

AGENDA

BERGEN COUNTY BOARD OF SOCIAL SERVICES

July 1, 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 June 3, 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, August 5, 2025**
- XII. Action Items
 - Resolutions:
 - (a) 2025.7.01 (1) – Resolution Authorizing the Hiring of One External Part-Time Clerk 1
 - (b) 2025.7.01 (2) – Resolution Authorizing the Advertisement and Offer of Employment for One Internal or External Full-Time Network Administrator
 - (c) 2025.7.01 (3) – Resolution Authorizing the Advertisement and Offer of Employment for One External Full-Time Clerk 1
 - (d) 2025.7.01 (4) – Resolution Approving Leasing Proposal with Atlantic
 - (e) 2025.7.01 (5) – Resolution Approving Determination of Second Step Grievance Hearing
 - (f) 2025.7.01 (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.

XIII. Closed Session

- (a) Discussion regarding Closed Session Minutes of June 3, 2025
- (b) Discussion regarding *Step 2 Grievance* Closed Session Minutes of June 3, 2025
- (c) Personnel Matters
- (d) Litigation
- (e) 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 June 3, 2025
- (b) *Step 2 Grievance* Closed Session Minutes of June 3, 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. 2025.7.01 (1)

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 Juan Harold Toribio appointed to the position of Part-Time Clerk 1 effective on or after July 1, 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 Juan Harold Toribio to the position of Part-Time Clerk 1 effective on or after July 1, 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 Juan Harold Toribio of his employment with the Bergen County Board of Social Services effective on or after July 1, 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 Juan Harold Toribio.

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 July 1, 2025.

ATTEST:

SO APPROVED:

ELAINE K. MEYERSON
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 1, 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. 2025.7.01 (2)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION AUTHORIZING THE ADVERTISEMENT AND OFFER OF EMPLOYMENT FOR ONE INTERNAL OR EXTERNAL FULL-TIME NETWORK ADMINISTRATOR

WHEREAS, the Board has a need to hire one (1) internal or external Full-Time Network Administrator;
and

WHEREAS, the Director has been given authorization to advertise and offer employment, internally or externally, for one (1) Full-Time Network Administrator.

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby authorizes the Director to advertise and offer employment for one (1) internal or external Full-Time Network Administrator; 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 July 1, 2025.

ATTEST:

SO APPROVED:

ELAINE K. MEYERSON
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 1, 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. 2025.7.01 (3)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

**A RESOLUTION AUTHORIZING THE ADVERTISEMENT AND OFFER OF EMPLOYMENT FOR
ONE (1) EXTERNAL FULL-TIME CLERK 1**

WHEREAS, the Board has a need to hire one (1) external Full-Time Clerk 1; and

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

NOW THEREFORE, BE IT RESOLVED, that the Bergen County Board of Social Services hereby
authorizes the Director to advertise and offer employment for one (1) external Full-Time Clerk 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 July 1, 2025.

ATTEST:

SO APPROVED:

ELAINE K. MEYERSON
Secretary-Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 1, 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				
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DIANE DECARLO, ESQ.	COUNTY ADJUSTER				
YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN, ESQ.	BOARD MEMBER				
JUNIOR HERNANDEZ, Ph.D.	BOARD MEMBER				

No. 2025.7.01 (4)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION APPROVING LEASING PROPOSAL WITH ATLANTIC

WHEREAS, the Board is in receipt of an Agreement from Atlantic for the lease of a Rioch IM 5000 Digital Copier/Printer/Scanner in the amount of \$99.00 per month and 0.0004 per copy for a lease term of sixty (60) months, a copy of which is attached hereto and incorporated herein by reference; and

WHEREAS, the Qualified Purchasing Agent and Director have reviewed the agreement from Atlantic to lease a Rioch IM 5000 Digital Copier/Printer/Scanner, a copy of which is attached hereto and incorporated herein by reference and recommend the approval of same;

WHEREAS, the Board Attorney has reviewed the lease agreement with Atlantic and hereby recommends the approval of same.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the agreement between the Board and Atlantic for the lease of a Rioch IM 5000 Digital Copier/Printer/Scanner in the amount of \$99.00 per month and 0.0004 per copy for a

lease term of sixty (60) months, 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 be and is hereby authorized and directed to execute the agreement between the Board and Atlantic 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 together with the signed agreement to Atlantic 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 July 1, 2025.

ATTEST:

SO APPROVED:

ELAINE K. MEYERSON
Secy/Treas.

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 1, 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. 2025.7.01 (5)

BERGEN COUNTY BOARD OF SOCIAL SERVICES

A RESOLUTION APPROVING DETERMINATION OF SECOND STEP GRIEVANCE HEARING

WHEREAS, on March 20, 2025, a formal memorandum regarding conduct unbecoming of a public employee was issued to J.S, with respect to an interaction over the phone with a customer; and

WHEREAS, a copy of the formal memorandum was placed in the personnel file of J.S.; and

WHEREAS, on April 14, 2025 a first step grievance hearing was held regarding a contractual and non-contractual disciplinary action against J.S. regarding conduct unbecoming of a public employee; and

WHEREAS, a second step grievance hearing was held before the Board at its June 3, 2025 meeting; and

WHEREAS, after review of the Hearing Officer's decision, the Board did not affirm same and determined that the disciplinary action imposed by the Hearing Officer should be reduced to a verbal warning and an email; and

WHEREAS, it was further determined that the formal memorandum placed in the personnel file of J.S. be removed.

WHEREAS, in accord with the current agreement with CWA Local 1089, said decision must be memorialized by resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Bergen County Board of Social Services that the decision of the Hearing Officer is hereby non-affirmed with regard to the charges set forth in the formal memorandum dated March 20, 2025 to J.S. with regard to conduct unbecoming a public employee; and

BE IT FURTHER RESOLVED, that the Director is hereby authorized and directed to take all steps necessary to remove the formal memorandum from the personnel file of J.S. and replace same with a verbal warning and email; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be kept on file in the Office of the Director and in the personnel file of J.S.; 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 July 1, 2025.

ATTEST:

SO APPROVED:

ELAINE K. MEYERSON
Secretary Treasurer

WILLIAM E. CONNELLY
Chairman

Date of Adoption: July 1, 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				
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YRIS ENCARNACION	BOARD MEMBER				
ALEXANDRA HARWIN, ESQ.	BOARD MEMBER				
JUNIOR HERNANDEZ, Ph.D.	BOARD MEMBER				

No. 2025.7.01 (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.

_____ 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)

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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.

_____ 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) _____. 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 June 3, 2025 that an Executive Session closed to the public shall be held on July 1, 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: July 1, 2025