

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

February 17, 2022

The regular meeting of the Passaic County Board of Social Services was held on Thursday, February 17, 2022 at 80 Hamilton Street, Paterson, New Jersey.

PLEASE NOTE: THIS MEETING WAS HELD VIA ZOOM LIVE STREAM

PUBLIC NOTICE

TAKE NOTICE the Passaic County Board of Social Services, has scheduled its regularly monthly meeting for June of 2021 to occur on: **Thursday, February 17, 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 **February 17, 2022 @ 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 separate formats via the ZOOM Platform. The first is via live video through ZOOM, with the call-in information being: <https://us02web.zoom.us/j/82381196995> with meeting ID of: 823 8119 6995 and passcode: 577148. The second will be via a call-in telephone number connected to ZOOM, which will be: 888-475-4499 with meeting ID of: 823 8119 6996 and passcode: 577148. 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 N.J.S.A. 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).

The meeting was called to order at 8:34 A.M.

Present: Commissioner Linda G. Smith, Chairwoman
Commissioner Carol Cuadrado, Vice Chairwoman
Commissioner Rev. Douglas Maven, Secretary Treasurer
Commissioner Kathleen A. Donnelly, Assistant Secretary Treasurer
Commissioner Dawn Alston
Commissioner Marilyn Frierson
County Adjuster Domenick Stampone
Commissioner John Bartlett
County Commissioner Bruce James

Also
Present: Talisa Coleman, Director
Flavio Rivera, Fiscal Officer
Janet McDaniel, Chief of Administrative Services
April Carter, Administrative Assistant
Frank Sciro, Chief Counsel
Albert Buglione, Special/Outside Counsel

JANUS Solutions Representatives: Gena Haranis

Motion was made by County Adjuster Domenick Stampone, seconded by Commissioner Kathleen Donnelly, that the minutes of the Board Meeting held January 20, 2022 be approved as submitted. Motion unanimously carried on roll call.

ADMINISTRATION

6A 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 Carol Cuadrado, seconded by Commissioner Dawn Alston. Motion unanimously carried on roll call.

6B Ratification of payments made for payrolls:

01/10/2022 – 01/21/2022 Ck#. 305091-305114 \$1,438,287.13 Payroll
01/24/2022 – 02/04/2022 Ck#. 305115-305134 \$1,236,853.91 Payroll

Motion to ratify payrolls made by Commissioner Carol Cuadrado, seconded by Commissioner Dawn Alston. Motion unanimously carried on roll call.

6C Motion was made by Commissioner Carol Cuadrado, seconded by Commissioner Dawn Alston, that 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 Bruce James, seconded by Commissioner Kathleen Donnelly, that the Board approved payment of categorical assistance for March 1, 2022, 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 Bruce James, 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 Commissioner Rev. Douglas Maven, seconded by Commissioner John Bartlett. Motion unanimously carried on roll call.

PUBLIC PORTION

No PARTICIPANTS

RESUME REGULAR ORDER OF BUSINESS

Motion to resume the regular order of business and close the meeting to the public made by Commissioner Bruce James, seconded by Commissioner Carol Cuadrado. Motion 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. Training Department (No Report)
- D. Child Support Department (No Report)

EXECUTIVE COMMITTEE

A copy of the Executive Committee report as forwarded to all Board members (Approval Needed). A copy attached hereto and made a part of these minutes.

1. Case Statistics (Informational)
2. Document Storage and Destruction (Informational)
3. Information Technology Upgrades (Approval Needed)
4. Time and Attendance (Informational)

Motion was made by Commissioner Bruce James to approve item No. 3; seconded by Commissioner Carol Cuadrado. Motion unanimously carried on roll call.

EDUCATIONAL LEAVE COMMITTEE (No Report)**PERSONNEL COMMITTEE**

Motion was made by Commissioner Carol Cuadrado to approve the confidential and non-confidential Personnel Committee Reports; seconded by County Adjuster Domenick Stampone. 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

A copy of the Building and Grounds Committee report as forwarded to all Board members (Informational). A copy attached hereto and made a part of these minutes.

1. Renovations
 - A. Central Office (80 Hamilton Street, Paterson, New Jersey 07505)-all flooring complete.
 - B. Haskell Office (1237 Ringwood Avenue, Haskell, New Jersey 07420)-roof replacement completed; mold issues currently being worked on.

FINANCE COMMITTEE

Motion to approve the General Finance Committee report made by Rev Douglas Maven, seconded by Commissioner Bruce James. Motion unanimously carried on roll call.

I. Monthly Expenditures

All monthly expenditures are of a routine nature.

II. 2022 Agency Budget

The 2022 Agency Budget has been prepared in the total amount of \$54,838,624 with a total County Share of \$13,681,292. The overall budget increased by \$2,929,721 from previous year due to TANF grants and Assistance to SSI recipients. The County Share decreased by \$273.

Recommendation is to approve the 2022 Agency Budget, County share \$13,681,292.

COMMUNITY RELATIONS

No Report

COUNSEL'S REPORT

A copy of the Counsel report as forwarded to all Board members (Informational). A copy attached hereto and made a part of these minutes.

1. Hearings-January 2022 (TANF/SNAP/EA); Adult Protective Services
2. Passaic County Board of Social Services Meeting of January 20, 2022, Technical Difficulties and Adjournment Memorandum

COMMUNICATIONS

None

NEW BUSINESS- (Approval Needed)

Motion was made by Commissioner Carol Cuadrado to approve item No. 3 ; seconded by Commissioner Bruce James. Motion unanimously carried on roll call.

1. Security Services at the Passaic County Board of Social Services
2. FTI-Fingerprinting/Background Check Reminder
3. Social Services for the Homeless Grant (Resolution No.4167 attached; Needs Approval)

OLD BUSINESS (Approval Needed)

Motion was made by Commissioner Bruce James to approve Resolution No. 5820; seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

1. Resolution No. 5820 Authorized signers pertaining to all documents for the Passaic County Board of Social Services.

ADJOURNMENT

Motion for adjournment made by Commissioner Linda G. Smith, seconded by Commissioner Carol Cuadrado. Motion unanimously carried on roll call.

*****MEETING CONCLUDED – 9:20 A.M.*****

Respectfully submitted



Rev. Douglas Maven
Secretary Treasurer

Attested to:
Talisa A. Coleman

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

THURSDAY, FEBRUARY 17, 2022
@ 8:30 A.M.

Meeting began: 8:34AM

AGENDA NO.	DESCRIPTION	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
1.	Call Meeting to Order Oath of Allegiance to the Flag	X	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.	Roll Call	COMM. AHMED ABSENT	COMM. ALSTON YES	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM. JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE YES	COMM. SMITH YES
4.	Statement of Compliance with Open Public Meetings Act	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
5.	*Approval of Minutes* Monthly Board Meeting January 20, 2022 County Adjuster Stampone Commissioner Kathleen Donnelly	COMM. AHMED -----	COMM. ALSTON YES	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2ND YES	COMM. FRIERSON YES	COUNTY COMM. JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE 1st YES	COMM. SMITH YES
6.	Administration A. Director's Financial Report B. Ratification of Payrolls C. Clearing Account Transactions Commissioner Carol Cuadrado Commissioner Dawn Alston	COMM. AHMED	COMM. ALSTON 2nd YES	COMM. BARTLETT YES	COMM. CUADRADO 1st YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM. JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE YES	COMM. SMITH YES

Also Attending:

Talisa A. Coleman, Director
 Frank Sciro, Chief Counsel
 Flavio Rivera, Fiscal Officer
 Janet McDaniel, Chief of Administration
 April Carter, Administrative Assistant

JANUS Solutions
 Albert Buglione, Special Counsel/Outside Counsel

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7.	Assistance A. <u>Categorical Assistance: March 1, 2022</u> B. <u>Funeral Grants</u>	COMM. AHMED -----	COMM. ALSTON YES	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2 nd YES	COMM. FRIERSON YES	COUNTY COMM JAMES 1 st YES	REV. MAVEN YES	County Adjuster STAMPONE YES	COMM. SMITH YES
	Commissioner Bruce James Commissioner Kathleen Donnelly		YES	YES	YES	YES	YES	YES	YES	YES	YES
8.	Suspend Regular Order of Business (Motion Required) Commissioner Rev Douglas Maven Commissioner John Bartlett	COMM. AHMED -----	COMM. ALSTON YES	COMM. BARTLETT 2 nd YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN 1 st YES	County Adjuster STAMPONE YES	COMM. SMITH YES
9.	Public Portion										
10.	Resume Regular Order of Business (Motion Required) Commissioner Bruce James Commissioner Carol Cuadrado	COMM. AHMED -----	COMM. ALSTON YES	COMM. BARTLETT YES	COMM. CUADRADO 2 nd YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES 1 st YES	REV. MAVEN YES	County Adjuster STAMPONE 1 st YES	COMM. SMITH YES
11.	Departmental Reports (Informational) A. <u>Abacus Department</u> B. <u>Property & Resources Department</u> C. <u>Child Support & Paternity Department</u> D. <u>Training Department</u>	COMM. AHMED _____ _____ _____ _____ -----	COMM. ALSTON _____ _____ _____ _____ -----	COMM. BARTLETT _____ _____ _____ _____ -----	COMM. CUADRADO _____ _____ _____ _____ -----	COMM. DONNELLY _____ _____ _____ _____ -----	COMM. FRIERSON _____ _____ _____ _____ -----	COUNTY COMM JAMES _____ _____ _____ _____ -----	REV. MAVEN _____ _____ _____ _____ -----	County Adjuster STAMPONE _____ _____ _____ _____ -----	COMM. SMITH _____ _____ _____ _____ -----

Also Attending: Talisa A. Coleman, Director JANUS Solutions
Frank Sciro, Chief Counsel Albert Buglione, Special Counsel/Outside Counsel
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	<u>Committee Reports</u> <u>Executive Committee</u>										
12A.	1. <u>Case Statistics (Informational)</u>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
	2. <u>Documentaiaon Storage and Destruction (Informational)</u>										
	3. <u>Information Technology Upgrades (Approval Needed)</u>										
	4. <u>Time and Attendance Informational)</u>										
	Commissioner Bruce James Commissioner Carol Cuadrado										
12B.	<u>Educational Leave Committee</u> (No Report)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
12C.	<u>Personnel Committee (Approval Needed)</u>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO 1 st	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE 2 nd	COMM. SMITH
	<ul style="list-style-type: none">Confidential ReportNon-Confidential Report Commissioner Carol Cuadrado County Adjuster Stampone										

Also Attending: Talisa A. Coleman, Director JANUS Solutions
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12D.	<u>Good & Welfare Committee</u> (No Report)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
12E.	<u>Welfare Fraud & Abuse Committee</u> Fraud Statistics Included in the Abacus Dept. Report (24A Informational)										
12F.	<u>Building & Grounds Committee</u> (Informational) 1. <u>Renovations</u> A. Central Office (80 Hamilton Street, Paterson, New Jersey 07505)-all flooring complete. B. Haskell Office (1237 Ringwood Avenue, Haskell, New Jersey 07420)-roof replacement completed; mold issues currently being worked on.										

Also Attending:

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12G.	Finance Committee (Approval Needed) I. Monthly Expenditures All monthly expenditures are of a routine nature.	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES 2 nd	REV. MAVEN 1 st	County Adjuster STAMPONE	COMM. SMITH
		-----	YES	YES	YES	YES	YES	YES	YES	YES	YES
	II. 2022 Agency Budget	-----	YES	YES	YES	YES	YES	YES	YES	YES	YES
	The 2022 Agency Budget has been prepared in the total amount of \$54,838,624 with a total County Share of \$13,681,292. The overall budget increased by \$2,929,721 from previous year due to TANF grants and Assistance to SSI recipients. The County Share decreased by \$273.										
	Recommendation is to approve the 2022 Agency Budget, County share \$13,681,292.										
	Commissioner Rev Douglas Maven Commissioner Bruce James										
12H.	Community Relations Committee - (No Report)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH

Also Attending:

Talisa A. Coleman, Director JANUS Solutions
Frank Sciro, Chief Counsel Albert Buglione, Special Counsel/Outside Counsel
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13.	Counsel Monthly Report (Informational)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
	1. <u>Hearings-January 2022</u> (TANF/SNAP/EA) 2. <u>PCBSS meeting January 20,</u> <u>2022 Technical Difficulties</u> <u>and Adjournment</u> <u>Memorandum</u>	-----									
14.	Communications - (No Report)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE Exited Meeting 9:20AM	COMM. SMITH
15.	New Business (None) 1. <u>Security Services at PCBSS</u> 2. <u>FTL</u> <u>Fingerprinting/Background</u> 3. <u>Social Services for the</u> <u>Homeless Grant Resolution</u> <u>No. 4167</u>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
16.	Old Business (Approval Needed) 1. Resolution No. 5820 Authorized Signers pertaining to all documents for the PCBSS. Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
	YES	YES	YES	1st YES	YES	2nd YES	YES	2nd YES	YES	YES	YES

Also Attending: Talisa A. Coleman, Director JANUS Solutions
Frank Sciro, Chief Counsel Albert Buglione, Special Counsel/Outside Counsel
Flavio Rivera, Fiscal Officer
Janet McDaniel, Chief of Administration
April Carter, Administrative Assistant

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17.	Adjournment Commissioner Linda G. Smith Commissioner Carol Cuadrado	COMM. AHMED -----	COMM. ALSTON YES	COMM. BARTLETT YES	COMM. CUADRADO 2 nd YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE YES	COMM. SMITH 1 st YES

EXECUTIVE/ CLOSED SESSION

Also Attending: Talisa A. Coleman, Director JANUS Solutions
Frank Sciro, Chief Counsel Albert Buglione, Special Counsel/Outside Counsel
Flavio Rivera, Fiscal Officer
Janet McDaniel, Chief of Administration
April Carter, Administrative Assistant

PASSAIC COUNTY BOARD of SOCIAL SERVICES
RESOLUTION NO. 5280

WHEREAS Rev. Douglas Maven has been elected Secretary Treasurer of the Passaic County Board of Social Services.


WHEREAS, it is necessary that the Secretary Treasurer, Rev. Douglas Maven or, in the absence of the Secretary Treasurer, the Assistant Secretary Treasurer, Kathleen Donnelly, and the Director of Welfare, Talisa A. Coleman be authorized to sign all documents pertaining to the Passaic County Board of Social Services.

NOW, THEREFORE, BE IT RESOLVED that Rev. Douglas Maven, Secretary Treasurer or, in the absence of the Secretary Treasurer, the Assistant Secretary Treasurer, Kathleen Donnelly, and the Director of Welfare, Talisa A. Coleman, be authorized to sign checks and financial documents prior to the approval of the Board at their regular meetings.

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

CERTIFICATION

I, Rev. Douglas 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 February 17, 2022, that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Rev. Douglas Maven, Secretary Treasurer


Dated: February 17, 2022

RESOLUTION NO. 4167
AUTHORIZING THE PASSAIC COUNTY BOARD OF SOCIAL SERVICES TO APPLY
FOR THE SOCIAL SERVICES FOR THE HOMELESS (SSH), GRANT:
FOR TANF CLIENTS

WHEREAS the Passaic County Board of Social Services desires to apply for a grant from Passaic County Human Services for The Social Services for the Homeless for approximately \$404,194.00 to assist participants receiving TANF at the Passaic County Board of Social Services which will allow us to provide transportation services for the lower and upper Passaic County municipalities. The duration of the grant is from January 2022 to December 2022.

BE IT THEREFORE RESOLVED, that the Passaic County Board of Social Services does hereby authorize the application for such a grant and, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between the Passaic County Board of Social Services and the Passaic County Human Services Department.

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Social Services of the County of Passaic hereby authorizes the Director to apply for the SSH Grants:


Talisa A. Coleman, Director


Flavio Rivera, Fiscal Officer

CERTIFICATION

I, Douglas 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 February 17, 2022; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.


Rev. Douglas Maven, Secretary Treasurer

Dated: February 17, 2022