

**ORDER OF BUSINESS**

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

**REGULAR MEETING OF THE BOARD  
THURSDAY, MARCH 28, 2024  
9:00 A.M.**

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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 AND DECORUM WITH OPEN PUBLIC MEETINGS ACT:  
PUBLIC NOTICE**

**TAKE NOTICE** the Passaic County Board of Social Services, has scheduled its regularly monthly meeting for March 2024 to occur on: **Thursday, March 28, 2024 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 **March 25, 2024 @ 7:00AM (EST)**. 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 : 237 615 212 288 and passcode: aFxH4v. 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: 401 436 525#. 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).

#### **STATEMENT ON DECORUM AND CONDUCT AT PUBLIC MEETINGS**

In the State of New Jersey, it is the goal of public bodies for their members and members of the public to act in a respectful manner toward one another, and not to disparage one another nor interfere with public meetings, functions, operations, or the proceedings of public bodies.

Any verbal, written or physical conduct which interrupts a meeting or is related to race, gender, ethnicity, disability, sexual orientation or religion, shall not be tolerated and anyone violating this prohibited conduct may be subject to removal from the meeting and may also be subjected to other penalties that are appropriate under the law.

All members of public bodies and members of the general public are requested to take personal responsibility for their actions and to treat everyone they come in contact with in a fair and respectful manner. Failure to do so may lead to the removal of the offender from a public meeting as well as other penalties – as stated above.

5. **APPROVAL OF MINUTES** – February 22, 2024

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:

02/01/2024-02/15/2024 CK# 58766732-58766732	\$1,363,946.15 Payroll
02/16/2024-02/29/2024 CK# 58779817-58779817	\$1,391,754.16 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 April 1, 2024: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.

B. Funeral Grants

▪ Total Funeral Home Payments:	\$ 224,110.00
▪ Total Cemetery Payments:	\$ 32,486.00

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

12. **COMMITTEE REPORTS**

A. **Executive Committee – Commissioner Carol Cuadrado, Chairwoman (Informational).**

- 1. Case Statistics
- 2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics February 2024
- 3. Medicaid – Memorandum of Understanding 2024
- 4. Collective Bargaining Agreement CWA- (See attached)
- 5. PWA Contract Negotiations Agreement- (See attached)
- 6. SNAP, TANF, and GA
- 7. Employee Handbook (See attached)
- 8. Call Center
- 9. Website

B. **Education Leave Committee – Commissioner Cuadrado, Chairwoman (Approval Needed).**

- 1. New Jersey Association of Counties (NJAC) Annual Conference-2 attendees
- 2. SKILLPATH TRAINING -Yearly Subscription (Unlimited)- 3 Subscriptions
- 3. Tuition Reimbursements- 2 employees

C. **Personnel Committee – Commissioner Cuadrado, Chairwoman (Approval Needed).**

- Confidential Report
- Non-Confidential Report

D. Good and Welfare Committee – Commissioner Ahmed, Vice Chairwoman (Informational).

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
  - a. Monthly report from Sherriff Officers
  - b. 21,196 clients seen in the Paterson office
  - c. Unable to utilize the X-ray machine
2. Concerns
  - a. Issues with UFS guards

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

**I. Monthly Expenditures**

All monthly expenditures are of a routine nature.

**II. 2024 Agency Budget Amendment**

The 2024 Agency Budget needs to be amended in order to cover retroactive salary payments for 2022 & 2023 calendar years. The result of the budget amendment will be an increase from \$59,453,357 to \$60,453,357. The amendment did not affect the County Share.

Recommendation is to approve the amendment to the 2024 Agency Budget.

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

Recommendation is to approve the March 31, 2024, estimated payment to “Treasurer, State of New Jersey” in the amount of \$32,303.00 for Data processing and EBT software.

**IV. Resolution to Purchase 2 Agency Vehicles from the ARP Adult Protective Services Grant**

Request authorization to purchase 2 SUVs via the ARP Adult Protective Services Grant (see attached)

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

- Community Outreach Monthly Activity Report (Informational)  
John Currie, Chief Community Organization

February 20, 2024      Assemblywoman Shavonda Sumter’s Senior Breakfast  
Event Paterson, NJ

February 27, 2024      Hope Academy Family Night Passaic, NJ

13. **COUNSEL'S MONTHLY REPORT – (Informational)**

1. Legal Counsel Report February 1-February 29, 2024
  - a.) Child Support Hearings
  - b.) Institutional Medicaid Hearings

14. **COMMUNICATIONS – (None).**

15. **NEW BUSINESS – (Approval Needed)**

1. RFQ: Outside Legal Counsel: Agreement Between the Passaic County Board of Social Services and Eric Bernstein & Associates, L.L.C.  
(see attachments)

16. **OLD BUSINESS –(Approval Needed)**

1. A Resolution Authorizing the Rescinding of Resolution No. 2024-01-06 and Resolution No. 2024-01-09
  - a. Paralegal Specialist for Child Support (2024-01-06)
  - b. Assistant Training Supervisor (2024-01-09)

17. **ADJOURNMENT**