

ORDER OF BUSINESS

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

**REGULAR MEETING OF THE BOARD
THURSDAY, JANUARY 20, 2022
8:30 A.M.**

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1. **CALL OF MEETING TO ORDER**
 2. **OATH OF ALLEGIANCE TO THE FLAG**
 3. **ROLL CALL**
 4. **STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT: PUBLIC NOTICE**

TAKE NOTICE the Passaic County Board of Social Services, previously set a schedule for its regularly scheduled meeting for January of 2021 to occur on: **Thursday, January 20, 2022 at 8:30AM**. Pursuant to the State of Emergency and Public Health Emergency declared by New Jersey Governor Philip Murphy set forth in Executive Order No. 103, and further limitations on public gatherings set forth in Executive Order No.: 104, the Board shall hold the Regular Meeting at 8:30AM – as scheduled, with no members of the public physically present, as authorized under N.J.S.A. 10:4-12(a), and in accordance with Administrative Order No. 20-01 issued by the Passaic County Administrator closing County Buildings to non-essential personnel and the public effective March 18, 2020 at 8:30AM. If a member of the public wishes to place a public comment on the record, please email your comment to: info@PCBSS.org stating your name, address, and matter to be addressed by the Board by no later than **January 20, 2022 at 7:00AM**. Then, the Clerk to the Board shall read same into the public record, during the public meeting. Moreover, some or all members of the Board and all members of the Public may participate in this meeting telephonically, pursuant to N.J.S.A. 10:4-12-1, et seq., and Official action may be taken. The board meeting for this month will be held in two (2) separate formats via the Zoom platform. The first is via Zoom live video, with the call-in information <https://us02web.zoom.us/j/85190276344> with **meeting ID: 851 9027 6344 and passcode: 667436**. The second will be a call-in telephone number connected to Zoom platform: **1-888-475-4499, with meeting ID: 851 9027 6344 and passcode: 667436**. The public will also have an opportunity to speak during the “public portion of this meeting,” through both the Zoom live stream platform and the Zoom telephonic platform – as authorized by law.

If an Executive session is required, the Board will retire to a closed session- pursuant to N.J.S.A. 10:4-6, and follow the procedures provided in this statute.

ALSO, pursuant to the issuance of Executive Order 107, this meeting will be conducted using communications equipment (i.e.: telephonic or internet streaming), which will be in compliance with NJSA 10:4-6 (the “Open Public Meetings Act”). This is also consistent with P.L. A-3855/S-2294, which was signed into law by Governor Murphy on Friday, March 20, 2020, directing that public meetings be conducted virtually during this pandemic, as well as recent Executive Orders by Governor Murphy numbered: 194 (11/10/20), 195 (11/12/20), and 196 (11/16/20).

5. **SUSPEND REGULAR ORDER OF BUSINESS**

Motion to suspend the regular order of business and turn the meeting over to the Director for the election of officers for the year 2022.

6. **OFFICE OF CHAIRMAN**

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

7. **OFFICE OF VICE CHAIRMAN**

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

8. **OFFICE OF SECRETARY TREASURER**

- A. Nominations for the Office of Secretary Treasurer
- B. Motion to close nominations for Secretary Treasurer
- C. Election of Secretary Treasurer

9. **OFFICE OF ASSISTANT SECRETARY TREASURER**

- A. Nominations for the Office of Assistant Secretary Treasurer
- B. Motion to close nominations for Assistant Secretary Treasurer
- C. Election of Assistant Secretary Treasurer

10. **RESUME REGULAR ORDER OF BUSINESS**

11. **ANNUAL RESOLUTIONS (11 THRU 17)**

Adoption of Resolution No. 5280 authorizing Director Talisa A. Coleman or Administrative Supervisor Oshin Castillo or Administrative Supervisor Roque Gonzalez or Chief of Administrative Services Janet McDaniel and the Secretary Treasurer to sign payrolls and mileage checks for the Board of Social Services' employees prior to the regular monthly meeting of the Passaic County Board of Social Services.

12. Adoption of Resolution No. 5281 authorizing Director Talisa A. Coleman or Administrative Supervisor Oshin Castillo or Administrative Supervisor Roque Gonzalez or Chief of Administrative Services Janet McDaniel 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 or Administrative Supervisors and Chief of Administrative Services.

13. Adoption of Resolution No. 5282 authorizing the Secretary Treasurer to sign all financial documents pertaining to the administration of categorical assistance with copies to be forwarded to the proper banks to accept the signature of the Secretary Treasurer.

14. Adoption of Resolution No. 5283 authorizing the Assistant Secretary Treasurer to sign all financial documents pertaining to the administration of categorical assistance with copies to be forwarded to the proper banks to accept the signature of the Assistant Secretary Treasurer.

15. Adoption of Resolution No. 5284 authorizing the Director to notify the banks to accept the signature of the former Secretary Treasurer and Assistant Secretary Treasurer on February 1, 2022 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, 2022.

16. Adoption of Resolution No. 5285 authorizing the Director to place under bond the Assistant Secretary Treasurer for the year 2022 and to approve payment of bonds.

17. Adoption of Resolution No. 5286 authorizing the Director to place under bond the Secretary Treasurer for the year 2022 and to approve payment of bonds.

18. **APPROVAL OF MINUTES**

Monthly Board Meeting – December 23, 2021

19. **ADMINISTRATION**

A. Director's Financial Report: Administrative Bills, Medical Transportation and Child Care Payments. (Non-confidential list of vendors posted at meeting)

C. Ratification of payrolls:

12/13 – 12/31/2021	Ck.# 305033 - 305077	\$1,951,152.63	Payroll
01/01 - 01/07/2022	Ck.# 305078 –305090	\$ 712, 118.34	Payroll

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

20. **ASSISTANCE**

- A. Motion to approve categorical assistance payments for February 1, 2022: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.
- B. Funeral Grants
- Total Funeral Home Payments: \$100,380.60
 - Total Cemetery Payments: \$ 15,083.00

21. **SUSPEND REGULAR ORDER OF BUSINESS**

22. **PUBLIC PORTION**

23. **RESUME REGULAR ORDER OF BUSINESS**

24. **DEPARTMENTAL REPORTS (Informational)**

- A. Abacus Department
- B. Property and Resources Department
- C. Child Support and Paternity Department (No Report)
- D. Training Department (No Report)

25. **COMMITTEE REPORTS**

A. **Executive Committee – Commissioner Smith, Chairwoman**

- 1. Holiday Schedule (Approval Needed) – see attached
- 2. Meeting Schedule: (Approval Needed)
- 3. Director’s January 2022 State of the Agency Annual Review Report (Informational; see attached)
- 4. Director’s 2021 Annual Community Outreach Summary (Informational)
- 5. Case Banking Overview (Informational; see attached)
- 6. Website Overhaul (Approval needed)
- 7. Operations Planning: (Informational)
- 8. Medicaid MOU Extension (Informational; see attached)

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

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

- Confidential Report
- Non-Confidential Report

- D. Good & Welfare Committee – Commissioner Ahmed, Chairwoman (No Report)
- E. Welfare Fraud & Abuse Committee – Commissioner Cuadrado, Chairwoman
 - A. Fraud Statistics included in the Abacus Dept. Report (24A) (Informational)
- F. Building & Grounds Committee – Commissioner Alston, Chairwoman (Informational)
 - 1. Renovations -Informational
 - A. Central Office (80 Hamilton Street, Paterson NJ) building remains under renovation.
 - B. The Wanaque office remains the same. Legal is on notice
 - 2. Re-Organization Updates
 - A. Passaic office, located at 114 Prospect Street will be designated as our new Filing and Storage unit.
 - B. County did a great job and cleaning the egress areas to Central office building during the recent snowstorm.
 - C. PCBSS is currently looking into an Alarm system for Central office
- G. **Finance Committee – Commissioner Rev. Maven Chairman (Approval Needed)**
 - 1. Monthly Expenditures – All Monthly expenditures are of a routine nature.
 - 2. Adult Protective Service Grant (attached)
- H. **Community Relations Committee – Committee Rev. Maven Chairman.**
Community Organization Report – John Currie.
 - 1. 2021 Annual Community Outreach Summary (Informational; see attached)

26. **COUNSEL’S MONTHLY REPORT**
December 2021/ January 2022 Hearings & Case statistics

27. **COMMUNICATIONS**

28. **NEW BUSINESS**

- 1. JANUS Solutions Presentation (see attached)

29. **OLD BUSINESS**

30. **ADJOURNMENT**