

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

April 21, 2022

The regular meeting of the Passaic County Board of Social Services was held on Thursday, April 21, 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, April 21, 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 **April 21, 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: <http://us02web.zoom.us/j/8255300515> with meeting ID of: 825 5300 0515 and passcode: 326970. The second will be via a call-in telephone number connected to ZOOM, which will be: 888-475-4499 with meeting ID of: 825 5300 0515 and passcode: 326970. 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 Kathleen A. Donnelly, Assistant Secretary Treasurer
Commissioner Marilyn Frierson
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
Albert Buglione, Special/Outside Counsel

Motion was made by Commissioner Kathleen Donnelly, seconded by Commissioner Dr. Jabeen Ahmed, that the minutes of the Board Meeting held March 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 Carol Cuadrado. Motion unanimously carried on roll call.

6B Ratification of payments made for payrolls:

02/21/2022 – 03/04/2022 Ck#. 305155-305175 \$1,252,874.69 Payroll
03/07/2022 – 03/18/2022 Ck#. 305176-305196 \$1,243,317.59 Payroll

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

6C Motion was made by Commissioner Bruce James, seconded by Commissioner Carol Cuadrado, 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 Carol Cuadrado, seconded by Commissioner Kathleen Donnelly, that the Board approved payment of categorical assistance for May 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 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 Commissioner Kathleen Donnelly, seconded by Commissioner Jabeen Ahmed. Motion unanimously carried on roll call.

PUBLIC PORTION

Mr. John May, PCBSS Professional Workers Association President

RESUME REGULAR ORDER OF BUSINESS

Motion to resume the regular order of business and close the meeting to the public made by Commissioner Carol Cuadrado, 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 (Informational)
- B. Property & Resources Department (Informational)
- 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. A copy attached hereto and made a part of these minutes (Informational).

1. Case Statistics
2. Document Storage and Destruction
3. Call Center
4. PCBSS Director's Office Contact Information

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 Commissioner Bruce James. 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 A copy attached hereto and made a part of these minutes (Informational).

1. Renovations (Central Office, 80 Hamilton Street, Paterson, New Jersey 07055)
 - A. Painting
 - B. Cubicles
 - C. Air Conditioning Repair

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. Data Processing and EBT Payments to the State

A bill has been received from the Division of Family Services for the estimated payment for the use of the State Data Processing and Electronic Benefits Transfer (EBT) systems for the quarter ending March 31, 2022, in the amount of \$178,000.00

Recommendation is to approve payment to the Division of Family Services in the amount of \$178,000.00.

III. Federal Share of Fringe Benefits and Allowances in Lieu of Rent Quarter ending December 31, 2021

The form WFNJ-618 Cost Allocation has been received from the Division of Family Development for the quarter ending December 31, 2021. This was used to calculate the Federal share of Fringe Benefits and Allowance in Lieu of Rent due the County of Passaic for the quarter ending December 31, 2021.

Federal Share Fringe Benefits 10/01-12/31/21	\$3,300,781.76
Federal Share Allowance In lieu of Rent 10/01-12/31/2021	\$ 53,210.90
Federal Share Indirect Cost 10/01-12/31/2021 (Adjusted)	\$ 12,897.08

Total Due County of Passaic	\$3,366,889.74
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Recommendation is to approve payment to the County of Passaic in the amount of \$3,366,889.74

COMMUNITY RELATIONS (Informational)

1. Revamping of PCBSS Website (Administration meeting)
2. Website content/Rutgers iCARE LGBTQ training (Support staff)
3. Application-County Fair, August 2022
4. RayZo Website meeting with Zoraya Lee-Hamlin, CEO
5. Passaic County Health Task Force meeting.

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-March 2022 (Child Support & Institutional Medicaid)
2. Hearings (Child Support, Institutional Medicaid)

COMMUNICATIONS

None

NEW BUSINESS- (None)


OLD BUSINESS (None)

ADJOURNMENT

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

*****MEETING CONCLUDED – 9:02 A.M.*****

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Douglas Maven', with a large, stylized initial 'D'.

Rev. Douglas Maven
Secretary Treasurer

Attested to:
Talisa A. Coleman

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

THURSDAY, APRIL 21, 2022
@ 8:30 A.M.

Meeting began: 8:34 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 Oath of Allegiance to the Flag	✓			✓	✓	✓	✓		County Adjuster STAMPONE	✓
2.											
3.	Roll Call	COMM. AHMED YES	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM. JAMES YES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH YES
4.	Statement of Compliance with Open Public Meetings Act	----- --	-----	-----	-----	-----	-----	-----	-----	-----	-----
5.	*Approval of Minutes* Monthly Board Meeting March 17, 2022 Commissioner Kathleen Donnelly Commissioner Jabeen Ahmed	COMM. AHMED 2nd YES	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON YES	COUNTY COMM. JAMES YES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH YES
6.	Administration A. <u>Director's Financial Report</u> B. <u>Ratification of Payrolls</u> C. <u>Clearing Account Transactions</u> Commissioner Bruce James Commissioner Carol Cuadrado	COMM. AHMED YES YES YES	COMM. ALSTON	COMM. BARTLETT ----- -----	COMM. CUADRADO 2nd YES YES YES	COMM. DONNELLY YES YES YES	COMM. FRIERSON YES YES YES	COUNTY COMM. JAMES 1st YES YES YES	REV. MAVEN ----- -----	County Adjuster STAMPONE ----- -----	COMM. SMITH YES YES YES

Also Attending: Talisa A. Coleman, Director

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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7.	Assistance A. <u>Categorical Assistance: May 1, 2022</u> B. <u>Funeral Grants</u> Commissioner Carol Cuadrado Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON	COMM. BARTLETT _____	COMM. CUADRADO 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN _____	County Adjuster STAMPONE _____	COMM. SMITH YES
8.	Suspend Regular Order of Business (Motion Required) Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON	COMM. BARTLETT _____	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM JAMES 1st YES	REV. MAVEN _____	County Adjuster STAMPONE _____	COMM. SMITH YES
9.	Public Portion										
10.	Resume Regular Order of Business (Motion Required) Commissioner Carol Cuadrado Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON _____	COMM. BARTLETT _____	COMM. CUADRADO 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN _____	County Adjuster STAMPONE _____	COMM. SMITH YES
11.	Departmental Reports (Informational) A. <u>Abacus Department</u> B. <u>Property & Resources</u> Department C. <u>Child Support & Paternity</u> Department 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
Frank Sciro, Chief Counsel
Flavio Rivera, Fiscal Officer
Janet McDaniel, Chief of Administration
April Carter, Administrative Assistant
Albert Buglione, Special Counsel/Outside Counsel

Meeting began: 8:34 A.M.

12A.	<div>Committee Reports</div> <div>Executive Committee</div> <div>(Informational)</div> <div>1. Case Statistics</div> <div>2. Documents Storage and Destruction</div> <div>3. Call Center</div> <div>4. PCBSS Director's Office Contact Information</div>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH	
12B.	Educational Leave 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	
12C.	<div>Personnel Committee (Approval Needed)</div> <div><div>Confidential Report</div><div>Non-Confidential Report</div></div> <div>Commissioner Carol Cuadrado</div> <div>Commissioner Bruce James</div>	COMM. AHMED YES	COMM. ALSTON	COMM. BARTLETT 	COMM. CUADRADO 1st YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES 2nd YES	REV. MAVEN 	County Adjuster STAMPONE	COMM. SMITH YES	

Also Attending: Talisa A. Coleman, Director
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12D.	<u>Good & Welfare Committee (No Report)</u>	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> <u>Fraud Statistics Included in the Abacus Dept. Report (24A Informational)</u>										
12F.	<u>Building & Grounds Committee</u> (Informational) <u>Renovations (Central Office)</u> 1. Painting 2. Cubicles 3. Air Conditioning repair	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
12G.	<u>Finance Committee (Approval Needed)</u> I. <u>Monthly Expenditures</u> All monthly expenditures are of a routine nature. Department of Community Affairs. II. <u>Data Processing and EBT Payments to the State</u> A bill has been received from the Division of Family Services for the estimated payment for the use of the State Data Processing and Electronic Benefits Transfer (EBT) systems for the quarter ending March 31, 2022 in the amount of \$178,000.00 Recommendation is to approve payment to the Division of Family Services in the amount of \$178,000.00.	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
Frank Sciro, Chief Counsel
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<p>III. Federal Share of Fringe Benefits and Allowances in Lieu of Rent <u>Quarter ending December 31, 2021</u></p> <p>The form WFNJ-618 Cost Allocation has been received from the Division of Family Development for the quarter ending December 31, 2021. This was used to calculate the Federal share of Fringe Benefits and Allowance in Lieu of Rent due the County of Passaic for the quarter ending December 31, 2021.</p> <p>Federal Share Fringe Benefits 10/01-12/31/21 \$3,300,781.76 Federal Share Allowance in Lieu of Rent 10/01-12/31/2021 \$ 53,210.90 Federal Share Indirect Cost 10/01-12/31/2021 (Adjusted) \$ 12,897.08</p> <p>Total Due County of Passaic \$3,366,889.74</p> <p>Recommendation is to approve payment to the County of Passaic in the amount of \$3,366,889.74</p> <p>Commissioner Kathleen Donnelly Commissioner Bruce James</p>										
<p>12H. Community Relations Committee - (Informational)</p> <p>1. Revamping of PCBSS Website (Administration meeting)</p> <p>2. Website content/Ruigers iCARE LBGTQ training (Support staff)</p> <p>3. Application-County Fair, August 2022</p> <p>4. RayZo Website meeting with Zoraya Lee-Hamlin, CEO</p> <p>5. Passaic County Health Task Force meeting.</p>	<p>COMM. AHMED</p>	<p>COMM. ALSTON</p>	<p>COMM. BARTLETT</p>	<p>COMM. CUADRADO</p>	<p>COMM. DONNELLY</p>	<p>COMM. FRIERSON</p>	<p>COUNTY COMM JAMES</p>	<p>REV. MAVEN</p>	<p>County Adjuster STAMPONE</p>	<p>COMM. SMITH</p>

Also Attending: Talisa A. Coleman, Director
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13.	Counsel Monthly Report (Informational) 1. Legal Counsel Report-Hearings-March 2022 (Child Support & Institutional Medicaid) 2. Hearings (Child Support, Institutional Medicaid)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
14.	Communications – (Informational) 1. Monthly Activity Report April 2022	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 (None)	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 (None)	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

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17.	Adjournment 9:02AM	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO 1st	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES 2nd	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
	Commissioner Carol Cuadrado Commissioner Bruce James	YES	-----	-----	YES	YES	YES	YES	-----	-----	YES

EXECUTIVE/ CLOSED SESSION

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