

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

May 19, 2022

The regular meeting of the Passaic County Board of Social Services was held on Thursday, May 19, 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, May 19, 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 **May 19, 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/84587456931> with meeting ID of: 845 8745 6931 and passcode: 002141. The second will be via a call-in telephone number connected to ZOOM, which will be: 888-475-4499 with meeting ID of: 845 8745 6931 and passcode: 002141. 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 8:33 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
County Adjuster Domenick Stampone
County Commissioner John Bartlett
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
Matthew & Steven Wilcox, Auditors

Motion was made by County Adjuster Stampone, seconded by Commissioner Kathleen Donnelly, that the minutes of the Board Meeting held April 21, 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 Dawn Alston. Motion unanimously carried on roll call.

6B Ratification of payments made for payrolls:

03/21/2022-04/01/2022	Ck#. 305197-305217 \$1,255,315.89 Payroll
04/04/2022-04/15/2022	Ck#. 305176-305196 \$1,264,419.67 Payroll

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

6C Motion was made by Commissioner Bruce James, 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 June 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 County Commissioner Bartlett. 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 County Adjuster Domenick Stampone, 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. Renovations
3. Forthcoming Changes

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 Commissioner John Bartlett. 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. Howe Avenue lease non-renewal (14-16 Howe Avenue, Passaic, New Jersey 07055)

FINANCE COMMITTEE

Motion to approve the General Finance Committee report and certification the 2020 Annual Audit has been reviewed made by Commissioner Rev. Douglas Maven, seconded by Commissioner John Bartlett. Motion unanimously carried on roll call.

Motion a corrective plan be presented to the Board regarding comments and recommendations of the 2020 Annual Audit made by Commissioner Rev. Douglas Maven, seconded by Commissioner John Bartlett. Motion unanimously carried on roll call.

I. Monthly Expenditures

All monthly expenditures are of a routine nature.

II. The December 31, 2020, Independent Auditors Report

Our independent auditors have finalized the December 31, 2020, audit of the Passaic County Board of Social Services. Copies of the audit have been received by our Board Commissioners and action should be taken certifying that the audit has been reviewed and are familiar with, as a minimum, the sections of the Annual Audit entitled "Comments and Recommendations".

III. Resolution No. 2110 Authorizing lease agreement between PCBSS and Pitney Bowes Mailing Solution for the acquisition of mail machine

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

COMMUNICATIONS (No Report)

NEW BUSINESS-

Motion to approve the new lease agreement with Pitney Bowes made by County Commissioner John Bartlett, seconded by Commissioner Dawn Alston. Motion unanimously carried on roll call.

1. Pitney Bowes Mailing Solutions:

Proposal for the leasing of a new mailing machine (Model: SendPro P3000 mailing system). The SendPro P3000 mailing system's cost: \$693.57 per month for 60 months.

Resolution No. 2110 Authorizing lease agreement between Passaic County Board of Social Services and Pitney Bowes Solution attached.

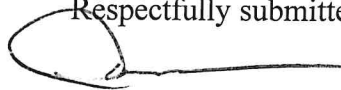
OLD BUSINESS- (None)

ADJOURNMENT

Motion for adjournment made by Commissioner Kathleen Donnelly, seconded by County Commissioner John Bartlett. Motion unanimously carried on roll call.

*****MEETING CONCLUDED – 9:29 A.M.*****

Respectfully submitted

A handwritten signature in dark ink, appearing to be 'Rev. Douglas Maven', written over a horizontal line.

Rev. Douglas Maven
Secretary Treasurer

Attested to:
Talisa A. Coleman

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

THURSDAY, MAY 19, 2022
@ 8:30 A.M.

Meeting began: 8:33 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	✓	✓	✓	✓	✓		✓	✓	✓	✓
2.											
3.	Roll Call	COMM. AHMED YES	COMM. ALSTON YES	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON ABSENT	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 April 21, 2022 County Adjuster Stampone Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON YES	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM. JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE 1st YES	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 Dawn Alston	COMM. AHMED YES YES YES	COMM. ALSTON 2nd YES YES YES	COMM. BARTLETT YES YES YES	COMM. CUADRADO YES YES YES	COMM. DONNELLY YES YES YES	COMM. FRIERSON ----- ----- -----	COUNTY COMM. JAMES 1st YES YES YES	REV. MAVEN YES YES YES	County Adjuster STAMPONE YES YES YES	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
Matthew & Steven Wilcox, Auditors
Janet McDaniel, Chief of Administration
April Carter, Administrative Assistant

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7.	Assistance A. <u>Categorical Assistance: June 1, 2022</u> B. <u>Funeral Grants</u> Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON YES	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM JAMES 1st YES	REV. MAVEN YES	County Adjuster STAMPONE YES	COMM. SMITH YES
8.	Suspend Regular Order of Business (Motion Required) Commissioner Rev. Douglas Maven Commissioner John Bartlett	COMM. AHMED YES	COMM. ALSTON YES	COMM. BARTLETT 2nd YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	REV. MAVEN 1st YES	County Adjuster STAMPONE YES	COMM. SMITH YES
9.	Public Portion										
10.	Resume Regular Order of Business (Motion Required) County Adjuster Stampone Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON YES	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE 1st YES	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 Albert Buglione, Special Counsel/Outside Counsel
Flavio Rivera, Fiscal Officer Matthew & Steven Wilcox, Auditors
Janet McDaniel, Chief of Administration
April Carter, Administrative Assistant

Meeting began: 8:33 A.M.

	<u>Committee Reports</u> <u>Executive Committee</u> <u>(Informational)</u> 1. Case Statistics 2. Renovations 3. Forthcoming Changes	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE	COMM. SMITH
12A.											
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.	Personnel Committee (Approval Needed) <ul style="list-style-type: none">Confidential ReportNon-Confidential Report Commissioner Carol Cuadrado Commissioner John Bartlett	COMM. AHMED YES	COMM. ALSTON YES	COMM. BARTLETT 2nd YES	COMM. CUADRADO 1st YES	COMM. DONNELLY YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE YES	COMM. SMITH YES

Frank Sciro, Chief Counsel	Albert Buglione, Special Counsel/Outside Counsel
Flavio Rivera, Fiscal Officer	Matthew & Steven Wilcox, Auditors
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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 (11A Informational)										
12F.	<u>Building & Grounds Committee</u> (Informational) 14-16 Howe Avenue Non-Renewal of Lease	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
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>The December 31, 2020, Independent Auditors Report</u> Our independent auditors have finalized the December 31, 2020, audit of the Passaic County Board of Social Services. Copies of the audit have been received by our Board Commissioners and action should be taken certifying that the audit has been reviewed and are familiar with, as a minimum, the sections of the Annual Audit entitled "Comments and Recommendations".	COMM. AHMED ----- -----	COMM. ALSTON YES	COMM. BARTLETT 2nd YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	REV. MAVEN 1st YES	County Adjuster STAMPONE YES	COMM. SMITH YES

Also Attending: Talisa A. Coleman, Director

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	A. Corrective Action Plan for PCBS 2020 Independent Audit												
	III. Resolution No. 2110 Authorizing lease agreement between PCBS and Pitney Bowes Mailing Solution for the acquisition of mail machine	-----	YES	YES	YES	YES	-----	YES	YES	YES			YES
	Commissioner Rev. Douglas Maven Commissioner John Bartlett												
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		
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13.	Counsel Monthly Report (Informational) 1. Legal Counsel Report-Hearings- April 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 - (No Report)	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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Also Attending: Talisa A. Coleman, Director

Frank Sciro, Chief Counsel Albert Buglione, Special Counsel/Outside Counsel
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15.	New Business (Needs Approval) 1. Pitney Bowes Mailing Solutions: Proposal for the leasing of a new mailing machine (Model: SendPro P3000 mailing system). The SendPro P3000 mailing system's cost: \$693.57 per month for 60 months. Resolution No. 2110 Authorizing lease agreement between Passaic County Board of Social Services and Pitney Bowes Solution attached. Commissioner John Bartlett Commissioner Dawn Alston	COMM. AHMED -----	COMM. ALSTON 2nd YES	COMM. BARTLETT 1st YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE YES	COMM. SMITH YES
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 -----
17.	Adjournment 9:29AM Commissioner Kathleen Donnelly Commissioner John Bartlett	COMM. AHMED -----	COMM. ALSTON YES	COMM. BARTLETT 2nd YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE YES	COMM. SMITH YES

Also Attending: Talisa A. Coleman, Director

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EXECUTIVE/ CLOSED SESSION

Also Attending:

Talisa A. Coleman, Director
Frank Sciro, Chief Counsel
Albert Buglione, Special Counsel/Outside Counsel
Flavio Rivera, Fiscal Officer
Matthew & Steven Wilcox, Auditors
Janet McDaniel, Chief of Administration
April Carter, Administrative Assistant