

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

JANUARY 23, 2025

The regular meeting of the Passaic County Board of Social Services was held on Thursday, January 23, 2025 at 80 Hamilton Street, Paterson, New Jersey.

Notice of this meeting previously provided to the public in accordance and in compliance with the New Jersey Open Public Meetings Act by way of annual notice provided to the North Jersey Herald & News, to The Record and to the Clerk for the County of Passaic on or about January 23, 2025; and by the posting of such annual notice in at least one public place reserved for such notices and by additional notices mailed to same on or about the seventh day prior to this meeting.

The meeting was called to order by Chief Counsel, Mr. Albert Buglione at 9:08 A.M.

OATH OF ALLEGIANCE TO THE FLAG

OATH OF NEW PASSAIC COUNTY BOARD OF SOCIAL SERVICES BOARD MEMBERS

- County Commissioner Rodney DeVore
- Commissioner Paula Alford

ROLL CALL:

Present: Commissioner Paula Alford
Commissioner Carol Cuadrado, Chairwoman
County Commissioner Rodney DeVore
Commissioner Kathleen Donnelly, Assistant Secretary Treasurer
County Commissioner Bruce James
Commissioner Rev. Douglas Maven, Secretary Treasurer
County Adjuster Domenick Stampone

Also

Present: Talisa A. Coleman, Executive Director
Flavio Rivera, Fiscal Officer
Thania Melo, Human Resources Manager
April Carter, Executive Secretary
Oshin Castillo, Chief of Operations
Albert Buglione, Chief Counsel
Stacey Wheeler, PCBSS Administrator Supervisor, Service Department
Commissioner Brigitte Arrick, Prospect Park
Dr. Melissa Baralt, Paterson

STATEMENT OF COMPLIANCE AND DECORUM WITH OPEN PUBLIC MEETINGS ACT

SUSPEND REGULAR ORDER OF BUSINESS - ELECTION OF OFFICERS

County Commissioner Bruce James made a motion that the Board suspends the regular order of business for the election of officers for 2025. Motion seconded by Commissioner Kathleen Donnelly and unanimously carried on roll call.

OFFICE OF CHAIRMAN/CHAIRWOMAN

Commissioner Kathleen Donnelly nominated Carol Cuadrado for the office of Chairwoman of the Passaic County Board of Social Services for the year 2025, seconded by County Commissioner Rodney DeVore and unanimously carried on roll call.

Hearing no further nominations, a motion was made to elect Carol Cuadrado to the Office of Chairwoman by Commissioner Rev. Douglas Maven. Motion seconded by County Adjuster Domenick Stampone and unanimously carried on roll call.

OFFICE OF VICE-CHAIRMAN

Commissioner Kathleen Donnelly nominated Jabeen Ahmed for the office of Vice Chairwoman of the Passaic County Board of Social Services for the year 2025, seconded by Commissioner Carol Cuadrado and unanimously carried on roll call.

Hearing no further nominations, a motion was made to elect Jabeen Ahmed to the Office of Vice Chairwoman, by Commissioner Kathleen Donnelly. Motion was seconded by Commissioner Carol Cuadrado and unanimously carried on roll call.

OFFICE OF SECRETARY TREASURER

Commissioner Kathleen Donnelly nominated Rev Douglas Maven for the office of Secretary Treasurer of the Passaic County Board of Social Services for the year 2025, seconded by County Adjuster Domenick Stampone and unanimously carried on roll call.

Hearing no further nominations, a motion was made to elect Rev. Douglas Maven to the Office of Secretary Treasurer by Commissioner Kathleen Donnelly. Motion seconded by County Adjuster Domenick Stampone and unanimously carried on roll call.

OFFICE OF ASSISTANT SECRETARY TREASURER

Commissioner Rev. Douglas Maven nominated Kathleen Donnelly for the office of Assistant Secretary Treasurer of the Passaic County Board of Social Services for the year 2025, seconded by County Commissioner Bruce James and unanimously carried on roll call.

Hearing no further nominations, a motion was made to elect Kathleen Donnelly to the Office of Assistant Secretary Treasurer by Commissioner Rev. Douglas Maven. Motion seconded by County Commissioner Bruce James and unanimously carried on roll call.

RESUME REGULAR ORDER OF BUSINESS

Motion to resume the regular order of business made by Commissioner Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly, and unanimously carried on roll call.

ANNUAL RESOLUTIONS 12 THRU 17

A motion was made by County Commissioner Rodney DeVore, seconded by Commissioner Kathleen Donnelly that the Board adopt the 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 with copies to be forwarded to the proper banks to accept the signature of the Secretary Treasurer. Motion unanimously carried on roll call.

A motion was made by County Commissioner Rodney DeVore, seconded by Commissioner Kathleen Donnelly that the Board adopt the resolution authorizing 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 with copies to be forwarded to the proper banks to accept the signature of the Assistant Secretary Treasurer. Motion unanimously carried on roll call.

A motion was made by County Commissioner Rodney DeVore, seconded by Commissioner Kathleen Donnelly that the Board adopt the resolution authorizing the Director to notify the banks to accept the signature of the former Assistant Secretary Treasurer on February 1, 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 February 1, 2025. Motion unanimously carried on roll call.

A motion was made by County Commissioner Rodney DeVore, seconded by Commissioner Kathleen Donnelly that the Board adopt the resolution authorizing the Director to place under bond the Secretary Treasurer for the year 2025 and to approve payment of bonds. Motion unanimously carried on roll call.

A motion was made by County Commissioner Rodney DeVore, seconded by Commissioner Kathleen Donnelly that the Board adopt the resolution authorizing the Director to place under bond the Assistant Secretary Treasurer for the year 2025 and to approve payment of bonds. Motion unanimously carried on roll call.

A motion was made by County Commissioner Rodney DeVore, seconded by Commissioner Kathleen Donnelly that the Board adopt the 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. Motion unanimously carried on roll call.

APPROVAL OF MINUTES - BOARD MEETING DECEMBER 19, 2024

- 18 Motion made by Commissioner Rev. Douglas Maven, seconded by County Adjuster Domenick Stampone, that the minutes of the Board Meeting held December 19, 2024 be approved as submitted.
6 in favor/0 opposed/1 abstention. Motion carried on roll call.

ADMINISTRATION

- 19A Director's Financial Report including Administrative Bills, Medical Transportation and Child Care Payments: Motion to approve payments included in the Director's Financial Report as presented to the Board made by Commissioner Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.
- 19B Ratification of payments made for 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
- Motion to ratify payrolls and mileages as listed made by Commissioner Kathleen Donnelly, seconded by County Commissioner Bruce James. Motion unanimously carried on roll call.
- 19C Motion made by Commissioner Kathleen Donnelly, seconded by County Commissioner Bruce James, that Clearing Account transactions relating to the Food Stamp and Medicaid Programs as listed be approved. Motion unanimously carried on roll call.

ASSISTANCE

- 20A Categorical Assistance: Motion made by Commissioner Kathleen Donnelly, seconded by Commissioner Rev. Douglas Maven, that the Board approve payment of categorical assistance for February 1, 2025, consisting of Temporary Assistance to Needy Families, Refugee Assistance and Social Service Emergency Assistance. Motion unanimously carried on roll call.
- 20B 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

County Commissioner Bruce James made a motion that the Board suspends the regular order of business. Motion was seconded by Commissioner Rev. Douglas Maven and unanimously carried on roll call.

PUBLIC PORTION-

Commissioner Brigitte Arrick, Prospect Park
Dr. Melissa Baralt, Paterson

RESUME REGULAR ORDER OF BUSINESS

County Commissioner Rodney DeVore made a motion that the Board resume the regular order of business. Motion seconded by Commissioner Kathleen Donnelly and 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
- B. Property & Resources Department
- C. Child Support & Paternity Department
- D. Training Department

EXECUTIVE COMMITTEE

Copies of the following Executive reports were provided to the Board and are attached hereto and made a part of these minutes:

- 1. Case Statistics (Informational)
- 2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics December 2024 (Informational)
- 3. 2025 Executive Director's Letter to the Board (Informational)
- 4. 2024 Passaic County Board of Social Services Annual Report (Informational)
- 5. Executed Resolution Designating County Commissioners as members of the Passaic County Board of Social Services for Calendar Year 2025 (Informational)

EDUCATIONAL COMMITTEE

- 1. THE 43rd NEW JERSEY ANNUAL CHILD SUPPORT TRAINING EVENT

Motion was made by Commissioner Carol Cuadrado to approve the Educational Leave report, seconded by County Adjuster Domenick Stampone. Motion unanimously carried on roll call.

PERSONNEL COMMITTEE

Motion made by Commissioner Carol Cuadrado to approve the confidential and non-confidential Personnel Committee Reports, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

GOOD AND WELFARE COMMITTEE

A copy of the Good and Welfare Committee Report as forwarded to all Board Members and attached hereto and made a part of these minutes.

WELFARE FRAUD AND ABUSE COMMITTEE

Fraud Statistics included in the Abacus Dept. Report (See 24A-Informational)

BUILDING AND GROUNDS COMMITTEE

Copies of the informational Building and Grounds reports were provided to the Board members and are attached hereto and made a part of these minutes:

FINANCE COMMITTEE

Motion made by Commissioner Rev. Douglas Maven to approve the adjustment of the Bills List on the Finance report from \$506.43 to \$940.52 for SteriCycle. Motion seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

COMMUNITY RELATIONS

No Report

COUNSEL'S REPORT

December 1, 2024- December 31, 2024, Hearing & Case Statistics -
(Informational Only)

COMMUNICATIONS

No Report

NEW BUSINESS

No Report

OLD BUSINESS

No Report

CLOSED SSESION/EXECUTIVE SESSION

ADJOURNMENT-9:40AM

Motion for adjournment made by Commissioner Kathleen Donnelly, seconded by County Commissioner Rodney DeVore. Motion unanimously carried on roll call.

Respectfully submitted



Rev. Douglas Maven
Secretary Treasurer

Attested to:
Talisa A. Coleman
Director

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

JANUARY 23, 2025
@ 9:00A.M.

Meeting began: 9:08AM

AGEND A NO.	DESCRIPTION	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	County COMM. DeVORE	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
1.	Call Meeting to Order	X	✓	✓	✓	✓	X	✓	✓	✓
2.	Oath of Allegiance to the Flag									
3.	SWEARING IN OF PCBSS NEW BOARD MEMBERS FOR 2025	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVORE	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
4.	ROLL CALL	X	YES	YES	YES	YES	X	YES	YES	YES
5.	Statement of Compliance and Decorum with Open Public Meetings Act									
6.	Suspend Regular Order of Business (Motion Required) County Commissioner James Commissioner Donnelly	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVORE	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
			YES	YES	YES	2nd YES		1st YES	YES	YES
7A.	* Office Of Chairman/Chairwoman* The Board Nominated Commissioner Carol Cuadrado for Office of the Chairwoman 2025	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVORE	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
			YES	YES	2nd YES	1st YES		YES	YES	YES

Also Attending: Talisa A. Coleman, Director Oshin Castillo, Chief of Operations Commissioner Brigitte Arrick, Prospect Park
 Thania Melo, Human Resource Manager
 Stacey Wheeler, PCBSS Administrator Supervisor of Service Department
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	Commissioner Donnelly Commissioner DeVore	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVORE YES	COMM. DONNELLY YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE 2nd YES
7B.	Motion to Close Nominations for Chairwoman Commissioner Rev Maven County Adjuster Stampone	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO 2nd YES	COUNTY COMM. DeVORE YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE 2nd YES
8A.	*Office Of Vice Chairwoman* The Board Nominated Commissioner Jabeen Ahmed for the Office of Vice Chairwoman for 2024 Commissioner Donnelly Commissioner Cuadrado	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO 2nd YES	COUNTY COMM. DeVORE YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE 2nd YES
8B.	Motion to Close Nominations for Vice Chairwoman Commissioner Donnelly Commissioner Cuadrado	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO 2nd YES	COUNTY COMM. DeVORE YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE 2nd YES
9A.	*Office of Secretary Treasurer* The Board Nominated Commissioner Rev. Douglas Maven for the Office of Secretary Treasurer for 2025 Commissioner Donnelly County Adjuster Stampone	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO 2nd YES	COUNTY COMM. DeVORE YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE 2nd YES

Also Attending: Talisa A. Coleman, Director Oshin Castillo, Chief of Operations Commissioner Brigitte Arrick, Prospect Park
Thania Melo, Human Resource Manager
Stacey Wheeler, PCBSS Administrator Supervisor of Service Department
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9B.	Motion to Close Nominations for Secretary Treasurer Commissioner Donnelly County Adjuster Stampone	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO YES	COMM. DeVORE YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	COMM REV. MAVEN YES	County Adjuster STAMPONE 2nd YES
10A.	Office of Assistant Secretary Treasurer* The Board Nominated Commissioner Kathleen Donnelly for the Office of Assistant Secretary Treasurer for 2025 Commissioner Rev. Maven County Commissioner James	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVORE YES	COMM. DONNELLY YES	COMM. FRIERSON -----	COUNTY COMM JAMES 2nd YES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE YES
10B.	Motion to Close Nominations for Assistant Secretary Treasurer Commissioner Rev. Maven County Commissioner James	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON -----	COUNTY COMM JAMES 2nd YES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE YES
11.	Resume Regular Order of Business (Motion Required) Commissioner Rev. Maven County Commissioner Donnelly	COMM. AHMED -----	COMM. ALFORD YES	COMM. BARTLETT YES	COUNTY COMM. DeVORE YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE YES

Also Attending: Talisa A. Coleman, Director Oshin Castillo, Chief of Operations Commissioner Brigitte Arrick, Prospect Park
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12.	<p>Annual Reorganization Resolutions (12-17) 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 with copies to be forwarded to the proper banks to accept the signature of the Secretary Treasurer. County Commissioner DeVore County Commissioner Donnelly</p>	<p>COMM. AHMED -----</p>	<p>COMM. ALFORD YES</p>	<p>COMM. CUADRADO YES</p>	<p>COUNTY COMM. DeVORE 1st YES</p>	<p>COMM. DONNELLY 2nd YES</p>	<p>COMM. FRIERSON -----</p>	<p>COUNTY COMM JAMES YES</p>	<p>COMM REV. MAVEN YES</p>	<p>County Adjuster STAMPONE YES</p>
13.	<p>Adoption of Resolution authorizing 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 with copies to be forwarded to the proper banks to accept the signature of the Assistant Secretary Treasurer County Commissioner DeVore Commissioner Kathleen Donnelly</p>	<p>COMM. AHMED -----</p>	<p>COMM. ALFORD YES</p>	<p>COMM. CUADRADO YES</p>	<p>COUNTY COMM. DeVORE 1st YES</p>	<p>COMM. DONNELLY 2nd YES</p>	<p>COMM. FRIERSON -----</p>	<p>COUNTY COMM JAMES 1^{ast} YES</p>	<p>COMM REV. MAVEN YES</p>	<p>County Adjuster STAMPONE YES</p>
14.	<p>Adoption of Resolution authorizing the Director to notify the banks to accept the signature of the former Assistant Secretary Treasurer on February 1, 2025 assistance County Commissioner DeVore Commissioner Donnelly</p>	<p>COMM. AHMED -----</p>	<p>COMM. ALFORD YES</p>	<p>COMM. CUADRADO YES</p>	<p>COUNTY COMM. DeVORE 1st YES</p>	<p>COMM. DONNELLY 2nd YES</p>	<p>COMM. FRIERSON -----</p>	<p>COUNTY Comm James YES</p>	<p>COMM Rev. Maven YES</p>	<p>County Adjuster STAMPONE YES</p>

Also Attending: Talisa A. Coleman, Director Oshin Castillo, Chief of Operations Commissioner Brigitte Arrick, Prospect Park
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15.	Adoption of Resolution authorizing the Director to place under bond the Secretary Treasurer for the year 2025 and to approve payment of bonds County Commissioner DeVore County Commissioner Donnelly	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVORE 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	COMM REV. MAVEN YES	County Adjuster STAMPONE YES
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. County Commissioner DeVore County Commissioner Donnelly	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVORE 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	COMM REV. MAVEN YES	County Adjuster STAMPONE YES
17.	Adoption of Resolution authorizing Director to sign all financial documents pertaining to the administration of categorical assistance County Commissioner DeVore County Commissioner Donnelly	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVORE 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	COMM REV. MAVEN YES	County Adjuster STAMPONE YES
18.	*Approval of Minutes* Monthly Board Meeting <u>December 19, 2024</u> County Commissioner Rev. Maven County Adjuster Stampone	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVORE ABSTAIN	COMM. DONNELLY YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE 2nd YES

Also Attending: Talisa A. Coleman, Director Oshin Castillo, Chief of Operations Commissioner Brigitte Arrick, Prospect Park
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19.	<p>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 payroll 12/01/2025-12/15/2025 CK#59072026-59072026 \$1,581,803.65 Payroll 12/16/2025-12/31/2025 CK#590092303-590092305 \$1,597,345.19 Payroll Commissioner Donnelly County Commissioner James</p>	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVORE YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM. JAMES 2nd YES	COMM REV. MAVEN YES	County Adjuster STAMPONE YES
20.	<p>Assistance A. Categorical Assistance: February 1, 2024 B. Funeral Grants Commissioner Kathleen Donnelly Commissioner Rev. Maven</p>	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVORE YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM. JAMES YES	COMM REV. MAVEN 2nd YES	County Adjuster STAMPONE YES
21.	<p>Suspend Regular Order of Business (Motion Required) County Commissioner James Commissioner Rev. Maven</p>	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVORE YES	COMM. DONNELLY YES	COMM. FRIERSON -----	COUNTY COMM. JAMES 1st YES	COMM REV. MAVEN 2nd YES	County Adjuster STAMPONE YES
22.	<p>Public Portion Commissioner Brigitte Arrick, Prospect Park Dr. Melissa Barit, Paterson</p>									

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23.	<p>Resume Regular Order of Business (Motion Required)</p> <p>County Commissioner DeVore County Commissioner Donnelly</p>	<p>COMM. AHMED -----</p>	<p>COMM. ALFORD YES</p>	<p>COMM. CUADRADO YES</p>	<p>COUNTY COMM. DeVORE 1st YES</p>	<p>COMM. DONNELLY 2nd YES</p>	<p>COMM. FRIERSON -----</p>	<p>COUNTY COMM. JAMES YES</p>	<p>COMM REV. MAVEN YES</p>	<p>County Adjuster STAMPONE YES</p>
24.	<p>Departmental Reports (Informational)</p> <p>A. Abacus Department B. Property & Resources Department C. <u>Child Support & Paternity Department</u> D. <u>Training Department</u></p>	<p>COMM. AHMED</p>	<p>COMM. ALFORD</p>	<p>COMM. CUADRADO</p>	<p>COUNTY COMM. DeVORE</p>	<p>COMM. DONNELLY</p>	<p>COMM. FRIERSON</p>	<p>COUNTY COMM. JAMES</p>	<p>COMM. REV. MAVEN</p>	<p>County Adjuster STAMPONE</p>
25A.	<p>Committee Reports</p> <p>Executive Committee (Informational)</p> <p>1. Case Statistics (Informational) 2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics December 2024 (Informational; see attached) 3. 2025 Executive Director's Letter to the Board (Informational) 4. 2024 Passaic County Board of Social Services Annual Report (Informational; see attached)</p>	<p>COMM. AHMED</p>	<p>COMM. ALFORD</p>	<p>COMM. CUADRADO</p>	<p>COUNTY COMM. DeVORE</p>	<p>COMM. DONNELLY</p>	<p>COMM. FRIERSON</p>	<p>COUNTY COMM. JAMES</p>	<p>COMM REV. MAVEN</p>	<p>County Adjuster STAMPONE</p>

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	<p>5. Executed Resolution Designating County Commissioners as members of the Passaic County Board of Social Services for Calendar Year 2025 (Informational; see attached)</p>									
<p>25B.</p>	<p>Educational Leave Committee (Approval Needed) 1. THE 43rd NEW JERSEY ANNUAL CHILD SUPPORT TRAINING EVENT Commissioner Cuadrado County Adjuster Stampone</p>	<p>COMM. AHMED -----</p>	<p>COMM. ALFORD YES</p>	<p>COMM. CUADRADO 1st YES</p>	<p>COUNTY COMM. DeVORE YES</p>	<p>COMM. DONNELLY YES</p>	<p>COMM. FRIERSON -----</p>	<p>COUNTY COMM JAMES YES</p>	<p>COMM REV. MAVEN YES</p>	<p>County Adjuster STAMPONE 2nd YES</p>

Also Attending: Talisa A. Coleman, Director Oshin Castillo, Chief of Operations Commissioner Brigitte Arrick, Prospect Park
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25C.	<p>Personnel Committee (Approval Needed)</p> <ul style="list-style-type: none"> • <u>Confidential Report</u> • <u>Non-Confidential Report</u> <p>Commissioner Cuadrado Commissioner Donnelly</p>	COMM. AHMED -----	COMM. ALFORD YES	COMM. CUADRADO 1st YES	COUNTY COMM. DeVORE YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM. JAMES YES	COMM REV. MAVEN YES	County Adjuster STAMPONE YES
25D.	<p><u>Good & Welfare Committee (Informational)</u></p> <p>Passaic County Passings</p>	COMM. AHMED -----	COMM. ALFORD -----	COMM. CUADRADO -----	COUNTY COMM. DeVORE -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM. JAMES -----	COMM REV. MAVEN -----	County Adjuster STAMPONE -----
25E.	<p><u>Welfare Fraud & Abuse Committee</u> Fraud Statistics Included in the Abacus Dept. Report (24A Informational)</p>	COMM. AHMED -----	COMM. ALFORD -----	COMM. CUADRADO -----	COUNTY COMM. DeVORE -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM. JAMES -----	COMM REV. MAVEN -----	County Adjuster STAMPONE -----

Also Attending: Talisa A. Coleman, Director Oshin Castillo, Chief of Operations Commissioner Brigitte Arrick, Prospect Park
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@ 9:00A.M.

Meeting began: 9:08AM

<p>25F.</p> <p>Building & Grounds Committee (Informational)</p> <ul style="list-style-type: none"> a.) Paterson Security Signage in Agency b.) December 2024 Monthly Sherriff's report. c.) Hassell Security <p>2. MIS Dell Contract Renewal & Microsoft Licenses (See Agenda 25G, approval needed)</p>	<p>COMM. AHMED</p>	<p>COMM. ALFORD</p>	<p>COMM. CUADRADO</p>	<p>COUNTY COMM. DeVOIRE</p>	<p>COMM. DONNELLY</p>	<p>COMM. FRIERSON</p>	<p>COUNTY COMM. JAMES</p>	<p>COMM. REV. MAVEN</p>	<p>County Adjuster STAMPONE</p>
<p>25G.</p> <p>Finance Committee (Approval Needed)</p> <p>I. Monthly Expenditures All monthly expenditures are of a routine nature. Adjustment made.</p> <p>II. Approval of Petty Cash for Calendar Year 2025</p> <p>III. MIS department Requests Approval of 20 Additional Microsoft Licenses to use as needed for 2025</p> <p>Commissioner Rev Douglas Maven Commissioner Kathleen Donnelly</p>	<p>COMM. AHMED</p>	<p>COMM. ALFORD YES</p>	<p>COMM. CUADRADO YES</p>	<p>COUNTY COMM. DeVOIRE YES</p>	<p>COMM. DONNELLY 2nd YES</p>	<p>COMM. FRIERSON -----</p>	<p>COUNTY COMM. JAMES YES</p>	<p>COMM.REV. MAVEN 1st YES</p>	<p>County Adjuster STAMPONE YES</p>

Also Attending: Talisa A. Coleman, Director Oshin Castillo, Chief of Operations Commissioner Brigitte Arrick, Prospect Park
Thania Melo, Human Resource Manager Dr. Melissa Baralt, Paterson
Stacey Wheeler, PCBSS Administrator Supervisor of Service Department
Flavio Rivera, Fiscal Officer
Albert Buglione, Special Counsel/Outside Counsel
April Carter, Executive Secretary

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

JANUARY 23, 2025
@ 9:00A.M.

Meeting began: 9:08AM

25H.	Community Relations Committee - (No Report)	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVORE	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
26.	Counsel Monthly Report (Informational) <u>December 1, 2024- December 31, 2024 Hearing & Case Statistics</u>	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVORE	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM. REV. MAVEN	County Adjuster STAMPONE
27.	Communications - (No Report)	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVORE	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
28.	New Business (None)	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVORE	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
29.	Old Business (None)	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVORE	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM REV. MAVEN	County Adjuster STAMPONE

Also Attending: Talisa A. Coleman, Director Oshin Castillo, Chief of Operations Commissioner Brigitte Arrick, Prospect Park
Thania Melo, Human Resource Manager
Stacey Wheeler, PCBSS Administrator Supervisor of Service Department
Flavio Rivera, Fiscal Officer
Albert Buglione, Special Counsel/Outside Counsel
April Carter, Executive Secretary
Dr. Melissa Baralt, Paterson

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

JANUARY 23, 2025
@ 9:00A.M.

Meeting began: 9:08AM

30.	<p>Adjournment -9:40AM Commissioner Kathleen Donnelly County Commissioner DeVore</p>	<p>COMM. AHMED -----</p>	<p>COMM. ALFORD YES</p>	<p>COMM. CUADRADO YES</p>	<p>COUNTY COMM. DeVORE 2nd YES</p>	<p>COMM. DONNELLY 1st YES</p>	<p>COMM. FRIERSON -----</p>	<p>COUNTY COMM JAMES YES</p>	<p>COMM REV. MAVEN YES</p>	<p>County Adjuster STAMPONE YES</p>
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CLOSED EXECUTIVE SESSION

Also Attending: Talisa A. Coleman, Director Oshin Castillo, Chief of Operations Commissioner Brigitte Arrick, Prospect Park
 Thania Melo, Human Resource Manager
 Stacey Wheeler, PCBSS Administrator Supervisor of Service Department
 Flavio Rivera, Fiscal Officer
 Albert Buglione, Special Counsel/Outside Counsel
 April Carter, Executive Secretary

**PASSAIC COUNTY BOARD OF SOCIAL
SERVICES**

RESOLUTION No. 2025-01-00

WHEREAS Rev. Douglas L. Maven has been elected Secretary-Treasurer of the Passaic County Board of Social Services for the administration of categorical assistance;
and

WHEREAS, it is necessary for Rev. Douglas L. Maven to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of categorical assistance.

NOW, THEREFORE, BE IT RESOLVED that Rev. Douglas L. Maven be and hereby is authorized to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of Temporary Assistance to Needy Families, Refugee Assistance, Social Service Emergency Assistance and the Food Stamp Program.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to PNC Bank of Woodland Park, New Jersey and Lakeland Bank of Little Falls, New Jersey authorizing said banks to accept the signature of Rev. Douglas L. Maven effective January 23, 2025, and until further notice from the Board.

CERTIFICATION

I, Rev. Douglas L. Maven, Secretary-Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on January 23, 2025; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

Dated: January 23, 2025

AGENDA No. 12

**PASSAIC COUNTY BOARD of SOCIAL SERVICES
RESOLUTION NO. 2025-01-01**

WHEREAS Kathleen Donnelly has been elected Assistant Secretary-Treasurer of 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; and

WHEREAS it is necessary for Kathleen Donnelly 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; and

NOW, THEREFORE, BE IT RESOLVED that Kathleen Donnelly is hereby authorized to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of Temporary Assistance to Needy Families, Refugee Assistance, Social Service Emergency Assistance and the Food Stamp Program in the event the Secretary-Treasurer is unable to perform the duties of the office; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to PNC Bank of Woodland Park, New Jersey and Lakeland Bank of Little Falls, New Jersey authorizing said banks to accept the signature of Kathleen Donnelly effective January 23, 2025, in the event the Secretary-Treasurer is unable to perform the duties of the office, and until further notice from the Board.

CERTIFICATION

I, Rev. Douglas L. Maven, Secretary-Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on January 23, 2025; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

January 23, 2025

AGENDA NO. 13

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

RESOLUTION No. 2025-01-02

WHEREAS, at the reorganization held January 23, 2025, the Secretary Treasurer will be elected for the year 2025; and

WHEREAS, it is not immediately possible to obtain the required signature plate bearing the name of the newly elected Secretary Treasurer and Assistant Secretary Treasurer for the January 23, 2025 assistance checks together with the proper resolution and signature card required by the depositories.

NOW, THEREFORE, BE IT RESOLVED that the former Secretary Treasurer, Rev. Douglas L. Maven, and Kathleen Donnelly, continue to sign the financial documents for the administration of categorical assistance until such time as the signature plate and the required bank resolution and signature card are obtained bearing the signature of the newly elected officer of the Passaic County Board of Social Services for the year 2025; and.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to PNC Bank of Woodland Park, New Jersey and Lakeland Bank of Little Falls, New Jersey authorizing said banks to accept the signature of the former Secretary Treasurer, Rev. Douglas L. Maven, or the signature of the former Assistant Secretary Treasurer, Kathleen Donnelly until they have received and filed the Resolution and signature card bearing the name of the newly elected Secretary Treasurer and Assistant Secretary Treasurer.

CERTIFICATION

I, Rev. Douglas L. Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on January 23, 2025; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Commissioner Rev. Douglas L. Maven
Secretary Treasurer

Dated: January 23, 2025

**PASSAIC COUNTY BOARD of SOCIAL SERVICES
RESOLUTION No. 2025-01-03**

WHEREAS it is necessary that the Passaic County Board of Social Services for the administration of categorical assistance place under bond the Secretary Treasurer; and

WHEREAS, the Passaic County Board of Social Services at their meeting held January 23, 2025, set the amount of bond at \$100,000.00 for the Secretary Treasurer,

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to place under bond the Secretary Treasurer, Rev. Douglas L. Maven, during the term of their office.

CERTIFICATION

I, Rev. Douglas L. Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on January 23, 2025; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Commissioner Rev. Douglas L. Maven
Secretary Treasurer

Dated: January 23, 2025

AGENDA NO. 15

**PASSAIC COUNTY BOARD of SOCIAL SERVICES
RESOLUTION No. 2025-01-04**

WHEREAS it is necessary that the Passaic County Board of Social Services for the administration of categorical assistance place under bond the Assistant Secretary-Treasurer; and

WHEREAS, the Passaic County Board of Social Services at their meeting held January 23, 2025, set the amount of bond at \$100,000.00 for the Secretary Treasurer,

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to place under bond the Assistant Secretary Treasurer Kathleen Donnelly, during the term of their office.

CERTIFICATION

I, Rev. Douglas L. Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on January 23, 2025; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Commissioner Rev. Douglas L. Maven
Secretary Treasurer

Dated: January 23, 2025

AGENDA NO. 16

**PASSAIC COUNTY BOARD of SOCIAL SERVICES
RESOLUTION No. 2025-01-05**

WHEREAS Talisa Coleman is the Executive Director of the Passaic County Board of Social Services for the administration of categorical assistance; and

WHEREAS, it is necessary for her to sign all financial documents pertaining to the Passaic County Board of Social Services or, in the absence of the Executive Director, Talisa A. Coleman, Secretary Treasurer, Rev. Douglas L. Maven and the Assistant Secretary Treasurer, Kathleen Donnelly.

NOW, THEREFORE, BE IT RESOLVED that Talisa A. Coleman, Executive Director or in her absence, Secretary Treasurer, Rev. Douglas Maven or Kathleen Donnelly, Assistant Secretary Treasurer be and hereby are authorized to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of Temporary Assistance to Needy Families, Refugee Assistance, Social Service Emergency Assistance and the Food Stamp Program.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to PNC Bank of Woodland Park, New Jersey, and Lakeland Bank of Little Falls, New Jersey, authorizing said banks to accept the signatures of Talisa A. Coleman, Rev. Douglas L. Maven, and Kathleen Donnelly until further notice from the Board.

CERTIFICATION

I, Rev. Douglas L. Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on January 23, 2025; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Commissioner Rev. Douglas L. Maven
Secretary Treasurer

Dated: January 23, 2025

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF
PETTY CASH FUND FOR CALENDAR YEAR 2025
PERSUANT TO N.J.S.A. 40A:5-21
RESOLUTION NO. 2025-01-06**

WHEREAS, pursuant to N.J.S.A. 40A:5-21 the board may establish petty cash funds upon written application to and approval of the Director of the Division of Local Government Services; and

WHEREAS, the Fiscal Officer is seeking approval to reissue petty cash funds previously approved by the Director for Calendar year 2025 for an amount of \$150; and

WHEREAS, the custodian for this fund is, Flavio Rivera, Fiscal Officer, who is bonded for the amount of \$100,000; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures.

NOW, THEREORE BE IT RESOLVED that the Passaic County Board of Social Services hereby authorizes the establishment of the petty cash fund for calendar year 2025.

CERTIFICATION

I, Rev. Douglas L. Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on January 23, 2025; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Commissioner Rev. Douglas L. Maven
Secretary Treasurer

Dated: January 23, 2025

Passaic County Board of Social Services

Resolution No. 2025-01-07

**A RESOLUTION AUTHORIZING AN AGREEMENT WITH
DELL, INC. FOR ADDITIONAL MICROSOFT LICENSES**

WHEREAS the Passaic County Board of Social Services requires the continued services of a software licenses; and

WHEREAS, the Passaic County Board of Social Services is desirous of obtaining not more than twenty (20) Microsoft licenses through Dell, Inc.; and

WHEREAS, The cost to purchase the licenses shall not exceed \$11,104.80; and

WHEREAS, the Executive Director has determined the need to purchase the licenses from Microsoft 365 Product Suite through Dell, Inc. a New Jersey Software Contract 20-Tele-01510; and

NOW THEREFORE BE IT RESOLVED, the board of Commissioners of the Passaic County Board of Social Services authorizes the execution of an agreement with Dell, Inc. to purchase Microsoft 365 Product Suit License as needed, but not to exceed \$11,104.80 or 20 licenses: 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, January 23, 2025.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman