

## PASSAIC COUNTY BOARD OF SOCIAL SERVICES

October 24, 2024

The regular meeting of the Passaic County Board of Social Services was held on Thursday, October 24, 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 October 2024 to occur on: **Thursday, October 24, 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 **October 24, 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/87311259528> with meeting ID: **873 1125 9528** passcode: **291512.** The second will be via 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 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 9:05 A.M.

Present: Commissioner Dr. Jabeen Ahmed, Vice Chairwoman  
 County Commissioner John Bartlett  
 Commissioner Carol Cuadrado, Chairwoman  
 Commissioner Kathleen A. Donnelly, Assistant Secretary Treasurer  
 Commissioner Marilyn Frierson  
 Commissioner Rev. Douglas Maven  
 County Adjuster Domenick Stampone (entered at 9:22am)

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 County Commissioner John Bartlett, seconded by Commissioner Kathleen Donnelly that the minutes of the Board Meeting held September 26, 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 Commissioner Marilyn Frierson. Motion unanimously carried on roll call.

6B Ratification of payments made for 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

Motion to ratify payrolls made by Commissioner Kathleen Donnelly, seconded by Commissioner Marilyn Frierson. Motion unanimously carried on roll call.

6C Motion was made by Commissioner Kathleen Donnelly, seconded by Commissioner Marilyn Frierson 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 Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly, that the Board approved payment of categorical assistance for November 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 Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly, 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 Kathleen Donnelly, seconded by County Commissioner John Bartlett. 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 (Informational)**

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

1. Case Statistics
2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics September 2024
3. SNAP

**EDUCATIONAL LEAVE COMMITTEE (Approval Needed)**

Motion was made by Commissioner Carol Cuadrado to amend and approve the Educational Leave Committee report reflecting the change of dates and amounts of stay for attendees at the 2024 NJLM annual conference, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

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)

**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 Kathleen Donnelly. 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. 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.

**FINANCE COMMITTEE** (Approval Needed)

Motion to approve the Finance Committee report was made by Commissioner Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

**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.

**COMMUNITY RELATIONS** (Informational)

- Community Outreach Monthly Activity Report  
John Currie, Chief Community Organization

October 1, 2024

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

**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: September 1, 2024-September 30, 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-** (None)

**OLD BUSINESS-** (None)

**ADJOURNMENT (Approval Needed)**

Motion for adjournment made by Commissioner Carol Cuadrado, seconded by Commissioner Dr. Jabeen Ahmed. Motion unanimously carried on roll call.

\*\*\*\*\*MEETING CONCLUDED – 9:24 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, OCTOBER 24, 2024  
@ 9:00 A.M.**

Meeting began: A.M. 9:05AM

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	✓	X	✓	✓	✓	✓	X	✓	X
2.	Oath of Allegiance to the Flag									Arrived at 9:22am
3.	<b>Roll Call</b>	COMM. AHMED PRESENT	COMM. ALSTON ABSENT	COUNTY COMM. BARTLETT PRESENT	COMM. CUADRADO PRESENT	COMM. DONNELLY PRESENT	COMM. FRIERSON PRESENT	COUNTY COMM. JAMES ABSENT	COMM REV. MAVEN PRESENT	County Adjuster STAMPONE ARRIVED AT 9:22AM
4.	Statement of Compliance with Open Public Meetings Act									
5.	*Approval of Minutes* Monthly Board Meeting September 26, 2024 County Commissioner Bartlett Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT 1st YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	COMM REV. MAVEN YES	County Adjuster STAMPONE -----
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 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	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT 2nd YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	COMM REV. MAVEN 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  
Flavio Rivera, Fiscal Officer

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



**PASSAIC COUNTY BOARD OF SOCIAL SERVICES  
THE REGULAR MONTHLY MEETING OF THE BOARD  
THURSDAY, OCTOBER 24, 2024**

@ 9:00 A.M.

Meeting began: A.M. 9:05AM

	C. Clearing Account Transactions (recoveries) relating to the Food Stamp, Medicaid, and General Assistance Programs. (Confidential) County Commissioner Bartlett Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE -----
7.	<b>Assistance</b> 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  Commissioner Rev Maven Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE -----
8.	<b>Suspend Regular Order of Business</b> (Motion Required)  Commissioner Kathleen Donnelly County Commissioner John Bartlett	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT 2nd YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	COMM REV. MAVEN YES	County Adjuster STAMPONE -----
9.	<b>Public Portion (None)</b>									
10.	<b>Resume Regular Order of Business</b> (Motion Required) County Commissioner Bartlett Commissioner Rev Maven	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT 1st YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	COMM REV. MAVEN 2nd YES	County Adjuster STAMPONE -----
12A.	<b>Committee Reports</b> <b>Executive Committee</b> (Informational) 1. Case Statistics 2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics September 2024 3. SNAP	COMM. AHMED -----	COMM. ALSTON -----	COUNTY COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM. JAMES -----	COMM REV. MAVEN -----	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  
Flavio Rivera, Fiscal Officer

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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES  
THE REGULAR MONTHLY MEETING OF THE BOARD**

**THURSDAY, OCTOBER 24, 2024**

**@ 9:00 A.M.**

**Meeting began: A.M. 9:05AM**

12B.	<b>Educational Leave Committee (Approval Needed)</b>	COMM. AHMED ----- YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT YES	COMM. CUADRADO 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON ----- YES	COUNTY COMM. JAMES -----	COMM REV. MAVEN ----- YES	County Adjuster STAMPONE -----
	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)									
	Commissioner Carol Cuadrado Commissioner Kathleen Donnelly									
12C.	<b>Personnel Committee (Approval Needed)</b>	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT YES	COMM. CUADRADO 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	COMM REV. MAVEN YES	County Adjuster STAMPONE -----
	• Confidential Report									
	• Non-Confidential Report									
	Commissioner Carol Cuadrado Commissioner Kathleen Donnelly									

**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 PWA President

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES  
THE REGULAR MONTHLY MEETING OF THE BOARD  
THURSDAY, OCTOBER 24, 2024  
@ 9:00 A.M.**

**Meeting began: A.M. 9:05AM**

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) 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 b to clients due to security guards calling morning. 3.Haskell Office a. Multiple incidents where the staff cont authorities	COMM. AHMED	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM REV. MAVEN	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  
Flavio Rivera, Fiscal Officer

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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES  
THE REGULAR MONTHLY MEETING OF THE BOARD  
THURSDAY, OCTOBER 24, 2024**

@ 9:00 A.M.

**Meeting began: A.M. 9:05AM**

12G.	<p><b>Finance Committee (Approval Needed)</b></p> <p><b>I. Monthly Expenditures</b> All monthly expenditures are of a routine nature.</p> <p><b>II. Approval of payment to Treasurer, State of New Jersey</b> This bill is for Data Processing and Electronic Benefit Transfer billing statements for the quarter ending 9/30/2024.</p> <p>Recommendation is to approve payment of \$218,108 to Treasurer State of New Jersey.</p> <p><b>III. Transfer of Funds Resolution</b> Attached are copies of Resolution No. 2024-10-00 Transfer of Funds listed for approval.</p> <p><b>IV. Authorization to renew Property and Liability insurance</b> Recommendation is to authorize the renewal of Property and Liability insurance from D&amp;G Sayles Corp. effective 10/30/2024 through 10/30/2025 for a premium of \$38,045.00.</p> <p><b>Commissioner Rev. Maven Commissioner Kathleen Donnelly</b></p>	COMM. AHMED YES	COMM. ALSTON	COUNTY COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE
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**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 PWA President

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES  
THE REGULAR MONTHLY MEETING OF THE BOARD  
THURSDAY, OCTOBER 24, 2024**

@ 9:00 A.M.

Meeting began: A.M. 9:05AM

12H.	<p><b>Community Relations Committee (Informational)</b></p> <p>October 1, 2024 Passaic County Superior Court Fall Resource Fair Paterson, NJ – 12PM</p>	COMM. AHMED	COUNTY COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
13.	<p><b>COUNSEL'S MONTHLY REPORT - (Informational)</b></p> <p>1. Legal Counsel Reports: September 1, 2024-September 30, 2024</p> <p>a.) Hearings and Cases with Passaic County Superior Court Judges</p> <p>b.) Child Support Hearings with Passaic County Superior Court Hearing Officers</p> <p>c.) Institutional Medicaid Hearings with Judges at Office of Administrative Law</p>	COMM. AHMED	COUNTY COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM REV. MAVEN	County Adjuster STAMPONE

**Also Attending:** Talisa A. Coleman, Executive Director  
 Thania Melo, Human Resource Manager  
 Albert Buglione, Special Counsel/Outside Counsel  
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@ 9:00 A.M.

**Meeting began: A.M. 9:05AM**

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 (None)	COMM. AHMED	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
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.	<b>Adjournment 9:24AM</b>  Commissioner Carol Cuadrado Commissioner Dr. Jabeen Ahmed	COMM. AHMED 2nd YES	COMM. ALSTON	COUNTY COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES	COMM REV. MAVEN YES	County Adjuster STAMPONE YES

**EXECUTIVE/ CLOSED SESSION**

\*\*\*\*\*MEETING CONCLUDED – 9:24 A.M.\*\*\*\*\*

**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 PWA President

# Transfer of Funds

## RESOLUTION No. 2024-10-00

WHEREAS, there will be a projected deficit balance in the following Administration accounts for the year 2024 as follows:

61.ADM ADMINISTRATION	600,000.00
61.APS Adult Protective Services	15,000.00
61.FIS FRAUD INVESTIGATION SECTION	40,000.00
61.FSP FOOD STAMP PROGRAM	40,000.00
61.GAU GENERAL ASSISTANCE UNIT	80,000.00
61.MOS MEDICAL OUTSTATION	15,000.00
61.SSS SOCIAL SERVICES SECTION	80,000.00
62.007 UNEMPLOYMENT	40,000.00
63.01 TRAVEL STAFF MILEAGE	5,000.00
63.03 TRAVEL CONFERENCE EXPENSE	6,000.00
65.001 OFFICE EQUIPMENT	25,000.00
69.05.SSS PSYCHOLOGICAL/THERAPEUTIC	3,000.00

THEREFORE, BE IT RESOLVED, that funds be allocated in the following Administration Accounts as follows:

FROM:

61.MAP MEDICAL ASSISTANCE PROGRAM	741,000.00
66.001 RENTAL EXPENSE	100,000.00
66.004 REPAIRS/ALTERATIONS	25,000.00
69.03.SSS HOMEMAKER	80,000.00
69.13.SSS HOUSING RELATED SERVICES	3,000.00

TO :

61.ADM ADMINISTRATION	600,000.00
61.APS Adult Protective Services	15,000.00
61.FIS FRAUD INVESTIGATION SECTION	40,000.00
61.FSP FOOD STAMP PROGRAM	40,000.00
61.GAU GENERAL ASSISTANCE UNIT	80,000.00
61.MOS MEDICAL OUTSTATION	15,000.00
61.SSS SOCIAL SERVICES SECTION	80,000.00
62.007 UNEMPLOYMENT	40,000.00
63.01 TRAVEL STAFF MILEAGE	5,000.00
63.03 TRAVEL CONFERENCE EXPENSE	6,000.00
65.001 OFFICE EQUIPMENT	25,000.00
69.05.SSS PSYCHOLOGICAL/THERAPEUTIC	3,000.00

CERTIFICATION

I, Rev. Douglas Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies the foregoing is a true copy of a resolution as it appears in the records of the Passaic County Board of Social Services and was duly and legally adopted at a meeting of the said Board and called for the purpose and held on October 24, 2024, that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.



Rev. Douglas Maven, Secretary Treasurer

Dated: 10/24/2024



**Passaic County Board of Social Services**

**Resolution No. 2024-10-01**

**A RESOLUTION AUTHORIZING THE RENEWAL POLICY  
FOR INSURANCE COVERAGE THROUGH NATHAN LANE  
AGENCY, INC.**

**WHEREAS** the Passaic County Board of Social Services requires various insurance coverage; and

**WHEREAS** the Passaic County Board of Social Services currently enjoys a business relationship with Nathan Lane Agency, Inc., a company with whom the Board has previously used as its' insurance broker carrier; and

**WHEREAS** Nathan Lane Agency, Inc., through Glatfelter Public Entities, has agreed to renew the Passaic County Board of Social Services Insurance Coverage, for \$38,045.00 as a non-fair and open procurement and as 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 renew the insurance coverage as set forth above and with **Schedule "A"** attached hereto for reference, effective October 10/30/2024 through 10/30/2025.

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the Insurance coverage renewal for the 2024-2025 period as set forth herein; 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 October 24, 2024.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

# Passaic County Board of Social Services

Resolution No. 2024-10-02

## A RESOLUTION AUTHORIZING THE HIRING OF FIVE FULL-TIME HUMAN SERVICES AIDES

**WHEREAS** the Passaic County Board of Social Services is in need of hiring 5 Full-Time Human Services Aides; and

**WHEREAS** the 5 positions of Full-Time Human Services Aides were duly posted and advertised by the Passaic County Board of Social Services; and

**WHEREAS** interviews were conducted for the 5 positions of Full-Time Human Services Aides; and

**WHEREAS** it is by the recommendation of the Executive Director that the 5 applicants be appointed to the Full-Time Human Services Aide positions with the salary range and step 7-1, effective on or after October 16, 2024.

1. Markeytah Johnson
2. Megan J. Ocampo
3. Kiana Barrett
4. Bervensky Pierre
5. Silina Burtamoukh

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the hiring of the applicants to Full-Time Human Services Aides effective on or after 10/16/24; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the employees of their Full-Time employment with the Passaic County Board of Social Services effective on or after 10/16/24; 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 each employee.

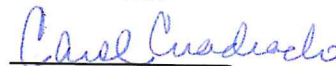
**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, October 24, 2024.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

# Passaic County Board of Social Services

Resolution No. 2024-10-03

## A RESOLUTION TO HIRE ONE PAYROLL SUPERVISOR

**WHEREAS** the Passaic County Board of Social Services is in need of hiring 1 Payroll Supervisor; and

**WHEREAS** interviews were conducted for the position of Full-Time Payroll Supervisor; and

**WHEREAS** it is by the recommendation of the Executive Director that Trankia Burden be hired as Payroll Supervisor effective on or after October 22, 2024, and

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the hiring of Richard Busta as Payroll Supervisor; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the employee of the appointment with the Passaic County Board of Social Services effective on or after October 22, 2024, and

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

**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 October 24, 2024.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

# Passaic County Board of Social Services

Resolution No. 2024-10-04

## A RESOLUTION AUTHORIZING THE PROMOTION OF FOUR PERMANENT HUMAN SERVICES SPECIALISTS 3

**WHEREAS** the Passaic County Board of Social Services is desirous of promoting 4 permanent Human Services Specialist 3; and

**WHEREAS** interviews were conducted for the 4 positions of Permanent Human Services Specialist 3; and

**WHEREAS** it is by the recommendation of the Director that the 4 candidates be promoted to the position of Permanent Human Services Specialist 3, under title No. 07996 CSC listing PL240929 effective on or after November 1, 2024

1. Amin, Sarika
2. Fisher, Karen
3. Lemmon, Lawanda
4. Wade, Lillian

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the promotion of the aforementioned to Permanent Human Services Specialist 3 effective on or after 11/01/2024; 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 3 with the Passaic County Board of Social Services effective on or after 08/16/2024; 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.

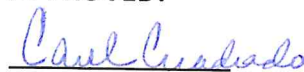
**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, October 24, 2024.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman