

## PASSAIC COUNTY BOARD OF SOCIAL SERVICES

**March 17, 2022**

The regular meeting of the Passaic County Board of Social Services was held on Thursday, March 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, March 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](mailto:info@PCBSS.org) stating your name, address, and matter to be addressed by the Board by no later than **March 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/87656452617> with meeting ID of: 876 5654 2617 and passcode: 139188. The second will be via a call-in telephone number connected to ZOOM, which will be: 888-475-4499 with meeting ID of: 876 5654 2617 and passcode: 139188. 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 8:37 A.M.

Present: Commissioner Carol Cuadrado, Vice Chairwoman  
Commissioner Kathleen A. Donnelly, Assistant Secretary Treasurer  
Commissioner Dawn Alston  
Commissioner Marilyn Frierson  
County Adjuster Domenick Stampone  
County Commissioner Bruce James  
Commissioner Dr. Jabeen Ahmed

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 Commissioner Kathleen Donnelly, seconded by Commissioner Dawn Alston, that the minutes of the Board Meeting held February 17, 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 Bruce James, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

6B Ratification of payments made for payrolls:

01/24/2022 – 02/04/2022 Ck#. 305115-305134 \$1,236,853.91 Payroll  
02/07/2022 – 02/23/2022 Ck#. 305135-305154 \$1,233,234.15 Payroll

Motion to ratify payrolls made by Commissioner Bruce James, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

6C Motion was made by Commissioner Bruce James, seconded by Commissioner Kathleen Donnelly, 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 County Adjuster Domenick Stampone, seconded by Commissioner Kathleen Donnelly, that the Board approved payment of categorical assistance for April 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 County Commissioner Domenick Stampone, 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 Bruce James, seconded by Commissioner Kathleen Donnelly. 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 Kathleen Donnelly. 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. E. A. Service Department: Monthly Statistical Report February 2022 (Informational see attached)
4. Morris County Cooperative Pricing Council Application and Draft Resolution (Approval Needed)

Motion was made by Commissioner Bruce James to approve item #4 on the Executive Committee Report; seconded by Commissioner Kathleen Donnelly. 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 to include the approval of hiring a Senior Accountant, Range 22A not to exceed \$100,000.00 annual salary; seconded by Commissioner Kathleen Donnelly 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. Haskell Office (1237 Ringwood Avenue, Haskell, New Jersey 07420)-roof replacement has been completed and interior finishes and mold issues are being worked on. Office was re-opened as of Tuesday, March 8, 2022
  - B. Central Office (80 Hamilton Street, Paterson, New Jersey 07505)- Flooring in the Reception area to initiate and be completed during the month of April

- C. Passaic Office (114 Prospect Street, Passaic, New Jersey 07055)- clean up underway and cases are being moved to the new file room location.

### **FINANCE COMMITTEE**

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

#### **I. Monthly Expenditures**

All monthly expenditures are of a routine nature.

#### **II. Reconciliation of Supplemental Payments to SSI Recipients-Quarter Ending December 31, 2021**

A bill has been received from the Division of Family Development for reconciliation of supplemental payments to SSI recipients for the quarter ending December 31, 2022, in the amount of \$177,000.00

Recommendation is to approve payment to the Division of Family Development in the amount of \$177,000.00.

### **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. Legal Counsel Report-Hearings-February 2022 (Child Support & Institutional Medicaid)
2. TANF/SNAP/EA & Adult Protective Services Hearings-February 2022

### **COMMUNICATIONS**

None

### **NEW BUSINESS- (None)**

**OLD BUSINESS (Approval Needed)**

Motion was made by Commissioner Carol Cuadrado to approve the hire of a Senior Accountant at Step 1 not to exceed \$100,000 a year in salary; seconded by Commissioner Bruce James. Motion unanimously carried on roll call.

1. Personnel (Non-Confidential)

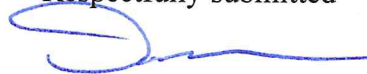
Permission to hire Senior Account, Range 22A, Step EL \$90,653; Omit Assistant Fiscal Officer, Range 23A, Step 1

**ADJOURNMENT**

Motion for adjournment made by Commissioner Carol Cuadrado, seconded by Commissioner Dawn Alston. Motion unanimously carried on roll call.

\*\*\*\*\*MEETING CONCLUDED – 9:02 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, MARCH 17, 2022**

@ 8:30 A.M.

Meeting began: 8:37 A.M.

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	✓	✓	X	✓	✓	✓	✓	X	✓	X
2.	Oath of Allegiance to the Flag										
3.	<b>Roll Call</b>	COMM. AHMED YES	COMM. ALSTON YES	COMM. BARTLETT X	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM. JAMES YES	REV. MAVEN X	County Adjuster STAMPONE YES	COMM. SMITH X
4.	Statement of Compliance with Open Public Meetings Act	---	---	---	---	---	---	---	---	---	---
5.	<b>*Approval of Minutes*</b> Monthly Board Meeting March 17, 2022 Commissioner Kathleen Donnelly Commissioner Dawn Alston	COMM. AHMED YES	COMM. ALSTON 2nd YES	COMM. BARTLETT -----	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON YES	COUNTY COMM. JAMES YES	REV. MAVEN -----	County Adjuster STAMPONE YES	COMM. SMITH -----
6.	<b>Administration</b> A. <u>Director's Financial Report</u> B. <u>Ratification of Payrolls</u> C. <u>Clearing Account Transactions</u> Commissioner Bruce James Commissioner Kathleen Donnelley	COMM. AHMED YES  YES  YES	COMM. ALSTON YES  YES  YES	COMM. BARTLETT -----  -----  -----	COMM. CUADRADO  YES  YES  YES	COMM. DONNELLY 2nd YES  YES  YES	COMM. FRIERSON YES  YES  YES	COUNTY COMM. JAMES 1st YES  YES  YES	REV. MAVEN  -----  -----  -----	County Adjuster STAMPONE YES  YES  YES	COMM. SMITH       -----

**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  
THE REGULAR MONTHLY MEETING OF THE BOARD**

**THURSDAY, MARCH 17, 2022**

**@ 8:30 A.M.**

**Meeting began: 8:37 A.M.**

7.	<b>Assistance</b> A. <u>Categorical Assistance: May 1, 2022</u> B. <u>Funeral Grants</u>  County Adjuter Domenick Stampone Commissioner Kathleen Donnelly	COMM. AHMED YES  YES	COMM. ALSTON YES  YES	COMM. BARTLETT -----  -----	COMM. CUADRADO YES  YES	COMM. DONNELLY YES  YES	COMM. FRIERSON YES  YES	COUNTY COMM JAMES YES  YES	REV. MAVEN -----  -----	County Adjuter STAMPONE YES  YES	COMM. SMITH -----  -----
8.	<b>Suspend Regular Order of Business</b> (Motion Required)  Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED YES  YES	COMM. ALSTON YES  YES	COMM. BARTLETT -----  -----	COMM. CUADRADO YES  YES	COMM. DONNELLY 2 <sup>nd</sup> YES  YES	COMM. FRIERSON YES  YES	COUNTY COMM JAMES 1 <sup>st</sup> YES  YES	REV. MAVEN -----  -----	County Adjuter STAMPONE YES  YES	COMM. SMITH -----  -----
9.	Public Portion										
10.	<b>Resume Regular Order of Business</b> (Motion Required)  Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED YES  YES	COMM. ALSTON -----  -----	COMM. BARTLETT 2 <sup>nd</sup> YES  YES	COMM. CUADRADO YES  YES	COMM. DONNELLY YES  YES	COMM. FRIERSON YES  YES	COUNTY COMM JAMES YES  YES	REV. MAVEN -----  -----	County Adjuter STAMPONE 1 <sup>st</sup> YES  YES	COMM. SMITH -----  -----
11.	<b>Departmental Reports</b> (Informational) A. <u>Abacus Department</u> B. <u>Property &amp; Resources Department</u> C. <u>Child Support &amp; 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 Adjuter 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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**PASSAIC COUNTY BOARD OF SOCIAL SERVICES  
THE REGULAR MONTHLY MEETING OF THE BOARD**

**THURSDAY, MARCH 17, 2022**

**@ 8:30 A.M.**

**Meeting began: 8:37 A.M.**

<b>12A.</b>	<u>Committee Reports</u> <u>Executive Committee (Approval Needed)</u> 1. Case Statistics (Informational Only) 2. Documents Storage and Destruction (Informational ) 3. E.A. Service Department: Monthly Statistical Report February 2022 (Informational Only) 4. Morris County Cooperative Pricing Council Application and Draft Resolution (Approval Needed)  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
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		---	---	---	---	---	---	---	---	---	---
		YES	YES	---	YES	2nd	YES	1st	---	YES	---
<b>12B.</b>	Educational Leave Committee (No Report)  <u>Personnel Committee (Approval Needed)</u> <ul style="list-style-type: none"> <li>Confidential Report</li> <li>Non-Confidential Report</li> </ul> Commissioner Carol Cuadrado 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
<b>12C.</b>		COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
		YES	YES	---	1st	2nd	YES	YES	---	YES	---
		YES	YES	---	YES	YES	YES	YES	---	YES	---

**Also Attending:** Talisa A. Coleman, Director JANUS Solutions  
 Frank Sciro, Chief Counsel Albert Buglione, Special Counsel/Outside Counsel  
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**PASSAIC COUNTY BOARD OF SOCIAL SERVICES  
THE REGULAR MONTHLY MEETING OF THE BOARD**

**THURSDAY, MARCH 17, 2022**

**@ 8:30 A.M.**

**Meeting began: 8:37 A.M.**

12D.	<u>Good &amp; 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.	Welfare Fraud & Abuse Committee Fraud Statistics Included in the Abacus Dept. Report (24A Informational)	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
12F.	<u>Building &amp; Grounds Committee</u> (Informational) <u>Renovations</u> 1. Haskell Office 2. Paterson (Central office) 3. Passaic Office	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
12G.	<u>Finance Committee</u> (Approval Needed) I. <u>Monthly Expenditures</u> All monthly expenditures are of a routine nature. Department of Community Affairs. II. <u>Reconciliation of Supplemental Payments to SSI Recipients Quarter Ending December 31, 2021</u> A bill has been received from the Division of Family Development for reconciliation of supplemental payments to SSI recipients for the quarter ending December 31, 2021, in the amount of \$177,000.00. Recommendation is to approve payment to the Division of Family Development in the amount of \$177,000.00  Commissioner Kathleen Donnelly Commissioner Bruce James	COMM. AHMED  YES YES	COMM. ALSTON  YES YES	COMM. BARTLETT  ----- -----	COMM. CUADRADO  YES YES	COMM. DONNELLY 1st  YES YES	COMM. FRIERSON  YES YES	COUNTY COMM JAMES 2nd  YES YES	REV. MAVEN  ----- -----	County Adjuster STAMPONE  YES YES	COMM. SMITH  ----- -----

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

**THURSDAY, MARCH 17, 2022**

**@ 8:30 A.M.**

**Meeting began: 8:37 A.M.**

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
13.	Counsel Monthly Report (Informational)  1. <u>Legal Counsel Report January 2022</u> 2. <u>Hearings-(TANF/SNAP/E.A.) February 2022</u>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
14.	Communications - (No Report)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
15.	New Business (No Report))	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH -----
16.	<b>Old Business (Approval Needed)</b>  -Personnel (Public)- Permission to hire Senior Accountant; Range 22A, Step EL; Omit Assistant Fiscal Officer; Hire Senior accountant at Step one not to exceed \$100,000.00  Commissioner Carol Cuadrado Commissioner Bruce James	COMM. AHMED  YES	COMM. ALSTON  YES	COMM. BARTLETT  -----	COMM. CUADRADO  1st YES	COMM. DONNELLY  YES	COMM. FRIERSON  YES	COUNTY COMM JAMES  2 nd YES	REV. MAVEN  -----	County Adjuster STAMPONE  YES	COMM. SMITH  -----

**Also Attending:** Talisa A. Coleman, Director JANUS Solutions  
Frank Sciro, Chief Counsel Albert Buglione, Special Counsel/Outside Counsel  
Flavio Rivera, Fiscal Officer  
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**THE REGULAR MONTHLY MEETING OF THE BOARD**  
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17.	Adjournment 9:02AM	COMM. AHMED YES	COMM. ALSTON 2 <sup>nd</sup> YES	COMM. BARTLETT -----	COMM. CUADRADO 2 <sup>nd</sup> YES	COMM. DONNELLY 1 <sup>st</sup> YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN -----	County Adjuster STAMPONE YES	COMM. SMITH -----
	Commissioner Kathleen Donnelly Commissioner Dawn Alston										

**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