

ORDER OF BUSINESS

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
80 HAMILTON STREET
PATERSON, NEW JERSEY**

**REGULAR MEETING OF THE BOARD
THURSDAY, SEPTEMBER 26, 2024
9:00 A.M.**

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1. **CALL OF MEETING TO ORDER**
 2. **OATH OF ALLEGIANCE TO THE FLAG**
 3. **ROLL CALL**
 4. **STATEMENT OF COMPLIANCE AND DECORUM WITH OPEN PUBLIC MEETINGS ACT:
PUBLIC NOTICE**

TAKE NOTICE the Passaic County Board of Social Services, has scheduled its regularly monthly meeting for September 2024 to occur on: **Thursday, September 26, 2024 at 9:00AM**. Pursuant to New Jersey Governor Philip Murphy's Executive Order No's. 103 and 104, the Board shall hold the Regular Meeting at 9:00AM – as scheduled, with no members of the public physically present, as authorized under N.J.S.A. 10:4-12(a). If a member of the public wishes to place a public comment on the record, please send an email to : info@PCBSS.org, stating your name, address, and matter to be addressed by the Board, no later than **September 26, 2024 @ 7:00AM (EST)**. Then, the Clerk to the Board shall read same into the public record, during the public meeting. Moreover, some or all members of the Board and all members of the Public may participate in this meeting telephonically, pursuant to N.J.S.A. 10:4-12-1, et seq., and Official action may be taken. The Board Meeting for this month will be held in 2 separate formats via the Zoom Platform. The first is via Zoom live video with the call-in information of: <https://us02web.zoom.us/j/83350922358> with meeting ID of: **833 5092 2358** and passcode: **932080**. The second will be a call-in telephone number connected to the Zoom platform: **1-888-475-4499**, with meeting ID: **833 5092 2358** and passcode: **932080**. The public will also have an opportunity to speak during the "public portion of this meeting," through both the Zoom Live Stream Platform and Zoom telephonic Platform – as authorized by law.

If an Executive session is required, the Board will retire to a closed session- pursuant to N.J.S.A. 10:4-6 ("Open Public Meetings Act), and follow the procedures provided in this statute.

ALSO, pursuant to the issuance of Executive Order 107, this meeting will be conducted using communications equipment (i.e.: telephonic or internet streaming), which will be in

compliance with N.J.S.A. 10:4-6 (the “Open Public Meetings Act”). This is also consistent with P.L. A-3855/S-2294, which was signed into law by Governor Murphy on March 20, 2020, allowing all public meetings to be conducted virtually as well as Governor Murphy’s Executive Order No.’s: 194 (11/10/20), 195 (11/12/20), and 196 (11/16/20).

In addition, the within Notice has been posted at two (2) locations, namely: the Main office of the PCBSS, 80 Hamilton Street, Paterson, NJ; and the Passaic County Administrative Building, 401 Grand Street, First Floor, Paterson, NJ. The within Notice has also been forwarded to Louis Imhoff, III, Clerk to the Passaic County Board of Commissioners, 401 Grand Street, 2nd Floor, Paterson, NJ to advise the Honorable Board of Commissioners of this meeting, and to Matthew Jordan, Esq., Passaic County Administrator, for notice to the County of Passaic. Lastly, the within Notice will be published in the official newspapers for the PCBSS, The Record and Herald News, which further complies with the Publication Rule for public meetings.

Based upon all of the foregoing, it is respectfully submitted that the PCBSS has complied with its obligations for Public Notice, pursuant to New Jersey’s Open Public Meeting Act.

STATEMENT ON DECORUM AND CONDUCT AT PUBLIC MEETINGS

In the State of New Jersey, it is the goal of public bodies for their members and members of the public to act in a respectful manner toward one another, and not to disparage one another nor interfere with public meetings, functions, operations, or the proceedings of public bodies.

Any verbal, written or physical conduct which interrupts a meeting or is related to race, gender, ethnicity, disability, sexual orientation or religion, shall not be tolerated and anyone violating this prohibited conduct may be subject to removal from the meeting and may also be subjected to other penalties that are appropriate under the law.

All members of public bodies and members of the general public are requested to take personal responsibility for their actions and to treat everyone they come in contact with in a fair and respectful manner. Failure to do so may lead to the removal of the offender from a public meeting as well as other penalties – as stated above.

5. **APPROVAL OF MINUTES** – August 22, 2024

6. **ADMINISTRATION**

- A. Director’s Financial Report: Administrative Bills, Medical Transportation and Child Care Payments. (Non-confidential list of vendors posted at meeting)
- B. Ratification of payrolls:
 - 08/01/2024-08/15/2024 CK#58955952-58955954 \$1,565,061.18 Payroll
 - PCBSS Manual Checks CK# 363-365
 - 08/16/2024-08/31/2024 CK#58972879-58972882 \$1,576,970.58 Payroll
- C. Clearing Account Transactions (recoveries) relating to the Food Stamp, Medicaid, and General Assistance Programs. (Confidential)

7.

ASSISTANCE

- A. Motion to approve categorical assistance payments for October 1, 2024: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.
- B. Funeral Grants
 - Total Funeral Home Payments: \$ 165,421.06
 - Total Cemetery Payments: \$ 24,678.00

8.

SUSPEND REGULAR ORDER OF BUSINESS (Motion Required)

9.

PUBLIC PORTION

10.

RESUME REGULAR ORDER OF BUSINESS (Motion Required)

11.

DEPARTMENTAL REPORTS (Informational)

- A. Abacus Department
- B. Property and Resources Department
- C. Child Support Department
- D. Training Department

12.

COMMITTEE REPORTS

A. Executive Committee – Commissioner Carol Cuadrado, Chairwoman (Approval Needed).

- 1. Case Statistics
- 2. Donated Leave Program (Approval Needed; resolution attached)
- 3. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics August 2024
- 4. Housing- HUD and DCA
- 5. SNAP Changes- COLA and SNAS
- 6. TANF Work Participation Rate
- 7. Quality Control – Error Rate

B. Education Leave Committee – Commissioner Cuadrado, Chairwoman (No Report).

C. Personnel Committee – Commissioner Cuadrado, Chairwoman (Approval Needed).

- Confidential Report
- Non-Confidential Report

- D. Good and Welfare Committee – Commissioner Ahmed, Vice Chairwoman (No Report).
- E. Welfare Fraud & Abuse Committee – (Informational).
 - **Fraud Statistics Included in the Abacus Department Report (11A)**
- F. Building & Grounds Committee – Commissioner Alston (Informational)

Monthly Reports:

- 1. Patterson Office
 - a. Monthly report from Sherriff Officers
 - b. In August, 28,765 clients were seen in the Paterson office
 - c. X-ray machine still inoperable
- 2. Concerns
 - a. Issues with UFS guards-Opening the building late, de-escalation issues.
- 3. Haskell Office
 - a. Incidents where staff had to call the police.
- 4. MIS- Sign Language Vendors

- G. **Finance Committee – Commissioner Rev. Maven, Secretary Treasurer (Approval Needed).**

I. Monthly Expenditures

All monthly expenditures are of a routine nature.

II. Federal Share Fringe Benefits and Allowance In Lieu of Rent for the Quarter Ending June 30, 2024

The form WFNJ-618 Cost allocation was received from the Division of Family Development for the quarter ending June 30, 2024. This was used to calculate the federal share of Fringe Benefits and Allowance In Lieu of Rent due the County of Passaic.

Federal Share Fringe Benefits 04/01/2024– 06/30/2024	\$4,513,570.19
Federal share Allowance in Lieu of Rent 04/01/2024 – 06/30/2024	<u>54,112.34</u>

Total due the County of Passaic	\$4,567,682.53
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Recommendation is to approve payment to the County of Passaic in the amount of \$4,567,682.53

III. Requesting approval to make the Supplemental Security Income Payment in the amount of \$195,000.

Recommendation is to approve payment to Treasurer State of NJ for the quarter ending September 30, 2024.

IV. Requesting approval to enter into a contract with Synergex in the amount of \$234,373.40

Recommendation is to approve contract with Synergex from 10/1/2024 through 9/30/2025 to provide maintenance to our GUMP System.

V. Requesting approval to contract with Jamie Steinberg, NIC Advanced and Sign4u Interpreting Service LLC for sign language services on as needed basis.

Jamie Steinberg, NIC Advanced Rate is \$80/hr, with a minimum of 2 hours

Sign4u Interpreting Service LLC Rate is \$70/hr, with a minimum of 2 hours plus Mileage and tolls if incurred.

H. Community Relations Committee – Commissioner Rev. Maven, Secretary Treasurer

- **Community Outreach Monthly Activity Report (Informational)
John Currie, Chief Community Organization**

August 24, 2024	Love Thy Neighbor Community Event Paterson, NJ – 12PM
September 7, 2024	Mutire Sisters Homeless Services Paterson, NJ – 8AM
September 9, 2024	Passaic County Dept of Human Services Food Security Summit Wayne, NJ
September 20, 2024	Clifton Health and Human Services Senior BBQ Event Clifton, NJ – 11AM
September 21, 2024	Mutire Sisters Homeless Event Paterson, NJ – 8AM

13.

COUNSEL'S MONTHLY REPORT – (Informational)

1. Legal Counsel Reports: August 1, 2024-August 31, 2024

- a.) Hearings and Cases with Passaic County Superior Court Judges
- b.) Child Support Hearings with Passaic County Superior Court Hearing Officers
- c.) Institutional Medicaid Hearings with Judges at Office of Administrative Law

14.

COMMUNICATIONS – (None).

15.

NEW BUSINESS – (Approval Needed)

- 1. RayZo Website Maintenance Service Contract (Approval needed)

16.

OLD BUSINESS –(None)

17.

ADJOURNMENT