

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

March 27, 2025

The regular meeting of the Passaic County Board of Social Services was held on Thursday, March 27, 2025, 9:00AM via the Zoom platform.

PUBLIC NOTICE

TAKE NOTICE the Passaic County Board of Social Services has scheduled its regular monthly meeting for March 2025 to occur on: **Thursday, March 27, 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 March 24, 2025, 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 9:08 A.M.

Present: Commissioner Jabeen Ahmed (entered at 9:12 A.M.)

Commissioner Paula Alford

Commissioner Carol Cuadrado, Chairwoman

County Commissioner Rodney DeVore

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 Jabeen Ahmed that the minutes of the Board Meeting held February 27, 2025, be approved as submitted. Motion unanimously carried on roll call.

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

6B Ratification of payments made for payrolls:

02/01/2025-02/15/2025 CK#59131468-59131474	\$1,635,092.68 Payroll
02/16/2025-02/28/2025 CK#59141648-59141648	\$1,582,839.80 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 Carol Cuadrado, seconded by Commissioner Kathleen Donnelly, that the Board approved payment of categorical assistance for April 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 Carol Cuadrado, seconded by Commissioner Kathleen Donnelly, 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 Commissioner Rodney DeVore, seconded by Commissioner Rev. Douglas Maven. 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 County Commissioner Rodney DeVore, seconded by Commissioner Kathleen Donnelly. 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 (Informational)

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

1. Case Statistics
2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics February 2025
3. NJAC Celebration of County Government at Caesars in Atlantic City, May 7-9, 2025 (Informational, see attached)
4. DFD Timeliness (Informational)
5. STAFFING STANDARDS DISCUSSION (Informational)
6. UPCOMING MYNJHELPS/ONETRAC BUILDS (Informational)

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 (No Report)

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)

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 Updates
2. Haskell Building Updates
3. Call Center Average Monthly Statistics

FINANCE COMMITTEE (Approval Needed)

Motion to approve the Finance Committee report was made by Commissioner Kathleen Donnelly, seconded by Commissioner Rev. Douglas Maven. Motion unanimously carried on roll call.

I. Monthly Expenditures

All monthly expenditures are of a routine nature.

II. FY 2022 Corrective Action Plan

COMMUNITY RELATIONS (Informational)

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

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

March 12, 2025

Paterson Public Schools - Preschool
Caseworkers Meeting
BJ Wilkerson Memorial – Paterson, NJ

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: February 1, 2025-February 28, 2025
 - a.) Child Support Hearings with Passaic County Superior
 - b.) Child Support Hearings with Passaic County Hearing Officers
 - c.) Case Management Conferences
 - d.) Institutional Medicaid Hearings with Judges at Office of Administrative Law

COMMUNICATIONS (None)**NEW BUSINESS-** (None)**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 – 9:28 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, MARCH 27, 2025
@ 9:00 A.M.

Meeting began: A.M. 9:08AM

AGENDA 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									
2.	Oath of Allegiance to the Flag									
3.	Roll Call	COMM. AHMED ENTERED 9:12AM	COMM. ALFORD PRESENT	COMM. CUADRADO PRESENT	COUNTY COMM. DeVore PRESENT	COMM. DONNELLY PRESENT	COMM. FRIERSON PRESENT	COUNTY COMM. JAMES ABSENT	COMM REV. MAVEN PRESENT	County Adjuster STAMPONE PRESENT
4.	Statement of Compliance with Open Public Meetings Act									
5.	* Approval of Minutes* Monthly Board Meeting February 27, 2025	COMM. AHMED 2nd YES	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVore YES	COMM. DONNELLY 1st YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	COMM REV. MAVEN YES	County Adjuster STAMPONE YES
6.	Commissioner Kathleen Donnelly Commissioner Jabeen Ahmed 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 02/01/2025-02/15/2025 CK#59131468-59131474 \$1,635,092.68 Payroll 02/16/2025-02/28/2025 CK#59141648-59141648 \$1,582,839.80 Payroll C. Clearing Account Transactions (recoveries) relating to the Food	COMM. AHMED YES	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVore YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	COMM REV. MAVEN 1st YES	County Adjuster STAMPONE 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

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7.	Stamp, Medicaid, and General Assistance Programs. (Confidential) Commissioner Rev Douglas Maven Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALFORD YES	COMM. CUADRADO 1st YES	COUNTY COMM. DeVore YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM JAMES -----	COMM REV. MAVEN YES	County Adjuster STAMPONE YES
8.	Commissioner Carol Cuadrado Commissioner Kathleen Donnelly Suspend Regular Order of Business (Motion Required)	COMM. AHMED YES	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVore 1st YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES -----	COMM REV. MAVEN 2nd YES	County Adjuster STAMPONE YES
9.	County Commissioner Rodney DeVore Commissioner Rev. Douglas Maven Public Portion (None)									
10.	Resume Regular Order of Business (Motion Required) County Commissioner Rodney DeVore Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVore 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM JAMES -----	COMM REV. MAVEN YES	County Adjuster STAMPONE YES
12A.	Committee Reports Executive Committee (Informational) 1. Case Statistics 2. E.A. Service and Child Support, Training, and W/FNJ Monthly Statistics January 2025 3. NJAC Celebration of County Government at Caesars in Atlantic City, May 7-9, 2025 (Informational, see attached)	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, Executive Director
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	4. DPD Timeliness (Informational) 5. STAFFING STANDARDS DISCUSSION (Informational) 6. UPCOMING MYNHEI/PS/ONE/RAC									
12B.	Educational Leave 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 -----
12C.	Personnel Committee (Approval Needed) <ul style="list-style-type: none"> Confidential Report Non-Confidential Report Commissioner Carol Cuadrado Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALFORD YES	COMM. CUADRADO 1 st YES	COUNTY COMM. DeVore YES	COMM. DONNELLY 2 nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	COMM.REV. MAVEN YES	County Adjuster STAMPONE YES

Also Attending: Talisa A. Coleman, Executive Director
Thania Melo, Human Resource Manager
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12D.	<u>Good & Welfare Committee</u> (No Report)	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVore	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
12E.	<u>Welfare Fraud & Abuse Committee</u> <u>Fraud Statistics Included in the Abacus</u> <u>Dept. Report 11A (Informational)</u>	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVore	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
12F.	<u>Building & Grounds Committee</u> (Informational) 1. Paterson Security 2. Haskell Building Updates 3. Call Center Average Monthly Statistics	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVore	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
12G.	<u>Finance Committee (Approval Needed)</u> <u>I. Monthly Expenditures</u> All monthly expenditures are of a routine nature. <u>II. FY 2022 Corrective Action Plan</u>	COMM. AHMED YES	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVore YES	COMM. DONNELLY 1st YES	COMM. FRIERSON YES	COUNTY COMM JAMES	COMM REV. MAVEN 2nd YES	County Adjuster STAMPONE YES
12H.	<u>Community Relations Committee</u> (Informational) March 12, 2025 Paterson Public Schools - Preschool Caseworkers Meeting Bj Wilkerson Memorial – Paterson, NJ	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, Executive Director
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13.	Counsel's Monthly Report (Informational) Legal Counsel Reports: February1, 2025- February 28, 2025	COMM. AHMED -----	COMM. ALFORD -----	COMM. CUADRADO -----	COUNTY COMM. DeVore -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	COMM REV. MAVEN -----	County Adjuster STAMPONE -----
14.	Communications (None) -	COMM. AHMED	COMM. ALFORD	COMM. CUADRADO	COUNTY COMM. DeVore	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	COMM REV. MAVEN	County Adjuster STAMPONE
15.	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
16.	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
17.	Adjournment 9:28AM Commissioner Kathleen Donnelly Commissioner Marilyn Friereson	COMM. AHMED YES	COMM. ALFORD YES	COMM. CUADRADO YES	COUNTY COMM. DeVore 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 – 9:28 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. 2025-03-00

A RESOLUTION AUTHORIZING THE HIRING OF FOUR FULL-TIME HUMAN SERVICES AIDES

WHEREAS the Passaic County Board of Social Services is in need of hiring 4 Full-Time Human Services Aides; and

WHEREAS the 4 positions of Full-Time Human Services Aides were duly posted and advertised by the Passaic County Board of Social Services; and

WHEREAS interviews were conducted for the 4 positions of Full-Time Human Services Aides; and

WHEREAS it is by the recommendation of the Executive Director that the 4 applicants be appointed to the Full-Time Human Services Aides positions effective on or after April 1, 2025.

1. Jamira J. Miligan
2. Pamela Abua
3. Isaiah E. Johnson
4. Lenny Cruz

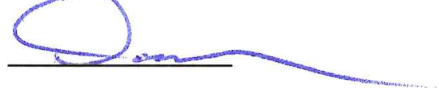
NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the hiring of the applicants to Full- Time Human Services Aides effective on or after 04/01/25; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to notify the employees of their Full-Time employment with the Passaic County Board of Social Services effective on or after 04/01/25; 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 each employee.

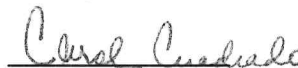
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, March 27, 2025.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

RESOLUTION NO. 2025-03-01

RESOLUTION APPROVING THE REQUIRED CORRECTIVE ACTION PLAN FOR THE FISCAL YEAR 2022 AUDIT REPORT

WHEREAS the Division of Local Government Services requires the Fiscal Officer to file a "Corrective Action Plan" attached hereto, outlining the actions to be taken by the Passaic County Board of Social Services relative to the findings and recommendations in the annual audit report; and


WHEAREAS the "Corrective Action Plan" shall be prepared by the Fiscal Officer with assistance from other officials affected by the audit findings and recommendations and

WHEAREAS the governing body is required by resolution, to approve said "Corrective Action Plan", and

WHEAREAS the "Corrective Action Plan", as prepared by the Fiscal Officer and approved by the governing body, shall be placed on file and made available for public inspection in the office of the Director of Passaic County of Board of Social Services.

NOW THEREFORE BE IT RESOLVED by the Passaic Board of Social Services of the County of Passaic, State of New Jersey, that it hereby approves the Corrective Action Plan prepared and submitted by the Fiscal Officer to the findings and recommendations included as part of the Audit Report for the fiscal year ended December 31, 2022.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman