

**ORDER OF BUSINESS**

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

**REGULAR MEETING OF THE BOARD  
THURSDAY, SEPTEMBER 28, 2023  
9:00 A.M.**

- 
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 September 2023 to occur on: **Thursday, September 28, 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](mailto:info@PCBSS.org) stating your name, address, and matter to be addressed by the Board by no later than **September 28, 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 : 274 393 030 045 and passcode: 9M2AY8. 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: 527 516 328#. 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** – August 24, 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:
  - 8/01/2023-8/15/2023 CK# 58552485-58552485 \$1,378,514.14 Payroll
  - 8/16/2023-8/31/2023 CK# 58571580-58571584 \$1,400,200.14 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 October 1, 2023: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.
- B. Funeral Grants
  - Total Funeral Home Payments: \$ 191,028.00
  - Total Cemetery Payments: \$ 27,104.00

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

**COMMITTEE REPORTS****A. Executive Committee – Commissioner Carol Cuadrado, Chairwoman (Approval Needed).**

1. Case Statistics
2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics August 2023
3. DMHAS
4. DFD updates
5. SYNERGEX– Resolution for Renewal of SYNERGEX License Maintenance Agreement
6. A Resolution Authorizing Extension of POOL for outside Labor Counsel
7. OneTrac to go live October 1, 2023

**B. Education Leave Committee – Commissioner Cuadrado, Chairwoman (Approval Needed).**

1. 2023 New Jersey League of Municipalities Annual Conference

**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 Reports:**

1. Security at 80 Hamilton Street- Request for two additional Sheriff's Officers to be assigned to the agency.
2. Passaic Office at 114 Prospect Street- Process of installing cubicles has been initiated; acquisition of cubicles referred to Finance for approval.

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

All monthly expenditures are of a routine nature.



**II. Requesting approval to seek modification to the premises at 114 Prospect Street.**

We are asking the landlord to acquire cubicles and to make any necessary modifications facilitate the installation of cubicles. The landlord will purchase the cubicles, contract an electrician, and absorb any additional cost necessary.

1<sup>st</sup> Floor = 43 cubicles @ \$1,600 each = \$68,800.00 (actual)  
2<sup>nd</sup> floor = 33 cubicles @ \$1,600 each = \$52,800.00 (actual)  
3<sup>rd</sup> floor = 10 cubicles @ \$1,600 each = \$16,000.00 (estimate)

Estimate for electrical work \$12,500.00

Removal of glass enclosure \$800

Manage Installation/Supervision \$2,500.00

Recommendation is to approve modification to improve work environment for the employees in Passaic office for a cost not to exceed \$153,400.00

**III. Requesting authorization to purchase computers and other equipment utilizing Snap Grant Funds.**

50 HP Computer Workstation	= \$66,993.00
100 LED Monitors	= \$17,584.00
50 HP Care Pack	= \$4,864.00
15 Fujitsu ScanSnap IX 1600	= \$ 7,740.00
8 Fujitsu FI-8170- Doc. Scanner	= \$ 8,808.00

Recommendation is to approve the purchase of the equipment above from state vendor SHI.

**IV. Renewing Property, Auto, Crime, Inland Marine, Excess Liability insurance from Nathan Lane in the amount of \$34,493.00**

Recommendation is to approve the renewal of insurance.

**V. Requesting approval to make the Supplemental Security Income Payment in the amount of \$182,000.00.**

Recommendation is to approve payment to Treasurer State of NJ for the quarter ending September 30, 2023.

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

- Community Outreach Monthly Activity Report (Informational)  
John Currie, Chief Community Organization

1. August 31, 2023 Back to School Event  
Botany Village - Clifton Satellite Office
2. September 8, 2023 Botany Village – Health Table Monthly event
3. September 22, 2023 Senior Center Event – Senior Barbeque  
Clifton Health and Human Services
4. September 30, 2023 Brooks Sloate Terrace Cooperative  
Annual Shareholders Community Event

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

1. Legal Counsel Report August 1-August 31, 2023

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

14. **COMMUNICATIONS – (None).**

15. **NEW BUSINESS – (None)**

16. **OLD BUSINESS –(None)**

17. **ADJOURNMENT**