

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

December 21, 2023

The regular meeting of the Passaic County Board of Social Services was held on Thursday, December 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 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 call-in 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, which will be: 872-215-1406 with telephone conference ID of: 267 490 596#. 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 9:04 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 Adjuster Dominick Stampone
County Commissioner John Bartlett
County Commissioner Bruce James

Also

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

Motion was made by Commissioner Kathleen Donnelly, seconded by County Commissioner John Bartlett that the minutes of the Board Meeting held November 21, 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 Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

6B Ratification of payments made for payrolls:

11/01/2023-11/15/2023 CK# 58662960-58662968	\$1,374,455.46 Payroll
11/16/2023-11/31/2023 CK# 58682394-58682399	\$1,370,059.69 Payroll

Motion to ratify payrolls made by Commissioner Rev. Douglas Maven, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

6C Motion was made by Commissioner Rev Douglas Maven, seconded by Commissioner Kathleen Donnelly 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 County Commissioner Bruce James, seconded by Commissioner Rev. Douglas Maven, that the Board approved payment of categorical assistance for January 1, 2024, 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 County Commissioner Bruce James, 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 Marilyn Frierson. 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 County Commissioner Bruce James. 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 – (Informational)
2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics November 2023: Informational
3. DMHAS: (Informational)
4. DFD updates (Informational)
5. Staffing needs- Request to hire 12-15 new hires from the Civil Service Human Service Specialist 1 list: Medicaid and Interview Units (Informational)
6. RFQ 3-2023: Resolution for Qualified General Legal Counsel: (attached, approval needed)
-Buglione, Hutton & DeYoe, LLC Attorneys at Law

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. Sheriff's Department - (80 Hamilton Street)- we started with six (6) officers and that number has decreased to 1-2 Sheriff Officers in addition to Director Woodridge.

2. Security (UFS)- Time and attendance concerns with our current security company, UFS; All issues addressed with the company owner.

FINANCE COMMITTEE (Approval Needed)

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

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.

VI. Payment to Reimburse the County of Passaic for Fringe Benefit, maintenance in lieu of rent and Indirect Cost for the Quarter ending September 2023.

Fringe Benefits	\$2,879,219.14
Maintenance in lieu of Rent	\$39,587.72
Indirect Costs (estimated)	\$1,645,000.00

Recommendation is to approve fringe, indirect cost and maintenance in lieu of rent payment to the County of Passaic for a total payment of \$4,563,806.86

COMMUNITY RELATIONS (No Report)

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

COMMUNICATIONS (None)

NEW BUSINESS- (None)

OLD BUSINESS- (None)

EXECUTIVE SESSION (Approval Needed)

Motion to go into Executive made at 9:28A.M. by County Commissioner Bruce James, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

RESUME REGULAR ORDER OF BUSINESS

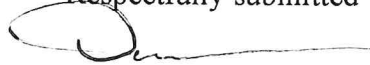
Motion to resume the regular order of business and return to the public meeting made at 10:43A.M. by County Commissioner Bruce James, seconded by Commissioner Jabeen Ahmed. Motion unanimously carried on roll call.

ADJOURNMENT

Motion for adjournment made by County Commissioner Bruce James, seconded by Commissioner Jabeen Ahmed . Motion unanimously carried on roll call.

*****MEETING CONCLUDED – 10:46 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, DECEMBER 21, 2023**

@ 9:00 A.M.

Meeting began: A.M. 9:04AM

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	✓	✓	✓	✓	✓	✓	✓
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 PRESENT	REV. MAVEN PRESENT	County Adjuster STAMPONE PRESENT
4.	Statement of Compliance with Open Public Meetings Act									
5.	*Approval of Minutes* Monthly Board Meeting <u>November 21, 2023</u>	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 YES
	Commissioner Kathleen Donnelly County Commissioner John Bartlett									
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 11/01/2023-11/15/2023 CK#58662960- 58662968 \$1,374,455.46 11/16/2023-11/31/2023 Ck#58682394- 58682399 \$1,370,059.69	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES YES	REV. MAVEN 1st YES	County Adjuster STAMPONE YES

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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
THE REGULAR MONTHLY MEETING OF THE BOARD
THURSDAY, DECEMBER 21, 2023
@ 9:00 A.M.**

Meeting began: A.M. 9:04AM

	C. Clearing Account Transactions (recoveries) relating to the Food Stamp, Medicaid, and General Assistance Programs. (Confidential) Commissioner Rev. Douglas Maven Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES 1st YES	REV. MAVEN 2nd YES	County Adjuster STAMPONE YES
7.	A. Assistance 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 County Commissioner Bruce James Commissioner Rev. Douglas Maven	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 YES
8.	Suspend Regular Order of Business (Motion Required) 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 YES	REV. MAVEN YES	County Adjuster STAMPONE YES
9.	Public Portion (None)									

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

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

THURSDAY, DECEMBER 21, 2023

@ 9:00 A.M.

Meeting began: A.M. 9:04AM

10.	Resume Regular Order of Business (Motion Required) Commissioner Rev Douglas Maven County Commissioner Bruce James	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES 2nd YES	REV. MAVEN 1st YES	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 (Informational) 2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics November 2023-(Informational) 3. DMHAS: (Informational) 4. DFD updates (Informational) 5. Staffing needs 6. RFQ 3-2023 : Resolution for qualified General Legal Counsel: (attached, approval needed)	COMM AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO 1st YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN 2nd YES	County Adjuster STAMPONE YES

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

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

Meeting began: A.M. 9:04AM

	Commissioner Carol Cuadrado Commissioner Rev. Douglas Maven <u>Educational Leave Committee</u> (No Report)	COMM. AHMED -----	COMM. ALSTON -----	COMM. BARTLETT -----	COMM. CUADRADO -----	COMM. DONNELLY -----	COMM. FRIERSON -----	COUNTY COMM JAMES -----	REV. MAVEN -----	County Adjuster STAMPONE -----
12B.		COMM. AHMED -----	COMM. ALSTON -----	COMM. BARTLETT -----	COMM. CUADRADO 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON -----	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE YES
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 -----	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE YES

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

PASSAIC COUNTY BOARD OF SOCIAL SERVICES
THE REGULAR MONTHLY MEETING OF THE BOARD
THURSDAY, DECEMBER 21, 2023
 @ 9:00 A.M.

Meeting began: A.M. 9:04AM

12D.	<u>Good & Welfare Committee</u> (No Report)	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> 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.	<u>Building & Grounds Committee</u> (Informational) 1. Sheriff's Department 2. Security (UFS)	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
 Flavio Rivera, Fiscal Officer
 Thania Melo, Human Resource Manager
 Albert Buglione, Special Counsel/Outside Counsel
 April Carter, Administrative Assistant

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
THE REGULAR MONTHLY MEETING OF THE BOARD
THURSDAY, DECEMBER 21, 2023**

@ 9:00 A.M.

Meeting began: A.M. 9:04AM

12G.	<p>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.</p> <p>Recommendation is to approve the acceptance of the Adult Protective Service Grant for the year 2024 in the amount of \$415,906.00.</p>	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN 1st YES	County Adjuster STAMPONE 2nd YES
	<p>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.</p>									
	<p>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.</p>									
	<p>V. 2023 Budget Transfers Recommendation is to approve budget transfers as per the attached resolution.</p>									
	<p>VI. Payment to Reimburse the County of Passaic for Fringe Benefits and Indirect Cost for the Quarter ending September 2023. Fringe Benefits (estimated) \$2,600,000.00</p>									

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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
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THURSDAY, DECEMBER 21, 2023
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Meeting began: A.M. 9:04AM

	<p>Indirect Costs (estimated) \$1,645,000.00</p> <p>Recommendation is to approve fringe/indirect costs estimated payment to the County of Passaic for a total payment of \$4,245,000.00</p> <p>Commissioner Rev. Douglas Maven County Adjuster Stampone</p>												<p>12H.</p>
													<p>COMM. AHMED</p>
													<p>COMM. ALSTON</p>
													<p>COMM. BARTLETT</p>
													<p>COMM. CUADRADO</p>
													<p>COMM. DONNELLY</p>
													<p>COMM. FRIERSON</p>
													<p>COUNTY COMM JAMES</p>
													<p>REV. MAVEN</p>
													<p>County Adjuster STAMPONE</p>

Also Attending: Talisa A. Coleman, Director
 Flavio Rivera, Fiscal Officer
 Thania Melo, Human Resource Manager
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**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
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Meeting began: A.M. 9:04AM

13.	Counsel Monthly Report (Informational) I. Legal Counsel Report November 1, 2023-November 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
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 9:21AM Commissioner Kathleen Donnelly County Commission John Bartlett	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	County Adjuster STAMPONE YES

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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
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THURSDAY, DECEMBER 21, 2023
@ 9:00 A.M.**

Meeting began: A.M. 9:04AM

EXECUTIVE/ CLOSED SESSION

Motion to go into Executive made at 9:28A.M. by County Commissioner Bruce James, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

RESUME REGULAR ORDER OF BUSINESS

Motion to resume the regular order of business and return to the public meeting made at 10:43A.M. by County Commissioner Bruce James, seconded by Commissioner Jabeen Ahmed. Motion unanimously carried on roll call.

ADJOURNMENT

Motion for adjournment made by County Commissioner Bruce James, seconded by Commissioner Jabeen Ahmed . Motion unanimously carried on roll call.

*******MEETING CONCLUDED – 10:46 A.M.*******

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

Passaic County Board of Social Services

Resolution No. 2023-12-00

**A RESOLUTION ACCEPTING FUNDING FROM PASSAIC
COUNTY DEPARTMENT OF SENIOR SERVICES**

WHEREAS the Passaic County Board of Social Services has received funding from the Passaic County Department of Senior Services through an Aging Spending Plan; and

WHEREAS the Passaic County Department of Senior Services has approved the third year of a three-year contract awarding the foregoing spending; and

WHEREAS the State has also been informed of the proposal for the Aging Spending Plan and the funds provided therein for a total project cost of \$549,042 of which \$415,906 is the APS; and

WHEREAS it is by the recommendation of the Executive Director that the Passaic County Board of Social Services accept and agree to the proposal of the Area Spending Plan Contract as set forth in **Exhibit "A"** attached hereto for reference.

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the Aging Spending Plan for the third year of the three-year contact effective in the year 2024 as set forth herein; and

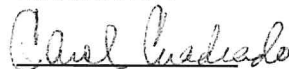
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday December 21, 2023.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2023-12-01

RESOLUTION AUTHORIZING CANCELLATION OF OUTSTANDING CHECKS FROM OUR ADMINISTRATION ACCOUNT


WHEREAS, the following checks issued from the Passaic County Board of Social Services administration account have been outstanding for more than six months and are now stale dated.

WHEREAS, it is necessary to formally cancel outstanding checks:

CHECK NUMBER	DATE	AMOUNT
24	11/01/2022	\$1,550.00
56	11/15/2022	\$178.00
913	5/16/2023	\$1,800.00

THEREFORE, BE IT RESOLVED, by the Passaic County Board of Social Services that the checks indicated are hereby authorized for cancellations of stale dated checks.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Dated: 12/21/23

Resolution No. 2023-12-02

WHEREAS, certain transfers of funds for various 2023 budget appropriations are necessary to cover anticipated expenditures; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Passaic County Board of Social Services that the Fiscal Officer shall be authorized to make budgetary transfers between appropriation accounts of the 2023 budget as follows:

FROM:


61.SDT	STAFF DEVELOPMENT AND TRAINING	344,100.00
69.03.SSS	HOMEMAKER	80,000.00
69.13.SSS	INITIAL CRISIS	70,000.00

TO :

61.APS	ADULT PROTECTIVE SERVICES	45,000.00
61.MNP	MEDICALLY NEEDY PROGRAM	4,000.00
61.NMA	Non-Matchable	30,000.00
61.SSS	SOCIAL SERVICE SECTION	150,000.00
64.03	LETTER HEAD AND OFFICE SUPPLIES	80,000.00
64.06	RENTAL OF OFFICE EQUIPMENT	50,000.00
70.01	LEGAL EXPENSES/EXP OF COUNSEL	50,000.00
70.09	OTHER MISC MATCHABLE	25,000.00
71.02	REFUND OF TOP PROCESSING TO	100.00
73.05	MATCHABLE EDP EXPENSES	60,000.00

CERTIFICATION

I, Rev. Douglas Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies the foregoing is a true copy of a resolution as it appears In the records of the Passaic County Board of Social Services and was duly and legally adopted at a meeting of the said Board and called for the purpose and held on December 21, 2023, that it has not been modified, amended or rescinded, and is in full force and effect as of the date hereof.

A handwritten signature in black ink, appearing to read 'Douglas Maven', is written over a solid horizontal line.

Rev. Douglas Maven, Secretary Treasurer

Dated: 12/21/2023

Passaic County Board of Social Services

Resolution No. 2023-12-03

A RESOLUTION AUTHORIZING THE APPOINTMENT OF THREE PERMANENT HUMAN SERVICES SPECIALISTS 1

WHEREAS the Passaic County Board of Social Services is desirous of promoting 3 Permanent Human Services Specialist 1; and

WHEREAS the 3 positions of Permanent Human Services Specialist 1 were duly posted and advertised by the Passaic County Board of Social Services; and

WHEREAS interviews were conducted for the 3 positions of Permanent Human Services Specialist 1; and

WHEREAS it is by the recommendation of the Director that the 3 candidates be appointed to the position of Permanent Human Services Specialist 1, effective on or after December 1, 2023, from Civil Service List OL2313507 Title Number 07995.

1. Salma Kurury
2. Waleska Castro
3. Natalie Heredia

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the appointment of the employees to Permanent Human Services Specialist 1 effective December 1, 2023; and

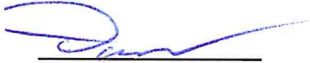
BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to notify the employee of their appointment to Permanent Human

Service Specialist 1 with the Passaic County Board of Social Services effective on or after 12/1/23; 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.

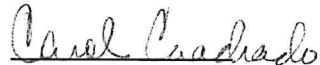
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday December, 21, 2023.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2023-12-04

A RESOLUTION APPOINTING A GENERAL COUNSEL FOR PASSAIC COUNTY BOARD OF SOCIAL SERVICES

WHEREAS the Passaic County Board of Social Services (“PCBSS”) requires the services of a General Counsel; and

WHEREAS the Passaic County Board of Social Services (“PCBSS”) published on November 2, 2023, in compliance with the public contracts law, a Request for Qualifications for General Counsel; and

WHEREAS The Request for Qualifications (RFQ) was returnable on November 14, 2023; and

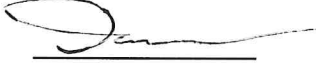
WHEREAS the Committee found that Buglione, Hutton & Deyoe, LLC, Attorneys at Law, met all criteria; and

WHEREAS based on the submissions and qualifications set forth therein, the PCBSS finds that Buglione, Hutton & Deyoe, LLC, Attorneys at Law are ideal to serve as General Counsel; and

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby qualifies and appoints Buglione, Hutton & Deyoe, LLC, Attorneys at Law, as General Counsel, from November 21, 2023, through November 20, 2024, at a rate of \$175.00 dollars per hour; 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, December 21, 2023

ATTEST:



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

Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



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

Commissioner Carol Cuadrado
Chairwoman