

ORDER OF BUSINESS

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

**REGULAR MEETING OF THE BOARD
THURSDAY, OCTOBER 26, 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 October 2023 to occur on: **Thursday, October 26, 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 **October 26, 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 : 254 306 437 527 and passcode: 6A8fRY. 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: 642 693 370#. 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** – September 28, 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:

9/01/2023-9/15/2023 CK# 58592420-58592423	\$1,377,235.84 Payroll
9/16/2023-9/30/2023 CK# 58609676-58609683	\$1,378,434.22 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 November 1, 2023: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.

B. Funeral Grants

▪ Total Funeral Home Payments:	\$ 202,189.00
▪ Total Cemetery Payments:	\$ 31,998.00

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
September 2023
3. DMHAS
4. DFD updates
 - a.) Waiver Extensions
 - b.) OneTrac
5. November 2023 Calendar of Events (Informational; see attached)
6. October 2023 Agency Newsletter: The Social Tid-Bit (Informational; see attached)
7. RFQ: General Counsel (Informational)
8. RFQ: Resolution Creating a Pool of Qualified Outside Legal Counsel, Labor, Litigation, and Conflict (Approval Needed)

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 (Approval Needed)**Monthly Reports:**

1. Watercoolers for Paterson Office (80 Hamilton Street)- Request to enter a 36-month contract with DS Business Life Simplified for 4 water coolers.
2. Security
3. Paterson Office Reception-Medicaid Line created.
4. Passaic Office (114 Prospect Street)- Completion of Cubicle Installation on 1st and 2nd floors.
5. Passaic Office Changes
 - a.) Hours of Operation: Start Time change: 8:00AM
 - b.) Ticketing machine implemented for Income Maintenance area of the building.

- 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 June 30, 2023

The form WFNJ-618 Cost allocation was received from the Division of Family Development for the quarter ending June 30, 2023. This was used to calculate the federal share of Fringe Benefits, Allowance in Lieu of Rent and Indirect Costs due to the County of Passaic.

Federal Share Fringe Benefits 3/01/2023– 6/30/2023	\$2,907,831.18
Federal share Allowance in Lieu of Rent 3/01/2023 – 6/30/2023	39,389.89
Total due the County of Passaic	\$2,947,221.07

Recommendation is to approve payment to the County of Passaic in the amount of \$2,947,221.07

III. Payment to “Treasurer State of New Jersey”, for Data Processing and Electronic Benefits for the Quarter Ended 9/30/2023.

The data processing and electronic benefits transfer billing statement for the quarter ending September 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.

IV. The December 31, 2021 Independent Auditor’s Report.

Our independent Auditors have finalized the December 31, 2021 audit of the Passaic County Board of Social Services. Copies of the audit have been received by our Board of Commissioners and action should be taken certifying that the audit has been reviewed and are familiar with, as a minimum, the sections of the Annual Audit Entitled “Comments and Recommendations”.

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

▪ **Community Outreach Monthly Activity Report (Informational)**

John Currie, Chief Community Organization

1. **October 07, 2023** Paterson Public Schools Welcome Kick Off
John F. Kennedy High School

13. **COUNSEL'S MONTHLY REPORT – (Informational).**
 1. Legal Counsel Report September 1-September 30, 2023
 - a.) Child Support Hearings
 - b.) Institutional Medicaid Hearings
14. **COMMUNICATIONS – (None).**
15. **NEW BUSINESS – (None)**
16. **OLD BUSINESS –(None)**
17. **ADJOURNMENT**