

**ORDER OF BUSINESS**

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

**REGULAR MEETING OF THE BOARD  
THURSDAY, DECEMBER 19, 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 December 2024 to occur on: **Thursday, December 19, 2024, 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, 3<sup>rd</sup> 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.

5. **APPROVAL OF MINUTES** – November 25, 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:

11/01/2024-11/15/2024	CK#59045281-59045828	\$1,584,807.55 Payroll
11/16/2024-11/30/2024	CK#59055603-59055603	\$1,591,229.85 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 January 1, 2025: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.

B. Funeral Grants

▪ Total Funeral Home Payments:	\$ 143,795.00
▪ Total Cemetery Payments:	\$ 20,045.00

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 (Approval needed).**

- 1. Case Statistics
- 2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics November 2024
- 3. Passaic County Board of Social Services 2025 Holiday Schedule (Approval needed)
- 4. 2025 Passaic County Board of Social Services Yearly Public Board & Committee Meeting Schedules (approval needed, see attached)
- 5. Sheltering needs throughout the State
- 6. Medicaid
- 7. DIMS/Quality Control/ Audits
- 8. SNAP

**B. Educational Leave Committee – Commissioner Cuadrado, Chairwoman (No Report).**

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

- Confidential Report
- Non-Confidential Report

**D. Good and Welfare Committee – Commissioner Ahmed, Vice Chairwoman (Informational).**

Our Heartfelt condolences were extended to the family and friends of PCBSS employee, Ms. Maria Gabriella “Gaby” Diaz who passed away on Sunday, November 10, 2024. A Memorial visitation was held on Sunday, November 24, 2024, 3:00PM-7:00PM at Santangelo Funeral Home.

**E. Welfare Fraud & Abuse Committee – (Informational).**

- **Fraud Statistics Included in the Abacus Department Report (11A)**

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

**Monthly Reports:**

1. Paterson Office Security
2. Security Update
  
3. Paterson Building Updates
4. Passaic Reception Purchase (Approval Needed, listed on Fiscal report for approval)
  
5. Copy Machines – Lease Renewal (Approval Needed; listed on Fiscal report for approval)

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

**I. Monthly Expenditures**

All monthly expenditures are of a routine nature.

**II. Adult Protective Service Grant**

We received the renewal of the Adult Protective Service grant from the Passaic County Department of Senior Services in the amount of \$415,906.00.

Recommendation is to approve the acceptance of the Adult Protective Service Grant for the year 2025 in the amount of \$415,906.00.

**III. Resolution Cancelling stale dated checks for several accounts.**

Resolution approving the cancellation of stale dated checks from our Administration account, Clearing Account, Payroll Account and General Assistance Account.

**IV. Payment to Treasurer State of New Jersey for SSI Recipients**

Recommendation making payment to the Treasurer State of New Jersey for SSI Recipients through September 30, 2024, in the amount of \$192,000.00.

**V. Payment to Reimburse the County of Passaic for Fringe Benefits, Maintenance in Lieu of Rent and an estimated amount for Indirect Cost for the Month of September 2024.**

Fringe Benefits 9/30/2024	\$3,263,797.46
Maintenance in Lieu of Rent 9/30/2024 \$	\$54,297.76
Indirect Cost (Estimated)	\$1,132,200.00

Recommendation is to approve payment to County of Passaic totaling \$4,450,295.22

**VI. Resolution accepting SFY 2025 State SNAP Admin Funding for \$110,482 to be used towards overtime related to processing SNAP applications, certifications, and re-certification costs incurred from July 1, 2024, to June 30, 2025.**

Recommendation is to accept the SFY 2025 State SNAP Admin Funding Grant in the amount of \$110,482.

**VII. Resolution approving purchase cubicles for our reception area from Tanner New Jersey in the amount of \$71,531.02 for our 114 Prospect Street, Passaic, NJ location.**

Recommendation is to approve purchase of cubicles in order to make modification of the reception area in our Passaic facility.

**VIII. Resolution renewing a 48-month lease with Kyocera for 20 multi-function copy machines for a total monthly payment of \$3,146.79.**

Recommendation is to approve Lease with Kyocera.

**IX. Payment to State of NJ for Data Processing and Electronic Benefits Transfer**

Recommendation is to approve the December 31, 2024, estimated payment to "Treasurer, State of New Jersey" in the amount of \$218,108.04 for Data processing and EBT software.

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

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

November 21, 2024      John F. Kennedy – PTO Event  
Paterson – 7 PM

December 6, 2024      Youth Services Conference  
PCCC Haskell Campus – 8 AM

13.

**COUNSEL'S MONTHLY REPORT – (Informational)**

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

14. **COMMUNICATIONS – (None).**

15. **NEW BUSINESS – (Approval Needed)**

RFQ 3-2024: Resolution for Qualified General Legal Counsel (Approval Needed; see attached)

- Buglione, Hutton, & DeYoe, L.L.C.

16. **OLD BUSINESS –(None)**

17. **ADJOURNMENT**