

ORDER OF BUSINESS

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

**REGULAR MEETING OF THE BOARD
TUESDAY, DECEMBER 21, 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 December 2023 to occur on: **Thursday, December 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 **December 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 login information being: <https://www.microsoft.com/en-us/microsoft-teams/log-in> with meeting ID of : 279 270 003 065 and passcode: PkqGrR. 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: 267 490 569#. 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** – November 21, 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:

11/01/2023-11/15/2023 CK# 58662960-58662968	\$1,374,455.46 Payroll
11/16/2023-11/30/2023 CK# 58682394-58682399	\$1,370,059.69 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 January 1, 2024: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.

B. Funeral Grants

▪ Total Funeral Home Payments:	\$ 186,604.00
▪ Total Cemetery Payments:	\$ 28,341.00

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 November 2023
3. 2024 Passaic County Board of Social Services Yearly Regular Monthly Meeting Schedule (attached approval needed)
4. 2024 Committee Meeting Schedule (attached- approval needed)
5. Passaic County Board of Social Services 2024 Holiday Schedule (approval needed)
6. DMHAS
7. DFD updates
8. Staffing Needs
9. RFQ 3-2023: Resolution for qualified General Legal Counsel (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 (Informational)**Monthly Reports:**

1. Security-Paterson Office (80 Hamilton Street)- High volume of clients visiting the agency November 2023.
 - A.) Heightened volume of clients visiting the agency in November 2023
 - B.) Received the X-ray machine donated by the Sheriff's Department- Only the Sheriff's officers can operate; we maintain a shortage of officers.
2. UFS Security- Concerns with time and attendance.

G. Finance Committee – Commissioner Rev. Maven, Secretary Treasurer (Approval Needed).

I. Monthly Expenditures

All monthly expenditures are of a routine nature.

II. Adult Protective Service Grant

We received the renewal of the Adult Protective Service grant from the Passaic County Department of Senior Services in the amount of \$415,906.00.

Recommendation is to approve the acceptance of the Adult Protective Service Grant for the year 2024 in the amount of \$415,906.00.

III. Resolution Cancelling stale dated checks for several accounts.

Resolution approving the cancellation of stale dated checks from our Lakeland Admin. Account ending in 4258.

IV. Payment to State of NJ for Data Processing and Electronic Benefits Transfer

Recommendation is to approve the December 31, 2023, estimated payment to "Treasurer, State of New Jersey" in the amount of \$241,643.00 for Data processing and EBT software.

V. 2023 Budget Transfers

Recommendation is to approve budget transfers as per the attached resolution.

- H. Community Relations Committee – Commissioner Rev. Maven, Secretary Treasurer
 - Community Outreach Monthly Activity Report (No Report)
John Currie, Chief Community Organization

- 13. **COUNSEL’S MONTHLY REPORT – (Informational).**
 - 1. Legal Counsel Report November 1-November 30, 2023
 - a.) Child Support Hearings
 - b.) Institutional Medicaid Hearings

- 14. **COMMUNICATIONS – (None).**

- 15. **NEW BUSINESS – (None)**

- 16. **OLD BUSINESS –(None)**

- 17. **ADJOURNMENT**