

ORDER OF BUSINESS

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

REGULAR MEETING OF THE BOARD
THURSDAY, JANUARY 23, 2025
9:00 A.M.

1. **CALL OF MEETING TO ORDER**
2. **OATH OF ALLEGIANCE TO THE FLAG**
3. **SWEARING IN OF PASSAIC COUNTY BOARD OF SOCIAL SERVICES NEW BOARD MEMBERS FOR 2025**
4. **ROLL CALL**
5. **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 January 2025 to occur on: **Thursday, January 23, 2025, at 9:00AM (EST)**. Specifically, the Board will hold this meeting as scheduled, in person, at its main office, 80 Hamilton Street, Paterson, New Jersey, in the Board Room, 3rd floor. The public is invited to attend and will be allowed to participate in the manner prescribed and in compliance with the Open Public Meetings Act, N.J.S.A. 10: 4-6, et. seq. It should also be noted that official action will be taken, and that this Notice was published in compliance with applicable provisions of N.J.S.A. 10: 4-6, et. seq. If an Executive session is required, the Board will retire to a closed session pursuant to the Open Public Meeting Act, N.J.S.A. 10: 4-6 et. seq. and follow the procedures provided in this statute.

In addition, please note that the within Notice has been posted at (2) two locations. Namely: 1. Main office of PCBSS, 80 Hamilton St., Paterson NJ; and 2. County Administrative Building, 401 Grand St. first floor, Paterson NJ. Also, the within Notice has been forwarded to Louis Imhof, III Clerk to the Passaic County Board of the Commissioners, 401 Grand St., 2nd floor, Paterson NJ, to advise the Honorable Board of Commissioners of this meeting, as well as to Matthew Jordan, Esq., Passaic County Administrator, for notice to the County of Passaic.

Lastly, the within Notice has been published in the official newspapers for the PCBSS, The Record and Herald News, on December 16, 2024, which is in compliance with the Publication Rule. 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 Meetings 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.

6. SUSPEND REGULAR ORDER OF BUSINESS

Motion to suspend the regular order of business for the election of officers for year 2025.

7. OFFICE OF CHAIRMAN

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

8. 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

9. 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

10. **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

11. **RESUME REGULAR ORDER OF BUSINESS**

ANNUAL RESOLUTIONS 12-17

- 12. 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.
- 13. 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.
- 14. Adoption of Resolution authorizing the Director to notify the banks to accept the signature of the former Assistant Secretary Treasurer on January 23, 2025, 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 January 23, 2025.
- 15. Adoption of Resolution authorizing the Director to place under bond the Secretary Treasurer for the year 2025 and to approve payment of bonds.
- 16. Adoption of Resolution authorizing the Director to place under bond the Assistant Secretary Treasurer for the year 2025 and to approve payment of bonds.
- 17. 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.

18. **APPROVAL OF MINUTES**

Monthly Board Meeting – December 19, 2024

19. **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:

12/01/2024 – 12/15/2024 59072026-59072026 \$ 1,581,803.65 Payroll

12/16/2024 – 12/31/2024 590092303-59092305 \$ 1,597,345.19 Payroll

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

20. **ASSISTANCE**

A. Motion to approve categorical assistance payments for February 1, 2025: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.

B. Funeral Grants

▪ Total Funeral Home Payments: \$227,833.00

▪ Total Cemetery Payments: \$ 38,283.00

21. **SUSPEND REGULAR ORDER OF BUSINESS**

22. **PUBLIC PORTION**

23. **RESUME REGULAR ORDER OF BUSINESS**

24. **DEPARTMENTAL REPORTS (Informational)**

A. Abacus Department

B. Property and Resources Department

C. Child Support and Paternity Department

COMMITTEE REPORTS

- A. **Executive Committee – Commissioner Carol Cuadrado, Chairwoman (Informational)**
1. Case Statistics (Informational)
 2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics December 2024 (Informational)
 3. 2024 Executive Director’s Letter to the Board (Informational)
 4. 2024 Passaic County Board of Social Services Annual Report
 5. Executed Resolution Designating County Commissioners as members of the Passaic County Board of Social Services for Calendar Year 2025 (Informational)
- B. **Educational Leave Committee – Commissioner Cuadrado, Chairwoman (Approval needed)**
1. **THE 43rd 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, Vice Chairwoman (Informational)**
1. 2024 Passaic County Community Passings
 2. 2024 Passaic County Board of Social Services Employee and Retiree Passings
 3. 2024 Passaic County Board of Social Services Board and Employee Family Member Passings
- E. **Welfare Fraud & Abuse Committee – Commissioner Cuadrado, Chairwoman**
- A. **Fraud Statistics included in the Abacus Dept. Report (24A) (Informational)**
- F. **Building & Grounds Committee – Commissioner Kathleen Donnelly (Informational)**
1. **Building and Grounds**
 - a.) Paterson Security (Informational)
 - b.) Signage throughout the Agency (Informational)
 - c.) December 2024 Monthly Sheriff's Department Report (Informational)
 2. **Haskell Security** (Informational)
 3. **MIS Dell Contract Renewal and Microsoft Licenses** (Informational, see Fiscal Agenda No. 25G for approval request)

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

I. Monthly Expenditures

All monthly expenditures are of a routine nature.

II. Approval of Petty Cash for Calendar Year 2025

III. MIS department requests approval of 20 additional Microsoft licenses to use as needed for the year 2025.

H. Community Relations Committee– Commissioner Rev. Maven (No Report)

Community Organization Report – John Currie.

26. **COUNSEL’S MONTHLY REPORT (Informational)**

December 1, 2024- December 31, 2024, Hearings & Case statistics

27. **COMMUNICATIONS**

28. **NEW BUSINESS**

29. **OLD BUSINESS**

30. **ADJOURNMENT**