

**ORDER OF BUSINESS**

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

**REGULAR MEETING OF THE BOARD  
THURSDAY, OCTOBER 24, 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 October 2024 to occur on: **Thursday, October 24, 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](mailto:info@PCBSS.org), stating your name, address, and matter to be addressed by the Board, no later than **October 24, 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/87311259528> with meeting **ID of: 873 1125 9528 and passcode: 291512**. The second will be a call-in telephone number connected to the Zoom platform: **1-888-475-4499**, with meeting ID: **873 1125 9528 and passcode: 291512**. 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** – September 26, 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:

09/01/2024-09/15/2024	CK#58985923-58985926	\$1,595,042.52 Payroll
09/16/2024-09/30/2024	CK#59001852-59001855	\$1,577,948.73 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 November 1, 2024: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.
- B. Funeral Grants
  - Total Funeral Home Payments: \$ 141,146.00
  - Total Cemetery Payments: \$ 20,837.00

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 (Informational).**
  - 1. Case Statistics
  - 2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics September 2024
  - 3. SNAP
- B. **Educational Leave Committee – Commissioner Cuadrado, Chairwoman (Approval Needed).**
  - 1. **Workshops, Seminars and Conferences**
    - a.) **2024 NJLM Conference**  
**November 19-21, 2024**  
(See attached, Approval Needed)

2. EDUCATIONAL LEAVE POLICY

- a.) **Educational Leave Policy Revisions** (See attached, Approval Needed)
- b.) **Tuition Reimbursement Guidelines and Packet** (See attached, Approval Needed)

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. **Security**
  - a. Monthly report from Sherriff Officers
  - b. In September, 26,966 clients were seen in the Paterson office
  - c. X-ray machine still inoperable
2. **Concerns**
  - a. Issues with UFS guards- opening the building late to clients due to security guards calling out in the morning.
3. **Haskell Office**
  - a. Multiple incidents where the staff contacted local authorities.

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

**I. Monthly Expenditures**

All monthly expenditures are of a routine nature.

**II. Approval of payment to Treasurer, State of New Jersey**

This bill is for Data Processing and Electronic Benefit Transfer billing statements for the quarter ending 9/30/2024.

Recommendation is to approve payment of \$218,108 to Treasurer State of New Jersey.

**III. Transfer of Funds Resolution**

Attached are copies of Resolution No. 2024-10-00 Transfer of Funds listed for approval.

**IV. Authorization to renew Property and Liability insurance**

Recommendation is to authorize the renewal of Property and Liability insurance from D&G Sayles Corp. effective 10/30/2024 through 10/30/2025 for a premium of \$38,045.00.

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

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

October 1, 2024      Passaic County Superior Court Fall Resource Fair  
Paterson, NJ – 12PM

13. **COUNSEL’S MONTHLY REPORT – (Informational)**

1. Legal Counsel Reports: September 1, 2024-September 30, 2024
  - a.) Child Support Hearings with Passaic County Superior Court Judges.
  - b.) Child Support Hearings with Passaic County Hearing Officers
  - c.) Institutional Medicaid Hearings with Judges at Office of Administrative Law

14. **COMMUNICATIONS – (None).**

15. **NEW BUSINESS – (None)**

16. **OLD BUSINESS –(None)**

17. **ADJOURNMENT**