

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

December 19, 2024

The regular meeting of the Passaic County Board of Social Services was held on Thursday, December 19, 2024 at 80 Hamilton Street, Paterson, New Jersey.

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, 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.

The meeting was called to order at 9:13 A.M.

Present: Commissioner Dr. Jabeen Ahmed, Vice Chairwoman (entered at 9:19am)
 Commissioner Carol Cuadrado, Chairwoman
 Commissioner Kathleen A. Donnelly, Assistant Secretary Treasurer
 Commissioner Marilyn Frierson
 Commissioner Rev. Douglas Maven, Secretary Treasurer
 County Adjuster Domenick Stampone

Also Present:

Talisa A. Coleman, Executive Director
 April L. Carter, Executive Assistant
 Flavio Rivera, Fiscal Officer
 Thania Melo, Human Resource Manager
 Albert Buglione, Special/Outside Counsel

Motion was made by Commissioner Kathleen Donnelly, seconded by Commissioner Marilyn Frierson that the minutes of the Board Meeting held November 25, 2024, be approved as submitted.

Commissioner Cuadrado- Abstain
 Commissioner Donnelly-Yes
 Commissioner Frierson-Yes
 Commissioner Rev. Maven-Yes
 County Adjuster Stampone-Yes

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 Rev. Douglas Maven Donnelly, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

6B Ratification of payments made for 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

Motion to ratify payrolls made by Commissioner Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

6C Motion was made by Commissioner Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly 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 Commissioner Rev. Douglas Maven, that the Board approved payment of categorical assistance for January 1, 2025, 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 Commissioner Rev. Douglas Maven, 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 County Adjuster Domenick Stampone, 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 Commissioner Rev. Douglas Maven, seconded by County Adjuster Domenick Stampone. Motion unanimously carried on roll call.

DEPARTMENTAL REPORTS (Informational)

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 (Approval Needed)

Motion to approve item no.'s 3 and 4 made by Commissioner Carol Cuadrado, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

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

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 Kathleen Donnelly. Motion unanimously carried on roll call.

GOOD AND WELFARE COMMITTEE (Informational)

Our Heartfelt condolences were extended to the family of Ms. Maria Gabriella "Gaby" Diaz who passed away on Sunday, November 10, 2024.

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; see Fiscal report 12G for approval)

Copies of the Building and Grounds report were provided to the Board and are attached hereto and made a part of these minutes.

1. Paterson Office Security
2. Security Update
3. Paterson Building Updates
4. Passaic Reception Purchase (Informational, listed on 12G Fiscal report for approval)
5. Copy Machines – Lease Renewal (Informational; listed on 12G Fiscal report for approval)

FINANCE COMMITTEE (Approval Needed)

Motion to approve the Finance Committee report was made by Commissioner Rev. Douglas Maven, seconded by County Adjuster Domenick Stampone. Motion unanimously carried on roll call.

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.

COMMUNITY RELATIONS (Informational)

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

Copies of the Community Relations report was provided to the Board and are attached hereto and made a part of these minutes.

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

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

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: November 1, 2024-November 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-** (Approval Needed)

Motion to approve the New Business report was made by County Adjuster Domenick Stampone, seconded by Commissioner Jabeen Ahmed. Motion unanimously carried on roll call.

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

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

OLD BUSINESS- (None)

ADJOURNMENT (Approval Needed)

Motion for adjournment made by Commissioner Kathleen Donnelly, seconded by Commissioner Marilyn Frierson. Motion unanimously carried on roll call.

*****MEETING CONCLUDED – 9:30 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, DECEMBER 19, 2024
 @ 9:00 A.M.

Meeting began: A.M. 9:13AM

AGENDA NO.	DESCRIPTION	COMM. AHMED	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN	County Adjuster STAMFONE
1.	Call Meeting to Order	✓	X	X	✓	✓	✓	X	✓	✓
2.	Oath of Allegiance to the Flag									
3.	Roll Call	COMM. AHMED Arrived at 9:19am	COMM. ALSTON ABSENT	COUNTY COMM. BARTLETT ABSENT	COMM. CUADRADO PRESENT	COMM. DONNELLY PRESENT	COMM. FRIERSON PRESENT	COUNTY COMM. JAMES ABSENT	COMM REV. MAVEN PRESENT	County Adjuster STAMFONE PRESENT
4.	Statement of Compliance with Open Public Meetings Act									
5.	*Approval of Minutes* Monthly Board Meeting November 25, 2024 Commissioner Kathleen Donnelly Commissioner	COMM. AHMED YES	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON 2nd YES	COUNTY COMM. JAMES	COMM REV. MAVEN YES	County Adjuster STAMFONE YES
6.	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 11/01/2024-11/15/2024CK#59045281-59045828\$1,584,807.55Payroll 11/16/2024-11/30/2024CK#59055603-59055603 \$1,591,229.85 Payroll	COMM. AHMED YES	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES	COMM REV. MAVEN 1st YES	County Adjuster STAMFONE 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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
THE REGULAR MONTHLY MEETING OF THE BOARD
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7.	<p>C. Clearing Account Transactions (recoveries) relating to the Food Stamp, Medicaid, and General Assistance Programs. (Confidential) Commissioner Rev Douglas Maven Commissioner Kathleen Donnelly</p> <p>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</p> <p>Commissioner Kathleen Donnelly Commissioner Rev. Maven</p>	COMM. AHMED YES	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON YES	COUNTY COMM. JAMES	COMM REV. MAVEN 2nd YES	County Adjuster STAMPONE YES
8.	<p>Suspend Regular Order of Business (Motion Required) County Adjuster Stampone Commissioner Kathleen Donnelly</p> <p>Public Portion (None)</p>	COMM. AHMED YES	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES	COMM REV. MAVEN YES	County Adjuster STAMPONE 1st YES
9.										
10.	<p>Resume Regular Order of Business (Motion Required) Commissioner Rev Maven County Adjuster Stampone</p>	COMM. AHMED YES	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM. JAMES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE 2nd YES
12A.	<p>Committee Reports Executive Committee (Approval needed items 3&4)</p> <ol style="list-style-type: none"> 1. Case Statistics 2. E.A. Service and Child Support, Training, and WFNJ Monthly 	COMM. AHMED	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO 1st	COMM. DONNELLY 2nd	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

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

THURSDAY, DECEMBER 19, 2024

@ 9:00 A.M.

Meeting began: A.M. 9:13AM

	<p>3. Statistics November 2024 Passaic County Board of Social Services 2025 Holiday Schedule (Approval needed)</p>	YES			YES	YES	YES		YES	YES
	<p>4. 2025 Passaic County Board of Social Services Yearly Public Board & Committee Meeting Schedules (approval needed, see attached)</p> <p>5. Sheltering needs throughout the State</p> <p>6. Medicaid</p> <p>7. DIMS/Quality Control/ Audits</p> <p>8. SNAP Commissioner Carol Cuadrado Commissioner Kathleen Donnelly</p>	YES			YES	YES	YES		COM. REV. MAVEN	County Adjuster STAMFONE
12B.	<p><u>Educational Leave Committee</u> (No Report)</p>	COM. AHMED	COM. ALSTON	COUNTY COMM. BARTLETT	COM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES		

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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
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12C.	<p>Personnel Committee (Approval Needed)</p> <ul style="list-style-type: none"> • Confidential Report • Non-Confidential Report <p>Commissioner Carol Cuadrado Commissioner Kathleen Donnelly</p>	COMM. AHMED YES	COMM. ALSTON -----	COUNTY COMM. BARTLETT -----	COMM. CUADRADO 1 st YES	COMM. DONNELLY 2 nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	COMM REV. MAVEN YES	County Adjuster STAMPONE YES
12D.	<p>Good & Welfare Committee (Informational)</p> <ol style="list-style-type: none"> 1. Ms. Maria Gabriella "Gaby" Diaz who passed away on Sunday, November 10, 2024. 	COMM. AHMED -----	COMM. ALSTON -----	COUNTY COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM. JAMES -----	COMM REV. MAVEN -----	County Adjuster STAMPONE -----
12E.	<p>Welfare Fraud & Abuse Committee Fraud Statistics Included in the Abacus Dept. Report 11A (Informational)</p>	COMM. AHMED -----	COMM. ALSTON -----	COUNTY COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM. JAMES -----	COMM REV. MAVEN -----	County Adjuster STAMPONE -----
12F.	<p>Building & Grounds Committee (Informational)</p> <ol style="list-style-type: none"> 1. Paterson Office Security 2. Security Update 3. Paterson Building Updates 4. Passaic Reception Purchase (Informational, listed on Fiscal report for approval) 5. Copy Machines – Lease Renewal (Informational; listed on Fiscal report for approval) 	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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
THE REGULAR MONTHLY MEETING OF THE BOARD
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@ 9:00 A.M.

Meeting began: A.M. 9:13AM

<p>12G.</p>	<p>Finance Committee (Approval Needed)</p> <p>I. Monthly Expenditures</p> <p>All monthly expenditures are of a routine nature.</p> <p>II. Adult Protective Service Grant</p> <p>III. Resolution Cancelling stale dated checks for several accounts.</p> <p>IV. Payment to Treasurer State of New Jersey for SSI Recipients</p> <p>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.</p> <p>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</p> <p>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.</p> <p>VIII. Resolution renewing a 48-month lease with Kyocera for 20 multi-function copy machines for a total monthly payment of \$3,146.79.</p> <p>IX. Payment to State of NJ for Data Processing and Electronic Benefits Transfer</p>	<p>COMM. AHMED YES</p>	<p>COMM. ALSTON -----</p>	<p>COUNTY COMM. BARTLETT -----</p>	<p>COMM. CUADRADO YES</p>	<p>COMM. DONNELLY YES</p>	<p>COMM. FRIERSON YES</p>	<p>COUNTY COMM. JAMES -----</p>	<p>COMM REV. MAVEN 1st YES</p>	<p>County Adjuster STAMPONE 2nd YES</p>
<p>Commissioner Rev. Maven County Adjuster Stampone</p>										

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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
THE REGULAR MONTHLY MEETING OF THE BOARD
THURSDAY, DECEMBER 19, 2024
@ 9:00 A.M.**

Meeting began: A.M. 9:13AM

12H.	<p>Community Relations Committee (Informational)</p> <p>November 21, 2024 John F. Kennedy – PTO Event Paterson – 7 PM</p> <p>December 6, 2024 Youth Services Conference PCCC Haskell Campus – 8 AM</p>	COMM. AHMED	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
13.	<p>COUNSEL'S MONTHLY REPORT - (Informational)</p> <p>1. Legal Counsel Reports: November 1, 2024-November 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	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
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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) RFQ 3-2024: Resolution for Qualified General Legal Counsel (Approval Needed; see attached) -Buglione, Hutton, & DeYoe, L.L.C. County Adjuster Stampone Commissioner Jabeen Ahmed	COMM. AHMED 2nd YES	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM. JAMES	COMM REV. MAVEN YES	County Adjuster STAMPONE 1st 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 9:30AM Commissioner Kathleen Donnelly Commissioner Marilyn Frierson	COMM. AHMED YES	COMM. ALSTON	COUNTY COMM. BARTLETT	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON 2nd YES	COUNTY COMM. JAMES	COMM REV. MAVEN YES	County Adjuster STAMPONE YES

EXECUTIVE/ CLOSED SESSION

*****MEETING CONCLUDED - 9:30 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

Passaic County Board of Social Services

Resolution No. 2024-12-00

A RESOLUTION TO APPOINT 1 NETWORK ADMINISTRATOR 1

WHEREAS the Passaic County Board of Social Services is in need of appointing 1 Network Administrator 1; and

WHEREAS it is by the recommendation of the Executive Director that Wesley Simmons hereto be appointed as a Network Administrator 1 effective 01/02/2025; and

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the appointment of the candidate for Network Administrator 1; 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 December 19, 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 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, December 19, 2024.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2024-12-01

**A RESOLUTION TO PROMOTE 1 SOCIAL WORK
SPECIALIST**

WHEREAS the Passaic County Board of Social Services is in need of promoting 1 Social Work Specialist; and

WHEREAS it is by the recommendation of the Executive Director that Jaconna Glory Brown be promoted as Social Worker, from CSL PL241535 effective 01/01/2025; and

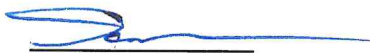
NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the appointment of the candidate for Social Work Specialist; and

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 December 19, 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 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, December 19, 2024.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Quadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2024-12-03

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

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

WHEREAS the position of Human Services Specialist 1 was duly posted and advertised by the Passaic County Board of Social Services; and

WHEREAS interviews were conducted for the position of Human Services Specialist 1; and

WHEREAS it is by the recommendation of the Executive Director that Davina Robinson be promoted to the position of Human Services Specialist 1 from CSC listing OL241342 effective on or after 01/01/2025.

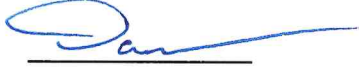
NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the promotion of the aforementioned employee to Permanent Human Services Specialist 1 effective on or after 01/01/2025; and

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 01/01/2025; 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 the 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, December 19, 2024.

ATTEST:

A handwritten signature in blue ink, appearing to read "Douglas L. Maven", written over a horizontal line.

Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:

A handwritten signature in blue ink, appearing to read "Carol Cuadrado", written over a horizontal line.

Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2024-12-04

**A RESOLUTION AUTHORIZING ACCEPTANCE OF SFY 2025
State SNAP FUNDING FROM THE DEPARTMENT OF
HUMAN SERVICES**

WHEREAS the Passaic County Board of Social Services is in receipt of State SNAP Admin Funding in the amount of \$110,482. from the Department of Human Services (“DHS”) to help in the overtime costs for work directly related to SNAP applications, certifications and or recertifications processing; and

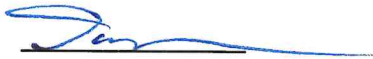
WHEREAS the Passaic County Board of Social Services has a critical need for this funding; and

WHEREAS it is by the recommendation of the Executive Director that the Passaic County Board of Social Services accept the funding as set forth in **Exhibit “A”** attached hereto for reference to be expended by June 30, 2025.

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the State SNAP Admin funding awarded by DHS and authorizes acceptance thereof; and

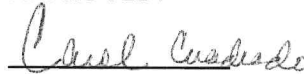
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, December 19, 2024.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2024-12-05

A RESOLUTION AUTHORIZING THE PURCHASING OF CUBICLES FROM TANNER NEW JERSEY

WHEREAS the Passaic County Board of Social Services Passaic Office requires privacy areas that are both efficient and aesthetic to the environment PCBSS seeks to convey; and

WHEREAS the Passaic County Board of Social Services believes that Tanner New Jersey, through the State Contract, offers the best quality and costs to achieve these purposes, as set forth in the attached Exhibit; and

WHEREAS Tanner New Jersey will provide cubicles for the 114 Prospect Street Office in Passaic; and

WHEREAS it is by the recommendation of the Executive Director that the Passaic County Board of Social Services purchase the cubicles at a cost of \$71,531.02 as set forth in **Exhibit "A"** attached hereto for reference which will enhance the efficiency and appearance of our Passaic Office; and

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the purchase of the cubicles from Tanner New Jersey as set forth herein; and

BE IT FURTHER RESOLVED that the Board of Passaic County Board of Social Services hereby authorizes the Executive Director to enter the contract as referenced herein; and

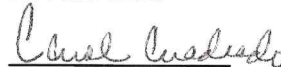
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, December 19, 2024.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2024-12-06

**A RESOLUTION AUTHORIZING THE RENEWAL OF THE
KYOCERA LEASE**

WHEREAS the Passaic County Board of Social Services Passaic Office requires high quality and fast speed copy machines; and

WHEREAS the Passaic County Board of Social Services currently has an agreement with Kyocera and has therefore determined that Kyocera offers the best quality and costs for the lease terms set forth in the attached; and

WHEREAS Kyocera provides 20 multi- function copy machines which would be for a 48 month least term at the amount of \$3,146.79; and

WHEREAS it is by the recommendation of the Executive Director that the Passaic County Board of Social Services renew the lease with Kyocera as set forth in **Exhibit "A"** attached hereto for reference, effective December 6, 2024 through December 5, 2028.

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the Lease Agreement with Kyocera as set forth herein; and

BE IT FURTHER RESOLVED that the contract period is beginning December 6, 2024, and ending December 5, 2028; and

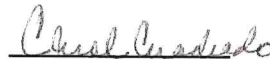
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, December 19, 2024.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2024-12-07

A RESOLUTION APPOINTING A GENERAL COUNSEL FOR PASSAIC COUNTY BOARD OF SOCIAL SERVICES

WHEREAS the Passaic County Board of Social Services (“PCBSS”) requires the services of a General Counsel; and

WHEREAS the Passaic County Board of Social Services (“PCBSS”) published on December 2, 2024, in compliance with the public contracts law, a Request for Qualifications for General Counsel; and

WHEREAS The Request for Qualifications (RFQ) was returnable on December 12, 2024; and

WHEREAS the Committee found that Buglione, Hutton & Deyoe, LLC, Attorneys at Law, met all criteria; and

WHEREAS based on the submissions and qualifications set forth therein, the PCBSS finds that Buglione, Hutton & Deyoe, LLC, Attorneys at Law are ideal to serve as General Counsel; and

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby qualifies and appoints Buglione, Hutton & Deyoe, LLC, Attorneys at Law, as General Counsel, from November 1, 2024, through October 31, 2025 for a retainer in the amount of \$98,000. and an hourly at a rate of \$175.00 dollars per hour for litigation and other matters outside the normal scope of performance; 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 its regular meeting held on Thursday, December 19, 2024

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

**RESOLUTION AUTHORIZING CANCELLATION OF OUTSTANDING CHECKS
FROM OUR ADMINISTRATION ACCOUNT**

Resolution No. 2024-12-08

WHEREAS, the following checks issued from the Passaic County Board of Social Services administration account have been outstanding for more than six months and are now stale dated;

WHEREAS, it is necessary to formally cancel outstanding checks;

ADMIN:

CHECK NUMBER	AMOUNT	DATE	PAYEE
1160	716.00	7/01/2023	V K ASSOCIATES REALTY LLC
1384	1,261.76	8/10/2023	NJ DIVISION OF PENSIONS
1551	282.00	9/28/2023	GUERNSEY CREST ICE CREAM CO INC.
1687	1,472.00	10/26/23	LEAF CAPITAL FUNDING LLC
1956	637.50	12/19/23	INTERVENTION STRATEGIES N.J.
2027	417.50	12/27/23	STAPLES
2283	203.00	3/01/2024	JOSE BORRAJO

CLEARING:

CHECK NUMBER	AMOUNT	DATE	PAYEE
9103	100.00	12/20/2023	ANGEL LECTOR
9112	42.00	12/21/2023	ALBERTO LORA
9113	450.00	12/21/2023	ANA ROSADO
9116	975.00	12/21/2023	JENNIFER TAPIA
9118	50.00	12/21/2023	MARLON LORA
9121	785.00	12/21/2023	SANTA MARTINEZ
9122	503.20	12/21/2023	SHAILESH RANA
9123	661.92	12/21/2023	SMAHER BOGHOS

9128	35.21	12/22/2023	MUSHTABA ABDULI
9135	255.00	12/28/2023	MIRQUEYA FERRERAS
9144	764.00	6/24/2024	BILLY J. HOLMES
9146	572.00	6/24/2024	JULIANA OWUSU
9147	254.72	6/24/2024	KIMBERLY FREEMAN
9150	600.00	6/24/2024	RONTAIREY C. WHITE
9151	1,272.00	6/24/2024	SHANAYA ALSTON
9152	3.00	6/24/2024	YAMILETH ESTRELLA
9153	12.44	6/24/2024	YOCARYS GOMEZ

PAYROLL:

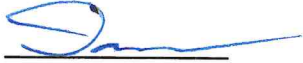
CHECK NUMBER	AMOUNT	DATE	PAYEE
26	\$79.14	10/30/23	RALPH TRIONFO

GA:

CHECK NUMBER	AMOUNT	DATE	PAYEE
738461	2,750.00	6/06/23	G.M. AMIN
738654	1,183.88	11/09/23	ARCHER PARCAVE LLC
738692	945.00	11/29/23	FRANK BONADIES
738693	144.00	11/01/23	RATAN SECAUCUS LLC
738716	1,125.00	12/08/23	BRUGI VENTURES LLC
739085	509.00	5/07/24	PATERSON, DISCOUNT FURNITURE
739104	447.00	5/17/24	RATAN HOTELS MANAGEMENT LLC
739148	1,333.00	5/31/24	EVAS VILLAGE APARTMENTS LP
739135	2,350.00	6/01/24	44 BEECH STREET LLC.
739187	1,426.00	6/13/24	HISPANIC MULTI PURPOSE SERVICE CENTER

THEREFORE, BE IT RESOLVED, by the Passaic County Board of Social Services that the checks indicated are hereby authorized for cancellations of stale dated checks.

ATTEST:

A handwritten signature in blue ink, appearing to read 'Douglas L. Maven', written over a horizontal line.

Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:

A handwritten signature in blue ink, appearing to read 'Carol Cuadrado', written over a horizontal line.

Commissioner Carol Cuadrado
Chairwoman