

ORDER OF BUSINESS

PASSAIC COUNTY BOARD OF SOCIAL SERVICES
80 HAMILTON STREET
PATERSON, NEW JERSEY

REGULAR MEETING OF THE BOARD
THURSDAY, JANUARY 26, 2023
11:30 A.M.

-
1. **CALL OF MEETING TO ORDER**
 2. **OATH OF ALLEGIANCE TO THE FLAG**
 3. **ROLL CALL**
 4. **STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT: PUBLIC NOTICE**

TAKE NOTICE the Passaic County Board of Social Services, previously set a schedule for its regularly scheduled meeting for January of 2023 to occur on: **Thursday, January 26, 2023 at 11:30AM**. 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 **January 26, 2023 at 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 two (2) separate formats via the Zoom platform. The first is via Zoom live video, with the call-in information <https://us02web.zoom.us/j/84168068802> with **meeting ID: 841 6806 8802 and passcode: 989146**. The second will be a call-in telephone number connected to Zoom platform: **1-888-475-4499, with meeting ID: 841 6806 8802 and passcode: 989146**. 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 (“Open Public Meetings Act”), 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 NJSA 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).

5. **SUSPEND REGULAR ORDER OF BUSINESS**

Motion to suspend the regular order of business and turn the meeting over to Legal Counsel for the election of officers in an acting capacity.

6. **OFFICE OF CHAIRMAN**

- A. Nominations for Office of Chairman- in an acting capacity
- B. Motion to close nominations for Chairman
- C. Election of Chairman (acting)

7. **OFFICE OF VICE CHAIRMAN**

- A. Nominations for the Office of Vice Chairman- in an acting capacity
- B. Motion to close nominations for Vice Chairman
- C. Election of Vice Chairman (acting)

8. **OFFICE OF SECRETARY TREASURER**

- A. Nominations for the Office of Secretary Treasurer- in an acting capacity
- B. Motion to close nominations for Secretary Treasurer
- C. Election of Secretary Treasurer (acting)

9. **OFFICE OF ASSISTANT SECRETARY TREASURER**

- A. Nominations for the Office of Assistant Secretary Treasurer- in an acting capacity
- B. Motion to close nominations for Assistant Secretary Treasurer
- C. Election of Assistant Secretary Treasurer (acting)

10.

PUBLIC PORTION

11.

RESUME REGULAR ORDER OF BUSINESS

ANNUAL RESOLUTIONS (12 THRU 16)

12.

Adoption of Resolution authorizing the Secretary Treasurer to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of categorical assistance. Copies to be forwarded to the proper banks to accept the signature of the Secretary Treasurer.

13.

Adoption of Resolution authorizing the Assistant Secretary Treasurer to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of categorical assistance in the event the Secretary Treasurer is unable to perform the duties of the office. Copies to be forwarded to the proper banks to accept the signature of the Assistant Secretary Treasurer.

14.

Adoption of Resolution authorizing the Director to notify the banks to accept the signature of the former Assistant Secretary Treasurer on February 1, 2023, assistance checks if there is not sufficient time to have signature plates made and checks printed with the name of the new Secretary Treasurer by February 1, 2023.

15.

Adoption of Resolution authorizing the Director to place under bond the Secretary Treasurer for the year 2023 and to approve payment of bonds.

16.

Adoption of Resolution No. 5285 authorizing the Director to place under bond the Assistant Secretary Treasurer for the year 2023 and to approve payment of bonds.

17.

APPROVAL OF MINUTES

Monthly Board Meeting – December 15, 2022

18.

ADMINISTRATION

A. Director's Financial Report: Administrative Bills, Medical Transportation and Child Care Payments. (Non-confidential list of vendors posted at meeting)

B. Ratification of payrolls:

12/09/2022 – 12/14/2022 Ck.# 305679 - 305696 \$ 1,260,860.28 Payroll

12/15/2022 – 12/28/2022 Ck.# 305697 –305728 \$ 1,916,697.87 Payroll

C. Clearing Account Transactions (recoveries) relating to the Food Stamp, Medicaid and General Assistance Programs (Confidential)

19.

ASSISTANCE

- A. Motion to approve categorical assistance payments for February 1, 2023:
Temporary Assistance to Needy Families, Refugee Assistance, and Social Service
Emergency Assistance.
- B. Funeral Grants
 - Total Funeral Home Payments: \$184,865.00
 - Total Cemetery Payments: \$ 26,136.00

20.

DEPARTMENTAL REPORTS (Informational)

- A. Abacus Department
- B. Property and Resources Department
- C. Child Support and Paternity Department
- D. Training Department

21.

COMMITTEE REPORTS

- A. **Executive Committee – Commissioner Smith, Chairwoman**
 - 1. Holiday Schedule (Approval Needed) – see attached
 - 2. Meeting Schedule: (Approval Needed)
 - 3. Executed Resolution Designating County Commissioners as members of the Passaic County Board of Social Services for Calendar Year 2023 (Informational; see attached)
 - 4. Case Statistics – (Informational) (December 2022)
 - 5. Herald News Affidavit (Informational)
 - 6. E.A. Service and Child Support December 2022: Informational- (See attached)
 - 7. Records Management (Informational)
 - 8. PCBSS Memorandums (Informational; see attached)
 - 9. COVID STATUS REPORT (Informational)
 - 10. Program Updates (Informational)
 - 11. Microsoft Renewal (Approval needed; resolution attached)
- B. **Educational Leave Committee – Commissioner Cuadrado, Chairwoman (Approval needed)**
 - 1. THE 41ST NEW JERSEY ANNUAL CHILD SUPPORT TRAINING EVENT
- C. **Personnel Committee – Commissioner Cuadrado, Chairwoman (Approval Needed)**
 - Confidential Report
 - Non-Confidential Report

- D. Good & Welfare Committee – Commissioner Ahmed, Chairwoman (No Report)
- E. Welfare Fraud & Abuse Committee – Commissioner Cuadrado, Chairwoman
 - A. Fraud Statistics included in the Abacus Dept. Report (20A) (Informational)
- F. Building & Grounds Committee – Commissioner Alston, Chairwoman (Informational)

1. **Renovations -Informational**

- a. Security update: The Passaic County Sheriff's Officers have continued to provide high-quality customer service, ensuring our agency and clients' security.
- b. 80 Hamilton Street soft opening on January 9th from 8 am to 2 pm- We implemented changes to the reception room by adding an additional receptionist and a new flow to the way we service clients. We're now utilizing the interview pods to interview clients on an emergency basis, pre-scheduled interviews, and urgent needs. We also have an Agency host that greets the clients and assists in the interview room.
- c. We have installed keypad locks in our case banks to ensure all documents are protected according to our MOU.

G. **Finance Committee – Commissioner Rev. Maven Chairman (Approval Needed)**

I. Monthly Expenditures

All monthly expenditures are of a routine nature.

II. Surety Bond

Bond coverage for Secretary of Treasurer, Rev. Douglas Maven in the amount of \$100,000

III. Authorize application for grant funds for the Universal Service Fund

Passaic County Board of Social Services desires to apply and obtain a grant from New Jersey Department of Community for approximately \$26,171.00 in administrative funds for the Universal Service Fund.

IV. Authorize application for grant funds for the Low-Income Home Energy Assistance Program

Passaic County Board of Social Services desires to apply and obtain a grant from New Jersey Department of Community for approximately \$39,256.00 in administrative e fund for LIHEAP.

V. Authorize acceptance of funds for Adult Protective Service Grants

Passaic County Board of Social Services authorizes the acceptance of the 2nd year out of a 3 year contract for funds in the amount of \$415,906.00 for the Adult Protective Service Grant.

Recommendation is to approve the acceptance of the Adult Protective Service Grant for the year 2023.

VI. Approval of Petty Cash

VII. 2023 Passaic County Area Agency on Aging Spending Plan- APS (Informational; see attachment)

H. **Community Relations Committee** – Committee Rev. Maven Chairman.
Community Organization Report – John Currie.

(No Report)

22. **COUNSEL’S MONTHLY REPORT**

December 1, 2022- December 31, 2022 Hearings & Case statistics

23. **COMMUNICATIONS**

24. **NEW BUSINESS**

25. **OLD BUSINESS**

26. **ADJOURNMENT**