

## PASSAIC COUNTY BOARD OF SOCIAL SERVICES

September 26, 2024

The regular meeting of the Passaic County Board of Social Services was held on Thursday, September 26, 2024 at 80 Hamilton Street, Paterson, New Jersey.

### **PLEASE NOTE: THIS MEETING WAS HELD VIA ZOOM LIVE STREAM**

#### **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 the State of Emergency and Public Health Emergency declared by New Jersey Governor Philip Murphy set forth in Executive Order No. 103, and further limitations on public gatherings set forth in Executive Order No.: 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), and in accordance with Administrative Order No. 20-01 issued by the Passaic County Administrator closing County Buildings to non-essential personnel and the public effective March 18, 2020 at 8:30AM. If a member of the public wishes to place a public comment on the record, please email your comment to: [info@PCBSS.org](mailto:info@PCBSS.org) stating your name, address, and matter to be addressed by the Board by no later than **September 26, 2024@ 7:00AM**. 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 separate formats via the ZOOM Platform. The first is via live video through ZOOM LIVE STREAM, with the call-in information being: <https://us02web.zoom.us/j/83350922358> with meeting ID: **833 5092 2358** passcode: **932080**. The second will be via 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 the 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, and follow the procedures provided in this statute.

#### **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.

The meeting was called to order at 9:15 A.M.

Present: Commissioner Dr. Jabeen Ahmed, Vice Chairwoman  
 Commissioner Carol Cuadrado, Chairwoman  
 County Commissioner John Bartlett  
 Commissioner Kathleen A. Donnelly, Assistant Secretary Treasurer  
 Commissioner Rev. Douglas Maven  
 County Adjuster Domenick Stampone

Also Present:

Talisa A. Coleman, Executive Director  
 April L. Carter, Executive Secretary  
 Flavio Rivera, Fiscal Officer  
 Thania Melo, Human Resource Manager  
 Albert Buglione, Special/Outside Counsel  
 Mr. Frank Luciano, PWA President  
 Ms. Stacey Coleman-Wheeler Administrator Supervisor, PCBSS SERVICE Dept.

Motion was made by Commissioner Kathleen Donnelly, seconded by County Commissioner John Bartlett that the minutes of the Board Meeting held August 22, 2024, be approved as submitted. Motion unanimously carried on roll call.

**ADMINISTRATION**

6A Director’s Financial Report including Administrative Bills, Medical Transportation and Childcare Payments: Motion to approve payments included in the Director’s Financial Report as presented to the Board made by Commissioner Kathleen Donnelly, seconded by County Commissioner John Bartlett. Motion unanimously carried on roll call.

6B Ratification of payments made for 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

Motion to ratify payrolls made by Commissioner Kathleen Donnelly, seconded by County Commissioner John Bartlett. Motion unanimously carried on roll call.

6C Motion was made by Commissioner Kathleen Donnelly, seconded by County Commissioner John Bartlett that the Clearing Account transactions relating to the Food Stamp and Medicaid Programs as listed be approved. Motion unanimously carried on roll call.

### **ASSISTANCE**

7A Categorical Assistance: Motion was made by Commissioner Kathleen Donnelly, seconded by County Commissioner John Bartlett, that the Board approved payment of categorical assistance for October 1, 2024, consisting of Temporary Assistance to Needy Families, Refugee Assistance and Social Service Emergency Assistance. Motion unanimously carried on roll call.

7B Funeral Grants: A motion was made by Commissioner Kathleen Donnelly, seconded by County Commissioner John Bartlett, that the Board approve the payment of funeral grants as listed. A copy of this listing is attached hereto and made a part of these minutes. Motion unanimously carried on roll call.

### **SUSPEND REGULAR ORDER OF BUSINESS**

Motion to suspend the regular order of business and open the meeting up to the public made by Commissioner Rev Douglas Maven, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

### **PUBLIC PORTION**

None

### **RESUME REGULAR ORDER OF BUSINESS**

Motion to resume the regular order of business and open the meeting up to the public made by County Commissioner John Bartlett, seconded by Commissioner Rev Douglas Maven. Motion unanimously carried on roll call.

### **DEPARTMENTAL REPORTS**

Copies of the following informational program reports were provided to the Board and are attached hereto and made a part of these minutes:

- A. Abacus Department (Informational)
- B. Property & Resources Department (Informational)
- C. Training Department (Informational)
- D. Child Support Department (Informational)



**EXECUTIVE COMMITTEE**

Motion was made by Commissioner Carol Cuadrado to approve item No. 2 on the Executive Committee Report, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

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

**EDUCATIONAL LEAVE COMMITTEE** (No Report)**PERSONNEL COMMITTEE** (Approval Needed)

Motion was made by Commissioner Carol Cuadrado to approve both the non-confidential and confidential Personnel Committee Reports, seconded by Commissioner Rev Douglas Maven. Motion unanimously carried on roll call.

**GOOD AND WELFARE COMMITTEE**

No Report

**WELFARE FRAUD AND ABUSE COMMITTEE**

The monthly fraud department statistics were provided to all Board Members as part of the report of the Abacus Department (Agenda 11A).

**BUILDING AND GROUNDS COMMITTEE** (Informational)

A copy of the Building and Grounds report was forwarded to all Board members. A copy is attached hereto and made a part of these minutes.

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

**FINANCE COMMITTEE** (Approval Needed)

Motion to approve the Finance Committee Report was made by Commissioner Rev. Douglas Maben, seconded by Commissioner Kathleen Donnelly, and County Commissioner John Bartlett abstained from vote on item no. 2. The remaining votes were carried on roll call.

**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

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.

**COMMUNITY RELATIONS** (Informational)

▪ **Community Outreach Monthly Activity Report**

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

**COUNSEL'S REPORT**

A copy of the Counsel report as forwarded to all Board members (Informational). A copy is attached hereto and made a part of these minutes.

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.

**COMMUNICATIONS** (None)

**NEW BUSINESS-** (Approval Needed)

Motion to approve New Business item made by Commissioner Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

1. RayZo Website Maintenance Service Contract (Approval needed)

**OLD BUSINESS-** (None)

**ADJOURNMENT** (Approval Needed)

Motion for adjournment made by County Commissioner John Bartlett, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

\*\*\*\*\*MEETING CONCLUDED – 9:32 A.M.\*\*\*\*\*

Respectfully submitted,



Commissioner Rev. Douglas Maven  
Secretary Treasurer

Attested to:  
Talisa A. Coleman



**PASSAIC COUNTY BOARD OF SOCIAL SERVICES**  
**THE REGULAR MONTHLY MEETING OF THE BOARD**  
**THURSDAY, SEPTEMBER 26, 2024**  
**@ 9:00 A.M.**

Meeting began: A.M. 9:15AM

AGENDA NO.	DESCRIPTION	COMM. AHMED	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
1.	Call Meeting to Order Oath of Allegiance to the Flag	✓	X	✓	✓	✓	X	X	✓	County Adjuster STAMPONE ✓
2.										
3.	<b>Roll Call</b>	COMM. AHMED PRESENT	COMM. ALSTON ABSENT	COUNTY COMM. BARTLETT PRESENT	COMM. CUADRADO PRESENT	COMM. DONNELLY PRESENT	COMM. FRIERSON ABSENT	COUNTY COMM. JAMES ABSENT	COMM REV. MAVEN PRESENT	County Adjuster STAMPONE PRESENT
4.	Statement of Compliance with Open Public Meetings Act									
5.	<b>*Approval of Minutes*</b> Monthly Board Meeting <u>August 22, 2024</u> Commissioner Kathleen Donnelly County Commissioner Bartlett	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT 2nd YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM. JAMES -----	COMM REV. MAVEN YES	County Adjuster STAMPONE YES
6.	<b>Administration</b> A. Director's Financial Report: Administrative Bills, Medical Transportation and Child Care Payments. (Non-confidential list of vendors posted at meeting) B. Ratification of payroll 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	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT 2nd YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM. JAMES -----	COMM REV. MAVEN YES	County Adjuster STAMPONE YES

**Also Attending:** Talisa A. Coleman, Executive Director  
Thania Melo, Human Resource Manager  
Albert Buglione, Special Counsel/Outside Counsel  
April Carter, Executive Secretary  
Flavio Rivera, Fiscal Officer

Ms. Stacey Coleman-Wheeler, Administrator Sup.  
Mr. Frank Luciano, PCBSS PW A President



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<p>C. Clearing Account Transactions (recoveries) relating to the Food Stamp, Medicaid, and General Assistance Programs. (Confidential)          Commissioner Kathleen Donnelly          Commissioner Bartlett</p>	<p>COMM. AHMED YES</p>	<p>COMM. ALSTON -----</p>	<p>COUNTY COMM. BARTLETT          2nd YES</p>	<p>COMM. CUADRADO YES</p>	<p>COMM. DONNELLY 1st YES</p>	<p>COMM. FRIERSON -----</p>	<p>COUNTY COMM. JAMES -----</p>	<p>COMM REV. MAVEN YES</p>	<p>County Adjuster STAMPONE YES</p>
<p><b>Assistance</b>          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          Commissioner Kathleen Donnelly          County Commissioner Bartlett</p>	<p>COMM. AHMED YES</p>	<p>COMM. ALSTON -----</p>	<p>COUNTY COMM. BARTLETT          YES</p>	<p>COMM. CUADRADO YES</p>	<p>COMM. DONNELLY 2nd YES</p>	<p>COMM. FRIERSON -----</p>	<p>COUNTY COMM. JAMES -----</p>	<p>COMM REV. MAVEN 1st YES</p>	<p>County Adjuster STAMPONE YES</p>
<p><b>Suspend Regular Order of Business</b> (Motion Required)          Commissioner Rev Maven          Commissioner Kathleen Donnelly          Public Portion (None)</p>	<p>COMM. AHMED YES</p>	<p>COMM. ALSTON -----</p>	<p>COUNTY COMM. BARTLETT          YES</p>	<p>COMM. CUADRADO YES</p>	<p>COMM. DONNELLY 1st YES</p>	<p>COMM. FRIERSON -----</p>	<p>COUNTY COMM. JAMES -----</p>	<p>COMM REV. MAVEN 2nd YES</p>	<p>County Adjuster STAMPONE YES</p>
<p><b>Resume Regular Order of Business</b> (Motion Required)          County Commissioner Bartlett          Commissioner Rev Maven</p>	<p>COMM. AHMED YES</p>	<p>COMM. ALSTON -----</p>	<p>COUNTY COMM. BARTLETT          1st YES</p>	<p>COMM. CUADRADO YES</p>	<p>COMM. DONNELLY 1st YES</p>	<p>COMM. FRIERSON -----</p>	<p>COUNTY COMM. JAMES -----</p>	<p>COMM REV. MAVEN 2nd YES</p>	<p>County Adjuster STAMPONE YES</p>

**Also Attending:** Talisa A. Coleman, Executive Director  
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**Meeting began: A.M. 9:15AM**

12A.	<p style="text-align: center;"><b>Committee Reports</b></p> <p><b>Executive Committee (Approval Needed)</b></p> <ol style="list-style-type: none"> <li>1. Case Statistics</li> <li>2. <b>Donated Leave Program (Approval Needed, resolution attached)</b></li> <li>3. E.A. Service and Child Support, Training, and WFNU Monthly Statistics August 2024</li> <li>4. Housing- HUD and DCA</li> <li>5. SNAP Changes- COLA and SNAS</li> <li>6. TANF Work Participation Rate</li> <li>7. Quality Control – Error Rate</li> </ol> <p>Commissioner Carol Cuadrado Commissioner Kathleen Donnelly</p>	COMM. AHMED -----	COMM. ALSTON -----	COUNTY COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	COMM REV. MAVEN -----	County Adjuster STAMPONE -----
12B.	<p><b>Educational Leave Committee (No Report)</b></p>	COMM. AHMED -----	COMM. ALSTON -----	COUNTY COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	COMM REV. MAVEN -----	County Adjuster STAMPONE -----
12C.	<p><b>Personnel Committee (Approval Needed)</b></p> <ul style="list-style-type: none"> <li>• Confidential Report</li> <li>• Non-Confidential Report</li> </ul> <p>Commissioner Carol Cuadrado Commissioner Rev. Maven</p>	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT YES	COMM. CUADRADO 1st YES	COMM. DONNELLY YES	COMM. FRIERSON -----	COUNTY COMM JAMES -----	COMM REV. MAVEN 2nd YES	County Adjuster STAMPONE -----

**Also Attending:** Talisa A. Coleman, Executive Director  
Thania Melo, Human Resource Manager  
Albert Buglione, Special Counsel/Outside Counsel  
April Carter, Executive Secretary  
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**PASSAIC COUNTY BOARD OF SOCIAL SERVICES**  
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**@ 9:00 A.M.**

Meeting began: A.M. 9:15AM

12D.	<u>Good &amp; Welfare Committee</u> (No Report)	COMM. AHMED -----	COMM. ALSTON -----	COUNTY COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	COMM REV. MAVEN -----	County Adjuster STAMPONE -----
12E.	<u>Welfare Fraud &amp; Abuse Committee</u> <u>Fraud Statistics Included in the Abacus</u> <u>Dept. Report 11A (Informational)</u>	COMM. AHMED -----	COMM. ALSTON -----	COUNTY COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	COMM REV. MAVEN -----	County Adjuster STAMPONE -----
12F.	<u>Building &amp; Grounds Committee</u> (Informational)	COMM. AHMED -----	COMM. ALSTON -----	COUNTY COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	COMM REV. MAVEN -----	County Adjuster STAMPONE -----

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Thania Melo, Human Resource Manager  
Albert Buglione, Special Counsel/Outside Counsel  
April Carter, Executive Secretary  
Flavio Rivera, Fiscal Officer

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Mr. Frank Luciano, PCBSS PW A President



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<b>12G.</b>	<p><b>Finance Committee (Approval Needed)</b></p> <p><b>I. Monthly Expenditures</b></p> <p>All monthly expenditures are of a routine nature.</p> <p>II. Federal Share Fringe Benefits and Allowance In Lieu of Rent for the Quarter Ending June 30, 2024</p> <p>The form WFNI-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.</p> <p>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 54,112.34</p> <p>Total due the County of Passaic \$4,567,682.53</p> <p>Recommendation is to approve payment to the County of Passaic in the amount of \$4,567,682.53</p> <p>III. Requesting approval to make the Supplemental Security Income Payment in the amount of \$195,000.</p> <p>Recommendation is to approve payment to Treasurer State of NJ for the quarter ending September 30, 2024.</p>	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT ABSTAIN	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM. JAMES -----	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE YES
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Thania Melo, Human Resource Manager  
Albert Buglione, Special Counsel/Outside Counsel  
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<p>IV. Requesting approval to enter into a contract with Synergex in the amount of \$234,373.40</p> <p>Recommendation is to approve contract with Synergex from 10/1/2024 through 9/30/2025 to provide maintenance to our GUMIP System.</p> <p>V. Requesting approval to contract with Jamie Steinberg, NIC Advanced and Sign4u Interpreting Service LLC for sign language services on as needed basis.</p> <p>Jamie Steinberg, NIC Advanced Rate is \$80/hr, with a minimum of 2 hours</p> <p>Sign4u Interpreting Service LLC Rate is \$70/hr, with a minimum of 2 hours plus Mileage and tolls if incurred.</p> <p><b>Commissioner Rev. Maven          Commissioner Kathleen Donnelly</b></p>									
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 Thania Melo, Human Resource Manager  
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12H.	<b>Community Relations Committee (Informational)</b>  August 24, 2024 Love Thy Neighbor Community Event Paterson, NJ – 12PM  September 7, 2024 Muture 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 Muture Sisters Homeless Event Paterson, NJ – 8AM	COMM. AHMED -----	COMM. ALSTON -----	COUNTY COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM. JAMES -----	COMM REV. MAVEN -----	County Adjudicator STAMPONE -----
13.	<b>COUNSEL'S MONTHLY REPORT - (Informational)</b>  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	COMM. AHMED -----	COMM. ALSTON -----	COUNTY COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM. JAMES -----	COMM REV. MAVEN -----	County Adjudicator STAMPONE -----

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	c.) Institutional Medicaid Hearings with Judges at Office of Administrative Law									
14.	Communications (None) -	COMM. AHMED	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
15.	New Business (Approval Needed) 1.RayZo Website Maintenance Service Contract Commissioner Rev. Maven Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON	COUNTY COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE YES
16.	Old Business (None)	COMM. AHMED	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
17.	Adjournment 9:32AM County Commissioner Bartlett Commissioner Kathleen Donnelly	COMM. AHMED 2nd YES	COMM. ALSTON	COUNTY COMM. BARTLETT 1st YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN YES	County Adjuster STAMPONE YES

**EXECUTIVE/ CLOSED SESSION**

**Also Attending:** Talisa A. Coleman, Executive Director  
Thania Melo, Human Resource Manager  
Albert Buglione, Special Counsel/Outside Counsel  
April Carter, Executive Secretary  
Flavio Rivera, Fiscal Officer

Ms. Stacey Coleman-Wheeler, Administrator Sup.  
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\*\*\*\*\*MEETING CONCLUDED – 9:32 A.M.\*\*\*\*\*

**Also Attending:** Talisa A. Coleman, Executive Director  
Thania Melo, Human Resource Manager  
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Ms. Stacey Coleman-Wheeler, Administrator Sup.  
Mr. Frank Luciano, PCBSS PWA President

# Passaic County Board of Social Services

Resolution No. 2024-09-00

## A RESOLUTION AUTHORIZING THE EMPLOYEE DONATED LEAVE POLICY

**WHEREAS** the Passaic County Board of Social Services is a compassionate entity concerned about the health and well-being of its employees; and


**WHEREAS** from time-to-time catastrophic injuries and illnesses occur which require more time and attention than may be afforded by an employees' traditional personal time off benefits; and

**WHEREAS** it is by the recommendation of the Executive Director that to close the gap of the employees' personal time benefits, which may have been exhausted due to extenuating medical issues, an employee donated leave policy is warranted.

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the donated leave policy attached hereto as **Exhibit "A;"** and

**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, September 26, 2024.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman



# Passaic County Board of Social Services

Resolution No. 2024-09-01

## A RESOLUTION TO APPOINT 1 SOCIAL WORKER INTERN

**WHEREAS** the Passaic County Board of Social Services is in need of appointing 1 Social Worker Intern; and

**WHEREAS** it is by the recommendation of the Executive Director that Azure Morrison be appointed as a Social Worker Intern effective 10/16/2024; and

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the appointment of the candidate for Social Worker Intern; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the candidate of the appointment with the Passaic County Board of Social Services effective on or after September 26, 2024; and

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

**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, September 26, 2024.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

**Passaic County Board of Social Services**

**Resolution No. 2024-09-02**

**A RESOLUTION AUTHORIZING THE PROMOTION OF FIVE  
HUMAN SERVICES SPECIALISTS 1**

**WHEREAS** the Passaic County Board of Social Services is desirous of promoting 5 permanent Human Services Specialist 1; and

**WHEREAS** interviews were conducted for the 5 positions of Permanent Human Services Specialist 1; and

**WHEREAS** it is by the recommendation of the Director that the 5 candidates be promoted to the position of Permanent Human Services Specialist 1, under title No. 07994 CSC listing OL240698 effective on or after September 16, 2024.

1. Jaquan B. Kennedy
2. Keyonna Thompson
3. Jessica Howard
4. Vezire Sela
5. Kaushal S. Vyas


**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the promotion of the aforementioned candidates to Permanent Human Services Specialist 1 effective on or after 09/16/2024; and

**BE IT FURTHER RESOLVED** that the Director is hereby authorized and directed to notify the employee of their promotion to Permanent Human Service Specialist 1 with the Passaic County Board of Social Services effective on or after 08/02/2024; 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 each employee.

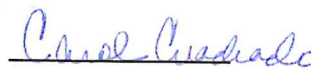
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**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

# Passaic County Board of Social Services

Resolution No. 2024-09-03

## A RESOLUTION TO PROMOTE 3 SOCIAL WORKER SUPERVISORS

**WHEREAS** the Passaic County Board of Social Services is in need of appointing 3 Social Worker Supervisors; and

**WHEREAS** it is by the recommendation of the Executive Director that the following candidates be promoted as Social Worker Supervisors from Civil Service List PL241479 effective 10/1/2024:

1. Marie Nyland
2. Michael Webb
3. Bobby Jacobs-Faison

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the appointment of the candidates for Social Worker Supervisor; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the employees of the appointment with the Passaic County Board of Social Services effective on or after October 1, 2024; and

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

**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, September 26, 2024.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman



# Passaic County Board of Social Services

Resolution No. 2024-09-04

## A RESOLUTION CREATING A POOL OF SIGN LANGUAGE INTERPRETERS.

**WHEREAS** the Passaic County Board of Social Services (“PCBSS”) requires the services of qualified American Sign Language Interpreters for its special needs and disabled clients; and

**WHEREAS** the Passaic County Board of Social Services (“PCBSS”) obtained the names of vendors from whose fee for service shall not exceed individually or collectively an annual amount of more than \$17,500. therefore, under the bid threshold negating the need for an RFP; and

**WHEREAS** there were two (2) submitting vendors: Jamie E. Steinberg, NIC Advanced, RID Certified ASL/English Interpreter, 85 Mountain Avenue, Westwood, New Jersey; and Sign4U Interpreting Service, LLC, 437 Roosevelt Ave., Glendora, New Jersey 08029; and

**WHEREAS** based on the submissions and the need for these services, the Executive Director hereby recommends the approval of the foregoing vendors to be used on an as needed basis; and

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the sign language interpreters effective October 1, 2024 through September 30, 2025; and

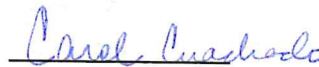
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**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

**Passaic County Board of Social Services**

**Resolution No. 2024-09-05**

**A RESOLUTION AUTHORIZING AN AGREEMENT WITH  
RAYZO MARKETING FOR MAINTENANCE OF THE  
WEBSITE**

**WHEREAS** the Passaic County Board of Social Services requires efficient and effective notification for its services to the public; and

**WHEREAS** the Passaic County Board of Social Services resolved to retain the marketing services of RayZo on or about January 25 2024; and

**WHEREAS** RayZo is a professional service marketing and website design company which has submitted a proposal for website maintenance services at a monthly flat fee of \$750.00 and \$150.00 for services outside the scope of the agreement or hours more than five (5) per month set forth in that which has been annexed as **Exhibit "A;"** and

**WHEREAS** it is by the recommendation of the Executive Director that the Passaic County Board of Social Services enter into an agreement as set forth above and with **Schedule "A"** attached hereto for reference, effective October 1, 2024 through September 30, 2025.

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the retention of RayZo for website maintenance services for the period as set forth herein; and

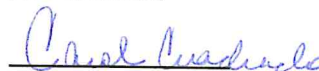
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**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman