

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

June 16, 2022

The regular meeting of the Passaic County Board of Social Services was held on Thursday, June 16, 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 2022 to occur on: **Thursday, June 16, 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 **June 16, 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/86377228519> with meeting ID of: 863 7722 8519 and passcode: 667264. The second will be via a call-in telephone number connected to ZOOM, which will be: 888-475-4499 with meeting ID of: 836 7722 8519 and passcode: 667264. 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
Commissioner Marilyn Frierson
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
Albert Buglione, Special/Outside Counsel

Motion was made by Commissioner Bruce James, seconded by Commissioner Dawn Alston, that the minutes of the Board Meeting held May 19, 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 Kathleen Donnelly, seconded by Commissioner Rev. Douglas Maven. Motion unanimously carried on roll call.

6B Ratification of payments made for payrolls:

04/18/2022-04/29/2022	CK# 305241-305265 \$1,324,887.49 Payroll
05/02/2022-05/13/2022	Ck#. 305266-305289 \$1,275,963.50 Payroll

Motion to ratify payrolls made by Commissioner Kathleen Donnelly, seconded by Commissioner Rev. Douglas Maven. Motion unanimously carried on roll call.

6C Motion was made by Commissioner Kathleen Donnelly, seconded by Commissioner Rev. Douglas Maven, 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 Dawn Alston, seconded by Commissioner Kathleen Donnelly, that the Board approved payment of categorical assistance for July 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 Dawn Alston, 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 Dawn Alston, seconded by County Commissioner Bruce James. Motion unanimously carried on roll call.

PUBLIC PORTION

Ms. Wanda Sawyer, PCBSS Professional Workers Association Vice President
Mr. John May, PCBSS Professional Workers Association President
Ms. Cynthia Allen, PCBSS Employee, CWA Local Union 1037 Shop Steward
Ms. Lauren Schaufler, PCBSS HSS4
Ms. Takiyah Spencer, PCBSS Employee, CWA Local Union 1037 Shop Steward

Motion to observe, Monday, June 20, 2022 as Juneteenth for calendar year 2022 & to observe, Juneteenth, Friday, June 16, 2023 made by Commissioner Rev Douglas Maven, seconded by County Commissioner Bruce James. Motion unanimously carried on roll call.

Motion to close the public portion made by County Commissioner Bruce James, seconded by Commissioner Kathleen Donnelly . Motion unanimously carried on roll call.

RESUME REGULAR ORDER OF BUSINESS

Motion to resume the regular order of business and close the meeting to the public made by County 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 (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. Call Center
- 3. Emails for Agency
- 4. MIS Department
- 5. 6GN Cases
- 6. E.A Service Department Monthly Statistical Report May 2022

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

Motion was made by County Adjuster Domenick Stampone to approve the confidential and non-confidential Personnel Committee Reports seconded by Commissioner Kathleen Donnelly. 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: Cubicles-Central office (80 Hamilton Street, Paterson, New Jersey 07505
2. Staff Relocation
3. Central office air conditioning in need of repair
4. Haskell Office: air-conditioning is not operable

FINANCE COMMITTEE

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

I. Monthly Expenditures

All monthly expenditures are of a routine nature.

II. Reconciliation to Supplemental Payments to SSI Recipients Quarter ending June 30, 2022

A bill had been received from the Division of Family Development for the Reconciliation of Supplemental payments for SSI recipients for the quarter ending June 30, 2022 in the amount of \$185, 000.00

Recommendation is to approve the Division of Family Development in the amount of \$185, 000.00

The total expenditures for the month being presented is \$176,400.72. Rental payment for Howe Avenue to amend check number 187914 to be voided and reissued for a\$55,565.75(rent for Prospect Street). Total payment \$169,234.05. Adjustment made of \$7,166.67, equivalent to the rent payment for Howe Avenue.

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

III. Benecard Prescription Benefit Program 2022-2023

A new renewal amendment for the period June 1, 2022 expiring May 31, 2023

COMMUNITY RELATIONS (Informational)

- June 3, 2022 Center for Family Resources Annual Volunteer Recognition Brunch
- June 6, 2022 Preparation for Passaic County Fair
- June 16, 2022 PCBSS to host Community Health Fair St. Mary, Help of Christian Church

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-May 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. **Website Overhaul Proposal (Danny Glix)**
2. **Training Technician Salary Range Change**

OLD BUSINESS- (Informational)

1. **Personnel (Non-Confidential) HSS-1Promotion to Provisional Title Changes**

Yakema Coleman to Provisional Social Worker (Add)

Tara Goodrich as Provisional Social Worker (Remove)

ADJOURNMENT

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

*****MEETING CONCLUDED – 9:25 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, JUNE 16, 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										
2.	Oath of Allegiance to the Flag										
3.	Roll Call	Arrived during opening session	✓	✓	✓	✓	✓	✓	✓	✓	X
		COMM. AHMED Arrived during opening session	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 ABSENT
4.	Statement of Compliance with Open Public Meetings Act										
5.	*Approval of Minutes* Monthly Board Meeting May 19, 2022 Commissioner Bruce James Commissioner Dawn Alston	COMM. AHMED -----	COMM. ALSTON 2nd YES	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM. JAMES 1st YES	REV. MAVEN YES	County Adjuster STAMPONE YES	COMM. SMITH -----
6.	Administration A. <u>Director's Financial Report</u> B. <u>Ratification of Payrolls</u> C. <u>Clearing Account Transactions</u> Commissioner Kathleen Donnelly Commissioner Rev. Douglas Maven	COMM. AHMED -----	COMM. ALSTON YES YES YES	COMM. BARTLETT YES YES YES	COMM. CUADRADO YES YES YES	COMM. DONNELLY 1st YES YES YES	COMM. FRIERSON YES YES YES	COUNTY COMM. JAMES YES YES YES	REV. MAVEN 2nd YES YES YES	County Adjuster STAMPONE YES YES YES	COMM. SMITH ----- ----- -----

Also Attending: Talisa A. Coleman, Director
 Albert Buglione, Special Counsel/Outside Counsel
 Flavio Rivera, Fiscal Officer

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
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7.	Assistance A. Categorical Assistance: July 1, 2022 B. Funeral Grants Commissioner Dawn Alston Commissioner Kathleen Donnelly	COMM. AHMED ----- -----	COMM. ALSTON 1st YES YES	COMM. BARTLETT YES YES	COMM. CUADRADO YES YES	COMM. DONNELLY 2nd YES YES	COMM. FRIERSON YES YES	COUNTY COMM JAMES YES YES	REV. MAVEN YES YES	County Adjuster STAMPONE YES YES	COMM. SMITH ----- -----
8.	Suspend Regular Order of Business (Motion Required) Commissioner Dawn Alston Commissioner Bruce James	COMM. AHMED ----- -----	COMM. ALSTON 1st YES YES	COMM. BARTLETT YES YES	COMM. CUADRADO YES YES	COMM. DONNELLY YES YES	COMM. FRIERSON YES YES	COUNTY COMM JAMES 2nd YES YES	REV. MAVEN YES YES	County Adjuster STAMPONE YES YES	COMM. SMITH ----- -----
9.	Public Portion										
10.	Resume Regular Order of Business (Motion Required) Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED YES -----	COMM. ALSTON YES -----	COMM. BARTLETT YES -----	COMM. CUADRADO YES -----	COMM. DONNELLY 2nd YES -----	COMM. FRIERSON YES -----	COUNTY COMM JAMES 1st YES -----	REV. MAVEN YES -----	County Adjuster STAMPONE YES -----	COMM. SMITH ----- -----
11.	Departmental Reports (Informational) A. Abacus Department B. Property & Resources Department	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
Albert Buglione, Special Counsel/Outside Counsel
Flavio Rivera, Fiscal Officer

**THURSDAY, JUNE 16, 2022
@ 8:30 A.M.**

[illegible]

Also Attending: Talisa A. Coleman, Director
Albert Buglione, Special Counsel/Outside Counsel
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@ 8:30 A.M.

Meeting began: 8:33 A.M.

12C.	<ul style="list-style-type: none">• <u>Non-Confidential Report</u> County Adjuster Domenick Stampone Commissioner Kathleen Donnelly	YES YES	YES YES	YES YES	YES YES	2nd YES YES	YES YES	1st YES YES	YES YES	YES YES	
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) 1. <u>Renovations: Cubicles-</u> Central Office 2. <u>Staff Relocation</u> 3. <u>Central office air conditioning needs repair</u> <u>Haskell Office air conditioning is not operable</u>										

Also Attending: Talisa A. Coleman, Director
 Albert Buglione, Special Counsel/Outside Counsel
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THURSDAY, JUNE 16, 2022

@ 8:30 A.M.

Meeting began: 8:33 A.M.

12G.	<p>Finance Committee (Approval Needed) I. Monthly Expenditures All monthly expenditures are of a routine nature.</p>	COMM. AHMED -----	COMM. ALSTON YES	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM. JAMES YES	REV. MAVEN 1st YES	County Adjuster STAMPONE YES	COMM. SMITH YES
	<p>II. Reconciliation to Supplemental Payments to SSI Recipients Quarter ending June 30, 2022 A bill had been received from the Division of Family Development for the Reconciliation of Supplemental payments for SSI recipients for the quarter ending June 30, 2022 in the amount of \$185, 000.00 Recommendation is to approve the Division of Family Development in the amount of \$185, 000.00 The total expenditures for the month being presented is \$176,400.72. Rental payment for Howe Avenue to amend check number 187914 to be voided and reissued for a\$55,565.75(rent for Prospect Street). Total payment \$169,234.05. Adjustment made of \$7,166.67, equivalent to the rent payment for Howe Avenue.</p>	-----	YES	YES	YES	YES	-----	YES	YES	YES	YES
	<p>Motion to approve the amended General Finance Committee report made by Commissioner Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.</p>	-----	YES	YES	YES	YES	-----	YES	YES	YES	YES
	<p>III. Benecard Prescription Benefit Program 2022-2023</p>										

Also Attending: Talisa A. Coleman, Director
 Albert Buglione, Special Counsel/Outside Counsel
 Flavio Rivera, Fiscal Officer

@ 8:30 A.M.

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@ 8:30 A.M.**

Meeting began: 8:33 A.M.

15.	New Business (Needs Approval) 1.) Website Overhaul Proposal (Danny Glix) 2.) Training Technician Range Change Commissioner John Bartlett Commissioner Dawn Alston	COMM. AHMED YES	COMM. ALSTON 2 nd YES	COMM. BARTLETT 1 st YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE YES	COMM. SMITH -----
16.	Old Business (Approval Needed) Personnel Report (Public) updates from May 19, 2022 Board Meeting (Resolution No. 3118 attachment)	COMM. AHMED -----	COMM. ALSTON -----	COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE -----	COMM. SMITH -----
17.	Adjournment 9:25AM Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED YES	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

EXECUTIVE/ CLOSED SESSION

Also Attending: Talisa A. Coleman, Director
Albert Buglione, Special Counsel/Outside Counsel
Flavio Rivera, Fiscal Officer