

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

August 24, 2023

The regular meeting of the Passaic County Board of Social Services was held on Thursday, August 24, 2023 at 80 Hamilton Street, Paterson, New Jersey.

PLEASE NOTE: THIS MEETING WAS HELD VIA MS TEAMS LIVE STREAM

PUBLIC NOTICE

TAKE NOTICE the Passaic County Board of Social Services, has scheduled its regularly monthly meeting for August 2023 to occur on: **Thursday, August 24, 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 **August 24, 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 MS TEAMS Platform. The first is via live video through MS TEAMS, with the call-in information being: <https://www.microsoft.com/en-us/microsoft-teams/log-in> with meeting ID of: 216 630 625 432 and passcode: 25RfQ6. The second will be via a call-in telephone number, which will be: 872-215-1406 with telephone conference ID of: 483 992 207#. The public will also have an opportunity to speak during the “public portion of this meeting,” through both formats – 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 9:03 A.M.

Present:

Commissioner Carol Cuadrado, Chairwoman
Commissioner Dr. Jabeen Ahmed, Vice Chairwoman
Commissioner Kathleen A. Donnelly, Assistant Secretary Treasurer
Commissioner Marilyn Frierson
County Adjuster Domenick Stampone
County Commissioner John Bartlett

Also

Present:

Talisa Coleman, Executive Director
April L. Carter, Executive Secretary
Thania Melo, Human Resource Manager
Albert Buglione, Special/Outside Counsel

Motion was made by Commissioner Jabeen Ahmed, seconded by Commissioner Kathleen Donnelly, that the minutes of the Board Meeting held July 27, 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 Kathleen Donnelly, seconded by County Adjuster Domenick Stampone. Motion unanimously carried on roll call.

- 6B Ratification of payments made for payrolls:

7/01/2023-7/15/2023 CK# 58512272, 58512089, 58512093 \$1,442,251.23 Payroll
7/16/2023-7/31/2023 CK# 58531310-58531321 \$1,378,085.01 Payroll

Motion to ratify payrolls made by Commissioner Kathleen Donnelly, seconded by County Adjuster Dominic Stampone. Motion unanimously carried on roll call.

- 6C Motion was made by Commissioner Kathleen Donnelly, seconded by County Adjuster Domenick Stampone 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 Marilyn Frierson, that the Board approved payment of categorical assistance for September 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 Marilyn Frierson, 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 Kathleen Donnelly, seconded by County Commissioner John Bartlett. 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 Kathleen Donnelly, seconded by Commissioner Dr. Jabeen Ahmed. 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

Copies of the informational Executive Report were provided to the Board and are attached hereto and made a part of these minutes (Informational)

1. Case Statistics
2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics July 2023
3. DMHAS
4. DFD updates

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. Security at 80 Hamilton Street- Plan the utilization of the ground floor due to the increasing numbers of clients visiting the agency.
2. Passaic Office at 114 Prospect Street- Options to acquire refurbished cubicles from BFI.

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 Marilyn Frierson. Motion unanimously carried on roll call.

I. Monthly Expenditures

All monthly expenditures are of a routine nature.

**II. Lease rider to lease agreement with RMD Properties LLC for
114 Prospect Street, Passaic, NJ (Resolution attached).**

Due to changes to the usage of some of the storage space we would like to make the following modification to the existing lease agreement.

FROM:	TO:
Office Space 25,805 Sq Ft.	(No Change)
Storage Space 6,432 Sq. Ft.	2,332 Sq. Ft.
Mixed Used 0	4,100 Sq. Ft.

We have changed the use of 4,100 Square feet of storage space to mixed used. This change will increase rent by an additional monthly amount of \$1,708.

The recommendation is to approve the Lease agreement modification.

COMMUNITY RELATIONS (Informational)

July 21, 2023	Vendor Table at Botany Village Clifton Satellite Office
July 25, 2023	Passaic County Tuesdays in the Plaza 71 Hamilton Street, Paterson, NJ
August 10-13, 2023	Passaic County Fair – Table Vendor Garret Mountain, Woodland Park, NJ
August 18, 2023	Botany Village Table Event Clifton Satellite Office
August 19, 2023	New Creech Temple Community Day Outreach 223-235 Hamilton Avenue, Paterson, NJ
August 26, 2023	Love Thy Neighbor Community Event Vera-Ames Garnes Community Park, Paterson, NJ

COUNSEL'S REPORT

A copy of the Counsel report as forwarded to all Board members (Informational). A copy is attached hereto and made a part of these minutes.

1. Legal Counsel Report-Hearings-July 1-July 31, 2023

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

COMMUNICATIONS (None)

NEW BUSINESS- (None)

OLD BUSINESS- (None)

ADJOURNMENT

Motion for adjournment made by Commissioner Kathleen Donnelly, seconded by Commissioner Jabeen Ahmed. Motion unanimously carried on roll call.

*****MEETING CONCLUDED – 9:18 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, AUGUST 24, 2023
@ 9:00 A.M.

Meeting began: A.M. 9:03AM

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.	Roll Call	COMM. AHMED PRESENT	COMM. ALSTON ABSENT	COMM. BARTLETT PRESENT	COMM. CUADRADO PRESENT	COMM. DONNELLY PRESENT	COMM. FRIERSON PRESENT	COUNTY COMM. JAMES ABSENT	REV. MAVEN ABSENT	County Adjuster STAMPONE PRESENT
4.	Statement of Compliance with Open Public Meetings Act	-	-	-	-	-	-	-	-	-
5.	*Approval of Minutes* Monthly Board Meeting <u>July 27, 2023</u> Commissioner Jabeen Ahmed Commissioner Kathleen Donnelly	COMM. AHMED 1st YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE YES
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 payroll	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE 2nd YES

Also Attending: Talisa A. Coleman, Director
Thania Melo, Human Resource Manager
Albert Buglione, Special Counsel/Outside Counsel
April Carter, Executive Secretary

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
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	7/01/2023-7/15/2023 CK# 58512272,58512089,58512093 \$1,442,251.23 7/16/2023-7/31/2023 CK# 58531310-5853121, \$1,378,085.01 C. Clearing Account Transactions (recoveries) relating to the Food Stamp, Medicaid, and General Assistance Programs. (Confidential) Commissioner Kathleen Donnelly County Adjuster Domenick Stampone	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON 2nd YES	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE YES
7.	Assistance A. Motion to approve categorical assistance payments for September 1, 2023: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance. B. Funeral Grants Commissioner Kathleen Donnelly Commissioner Marilyn Frierson	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON 2nd YES	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE YES
8.	Suspend Regular Order of Business (Motion Required) 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 2nd YES	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE YES

Also Attending: Talisa A. Coleman, Director

Thania Melo, Human Resource Manager

Albert Buglione, Special Counsel/Outside Counsel

April Carter, Executive Secretary

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9.	Public Portion (None)																	
10.	Resume Regular Order of Business (Motion Required) 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 YES	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE YES								
11.	Departmental Reports (Informational) A. Abacus Department B. Property and Resources Department C. Training Department D. Child Support Department	COMM. AHMED -----	COMM. ALSTON -----	COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE -----								
12A.	Committee Reports Executive Committee (Informational) 1. Case Statistics 2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics July 2023-(Informational) 3. DMHAS 4. DFD Updates (Informational)	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
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PASSAIC COUNTY BOARD OF SOCIAL SERVICES
THE REGULAR MONTHLY MEETING OF THE BOARD

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@ 9:00 A.M.

Meeting began: A.M. 9:03AM

12B.	Educational Leave Committee (No Report)	COMM. AHMED -----	COMM. ALSTON -----	COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE -----
12C.	Personnel Committee (Approval Needed) <ul style="list-style-type: none"> • Confidential Report • Non-Confidential Report • Commissioner Carol Cuadrado Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE YES

Also Attending: Talisa A. Coleman, Director
Thania Melo, Human Resource Manager
Albert Buglione, Special Counsel/Outside Counsel
April Carter, Executive Secretary

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

THURSDAY, AUGUST 24, 2023

@ 9:00 A.M.

Meeting began: A.M. 9:03AM

12D.	<u>Good & Welfare Committee (No Report)</u>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
12E.	<u>Welfare Fraud & Abuse Committee</u> <u>Fraud Statistics Included in the Abacus</u> <u>Dept. Report 11A (Informational)</u>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
12F.	<u>Building & Grounds Committee</u> (Informational) 1. Security at 80 Hamilton Street- utilization of ground floor 2. Passaic Office at 114 Prospect Street- Options to acquire refurbished cubicles from BFI.	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE

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Thania Melo, Human Resource Manager
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Meeting began: A.M. 9:03AM

12G.	<p><u>Finance Committee (Approval Needed)</u></p> <p><u>I. Monthly Expenditures</u></p> <p>All monthly expenditures are of a routine nature.</p> <p><u>II. Lease rider to lease agreement with RMD Properties LLC for 114 Prospect Street, Passaic, NJ (Resolution attached).</u></p> <p>Due to changes to the usage of some of the storage space we would like to make the following modification to the existing lease agreement.</p> <p align="center">FROM: TO:</p> <p>Office Space 25,805 Sq Ft. (No Change)</p> <p>Storage Space 6,432 Sq. Ft. 2,332 Sq. Ft.</p> <p>Mixed Used 0 4,100 Sq. Ft.</p> <p>We have changed the use of 4,100 Square feet of storage space to mixed used. This change will increase rent by an additional monthly amount \$1,708.</p> <p>The recommendation is to approve the Lease agreement modification.</p> <p>Commissioner Kathleen Donnelly Commissioner Marilyn Frierson</p>	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON 2nd YES	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE YES
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Also Attending: Talisa A. Coleman, Director
 Thanina Melo, Human Resource Manager
 Albert Buglione, Special Counsel/Outside Counsel
 April Carter, Executive Secretary

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

THURSDAY, AUGUST 24, 2023

@ 9:00 A.M.

Meeting began: A.M. 9:03AM

12H.	<p>Community Relations Committee - (Informational)</p> <p><u>July 21, 2023</u> Clifton Satellite Office</p> <p><u>July 25, 2023</u> 71 Hamilton Street, Paterson, NJ</p> <p><u>August 10-13, 2023</u> Passaic County Fair - Table Vendor Garret Mountain, Woodland Park, NJ</p> <p><u>August 18, 2023</u> Botany Village Table Event Clifton Satellite Office</p> <p><u>August 19, 2023</u> New Crech Temple Community Day Outreach 223-235 Hamilton Avenue, Paterson, NJ</p> <p><u>August 26, 2023</u> Love Thy Neighbor Community Event Vera-Ames Garnes Community Park, Paterson, NJ</p>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
13.	<p>Counsel Monthly Report (Informational)</p> <p>1. Legal Counsel Report July 1-July 31, 2023</p> <p>a.) Child Support Hearings</p> <p>b.) Institutional Medicaid Hearings</p>	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
Thania Melo, Human Resource Manager
Albert Buglione, Special Counsel/Outside Counsel
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14.	Communications - (No Report)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
15.	New Business (No Report)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
16.	Old Business (None)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
17.	Adjournment 9:18AM Commission Kathleen Donnelly Commissioner Jabeen Ahmed	COMM. AHMED 2nd YES	COMM. ALSTON YES	COMM. BARTLETT	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON YES	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE

EXECUTIVE/ CLOSED SESSION

Also Attending: Talisa A. Coleman, Director
Thania Melo, Human Resource Manager
Albert Buglione, Special Counsel/ Outside Counsel
April Carter, Executive Secretary

Passaic County Board of Social Services

Resolution No. 2023-08-00

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT BETWEEN RMD PROPERTIES, LLC, AND THE PASSAIC COUNTY BOARD OF SOCIAL SERVICES

WHEREAS the Passaic County Board of Social Services requires various office locations to best serve the needs of the citizens of Passaic County; and

WHEREAS the Passaic County Board of Social Services currently enjoys a lessor/ lessee business relationship with the RMD Properties, LLC; and

WHEREAS, an increase and apportionment in the rent due to a conversion from 5,432 square feet of storage space to 2,332 storage space at \$10.50 psf and 4,100 of mixed-use space at \$15.50 psf as set forth in that which has been annexed as **Exhibit "A"**; and

WHEREAS it is by the recommendation of the Executive Director that the Passaic County Board of Social Services Amends the current Agreement, as set forth above and as set forth as **Exhibit "A"** attached hereto for reference for the duration of the lease term which is through May 31, 2031.

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the Amendment to the lease with RMD Properties, LLC for the terms and conditions as set forth herein; and

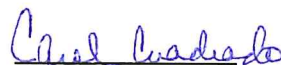
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, August 24, 2023.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman