

ORDER OF BUSINESS

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

REGULAR MEETING OF THE BOARD  
THURSDAY, FEBRUARY 1, 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 WITH OPEN PUBLIC MEETINGS ACT: PUBLIC NOTICE

**TAKE NOTICE** the Passaic County Board of Social Services, previously set a schedule for its regularly scheduled meeting for January of 2024 to occur on: **Thursday, February 1, 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 8:30AM – 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 no later than **February 1, 2024 at 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 two (2) separate formats via the MS Teams platform. The first is via MS Teams live video, with the call-in information <https://www.microsoft.com/en-us/microsoft-teams/log-in> with **meeting ID: 276 000 092 43 and passcode: ZQ2Uae**. The second will be via a call-in telephone number connected to the MS Teams platform: **1-872-215-1406, with conference ID: 753 902 479#**. The public will also have an opportunity to speak during the “public portion of this meeting,” through both the MS Teams live stream platform and the MS Teams 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 NJSA 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 Friday, March 20, 2020, directing that public meetings be conducted virtually during this pandemic, as well as recent Executive Orders by Governor Murphy numbered: 194 (11/10/20), 195 (11/12/20), and 196 (11/16/20).

5. **SUSPEND REGULAR ORDER OF BUSINESS**

Motion to suspend the regular order of business and turn the meeting over to Legal Counsel for the election of officers for year 2024.

6. **OFFICE OF CHAIRMAN**

- A. Nominations for Office of Chairman
- B. Motion to close nominations for Chairman
- C. Election of Chairman

7. **OFFICE OF VICE CHAIRMAN**

- A. Nominations for the Office of Vice Chairman
- B. Motion to close nominations for Vice Chairman
- C. Election of Vice Chairman

8. **OFFICE OF SECRETARY TREASURER**

- A. Nominations for the Office of Secretary Treasurer
- B. Motion to close nominations for Secretary Treasurer
- C. Election of Secretary Treasurer

9. **OFFICE OF ASSISTANT SECRETARY TREASURER**

- A. Nominations for the Office of Assistant Secretary Treasurer
- B. Motion to close nominations for Assistant Secretary Treasurer
- C. Election of Assistant Secretary Treasurer

10.

**RESUME REGULAR ORDER OF BUSINESS**

**ANNUAL RESOLUTIONS 11-16**

11.

Adoption of Resolution authorizing the Secretary Treasurer to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of categorical assistance. Copies to be forwarded to the proper banks to accept the signature of the Secretary Treasurer.

12.

Adoption of Resolution authorizing the Assistant Secretary Treasurer to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of categorical assistance in the event the Secretary Treasurer is unable to perform the duties of the office. Copies to be forwarded to the proper banks to accept the signature of the Assistant Secretary Treasurer.

13.

Adoption of Resolution authorizing the Director to notify the banks to accept the signature of the former Assistant Secretary Treasurer on February 1, 2024, assistance checks if there is not sufficient time to have signature plates made and checks printed with the name of the new Secretary Treasurer by February 1, 2024.

14.

Adoption of Resolution authorizing the Director to place under bond the Secretary Treasurer for the year 2024 and to approve payment of bonds.

15.

Adoption of Resolution authorizing the Director to place under bond the Assistant Secretary Treasurer for the year 2024 and to approve payment of bonds.

16.

Adoption of resolution authorizing Director to sign all financial documents pertaining to the administration of categorical assistance with copies to be forwarded to the proper banks to accept the signatures of the Director, Secretary Treasurer, and Assistant Secretary Treasurer.

17.

**APPROVAL OF MINUTES**

Monthly Board Meeting – December 21, 2023

18.

**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:

12/01/2023 – 12/15/2023 58703877-58703882 \$ 1,437,436.60 Payroll

12/16/2022 – 12/31/2023 58720043-58720044 \$ 1,383.363.81 Payroll

C. Clearing Account Transactions (recoveries) relating to the Food Stamp, Medicaid and General Assistance Programs (Confidential)

19.

**ASSISTANCE**

- A. Motion to approve categorical assistance payments for February 1, 2024: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.
  
- B. Funeral Grants
  - Total Funeral Home Payments: \$338,296.00
  - Total Cemetery Payments: \$ 48,936.00

20.

**SUSPEND REGULAR ORDER OF BUSINESS**

21.

**PUBLIC PORTION**

22.

**RESUME REGULAR ORDER OF BUSINESS**

23.

**DEPARTMENTAL REPORTS (Informational)**

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

24.

**COMMITTEE REPORTS**

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

- 1. Case Statistics (Informational)
- 2. MIS- 3-year contract with Dell for Microsoft licenses for 400 licenses (Informational).
- 3. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics December 2023 (Informational; see attached)
- 4. 2024 Executive Director’s Letter to the Board (Informational)
- 5. 2023 Passaic County Board of Social Services Annual Report (Informational; see attached)
- 6. Executed Resolution Designating County Commissioners as members of the Passaic County Board of Social Services for Calendar Year 2024 (Informational; see attached)
- 7. Herald News Amended Affidavit (Informational; see attached)
  
- 8. Resolution Authorizing to Enter into an Agreement with RayZo Marketing for Website Design (Exhibit A; See attached-Approval needed)
  
- 9. Resume use of the ZOOM live stream platform for Committee and Board meetings effective February 2024. (informational)

**B. Educational Leave Committee – Commissioner Cuadrado, Chairwoman (Approval needed)**

**1. THE 42nd NEW JERSEY ANNUAL CHILD SUPPORT TRAINING EVENT**

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

- Confidential Report
- Non-Confidential Report

**D. Good & Welfare Committee – Commissioner Jabeen Ahmed, Chairwoman (Informational)**

1. 2024 Passaic County Community Passings
2. 2023 Passaic County Board of Social Services Employee Passings
3. 2023 Passaic County Board of Social Services Employee Family Member Passings

**E. Welfare Fraud & Abuse Committee – Commissioner Cuadrado, Chairwoman**

**A. Fraud Statistics included in the Abacus Dept. Report (23A) (Informational)**

**F. Building & Grounds Committee – Commissioner Alston (Informational)**

**1. Building and Grounds**

**a. Security**

- In December, we saw 19,430 clients in the Paterson Office. We currently have 7-8 security guards from UFC and 2-3 Sheriff Officers.
- We have still not been able to utilize the X-ray machine for clients since we do not have an adequate number of officers to both secure the buildings and operate the machine.

**b. Paterson Building (80 Hamilton Street)**

- The front staircase located at the main entrance of our Paterson Office becomes hazardous during rain and snow. The steps get wet and become very slippery. This has caused us to have to close the front entrance during inclement weather.

**2. Passaic Building (114 Prospect Street, Passaic, New Jersey)**

- Cubicles have been completed on the first and second floors. We are now requesting to move forward in adding cubicles to the third floor. We are requesting 10 cubicles for \$21,000.

**a. Systems Furniture – 3rd Floor Passaic County Social Services 106-114 Prospect Street, Passaic, NJ. (Invoice Attached).**

G. **Finance Committee – Commissioner Rev. Maven Chairman (Approval Needed)**

I. **Monthly Expenditures**

All monthly expenditures are of a routine nature.

II. **Surety Bond**

Bond coverage for Secretary of Treasurer in the amount of \$100,000 (see Annual Resolution, Agenda No. 14).

III. **Authorize acceptance of funds for Adult Protective Service Grants**

Passaic County Board of Social Services authorizes the acceptance of the 3rd year out of a 3-year contract for funds in the amount of \$415,906.00 for the Adult Protective Service Grant.

Recommendation is to approve the acceptance of the Adult Protective Service Grant for the year 2023.

IV. **Approval of Petty Cash**

V. **Acceptance of the ARP Adult Protective Services funding**

The Passaic County board of Social Services authorizes the acceptance \$180,033 of additional funding awarded from the American Rescue Plan.

Recommendation is to approve the acceptance of the ARP Adult Protective Services funds.

H. **Community Relations Committee– Commissioner Rev. Maven (Informational)**  
Community Organization Report – John Currie.

1. January 5, 2024, Meeting with Passaic Mayor Hector Lora regarding future Outreach Events Passaic, NJ
2. January 12, 2024, Monthly Community Event -- Outreach Table  
Clifton Satellite Office

25. **COUNSEL'S MONTHLY REPORT**

December 1, 2023- December 31, 2023, Hearings & Case statistics

26. **COMMUNICATIONS**

27. **NEW BUSINESS**

28. **OLD BUSINESS-(Informational)**

1. **Amended Resolution for General Counsel (RFQ 3-2023) : Qualified General Legal**

- Resolution No. 2023-12-04

29. **ADJOURNMENT**