAS**, interviews were conducted for the position of Part-Time Clerk 1; and

**WHEREAS**, it is the recommendation of the Director that Nida Rana be appointed to the position of Part-Time Clerk 1 effective on or after June 3, 2025 at an annual salary of \$29,125 pending the outcome of a satisfactory background check.

**NOW THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby approves of the hiring of Nida Rana to the position of Part-Time Clerk 1 effective on or after June 3, 2025 at an annual salary of \$29,125 pending the outcome of a satisfactory background check; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to notify Nida Rana of her employment with the Bergen County Board of Social Services effective on or after June 3, 2025; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to place a copy of this resolution in the personnel file of Nida Rana.

**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 June 3, 2025.

**ATTEST:**

**SO APPROVED:**

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ELAINE K. MEYERSON  
Secretary-Treasurer

---

WILLIAM E. CONNELLY  
Chairman

Date of Adoption: June 3, 2025



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, ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN, ESQ.	BOARD MEMBER				
JUNIOR HERNANDEZ, Ph.D.	BOARD MEMBER				

No. 2025.6.03 (4)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING THE HIRING OF ONE EXTERNAL PART-TIME CLERK 1**

**WHEREAS**, the Bergen County Board of Social Services is in need of hiring an external Part-Time Clerk 1; and

**WHEREAS**, the position of Part-Time Clerk 1 was duly posted and advertised by the Board; and

**WHEREAS**, interviews were conducted for the position of Part-Time Clerk 1; and

**WHEREAS**, it is the recommendation of the Director that **TBA** be appointed to the position of Part-Time Clerk 1 effective on or after June 3, 2025 at an annual salary of \$29,125 pending the outcome of a satisfactory background check.

**NOW THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby approves of the hiring of **TBA** to the position of Part-Time Clerk 1 effective on or after June 3, 2025 at an annual salary of \$29,125 pending the outcome of a satisfactory background check; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to notify \_\_\_\_\_ of her employment with the Bergen County Board of Social Services effective on or after June 3, 2025; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to place a copy of this resolution in the personnel file of TBA.

**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 June 3, 2025.

**ATTEST:**

**SO APPROVED:**

\_\_\_\_\_  
ELAINE K. MEYERSON  
Secretary-Treasurer

\_\_\_\_\_  
WILLIAM E. CONNELLY  
Chairman

Date of Adoption: June 3, 2025

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. 2025.6.03 (5)

**BERGEN COUNTY BOARD OF SOCIAL SERVICES**

**A RESOLUTION AUTHORIZING A PROMOTION FOR ONE INTERNAL PROVISIONAL  
FULL-TIME INVESTIGATOR BILINGUAL IN SPANISH**

**WHEREAS**, the Bergen County Board of Social Services is in need of authorizing a change in employment for one employee from one (1) Full-Time Human Services Specialist 2 to provisional Full-Time Investigator Bilingual in Spanish; and

**WHEREAS**, the position of provisional Full-Time Investigator Bilingual in Spanish was duly posted and advertised by the Board; and

**WHEREAS**, interviews were conducted for the position of provisional Full-Time Investigator Bilingual in Spanish; and

**WHEREAS**, it is the recommendation of the Director that Linnybeth Canizales be appointed to the position of provisional Full-Time Investigator Bilingual in Spanish effective on or after 6/03/25 at an annual salary of \$80,732.

**NOW THEREFORE, BE IT RESOLVED**, that the Bergen County Board of Social Services hereby approves of the change in employment of Linnybeth Canizales to the position of provisional Full-Time Investigator Bilingual in Spanish effective on or after 6/03/25 at an annual salary of \$80,732; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to notify Linnybeth Canizales of her Full-Time employment with the Bergen County Board of Social Services effective on or after 6/03/2025; and

**BE IT FURTHER RESOLVED**, that the Director is hereby authorized and directed to place a copy of this resolution in the personnel file of Linnybeth Canizales.

**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 June 3, 2025.

**ATTEST:**

**APPROVED:**

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ELAINE K. MEYERSON  
Secretary-Treasurer

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WILLIAM E. CONNELLY  
Chairman

Date of Adoption: June 3, 2025

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, ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN, ESQ.	BOARD MEMBER				
JUNIOR HERNANDEZ, Ph.D.	BOARD MEMBER				

No. 2025.6.03 (6)

### **BERGEN COUNTY BOARD OF SOCIAL SERVICES**

#### **A RESOLUTION APPROVING UPDATNG SIGNATURE PAGE OF BYLAWS**

**WHEREAS**, the present signature page of the ByLaws of the Bergen County Board of Social Services (hereinafter the “Board”) which were adopted on August 16, 2011, reflects the previous Chairman and previous Secretary serving at that time;

**WHEREAS**, from time to time it is necessary for the Board to revise their ByLaws; and

**WHEREAS**, upon review, the Board desires to update the ByLaws to attach a separate signature page to reflect the current Chairman and Secretary of the Board; and

**WHEREAS**, the Board Chairman and Board Attorney have reviewed this matter and recommend that a separate signature page be added to the ByLaws to reflect the current Chairman and Secretary of the Board so that any future revisions to the ByLaws will reflect same.

**NOW, THEREFORE, BE IT RESOLVED**, by the Bergen County Board of Social Services that the attachment of a separate signature page to the ByLaws reflecting the present Chairman and Secretary of the Board be and is hereby approved; 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 June 3, 2025.

ATTEST:

APPROVED:

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ELAINE K. MEYERSON  
Secy/Treas.

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WILLIAM E. CONNELLY  
Chairman

Date of Adoption: June 3, 2025

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, ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN, ESQ.	BOARD MEMBER				
JUNIOR HERNANDEZ, Ph.D.	BOARD MEMBER				

No. 2025.6.03 (7)

### **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.

\_\_\_\_\_ 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) \_\_\_\_\_.

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.

\_\_\_\_\_ 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) \_\_\_\_\_. 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 JS Step 2 Grievance Hearing. 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 May 6, 2025 that an Executive Session closed to the public shall be held on June 3, 2025 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: June 3, 2025