

## PASSAIC COUNTY BOARD OF SOCIAL SERVICES

**March 23, 2023**

The regular meeting of the Passaic County Board of Social Services was held on Thursday, March 23, 2023 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 March 2023 to occur on: **Thursday, March 23, 2023 at 9:00AM**. 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 23, 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/88435319825> with meeting ID of: 884 3531 9825 and passcode: 856636. The second will be via a call-in telephone number connected to ZOOM, which will be: 888-475-4499 with meeting ID of: 884 3531 9825 and passcode: 856636. 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 meeting 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 9:06 A.M.

## Present:

Commissioner Carol Cuadrado, Chairwoman  
Commissioner Dr. Jabeen Ahmed, Vice Chairwoman  
Commissioner Rev. Douglas Maven, Secretary Treasurer  
Commissioner Kathleen A. Donnelly, Assistant Secretary Treasurer  
Commissioner John Bartlett  
County Commissioner Bruce James

## Also

## Present:

Talisa Coleman, Executive Director  
April L. Carter, Administrative Assistant  
Flavio Rivera, Fiscal Officer  
Thania Melo, Human Resource Manager  
Albert Buglione, Special/Outside Counsel

Motion was made by Commissioner Kathleen Donnelly, seconded by Commissioner John Bartlett, that the minutes of the Board Meeting held February 23, 2023, 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 Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

6B Ratification of payments made for payrolls:

2/01/2023-2/15/2023 CK# 305734-305735 \$1,353,998.92 Payroll

2/16/2023-2/28/2023 CK# 305736-305737 \$1,367,013.55 Payroll

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

6C Motion was made by Commissioner Rev Douglas Maven, 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 Commissioner Kathleen Donnelly, seconded by Commissioner Dr. Jabeen Ahmed, that the Board approved payment of categorical assistance for April 1, 2023, 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 Kathleen Donnelly, seconded by Commissioner Dr. Jabeen Ahmed, 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 County Commissioner John Bartlett, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

**PUBLIC PORTION**

(None)

**RESUME REGULAR ORDER OF BUSINESS**

Motion to resume the regular order of business and open the meeting up to the public made by Commissioner Rev. Douglas Maven, seconded by County Commissioner John Bartlett. 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 (Informational)
- D. Child Support Department (Informational)



**EXECUTIVE COMMITTEE** (Approval Needed)

Motion was made by Commissioner Carol Cuadrado to approve the Executive Committee Report, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

1. Case Statistics (Informational)
2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics February 2023-(Informational)
3. EBT (Informational)
4. SNAP Timeliness (Informational)
5. One-Trac- Tracking System (Informational)
6. Call Center Updates
  - a.) Employees
  - b.) Features of the Call Center
7. Microsoft Teams Replacement of Zoom for Committee and Board Meetings (Approval Needed)
8. MIS Department (Approval Needed)
  - a.) Licensing Report (DELL-Microsoft)
  - b.) Headphone Purchase
9. COVID Status (Informational)

**EDUCATIONAL LEAVE COMMITTEE**

No Report

**PERSONNEL COMMITTEE**

Motion was made by Commissioner Carol Cuadrado to approve both the non-confidential and 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**

(Informational)

1. HVAC System-Central office (80 Hamilton Street, Paterson, New Jersey 07505)- Completion of installation (Saturday, March 11, 2023).
2. Medicaid Unit Changes.

**FINANCE COMMITTEE** (Approval Needed)

Motion to approve the Monthly Expenditures was made by Commissioner Kathleen Donnelly to approve the Finance Committee Report seconded by Commissioner Rev. Douglas Maven. 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, 2022.**

A bill has been received from the Division of Family Development for the reconciliation of supplemental payments to SSI Recipients for the quarter ending December 31, 2022, in the amount of \$185,000.00.

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

**COMMUNITY RELATIONS** (Informational)

1. March 3, 2023, Hearts of Hannah Teams Meeting with Director Kelley Moss-Brown
2. March 10, 2023, Passaic County Board of Chosen Commissioners Public Services Conference Planning Meeting 401 Grand Street (Conference Room)
3. March 13, 2023, Preparation for Passaic County Cancer Taskforce 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-February 1-February 28, 2023
  - a.) Child Support
  - b.) Institutional Medicaid Hearings

**COMMUNICATIONS** (None)

**NEW BUSINESS-** (Approval Needed)

Motion to approve Proclamation was made by Commissioner Kathleen Donnelly, seconded by County Commissioner John Bartlett. Motion unanimously carried on roll call.

- 1.) Proclamation for Service Department Retiree-  
Ms. Margaret Tuchler, PCBSS Service Department, Administrative  
Supervisor of Social Work; 41 years of service.

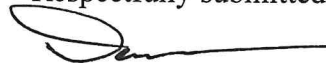
**OLD BUSINESS-** (None)

**ADJOURNMENT**

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

\*\*\*\*\*MEETING CONCLUDED – 9:40 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 23, 2023**  
**@ 9:00 A.M.**

Meeting began: A.M. 9:06AM

AGENDA NO.	DESCRIPTION	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	REV. MAVEN	County Adjuster STAMPONE
1.	Call Meeting to Order	✓	X	✓	✓	✓	X	✓	✓	X
2.	Oath of Allegiance to the Flag									
3.	<b>Roll Call</b>	COMM. AHMED PRESENT	COMM. ALSTON ABSENT	COMM. BARTLETT PRESENT	COMM. CUADRADO PRESENT	COMM. DONNELLY PRESENT	COMM. FRIERSON ABSENT	COUNTY COMM. JAMES PRESENT	REV. MAVEN PRESENT	County Adjuster STAMPONE ABSENT
4.	Statement of Compliance with Open Public Meetings Act	---	---	---	---	---	---	---	---	---
5.	<b>*Approval of Minutes*</b> Monthly Board Meeting February 23, 2023  Commissioner Kathleen Donnelly County Commissioner John Bartlett	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT 2ND YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM. JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE -----
6.	<b>Administration</b>  A. Director's Financial Report: Administrative Bills, Medical Transportation and Child Care Payments. (Non-confidential list of vendors posted at meeting)	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM. JAMES -----	REV. MAVEN 1st YES	County Adjuster STAMPONE -----

**Also Attending:** Talisa A. Coleman, Director  
Flavio Rivera, Fiscal Officer  
Thania Melo, Human Resource Manager  
Albert Buglione, Special Counsel/Outside Counsel  
April Carter, Administrative Assistant



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

**THURSDAY, MARCH 23, 2023**

@ 9:00 A.M.

Meeting began: A.M. 9:06AM

	<b>B. Ratification of payroll</b>  2/01/2023-2/15/2023 CK# 305734-305735 \$1,353,998.92 2/16/2023-2/28/2023 CK# 305736-305737 \$1,367,013.55  <b>C. Clearing Account Transactions (recoveries) relating to the Food Stamp, Medicaid, and General Assistance Programs. (Confidential)</b>  Commissioner Rev. Maven Commissioner Kathleen Donnelly										
7.	<b>Assistance</b> A. Motion to approve categorical assistance payments for April 1, 2023: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.  B. Funeral Grants  Commissioner Kathleen Donnelly Commissioner Dr. Jabeen Ahmed	COMM. AHMED 2ND YES	COMM. ALSTON -----	COMM. BARTLETT ----- YES	COMM. CUADRADO ----- YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM JAMES -----	REV. MAVEN ----- YES	County Adjuster STAMPONE -----	
8.	<b>Suspend Regular Order of Business (Motion Required)</b>  County Commissioner John Bartlett Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT ----- 1st YES	COMM. CUADRADO ----- YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM JAMES ----- YES	REV. MAVEN ----- YES	County Adjuster STAMPONE -----	

**Also Attending:** Talisa A. Coleman, Director  
Flavio Rivera, Fiscal Officer  
Thania Melo, Human Resource Manager  
Albert Buglione, Special Counsel/Outside Counsel  
April Carter, Administrative Assistant

**Also Attending:** Talisa A. Coleman, Director  
Flavio Rivera, Fiscal Officer  
Thania Melo, Human Resource Manager  
Albert Buglione, Special Counsel/Outside Counsel  
April Carter, Administrative Assistant

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

**THURSDAY, MARCH 23, 2023**

**@ 9:00 A.M.**

**Meeting began: A.M. 9:06AM**

	6. Call Center Updates a.) Employees b.) Features of the Call Center 7. Microsoft Teams Replacement of Zoom for Committee and Board Meetings (Approval Needed) 8. MIS Department (Approval Needed) a.) Licensing Report (DELL-Microsoft) b.) Headphone Purchase 9. COVID Status (Informational)	YES  YES	-----  -----	YES  YES	1st YES  1st YES	2nd YES  2nd YES	-----  -----	YES  YES	-----  -----
	Commissioner Carol Cuadrado Commissioner Kathleen Donnelly								
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 -----
12C.	<u>Personnel Committee (Approval Needed)</u> • <u>Confidential Report</u> • <u>Non-Confidential Report</u> Commissioner Carol Cuadrado Commissioner Kathleen Donnelly	COMM. AHMED  YES	COMM. ALSTON  -----	COMM. BARTLETT  YES	COMM. CUADRADO 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	REV. MAVEN YES  County Adjuster STAMPONE -----
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 -----

**Also Attending:** Talisa A. Coleman, Director  
Flavio Rivera, Fiscal Officer  
Thania Melo, Human Resource Manager  
Albert Buglione, Special Counsel/Outside Counsel  
April Carter, Administrative Assistant



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

**THURSDAY, MARCH 23, 2023**

**@ 9:00 A.M.**

**Meeting began: A.M. 9:06AM**

12E.	Welfare Fraud & Abuse Committee Fraud Statistics Included in the Abacus Dept. Report 11A (Informational)	COMM. AHMED -----	COMM. ALSTON -----	COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE -----
12F.	Building & Grounds Committee (Informational)  1. HVAC System-Central office (80 Hamilton Street, Paterson, New Jersey 07505)- Completion of installation (Saturday, March 11, 2023).  2. Medicaid Unit Changes.	-----	-----	-----	-----	-----	-----	-----	-----	-----
12G.	<b>Finance Committee (Approval Needed)</b>  I. <b>Monthly Expenditures-</b> All monthly expenditures are of a routine nature.  II. <b>Reconciliation of Supplemental Payments to SSI Recipients Quarter Ending December 31, 2022</b>	COMM. AHMED  YES  YES	COMM. ALSTON  -----  -----	COMM. BARTLETT  YES  YES	COMM. CUADRADO  YES  YES	COMM. DONNELLY  1st YES  1st YES	COMM. FRIERSON  -----  -----	COUNTY COMM JAMES  YES  YES	REV. MAVEN  2nd YES  2nd YES	County Adjuster STAMPONE  -----  -----

**Also Attending:** Talisa A. Coleman, Director  
Flavio Rivera, Fiscal Officer  
Thania Melo, Human Resource Manager  
Albert Buglione, Special Counsel/Outside Counsel  
April Carter, Administrative Assistant

**@ 9:00 A.M.**

**Also Attending:**  
 Talisa A. Coleman, Director  
 Flavio Rivera, Fiscal Officer  
 Thania Melo, Human Resource Manager  
 Albert Buglione, Special Counsel/Outside Counsel  
 April Carter, Administrative Assistant

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

**THURSDAY, MARCH 23, 2023**

**@ 9:00 A.M.**

**Meeting began: A.M. 9:06AM**

12H.	<p><b>Community Relations Committee - (Informational)</b></p> <ol style="list-style-type: none"> <li><u>March 3, 2023</u> Hearts of Hannah Teams Meeting with Director Kelley Moss-Brown.</li> <li><u>March 10, 2023</u> PCB of Chosen Commissioners Public Service Conference Planning Meeting 401 Grand Street (Conference Room)</li> </ol>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
------	---	-------------	--------------	----------------	----------------	----------------	----------------	-------------------	------------	--------------------------

**Also Attending:** Talisa A. Coleman, Director  
 Flavio Rivera, Fiscal Officer  
 Thania Melo, Human Resource Manager  
 Albert Buglione, Special Counsel/Outside Counsel  
 April Carter, Administrative Assistant



**PASSAIC COUNTY BOARD OF SOCIAL SERVICES**  
**THE REGULAR MONTHLY MEETING OF THE BOARD**  
**THURSDAY, MARCH 23, 2023**  
**@ 9:00 A.M.**

Meeting began: A.M. 9:06AM

	3. <u>March 13, 2023</u> Preparation for Passaic County Cancer Taskforce Meeting	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
13.	<b>Counsel Monthly Report (Informational)</b> 1. Legal Counsel Report February 1-February 28, 2023 a.) Child Support Hearings b.) Institutional Medicaid Hearings	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
14.	<b>Communications - (No Report)</b>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
15.	<b>New Business (None)</b> 1. Proclamation for Service Department Retiree Ms. Margaret Tuchler, PCBSS Service Department, Administrative Supervisor of Social Work; 41 years of service. <b>Commissioner Kathleen Donnelly</b> <b>County Commissioner John Bartlett</b>	COMM. AHMED YES	COMM. ALSTON	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE
16.	<b>Old Business (None)</b>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE

**Also Attending:** Talisa A. Coleman, Director  
 Flavio Rivera, Fiscal Officer  
 Thania Melo, Human Resource Manager  
 Albert Buglione, Special Counsel/Outside Counsel  
 April Carter, Administrative Assistant

PASSAIC COUNTY BOARD OF SOCIAL SERVICES  
THE REGULAR MONTHLY MEETING OF THE BOARD  
THURSDAY, MARCH 23, 2023  
@ 9:00 A.M.

Meeting began: A.M. 9:06AM

17.	Adjournment 9:40AM  Commissioner Kathleen Donnelly County Commission John Bartlett	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT 2nd YES	COMM. CUADRADO  YES	COMM. DONNELLY 1st YES	COMM. FRIERSON -----	COUNTY COMM JAMES  YES	REV. MAVEN  YES	County Adjuster STAMPONE -----
-----	---	-----------------------	--------------------------	---------------------------------	------------------------------	---------------------------------	----------------------------	------------------------------------	--------------------------	---

EXECUTIVE/ CLOSED SESSION

MEETING ADJOURNED-9:40AM

Also Attending: Talisa A. Coleman, Director  
Flavio Rivera, Fiscal Officer  
Thania Melo, Human Resource Manager  
Albert Buglione, Special Counsel/Outside Counsel  
April Carter, Administrative Assistant

# **Passaic County Board of Social Services**

**Resolution No. 2023-03-00**

## **A RESOLUTION AUTHORIZING AN AGREEMENT WITH DELL, INC. FOR ADDITIONAL MICROSOFT LICENSES**

**WHEREAS** the Passaic County Board of Social Services requires the continued services of a software licenses; and

**WHEREAS**, the Passaic County Board of Social Services is desirous of obtaining not more than fifty (50) Microsoft licenses through Dell, Inc.; and

**WHEREAS**, The cost to purchase the licenses shall not exceed \$22,488.50; and

**WHEREAS**, the Executive Director has determined the need to purchase the licenses from Microsoft 365 Product Suite through Dell, Inc. a New Jersey Software Contract 20-Tele-01510; and

**NOW THEREFORE BE IT RESOLVED**, the board of Commissioners of the Passaic County Board of Social Services authorizes the execution of an agreement with Dell, Inc. to purchase Microsoft 365 Product Suit License as needed, but not to exceed \$22, 488.50 or 50 licenses; and

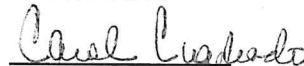
**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday March 23, 2023

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

# **Passaic County Board of Social Services**

**Resolution No. 2023-03-01**

## **A RESOLUTION AUTHORIZING THE PURCHASE OF HEADPHONES FROM AMAZON**

**WHEREAS**, the Passaic County Board Social Services is desirous of entering into an agreement with Amazon for the purchase of headphones; and

**WHEREAS**, the Executive Director has determined there is a need for headphones which is best facilitated through those offered by Amazon; and

**WHEREAS**, the purchase of said headphones shall not exceed 410 units or \$15,370.90, which is below the bid threshold; and

**NOW THEREFORE BE IT RESOLVED**, that the board of Commissioners of the Passaic County Board of Social Services authorizes the purchase of headphones, not to exceed \$15,370.90.; and

**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board of Social Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday March 23, 2023

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman



# **Passaic County Board of Social Services**

**Resolution No. 2023-03-02**

## **A RESOLUTION AUTHORIZING THE HIRING OF ONE PART-TIME SEASONAL HSS4 WORKER**

**WHEREAS** the Passaic County Board of Social Services is in need of hiring one (1) part time HSS4 worker; and

**WHEREAS** interviews were conducted for the part-time position of HSS4 worker; and

**WHEREAS** it is by the recommendation of the Executive Director that the annexed supplement setting forth the name of the part time seasonal HSS4 worker be appointed effective on or after March 16, 2023; and

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the hiring of the foregoing applicant as part-time seasonal HSS4 worker; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the employee of his/her appointment with the Passaic County Board of Social Services on or after March 16, 2023; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel file of the employee.

**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday March 23, 2023.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

# **Passaic County Board of Social Services**

**Resolution No. 2023-03-03**

## **A RESOLUTION AUTHORIZING THE HIRING OF TEN PART-TIME SEASONAL CLERKS**

**WHEREAS** the Passaic County Board of Social Services is in need of hiring ten (10) part time seasonal clerk; and

**WHEREAS** interviews were conducted for the part-time seasonal positions of Clerk; and

**WHEREAS** it is by the recommendation of the Executive Director that the attached supplement setting for the names of the part time seasonal Clerks be appointed effective on or after March 16, 2023; and

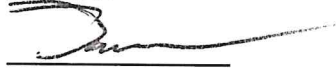
**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the hiring of the foregoing part time seasonal Clerks; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the applicant of their appointments with the Passaic County Board of Social Services on or after March 16, 2023; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel files of the employees.

**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday March 23, 2023.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

**Passaic County Board of Social Services**  
**Resolution No. 2023-03-04**

**A RESOLUTION AUTHORIZING THE HIRING OF ONE ACCOUNT**  
**CLERK/PAYROLL**

**WHEREAS** the Passaic County Board of Social Services has the need to hire 1 Account Clerk/Payroll; and

**WHEREAS** the position of Account Clerk/Payroll was duly posted and advertised by the Passaic County Board of Social Services; and

**WHEREAS** interviews were conducted for the Account Clerk/Payroll position; and

**WHEREAS** it is by the recommendation of the Executive Director that Elizabeth Martorell be hired in the Account Clerk/Payroll effective on or after 03/16/23.

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves of the hiring Elizabeth Martorell to Account Clerk/Payroll effective on or after 03/16/23; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the applicant of her employment with the Passaic County Board of Social Services effective on or after 03/16/23; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel file of the new employee; and


**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board of Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday March 23, 2023.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

# **Passaic County Board of Social Services**

**Resolution No. 2023-03-05**

## **A RESOLUTION AUTHORIZING THE PERMANENT APPOINTMENT TO THE TITLE OF CLERK MESSENGER**

**WHEREAS** the Passaic County Board of Social Services requires the appointment of the candidate to the permanent title Clerk Messenger; and

**WHEREAS** interviews were conducted for the position of Clerk Messenger; and

**WHEREAS** it is by the recommendation of the Executive Director that Andre Anderson be appointed to the permanent position of Clerk Messenger, Range 8, Step 2 effective on or after April 16, 2023; and


**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the appointments of Andre Anderson to Clerk Messenger, Range 8, Step 2; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the employee of the permanent appointment with the Passaic County Board of Social Services on or after 4/16/23; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel file of the employee.

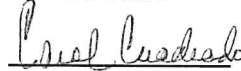
**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, March 23, 2023.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman



# **Passaic County Board of Social Services**

**Resolution No. 2023-03-06**

## **A RESOLUTION AUTHORIZING THE PERMANENT APPOINTMENT TO THE TITLE OF ADMINISTRATIVE SUPERVISOR OF SOCIAL WORK**

**WHEREAS** the Passaic County Board of Social Services requires the appointment of the candidate to the permanent title Administrative Supervisor of Social Work; and

**WHEREAS** interviews were conducted for the position of Administrative Supervisor Social Work; and

**WHEREAS** it is by the recommendation of the Executive Director that Stacey Coleman be appointed to the permanent position of Administrative Supervisor Social Work effective on or after April 16, 2023; and

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the appointments of Stacey Coleman in accordance with the CSC listing PL22138, to permanent Administrative Supervisor Social Work; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the employee of the permanent appointment with the Passaic County Board of Social Services on or after 4/16/23; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel file of the employee.

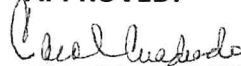
**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, March 23, 2023.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

# **Passaic County Board of Social Services**

**Resolution No. 2023-03-07**

## **A RESOLUTION AUTHORIZING THE PROVISIONAL PROMOTION TO THE TITLE OF HSS4**

**WHEREAS** the Passaic County Board of Social Services is in need of provisionally promoting 1 HSS4; and

**WHEREAS** interviews were conducted for the promotion to HSS4; and

**WHEREAS** it is by the recommendation of the Executive Director that Karan Patel be promoted to the provisional position of HSS4 effective on or after April 16, 2023; and

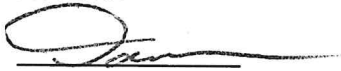
**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the promotion of the candidate; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the employee of the provisional promotion with the Passaic County Board of Social Services effective on or after 4/16/23; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel file of the employee.

**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, March 23, 2023.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

# **Passaic County Board of Social Services**

**Resolution No. 2023-03-08**

## **A RESOLUTION AUTHORIZING THE PERMANENT APPOINTMENT TO THE TITLE OF ADMINISTRATIVE SUPERVISOR FAMILY SERVICE**

**WHEREAS** the Passaic County Board of Social Services requires the appointment of the candidate to the permanent title Administrative Supervisor Family Service; and

**WHEREAS** interviews were conducted for the position of Administrative Supervisor Family Service; and

**WHEREAS** it is by the recommendation of the Executive Director that Glen Grimes be appointed to the permanent position of Administrative Supervisor Family Service effective on or after April 16, 2023; and

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the appointments of Glen Grimes in accordance with the CSC listing PL22138, to permanent Administrative Supervisor Family Service; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the employee of the permanent appointment with the Passaic County Board of Social Services on or after 4/16/23; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel file of the employee.

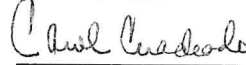
**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, March 23, 2023.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman



# Passaic County Board of Social Services

Resolution No. 2023-03-09

## A RESOLUTION AUTHORIZING THE PROVISIONAL PROMOTION TO THE TITLE OF SOCIAL WORK SPECIALIST

**WHEREAS** the Passaic County Board of Social Services is in need of provisionally promoting 1 Social Work Specialist; and

**WHEREAS** interviews were conducted for the promotion to Social Work Specialist; and

**WHEREAS** it is by the recommendation of the Executive Director that Tiara Tyson be promoted to the provisional position of Social Work Specialist effective on or after April 16, 2023; and

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the promotion of the candidate; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the employee of the provisional promotion with the Passaic County Board of Social Services effective on or after 4/16/23; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel file of the employee.

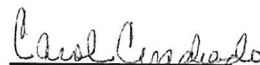
**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday March 23, 2023.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman



# **Passaic County Board of Social Services**

**Resolution No. 2023-03-10**

## **A RESOLUTION AUTHORIZING THE PROVISIONAL PROMOTION TO THE TITLE OF COMPUTER OPERATOR**

**WHEREAS** the Passaic County Board of Social Services is in need of provisionally promoting 1 Computer Operator; and

**WHEREAS** interviews were conducted for the promotion to Computer Operator; and

**WHEREAS** it is by the recommendation of the Executive Director that Jorge Toro be promoted to the provisional position of Computer Operator effective on or after April 16, 2023; and

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the promotion of the candidate; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the employee of the provisional promotion with the Passaic County Board of Social Services effective on or after 4/16/23; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel file of the employee.

**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, March 23, 2023.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

# **Passaic County Board of Social Services**

**Resolution No. 2023-03-11**

## **A RESOLUTION AUTHORIZING THE PERMANENT APPOINTMENT OF TWO (2) TO THE TITLE OF ASSISTANT ADMINISTRATIVE SUPERVISOR FAMILY SERVICE**

**WHEREAS** the Passaic County Board of Social Services requires the appointment of two (2) candidates to the permanent title Assistant Administrative Supervisor Family Service; and

**WHEREAS** interviews were conducted for the positions of Assistant Administrative Supervisor Family Service; and

**WHEREAS** it is by the recommendation of the Executive Director that Jamisha Jenkins and Vanessa Chavez be appointed to the permanent position of Assistant Administrative Supervisor Family Service effective on or after April 16, 2023; and

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the appointments of Jamisha Jenkins and Vanessa Chavez in accordance with the CSC listing PL22138, to permanent Assistant Administrative Supervisors Family Service; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to notify the employee of the permanent appointment with the Passaic County Board of Social Services on or after 4/16/23; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel files of the employees.

**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, March 23, 2023.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman