

ORDER OF BUSINESS

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

REGULAR MEETING OF THE BOARD
THURSDAY, JULY 27, 2023
9:00 A.M.

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1. **CALL OF MEETING TO ORDER – MS TEAMS LIVE STREAM PLATFORM**
 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, has scheduled its regularly monthly meeting for July 2023 to occur on: **Thursday, July 27, 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 9:00AM – 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 **July 27, 2023 @ 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 MS Teams Platform. The first is via live video through MS Teams, with the login information being: <https://www.microsoft.com/en-us/microsoft-teams/log-in> with meeting ID of : 281 040 495 382 and passcode: L4p34a. The second will be via a call-in telephone number connected to the MS Teams platform: 1-872-215-1406, with phone conference ID of: 165 252 212#. The public will also have an opportunity to speak during the “public portion of this meeting,” through both the MS Teams Live Stream Platform and the MS Teams 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).

5. **APPROVAL OF MINUTES** – June 22, 2023

6. **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:

6/01/2023-6/15/2023 CK# 305760-305765 \$1,394,493.03 Payroll
6/16/2023-6/30/2023 CK# 305766-305771 \$1,396,169.14 Payroll
- C. Clearing Account Transactions (recoveries) relating to the Food Stamp, Medicaid, and General Assistance Programs. (Confidential)

7. **ASSISTANCE**

- A. Motion to approve categorical assistance payments for August 1, 2023: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.
- B. Funeral Grants
 - Total Funeral Home Payments: \$ 187,101.00
 - Total Cemetery Payments: \$ 27,616.00

8. **SUSPEND REGULAR ORDER OF BUSINESS (Motion Required)**

9. **PUBLIC PORTION**

10. **RESUME REGULAR ORDER OF BUSINESS (Motion Required)**

11. **DEPARTMENTAL REPORTS (Informational)**

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

12. **COMMITTEE REPORTS**

- A. **Executive Committee – Commissioner Carol Cuadrado, Chairwoman (Informational).**
 - 1. Case Statistics
 - 2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics June 2023
 - 3. DMHAS
 - 4. DFD updates
 - 5. Resolution to Expand the Pool for Outside Legal Counsel, Litigation and Conflict

- B. **Education Leave Committee – Commissioner Cuadrado, Chairwoman (No Report).**
- C. **Personnel Committee – Commissioner Cuadrado, Chairwoman (Approval Needed).**

- Confidential Report
- Non-Confidential Report

D. Good and Welfare Committee – Commissioner Ahmed, Chairwoman (No report).

E. Welfare Fraud & Abuse Committee – (Informational).

- **Fraud Statistics Included in the Abacus Department Report (11A)**

F. Building & Grounds Committee – Commissioner Alston (**Informational**)

Monthly Report

1. Maintaining safety and order. A request for additional sheriff officers has been made to the undersheriff.
2. Cameras are near completion at 80 Hamilton Street office.
3. The county has asked for the removal and replacement of the molded carpet in the Haskell office. RFS is in the process of providing a quote for carpet removal and replacement

G. **Finance Committee – Commissioner Rev. Maven, Secretary Treasurer (Approval Needed).**

I. Monthly Expenditures

All monthly expenditures are of a routine nature.

II. Federal Share Fringe Benefits, Allowance In Lieu of Rent and Indirect Costs for the Quarter Ending March 31, 2023

The form WFNJ-618 Cost allocation was received from the Division of Family Development for the quarter ending March 31, 2023. This was used to calculate the federal share of Fringe Benefits, Allowance in Lieu of Rent and Indirect Costs due the County of Passaic.

Federal Share Fringe Benefits 1/01/2023– 3/31/2023	\$2,867,569.85
Federal share Allowance in Lieu of Rent 1/01/2023 – 3/31/2023	38,986.69
Total due the County of Passaic	\$2,906,557.00

Recommendation is to approve payment to the County of Passaic in the amount of \$2,906,556.54

III. Resolution applying and accepting administrative grant funds from the Low Income Home Energy Assistance Program.

This is a yearly allocation to PCBSS to assist in the accurate input of verified client information into the family Assistance Management Information System (FAMIS). The grant amount for 2023 is \$34,890.00 and we recommend the acceptance of such funds.

IV. Resolution applying and accepting administrative grant funds for the Universal Service Fund.

This is a yearly allocation to PCBSS to assist in the accurate input of verified client information into the family Assistance Management Information System (FAMIS). The grant amount for 2023 is \$23,260.00 and we recommend the acceptance of such funds.

V. Payment to "Treasurer State of New Jersey", for Data Processing and Electronic Benefits for the Quarter Ended 6/30/2023.

The data processing and electronic benefits transfer billing statement for the quarter ending June 30, 2023 is \$241,643.00.

Recommendation is to approve payment to the Treasurer State of New Jersey in the amount of \$241,643.00.

VI. Resolution authorizing the purchase of additional services from ADP for the purpose of managing and modernizing our time and attendance.

The estimated yearly cost of the additional services as per the quote received from ADP is \$28,464.00 per year.

Recommendation is to approve the request to acquire the additional services from ADP in order to improve many aspects of our time and attendance operation.

H. Community Relations Committee – Commissioner Rev. Maven, Secretary Treasurer

- **Community Outreach Monthly Activity Report** (No Report)
John Currie, Chief Community Organization

13. **COUNSEL'S MONTHLY REPORT – (Informational).**

1. Legal Counsel Report June 1-June 30, 2023

- a.) Child Support Hearings
- b.) Institutional Medicaid Hearings

14. **COMMUNICATIONS – (None).**

15. **NEW BUSINESS – (None)**

16. **OLD BUSINESS –(None)**

17. **ADJOURNMENT**