

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

November 21, 2023

The regular meeting of the Passaic County Board of Social Services was held on Tuesday, November 21, 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 November 2023 to occur on: **Tuesday, November 21, 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 **November 21, 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: 287 652 569 211 and passcode: G6Q8iG. The second will be via a call-in telephone number, which will be: 872-215-1406 with telephone conference ID of: 659 217 495#. 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 9:02 A.M.

Present:

Commissioner Carol Cuadrado, Chairwoman
Commissioner Rev. Douglas Maven, Secretary Treasurer
Commissioner Kathleen A. Donnelly, Assistant Secretary Treasurer
Commissioner Marilyn Frierson
County Adjuster Dominick Stampone
County Commissioner John Bartlett

Also

Present: April L. Carter, Executive Secretary
Thania Melo, Human Resource Manager
Albert Buglione, Special/Outside Counsel

Motion was made by Commissioner Kathleen Donnelly, seconded by Commissioner Marilyn Frierson that the minutes of the Board Meeting held October 26, 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 Rev. Douglas Maven, seconded by County Adjuster Dominick Stampone. Motion unanimously carried on roll call.

6B Ratification of payments made for payrolls:

10/01/2023-10/15/2023 CK# 58626596-58626572	\$1,382,694.63 Payroll
10/16/2023-10/31/2023 CK# 58626573-58645498	\$1,366,062.45 Payroll

Motion to ratify payrolls made by Commissioner Rev. Douglas Maven, seconded by County Adjuster Dominick Stampone. Motion unanimously carried on roll call.

6C Motion was made by Commissioner Rev Douglas Maven, seconded by County Adjuster Dominick 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 Rev. Douglas Maven, that the Board approved payment of categorical assistance for December 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 Kathleen Donnelly, seconded by Commissioner Kathleen Donnelly. 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 Rev. Douglas Maven, 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 John Bartlett. Motion unanimously carried on roll call.

1. Case Statistics – (Informational)
GA: 576
SNAP: 36,799
TANF: 1,190
Medicaid: 83,509 (total recipients)- (Future Date); 66,561 No Re-det date-80;
Overdue: 16,868; October 2023-13,876)
2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics October 2023: Informational
3. MIS
 - a.) AOSS (GUMP) (Approval Needed)
 - b.) Multi-View (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 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)

A copy of the Building and Grounds report was forwarded to all Board members. A copy is attached hereto and made a part of these minutes.

1. Security-
2. A.) Heightened volume of clients visiting the agency in October 2023
B.) Received the X-ray machine donated by the Sheriff's Department
3. Haskell Office- New carpet installed, November 10, 2023

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. Authorize the Approval of the "Corrective Action Plan."

The Corrective Action Plan has been prepared and submitted by the Fiscal Officer to the findings and recommendations included as a part of the Audit report for the Fiscal year ended December 31, 2021

COMMUNITY RELATIONS (Informational)

1. October 31, 2023, Memorial Day Nursery Halloween Parade
401 Grand Street, Paterson
2. November 11, 2023, Women of Wisdom Conference
International High School
3. November 17, 2023, Monthly Community Event -- Outreach Table
Clifton Satellite Office

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-October 1-October 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 Marilyn Frierson. 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
TUESDAY, NOVEMBER 21, 2023
@ 9:00 A.M.**

Meeting began: A.M. 9:02AM

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	✓	✓	✓	✓	X	✓	County Adjuter STAMPONE ✓
3.	Roll Call	COMM. AHMED ABSENT	COMM. ALSTON ABSENT	COMM. BARTLETT PRESENT	COMM. CUADRADO PRESENT	COMM. DONNELLY PRESENT	COMM. FRIERSON PRESENT	COUNTY COMM. JAMES ABSENT	REV. MAVEN PRESENT	County Adjuter STAMPONE PRESENT
4.	Statement of Compliance with Open Public Meetings Act	-----	-----	-----	-----	-----	-----	-----	-----	-----
5.	*Approval of Minutes* Monthly Board Meeting October 26, 2023 Commissioner Kathleen Donnelly Commissioner Marilyn Frierson Administration	COMM. AHMED -----	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 1st YES	COMM. FRIERSON 2nd YES	COUNTY COMM. JAMES -----	REV. MAVEN YES	County Adjuter STAMPONE YES
6.	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 10/01/2023-10/15/2023 CK# 58626596- 58626572 \$1,382,694.63 Payroll 10/16/2023-10/31/2023 CK# 58626573- 58645498 \$1,366,062.45 Payroll Commissioner Rev. Douglas Maven County Adjuter Dominick Stampone	COMM. AHMED -----	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM. JAMES -----	REV. MAVEN 1st YES	County Adjuter STAMPONE 2nd YES

Also Attending: Thania Melo, Human Resource Manager
Albert Buglione, Special Counsel/Outside Counsel
April Carter, Executive Secretary

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7.	Assistance A. Motion to approve categorical assistance payments for December 1, 2023: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance. B. Funeral Grants	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY 1st	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN 2nd	County Adjuster STAMPONE
8.	Suspend Regular Order of Business (Motion Required) Commissioner Kathleen Donnelly Commissioner Rev. Douglas Maven	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY 1st	COMM. FRIERSON 2nd	COUNTY COMM JAMES	REV. MAVEN YES	County Adjuster STAMPONE
9.	Commissioner Kathleen Donnelly Commissioner Marilyn Frierson Public Portion (None)									
10.	Resume Regular Order of Business (Motion Required) Commissioner Rev. Douglas Maven Commissioner Kathleen Donnelly	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY 2nd	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN 1st	County Adjuster STAMPONE
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

Also Attending: Thania Melo, Human Resource Manager
Albert Buglione, Special Counsel/Outside Counsel
April Carter, Executive Secretary

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12A.	<p style="text-align: center;">Committee Reports Executive Committee (Approval Needed)</p> <p>1. Case Statistics 2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics September 2023. 3. MIS a.) AOSS b.) Multi-View</p> <p>Commissioner Carol Cuadrado County Commissioner John Bartlett</p>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT 2nd	COMM. CUADRADO 1st	COMM. DONNELLY	COMM. FRIERSON YES	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE YES
12B.	<p style="text-align: center;">Educational Leave Committee (No Report)</p>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
12C.	<p style="text-align: center;">Personnel Committee (Approval Needed)</p> <ul style="list-style-type: none"> • Confidential Report • Non-Confidential Report <p>Commissioner Marilyn Frierson Commissioner Carol Cuadrado</p>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO 1st	COMM. DONNELLY 2nd	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE YES

Also Attending: Thania Melo, Human Resource Manager
 Albert Buglione, Special Counsel/Outside Counsel
 April Carter, Executive Secretary

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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.	Building & Grounds Committee (Informational) 1. Security- A.) Heightened volume of clients visiting the agency in October 2023 2. Received the X-ray machine donated by the Sheriff's Department 3. Haskell Office- New carpet installed, November 10, 2023	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE

Also Attending: Thania Melo, Human Resource Manager
 Albert Buglione, Special Counsel/Outside Counsel
 April Carter, Executive Secretary

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12G.	Finance Committee (Approval Needed)	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMMI JAMES	REV. MAVVEN 1st	County Adjuster STAMPONE
	I. Monthly Expenditures All monthly expenditures are of a routine nature.	YES	-----	YES	YES	2nd YES	YES	YES	YES	-----
	II. Authorize the Approval of the "Corrective Action Plan" The Corrective Action plan has been prepared an submitted by the Fiscal Officer to the findings and recommendations included as a part of the Audit report for the Fiscal year ended December 31, 2021	YES	-----	YES	YES	2nd YES	YES	YES	1st YES	-----
	Commissioner Rev. Douglas Maven Commissioner Kathleen Donnelly									

Also Attending: Thania Melo, Human Resource Manager
Albert Bughione, Special Counsel/Outside Counsel
April Carter, Executive Secretary

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12H.	Community Relations Committee - (Informational) -October 07, 2023 - Paterson Schools Welcome Kick Off John F. Kennedy High School Public	COMM AHMED -----	COMM. ALSTON -----	COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE -----
13.	Counsel Monthly Report (Informational) 1. Legal Counsel Report September 1-September 30, 2023 a.) Child Support Hearings b.) Institutional Medicaid Hearing	COMM AHMED -----	COMM. ALSTON -----	COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE -----

Also Attending: 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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Meeting began: A.M. 9:02AM

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 Marilyn Frierson	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY 1st YES	COMM. FRIERSON 2nd YES	COUNTY COMM JAMES	REV. MAVEN YES	County Adjuster STAMPONE									

EXECUTIVE/ CLOSED SESSION

Also Attending: Thania Melo, Human Resource Manager
Albert Buglione, Special Counsel/Outside Counsel
April Carter, Executive Secretary

Passaic County Board of Social Services

Resolution No. 2023-11-00

**A RESOLUTION AUTHORIZING AN AGREEMENT
BETWEEN PASSAIC COUNTY BOARD OF SOCIAL
SERVICES AND SYNERGEX INTERNATIONAL
CORPORATION**

WHEREAS the Passaic County Board of Social Services is in need of 37 additional licenses from Synergex International Corporation (“Synergex”); and

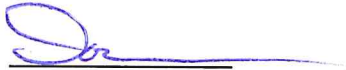
WHEREAS the PCBSS currently has licenses with Synergex which interfaces for use with the GUMP system; and

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the agreement between PCBSS and Synergex for the purchase of 37 additional licenses at a total cost of \$19, 869.00; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to enter into the forgoing agreement, effective on or after 11/21/23; 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 Tuesday, November 21, 2023.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2023-11-01

**A RESOLUTION AUTHORIZING AN AGREEMENT
BETWEEN PASSAIC COUNTY BOARD OF SOCIAL
SERVICES AND FUTURE SOFT, INC.**

WHEREAS the Passaic County Board of Social Services is in need of 50 additional multi-view server edition licenses from Future Soft, Inc.; and


WHEREAS the PCBSS currently uses has licenses with Future Soft for use with the GUMP system; and

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the agreement between PCBSS and Future Soft, Inc. for the purchase of 50 additional licenses at a cost of \$12,500.00; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to enter into the forgoing agreement, effective on or after 11/21/23; 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 Tuesday, November 21, 2023.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No.2023-11-02

**A RESOLUTION AUTHORIZING THE HIRING OF EIGHT
FULL-TIME HUMAN SERVICES AIDES**

WHEREAS the Passaic County Board of Social Services is in need of hiring 8 Full-Time Human Services Aides; and

WHEREAS the 8 positions of Full-Time Human Services Aides were duly posted and advertised by the Passaic County Board of Social Services; and

WHEREAS interviews were conducted for the 8 positions of Full-Time Human Services Aides; and

WHEREAS it is by the recommendation of the Director that the 8 applicants be appointed to the Full-Time Human Services Aides positions, Range 7-1, effective on or after October 30, 2023.

1. Dionicia Cespedes- 11/13/23
2. Iverson Gill Minyetty- 10/30/23
3. Shawnta Jones- 10/30/23
4. Jahnee Joyner- 10/30/23
5. Khadija Khan- 10/30/23
6. Alexander Mendez- 10/30/23
7. Heavenlie Sylvester- 10/30/23
8. Jazmyne Wells- 10/30/23

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the hiring of the aforementioned applicants to Full- Time Human Services Aides effective on or after 10/30/23; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to notify the employee of their Full-Time employment with the Passaic County Board of Social Services effective on or after 11/21/23; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel file of each employee.

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 Tuesday, November 21, 2023.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2023-11-03

**A RESOLUTION AUTHORIZING THE HIRING OF ONE
PART-TIME ATTORNEY- CHILD SUPORT**

WHEREAS the Passaic County Board of Social Services is in need of hiring 1 Part-time Attorney for the Child Support Section; and

WHEREAS it is by the recommendation of the Executive Director that Shabbir Shehabuddin be hired as a part time attorney for the Child Support Section at \$48,016.00; and

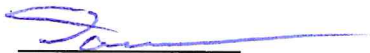
NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the hiring of the applicant to the position of Part-time Attorney in the Child Support Section effective November 6, 2023; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to notify the employee of their employment with the Passaic County Board of Social Services effective on or after 11/21/23; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel file of the employee.

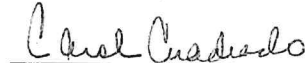
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Tuesday, November 21, 2023.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2023-11-04

A RESOLUTION AUTHORIZING THE PERMANENT APPOINTMENT OF TWO KEYBOARDING CLERKS 2

WHEREAS the Passaic County Board of Social Services is in need of promoting 2 permanent Keyboard Clerks 2; and

WHEREAS the 2 positions of Full-Time Keyboard Clerk 2 adhere the Civil Service Commissions permanent appointment guidelines title 03256 from the CSC listings PL231270 & OL231338s; and

WHEREAS it is by the recommendation of the Executive Director that the 2 candidates be appointed to the Permanent Full-Time Human Keyboard Clerk 2 position effective on or after December 1, 2023.

1. Thelma D. Brooks
2. Florita Johnson

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the promotion of the aforementioned applicants to Full-Time Keyboard Clerk 2 effective on or after 12/1/23; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to notify the employee of their Full-Time employment with the Passaic County Board of Social Services effective on or after 11/20/23; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to place a copy of this resolution in the personnel file of each employee.

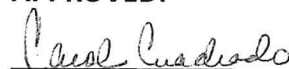
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Tuesday, November 21, 2023.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2023-11-05

A RESOLUTION AUTHORIZING THE PROMOTION OF TWO PROVISIONAL HUMAN SERVICES SPECIALISTS 4

WHEREAS the Passaic County Board of Social Services is desirous of promoting 2 provisional Human Services Specialist 4; and

WHEREAS the 2 positions of Provisional Human Services Specialist 4 were duly posted and advertised by the Passaic County Board of Social Services; and

WHEREAS interviews were conducted for the 2 positions of Provisional Human Services Specialist 4; and

WHEREAS it is by the recommendation of the Director that the 2 candidates be promoted to the position of Provisional Human Services Specialist 4, effective on or after November 6, 2023.

1. Vaishali Mehta- Range 21A-4
2. Victoria Navarro- Range 21A-2

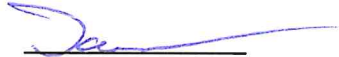
NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the promotion of the aforementioned employees to Permanent Human Services Specialist 4 effective November 6, 2023; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to notify the employee of their promotion to Provisional Human Service Specialist 4 with the Passaic County Board of Social Services effective on or after 11/6/23; and

BE IT FURTHER RESOLVED that the Director is hereby authorized and directed to place a copy of this resolution in the personnel file of each employee.

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 Tuesday, November 21, 2023.

ATTEST:

A handwritten signature in blue ink, appearing to read "Douglas L. Maven", written over a horizontal line.

Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:

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

Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

RESOLUTION NO. 2023-11-06

**RESOLUTION APPROVING THE REQUIRED CORRECTIVE
ACTION PLAN FOR THE FISCAL YEAR 2021 AUDIT REPORT**

WHEREAS the Division of Local Government Services requires the Fiscal Officer to file a "Corrective Action Plan" attached hereto, outlining the actions to be taken by the Passaic County Board of Social Services relative to the findings and recommendations in the annual audit report; and

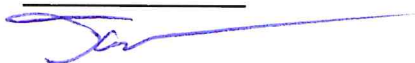
WHEREAS the "Corrective Action Plan" shall be prepared by the Fiscal Officer with assistance from other officials affected by the audit findings and recommendations and

WHEREAS the governing body is required by resolution, to approve said "Corrective Action Plan", and

WHEREAS the "Corrective Action Plan", as prepared by the Fiscal Officer and approved by the governing body, shall be placed on file and made available for public inspection in the office of the Director of Passaic County of Board of Social Services.

NOW THEREFORE BE IT RESOLVED by the Passaic Board of Social Services of the County of Passaic, State of New Jersey, that it hereby approves the Corrective Action Plan prepared and submitted by the Fiscal Officer to the findings and recommendations included as part of the Audit Report for the fiscal year ended December 31, 2021.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
CORRECTIVE ACTION PLAN 2021**

Finding 2021-001:

The Board has neglected to maintain an accurate Fixed Asset Report

Recommendation:

The Board's fixed asset accounting and reporting system be updated to ensure compliance with the aforementioned regulations.

Corrective Action:

Management is looking into soliciting outside professional services to commence, conduct and maintain a Fixed Asset Report.

Implementation Date:

2024

Finding 2021-002:

Medical Assistance Program (Medicaid, Title XIX), CFDA #93.778, Grant Period 1/1/21-12/31/21. There were multiple instances where eligibility files selected for review were either incomplete, or unable to be presented for audit review.

Recommendation:

As per the Federal OMB Uniform Guidance Circular Compliance Supplement, each individual who receives benefits under the Medicaid program should have a completed eligibility determination on file which is available for audit review.

Corrective Action:

PCBSS has created a centralized DIMS Unit, where files are scanned and stored in DIMS.

Implementation Date:

Commenced 2021 and ongoing.

Finding 2021-003:

Temporary Assistance for Needy Families (TANF), CFDA #93.558, Grant Period 1/1/21-12/31/21. There were multiple instances where eligibility files selected for review were unable to be presented for audit review.

Recommendation:

As per the Federal OMB Uniform Guidance Circular Compliance Supplement, each individual who receives benefits under the TANF program should have a completed eligibility determination on file which is available for audit review.

Corrective Action:

PCBSS has acquired a centralized DIMS Unit, where files are scanned and stored in DIMS.

11/21/23

F.R./K.A.

Implementation Date:

Commenced 2021 and ongoing.

Finding 2021-004:

WFNJ – General Assistance, Grant# 100-054-7550-121, Grant Period 1/1/21 – 12/31/21. WFNJ – General Assistance Administrative Costs, Grant# 100-054-7550-121, Grant Period 1/1/21 – 12/31/21. There were multiple instances where eligibility files selected for review were unable to be presented for audit review.

Recommendation:

According to N.J.A.C. 10:90-14.16 “Retention and destruction of case records”, a separate record shall be established for each individual or family receiving assistance. Accordingly, each record shall be retained for a period of at least three years.

Corrective Action:

PCBSS has created a centralized system called DIMS Unit, where files are scanned and stored in DIMS.

Implementation Date:

Commenced 2021 and ongoing.