

# PASSAIC COUNTY BOARD OF SOCIAL SERVICES

October 26, 2023

The regular meeting of the Passaic County Board of Social Services was held on Thursday, October 26, 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 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](mailto: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 call-in 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, which will be: 872-215-1406 with telephone conference ID of: 642 693 370#. 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 9:05 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 Marilyn Frierson  
County Commissioner John Bartlett  
County Commissioner Bruce James

## Also

## Present:

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

Motion was made by Commissioner Kathleen Donnelly, seconded by Commissioner Jabeen Ahmed that the minutes of the Board Meeting held September 28, 2023, be approved as submitted. Motion unanimously carried on roll call.

**ADMINISTRATION**

6A Director's Financial Report including Administrative Bills, Medical Transportation and Childcare Payments: Motion to approve payments included in the Director's Financial Report as presented to the Board made by Commissioner Kathleen Donnelly, seconded by Commissioner Marilyn Frierson. Motion unanimously carried on roll call.

6B Ratification of payments made for payrolls:

9/01/2023-9/15/2023 CK# 58592420-58592423	\$1,377,235.84 Payroll
9/16/2023-9/30/2023 CK# 58509676-58609683	\$1,378,434.22 Payroll

Motion to ratify payrolls made by Commissioner Kathleen Donnelly, seconded by Commissioner Marilyn Frierson. Motion unanimously carried on roll call.

6C Motion was made by Commissioner Kathleen Donnelly, seconded by Commissioner Marilyn Frierson 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 Rev. Douglas Maven, that the Board approved payment of categorical assistance for November 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 Rev. Douglas Maven, 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 Rev. Douglas Maven, 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 County Commissioner John Bartlett, seconded by Commissioner Kathleen Donnelly. 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**

Motion was made by Commissioner Carol Cuadrado to approve the Executive Committee report, seconded by Commissioner Rev. Douglas Maven. Motion unanimously carried on roll call.

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)

**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 Marilyn Frierson. 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** (Approval Needed)

Motion was made by Commissioner Kathleen Donnelly to approve the Building and Grounds Committee Report, seconded by Commissioner Marilyn Frierson. Motion unanimously carried on roll call.

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.

- a.) Hours of Operation: Start Time change: 8:00AM
- b.) Ticketing machine implemented for Income Maintenance area of the building.

**FINANCE COMMITTEE** (Approval Needed)

Motion to approve the Finance Committee Report was made by Commissioner Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

**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”.

**V. 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 in the amount of \$34,493.00.

**VI. 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.

**COMMUNITY RELATIONS** (Informational)

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

**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-September 1-September 30, 2023
  - a.) Child Support
  - b.) Institutional Medicaid Hearings

**COMMUNICATIONS** (None)

**NEW BUSINESS-** (None)

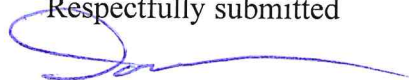
**OLD BUSINESS-** (None)

**ADJOURNMENT**

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

\*\*\*\*\*MEETING CONCLUDED – 9:39 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, OCTOBER 26, 2023**  
**@ 9:00 A.M.**

Meeting began: A.M. 9:05AM

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 Oath of Allegiance to the Flag	✓	X	✓	✓	✓	✓	✓	✓	X
2.										
3.	<b>Roll Call</b>	COMM. AHMED PRESENT	COMM. ALSTON ABSENT	COMM. BARTLETT PRESENT	COMM. CUADRADO PRESENT	COMM. DONNELLY PRESENT	COMM. FRIERSON PRESENT	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 September 28, 2023	COMM. AHMED 2nd YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE -----
	Commissioner Kathleen Donnelly Commissioner Jabeen Ahmed									
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)  B. Ratification of payroll 9/01/2023-9/15/2023 CK# 58592420- 58592423 \$1,377,235.84 Payroll 9/16/2023-9/30/2023 CK# 58509676- 58609683 \$1,378,434.22 Payroll	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON 2nd YES	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE 2nd -----

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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES**  
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	Commissioner Kathleen Donnelly Commissioner Marilyn Frierson									
7.	<b>Assistance</b>  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  Commissioner Kathleen Donnelly Commissioner Rev. Douglas Maven	COMM. AHMED  YES	COMM. ALSTON  -----	COMM. BARTLETT  YES	COMM. CUADRADO  YES	COMM. DONNELLY 1st YES	COMM. FRIERSON  YES	COUNTY COMM JAMES  YES	REV. MAVEN 2nd YES	County Adjuster STAMPONE  -----
8.	<b>Suspend Regular Order of Business</b> (Motion Required)  Commissioner Rev. Douglas Maven County Commissioner John Bartlett	COMM. AHMED  YES	COMM. ALSTON  -----	COMM. BARTLETT 2nd YES	COMM. CUADRADO  YES	COMM. DONNELLY  YES	COMM. FRIERSON  YES	COUNTY COMM JAMES  YES	REV. MAVEN 1st YES	County Adjuster STAMPONE  -----
9.	Public Portion (None)									
10.	<b>Resume Regular Order of Business</b> (Motion Required)  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  YES	COUNTY COMM JAMES  YES	REV. MAVEN  YES	County Adjuster STAMPONE  -----
11.	<b>Departmental Reports</b> (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  -----

**Also Attending:** Talisa A. Coleman, Director  
 Thania Melo, Human Resource Manager  
 Albert Buglione, Special Counsel/Outside Counsel  
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**PASSAIC COUNTY BOARD OF SOCIAL SERVICES**  
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12A.	<div>Committee Reports</div> <div>Executive Committee (Approval Needed)</div> <div>1. Case Statistics</div> <div>2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics September 2023.</div> <div>3. . DMHAS</div> <div>4. DFD updates</div> <div>    a) Waiver Extensions</div> <div>    b) OneTrac</div> <div>5. November 2023 Calendar of Events (Informational; see attached)</div> <div>6. October 2023 Agency Newsletter: The Social Tid-Bit (Informational; see attached)</div> <div>7. RFO: General Counsel (Informational)</div> <div>8. RFO: Resolution Creating a Pool of Qualified Outside Legal Counsel, Labor, Litigation, and Conflict (Approval Needed)</div>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM. JAMES	REV. MAVEN	County Adjuster STAMPONE
12B.	<div>Educational Leave Committee (No Report)</div> <div>Commissioner Carol Cuadrado</div> <div>Commissioner Rev. Douglas Maven</div>	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  
 April Carter, Executive Secretary  
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**PASSAIC COUNTY BOARD OF SOCIAL SERVICES**  
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12C.	<b>Personnel Committee (Approval Needed)</b> <ul style="list-style-type: none"> <li>Confidential Report</li> <li>Non-Confidential Report</li> </ul> Commissioner Carol Cuadrado Commissioner Marilyn Frierson	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO 1st	COMM. DONNELLY	COMM. FRIERSON 2nd	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
12D.	Good & Welfare Committee (No Report)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
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.	<b>Building &amp; Grounds Committee (Approval Needed)</b> <ol style="list-style-type: none"> <li>Watercoolers for Paterson Office (80 Hamilton Street)- Request to enter a 36-month contract with DS Business L.Iife Simplified for 4 water coolers.</li> <li>Security</li> <li>Paterson Office Reception-Medicaid Line created.</li> <li>Passaic Office (114 Prospect Street)- Completion of Cubicle Installation on 1st and 2nd Floors.</li> <li>Passaic Office Changes               <ol style="list-style-type: none"> <li>Hours of Operation: Start Time change: 8:00AM</li> <li>Ticketing machine implemented for Income Maintenance area of the building.</li> </ol> </li> </ol> Commissioner Kathleen Donnelly Commissioner Marilyn Frierson	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY 1st	COMM. FRIERSON 2nd	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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**PASSAIC COUNTY BOARD OF SOCIAL SERVICES**  
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12G.	<b>Finance Committee (Approval Needed)</b>	COMM.	COMM.	COMM.	COMM.	COMM.	COMM.	COUNTY	REV.	County
		AHMED	ALSTON	BARTLETT	CUADRADO	DONNELLY	FRIERSON	JAMES	MAVEN	Adjuster
		YES	-----	YES	YES	2nd YES	YES	YES	1st YES	STAMPONE
	<b>I. Monthly Expenditures</b> All monthly expenditures are of a routine nature.	YES	-----	YES	YES	2nd YES	YES	YES	1st YES	-----
	<b>II. Federal Share Fringe Benefits, Allowance In Lieu of Rent and Indirect Costs for the Quarter Ending June 30, 2023</b>  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	YES	-----	YES	YES	2nd YES	YES	YES	1st YES	-----
	<b>III. Payment to "Treasurer State of New Jersey" for Data Processing and Electronic Benefits for the Quarter Ended 9/30/2023.</b>  The data processing and electronic benefits transfer billing statement for the quarter ending September 30, 2023, is \$241,643.00.	YES	-----	YES	YES	2nd YES	YES	YES	1st YES	-----

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



**PASSAIC COUNTY BOARD OF SOCIAL SERVICES**  
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Recommendation is to approve payment to the Treasurer State of New Jersey in the amount of \$241,643.00.	YES	-----	YES	YES	2nd YES	YES	YES	1st YES	-----
<b><u>IV. The December 31, 2021 Independent Auditor's Report:</u></b>  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".	YES	-----	YES	YES	2nd YES	YES	YES	1st YES	-----
<b><u>V. Renewing Property, Auto, Crime, Inland Marine, Excess Liability Insurance from Nathan Lane in the amount of \$34,493.00</u></b>  Recommendation is to approve the renewal of insurance in the amount of \$34,493.00.	YES	-----	YES	YES	2nd YES	YES	YES	1st YES	-----
<b><u>VI. Requesting approval to make the Supplemental Security Income Payment in the amount of \$182,000.00.</u></b>  Recommendation is to approve payment to Treasurer State of NJ for the quarter ending September 30, 2023.	YES	-----	YES	YES	2nd YES	YES	YES	1st YES	-----
<b>Commissioner Rev. Douglas Maven</b> <b>Commissioner Kathleen Donnelly</b>									

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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES**  
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**@ 9:00 A.M.**

**Meeting began: A.M. 9:05AM**

<b>12H.</b>	<b>Community Relations Committee – (Informational)</b>  1. October 07, 2023 - Paterson Public Schools Welcome Kick Off John F. Kennedy High School	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
<b>13.</b>	<b>Counsel Monthly Report (Informational)</b> 1. Legal Counsel Report September 1-September 30, 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
<b>14.</b>	<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
<b>15.</b>	<b>New Business (No Report)</b>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
<b>16.</b>	<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  
Thania Melo, Human Resource Manager  
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**PASSAIC COUNTY BOARD OF SOCIAL SERVICES**  
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**THURSDAY, OCTOBER 26, 2023**  
**@ 9:00 A.M.**

**Meeting began: A.M. 9:05AM**

17.	<b>Adjournment 9:39AM</b>	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT 2nd YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE -----
	Commission Kathleen Donnelly Commissioner John Bartlett									

**EXECUTIVE/ CLOSED SESSION**

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



# **Passaic County Board of Social Services**

**Resolution No. 2023-10-00**

## **A RESOLUTION AUTHORIZING A LEASE WITH DOCUMENT SOLUTIONS, LLC**

**WHEREAS** the Passaic County Board of Social Services requires Water Coolers for the hydration of the agency staff; and

**WHEREAS** the Passaic County Board of Social Services has determined Document Solutions, LLC offers the best quality and costs for the lease terms; and

**WHEREAS** Document Solutions, LLC Lease includes Five (4) Coolers at a monthly amount of \$44.00 for a period of thirty-six (36) months; and

**WHEREAS** it is by the recommendation of the Executive Director that the Passaic County Board of Social Services enter into the Lease with Document Solutions LLC for the lease of Five (4) PHSI 3i-R water coolers as set forth in **Exhibit "A"** attached hereto for reference, effective November 1, 2023.

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby approves the Lease Agreement with Document Solutions, LLC as set forth herein; and

**BE IT FURTHER RESOLVED** that the contract period is beginning November 1, 2023, and ending October 30, 2025; and

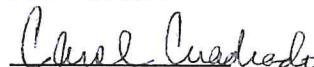
**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday October 26, 2023.

**ATTEST:**



Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**



Commissioner Carol Cuadrado  
Chairwoman

# **Passaic County Board of Social Services**

**Resolution No. 2023-10-02**

## **A RESOLUTION CREATING A POOL OF QUALIFIED LABOR, LITIGATION AND CONFLICT COUNSEL.**

**WHEREAS** the Passaic County Board of Social Services ("PCBSS") requires the services of legal counsel in the areas of labor, litigation, and conflict counsel; and

**WHEREAS** the Passaic County Board of Social Services ("PCBSS") published on September 26, 2023, in compliance with the public contracts law, a Request for Qualifications for Labor Counsel, Litigation Counsel and Conflict Counsel; and

**WHEREAS** The Request for Qualifications (RFQ) was returnable on October 11, 2023; and

**WHEREAS** there were two (2) submissions each submitting qualifications for Labor, Litigation and Conflict Counsel, respectively, which were received and opened on the return date of October 11, 2023; and

**WHEREAS** based on the submissions and qualifications set forth therein, the PCBSS finds that both the Taylor Law Group, LLC and Eric M. Bernstein & Associates, LLC are qualified to serve as outside counsel in the areas proposed; and

**NOW THEREFORE, BE IT RESOLVED** that the Passaic County Board of Social Services hereby qualifies the law firms of the Taylor Law Group, LLC and Eric M. Bernstein, LLC, each as Labor, Litigation and Conflict Counsel, where applicable and as needed by the PCBSS from October 26, 2023 through October 25, 2024; and

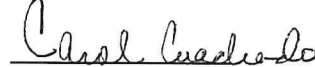
**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at its regular meeting held on Thursday October 26, 2023

**ATTEST:**

A handwritten signature in dark ink, appearing to be "Rev. Douglas L. Maven", written over a horizontal line.

Commissioner Rev. Douglas L. Maven  
Secretary-Treasurer

**APPROVED:**

A handwritten signature in dark ink, appearing to be "Carol Cuadrado", written over a horizontal line.

Commissioner Carol Cuadrado  
Chairwoman