

PASSAIC COUNTY BOARD OF SOCIAL SERVICES

**JANUARY 25, 2024
RESCHEDULED-FEBRUARY 1, 2024**

The regular meeting of the Passaic County Board of Social Services was rescheduled and held on Thursday, February 1, 2024 at 80 Hamilton Street, Paterson, New Jersey.

Notice of this meeting previously provided to the public in accordance and in compliance with the New Jersey Open Public Meetings Act by way of annual notice provided to the North Jersey Herald & News, to The Record and to the Clerk for the County of Passaic on or about January 2, 2024; and by the posting of such annual notice in at least one public place reserved for such notices and by additional notices mailed to same on or about the seventh day prior to this meeting.

The meeting was called to order by Special Counsel, Mr. Albert Buglione at 9:02 A.M.

ROLL CALL:

Present: Commissioner Carol Cuadrado, Chairwoman
Commissioner Rev. Douglas Maven, Secretary Treasurer
Commissioner Kathleen Donnelly, Assistant Secretary Treasurer
Commissioner Dr. Jabeen Ahmed, Vice Chairwoman
Commissioner Marilyn Frierson
County Commissioner John Bartlett
County Commissioner Bruce James

Also

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

SUSPEND REGULAR ORDER OF BUSINESS – ELECTION OF OFFICERS

County Commissioner Bruce James made a motion that the Board suspends the regular order of business for the election of officers for 2024. Motion seconded by County Commissioner John Bartlett and unanimously carried on roll call.

OFFICE OF CHAIRMAN

Commissioner Kathleen Donnelly nominated Carol Cuadrado for the office of Chairwoman of the Passaic County Board of Social Services for the year 2024, seconded by Commissioner Jabeen Ahmed and unanimously carried on roll call.

Hearing no further nominations, a motion was made to elect Carol Cuadrado to the Office of Chairwoman by Commissioner Kathleen Donnelly. Motion seconded by Commissioner Jabeen Ahmed and unanimously carried on roll call.

OFFICE OF VICE-CHAIRMAN

Commissioner Carol Cuadrado nominated Jabeen Ahmed for the office of Vice Chairwoman of the Passaic County Board of Social Services for the year 2024, seconded by Commissioner Kathleen Donnelly and unanimously carried on roll call.

Hearing no further nominations, a motion was made to elect Jabeen Ahmed to the Office of Vice Chairwoman, by Commissioner Carol Cuadrado. Motion seconded by Commissioner Kathleen Donnelly and unanimously carried on roll call.

OFFICE OF SECRETARY TREASURER

Commissioner Kathleen Donnelly nominated Rev Douglas Maven for the office of Secretary Treasurer of the Passaic County Board of Social Services for the year 2024, seconded by Commissioner Marilyn Frierson and unanimously carried on roll call.

Hearing no further nominations, a motion was made to elect Rev. Douglas Maven to the Office of Secretary Treasurer by Commissioner Kathleen Donnelly. Motion seconded by Commissioner Marilyn Frierson and unanimously carried on roll call.

OFFICE OF ASSISTANT SECRETARY TREASURER

Commissioner Rev. Douglas Maven nominated Kathleen Donnelly for the office of Assistant Secretary Treasurer of the Passaic County Board of Social Services for the year 2024, seconded by Commissioner Marilyn Frierson and unanimously carried on roll call.

Hearing no further nominations, a motion was made to elect Kathleen Donnelly to the Office of Assistant Secretary Treasurer by Commissioner Rev. Douglas Maven. Motion seconded by Commissioner Marilyn Frierson and unanimously carried on roll call.

RESUME REGULAR ORDER OF BUSINESS

Motion to resume the regular order of business made by County Commissioner John Bartlett, seconded by Commissioner Kathleen Donnelly, and unanimously carried on roll call.

ANNUAL RESOLUTIONS 11 THRU 16

A motion was made by County Commissioner Bruce James, seconded by Commissioner Kathleen Donnelly that the Board adopt the resolution authorizing the Secretary Treasurer to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of categorical assistance with copies to be forwarded to the proper banks to accept the signature of the Secretary Treasurer. Motion unanimously carried on roll call.

A motion was made by County Commissioner Bruce James, seconded by Commissioner Kathleen Donnelly that the Board adopt the resolution authorizing Assistant Secretary Treasurer to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of categorical assistance in the event the Secretary Treasurer is unable to perform the duties of the office with copies to be forwarded to the proper banks to accept the signature of the Assistant Secretary Treasurer. Motion unanimously carried on roll call.

A motion was made by County Commissioner Bruce James, seconded by Commissioner Kathleen Donnelly that the Board adopt the resolution authorizing the Director to notify the banks to accept the signature of the former Assistant Secretary Treasurer on February 1, 2024 assistance checks if there is not sufficient time to have signature plates made and checks printed with the name of the new Secretary Treasurer by February 1, 2024. Motion unanimously carried on roll call.

A motion was made by County Commissioner Bruce James, seconded by Commissioner Kathleen Donnelly that the Board adopt the resolution authorizing the Director to place under bond the Secretary Treasurer for the year 2024 and to approve payment of bonds. Motion unanimously carried on roll call.

A motion was made by County Commissioner Bruce James, seconded by Commissioner Kathleen Donnelly that the Board adopt the resolution authorizing the Director to place under bond the Assistant Secretary Treasurer for the year 2024 and to approve payment of bonds. Motion unanimously carried on roll call.

A motion was made by County Commissioner Bruce James, seconded by Commissioner Kathleen Donnelly that the Board adopt the resolution authorizing Director to sign all financial documents pertaining to the administration of categorical assistance with copies to be forwarded to the proper banks to accept the signatures of the Director, Secretary Treasurer, and Assistant Secretary Treasurer. Motion unanimously carried on roll call.

APPROVAL OF MINUTES - BOARD MEETING DECEMBER 21, 2023

- 17 Motion made by Commissioner Kathleen Donnelly, seconded by County Commissioner John Bartlett, that the minutes of the Board Meeting held December 21, 2023 be approved as submitted. Motion unanimously carried on roll call.

ADMINISTRATION

18A Director's Financial Report including Administrative Bills, Medical Transportation and Child Care 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.

18B Ratification of payments made for payrolls:

12/01/2023 – 12/15/2023 58703877-58703882 \$ 1,437,436.60 Payroll
12/16/2023 – 12/31/2023 58720043-58720044 \$ 1,383.363.81 Payroll

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

18C Motion 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

19A Categorical Assistance: Motion made by Commissioner Kathleen Donnelly, seconded by Commissioner Marilyn Frierson, that the Board approve payment of categorical assistance for February 1, 2024, consisting of Temporary Assistance to Needy Families, Refugee Assistance and Social Service Emergency Assistance. Motion unanimously carried on roll call.

19B Funeral Grants: A motion was made by Commissioner Kathleen Donnelly, seconded by Commissioner Marilyn Frierson, 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

Commissioner Kathleen Donnelly made a motion that the Board suspends the regular order of business. Motion seconded by Commissioner Marilyn Frierson and unanimously carried on roll call.

PUBLIC PORTION-(None)

RESUME REGULAR ORDER OF BUSINESS

Commissioner Kathleen Donnelly made a motion that the Board resume the regular order of business. Motion seconded by Commissioner Dr. Jabeen Ahmed and 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
- B. Property & Resources Department
- C. Child Support & Paternity Department
- D. Training Department

EXECUTIVE COMMITTEE

- 1. Case Statistics (Informational)
- 2. MIS- 3-year contract with Dell for Microsoft licenses for 400 licenses (Informational).
- 3. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics December 2023 (Informational; see attached)
- 4. 2024 Executive Director's Letter to the Board (Informational)
- 5. 2023 Passaic County Board of Social Services Annual Report (Informational; see attached)
- 6. Executed Resolution Designating County Commissioners as members of the Passaic County Board of Social Services for Calendar Year 2024 (Informational; see attached)
- 7. Herald News Amended Affidavit (Informational; see attached)
- 8. Resolution Authorizing to Enter into an Agreement with RayZo Marketing for Website Design (Exhibit A; See Attached-Approval needed)
- 9. Resume use of the ZOOM live stream platform for Committee and Board meetings effective February 2024. (informational)

Motion was made by Commissioner Carol Cuadrado to approve Item No. 8, resolution, authorizing to enter into an agreement with RayZo Marketing for Website Design, seconded by Commissioner Marilyn Frierson.
Motion unanimously carried on roll call.

EDUCATIONAL COMMITTEE

- 1. THE 42nd NEW JERSEY ANNUAL CHILD SUPPORT TRAINING EVENT

Motion was made by Commissioner Carol Cuadrado to approve the Educational Leave report, seconded by Commissioner Kathleen Donnelly.
Motion unanimously carried on roll call.

PERSONNEL COMMITTEE

Motion made by Commissioner Carol Cuadrado to approve the confidential and non-confidential Personnel Committee Reports, seconded by Commissioner Kathleen Donnelly. Motion unanimously carried on roll call.

GOOD AND WELFARE COMMITTEE

A copy of the Good and Welfare Committee Report as forwarded to all Board Members (informational) is attached hereto and made a part of these minutes.

WELFARE FRAUD AND ABUSE COMMITTEE

Fraud Statistics included in the Abacus Dept. Report (See 23A-Informational)

BUILDING AND GROUNDS COMMITTEE

Motion made by Commissioner Carol Cuadrado to approve item No. 2, requesting 10 cubicles in the amount of \$21,000. Motion seconded by Commissioner Rev. Douglas Maven. Motion unanimously carried on roll call.

Motion made by Commissioner Kathleen Donnelly to approve item No. 2, with Passaic address correction (114 Prospect Street). Motion seconded by Commissioner Rev. Douglas Maven. Motion unanimously carried on roll call.

FINANCE COMMITTEE

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

COMMUNITY RELATIONS

A copy of the Community Relations Committee Report as forwarded to all Board Members (informational) is attached hereto and made a part of these minutes.

COUNSEL'S REPORT

December 1, 2023- December 31, 2023, Hearing & Case Statistics –
(Informational Only)

COMMUNICATIONS

No Report

NEW BUSINESS

No Report

OLD BUSINESS

1. Amended Resolution for General Counsel (RFQ 3-2023): Qualified General Legal
- Resolution No. 2023-12-04

Motion made by Commissioner Kathleen Donnelly to approve the Old Business Report, seconded by Commissioner Marilyn Frierson. Motion unanimously carried on roll call.

CLOSED SSESSEION/EXECUTIVE SESSION

ADJOURNMENT-9:14AM

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

Respectfully submitted

Rev. Douglas Maven
Secretary Treasurer

Attested to:

Talisa A. Coleman
Director

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
THE REGULAR MONTHLY MEETING OF THE BOARD
THURSDAY, FEBRUARY 1, 2024 (JANUARY 25, 2024-RESCHEDULED)
@ 9:00A.M.**

Meeting began: 9:02AM

AGEND A 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	✓	✓	✓	✓	✓	✓	X
2.	Oath of Allegiance to the Flag									
3.	Roll Call	COMM. AHMED YES	COMM. ALSTON ABSENT	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM. JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE X
4.	Statement of Compliance with Open Public Meetings Act									
5.	Suspend Regular Order of Business (Motion Required) County Commissioner Bruce James 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 1st YES	REV. MAVEN YES	County Adjuster STAMPONE -----
6A.	* Office Of Chairwoman* The Board Nominated Commissioner Carol Cuadrado for Office of the Chairwoman 2024 Commissioner Kathleen Donnelly Commissioner Jabeen Ahmed	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 -----
6B.	Motion to Close Nominations for Chairwoman Commissioner Kathleen Donnelly Commissioner Jabeen Ahmed	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 1st YES	County Adjuster STAMPONE -----
7A.	* Office Of Vice Chairwoman* The Board Nominated Commissioner Jabeen Ahmed for the Office of Vice Chairwoman for 2024 Commissioner Carol Cuadrado Commissioner Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO 1st YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM. JAMES ABSTAIN	REV. MAVEN YES	County Adjuster STAMPONE -----

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

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7B.	<p>Motion to Close Nominations for Vice Chairwoman</p> <p>Commissioner Carol Cuadrado Commissioner Kathleen Donnelly</p>	<p>COMM. AHMED YES</p>	<p>COMM. ALSTON -----</p>	<p>COMM. BARTLETT YES</p>	<p>COMM. CUADRADO 1st YES</p>	<p>COMM. DONNELLY 2nd YES</p>	<p>COMM. FRIERSON YES</p>	<p>COUNTY COMM JAMES YES</p>	<p>REV. MAVEN YES</p>	<p>County Adjuster STAMPONE -----</p>
8A.	<p>*Office of Secretary Treasurer* The Board Nominated Commissioner Rev. Douglas Maven for the Office of Secretary Treasurer for 2024</p> <p>Commissioner Kathleen Donnelly Commissioner Marilyn Frierson</p>	<p>COMM. AHMED YES</p>	<p>COMM. ALSTON YES</p>	<p>COMM. BARTLETT YES</p>	<p>COMM. CUADRADO YES</p>	<p>COMM. DONNELLY 1st YES</p>	<p>COMM. FRIERSON 2nd YES</p>	<p>COUNTY COMM JAMES YES</p>	<p>REV. MAVEN YES</p>	<p>County Adjuster STAMPONE -----</p>
8B.	<p>Motion to Close Nominations for Secretary Treasurer</p> <p>Commissioner Kathleen Donnelly Commissioner Marilyn Frierson</p>	<p>COMM. AHMED YES</p>	<p>COMM. ALSTON -----</p>	<p>COMM. BARTLETT YES</p>	<p>COMM. CUADRADO YES</p>	<p>COMM. DONNELLY 1st YES</p>	<p>COMM. FRIERSON 2nd YES</p>	<p>COUNTY COMM JAMES YES</p>	<p>REV. MAVEN YES</p>	<p>County Adjuster STAMPONE -----</p>
9A.	<p>Office of Assistant Secretary Treasurer* The Board Nominated Commissioner Kathleen Donnelly for the Office of Assistant Secretary Treasurer for 2024</p> <p>Commissioner Rev. Douglas Maven Commissioner Marilyn Frierson</p>	<p>COMM. AHMED YES</p>	<p>COMM. ALSTON -----</p>	<p>COMM. BARTLETT YES</p>	<p>COMM. CUADRADO YES</p>	<p>COMM. DONNELLY 1st YES</p>	<p>COMM. FRIERSON 2nd YES</p>	<p>COUNTY COMM JAMES YES</p>	<p>REV. MAVEN YES</p>	<p>County Adjuster STAMPONE -----</p>

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9B.	Motion to Close Nominations for Assistant Secretary Treasurer Commissioner Rev. Douglas Maven Commissioner Marilyn Frierson	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON 2nd YES	COUNTY COMM JAMES YES	REV. MAVEN 1st YES	County Adjuster STAMPONE -----
10.	Resume Regular Order of Business (Motion Required) Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2nd YES	COMM. FRIERSON YES	COUNTY COMM JAMES 1st YES	REV. MAVEN YES	County Adjuster STAMPONE -----
11.	Annual Reorganization Resolutions (11 - 16) Adoption of Resolution authorizing the Secretary Treasurer to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of categorical assistance with copies to be forwarded to the proper banks to accept the signature of the Secretary Treasurer. Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
12.	Adoption of Resolution authorizing Assistant Secretary Treasurer to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of categorical assistance in the event the Secretary Treasurer is unable to perform the duties of the office with copies to be forwarded to the proper banks to accept the signature of the Assistant Secretary Treasurer Commissioner Bruce James 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 YES	County Adjuster STAMPONE -----
13.	Adoption of Resolution authorizing the Director to notify the banks to accept the signature of the former Assistant Secretary	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2ND YES	COMM. FRIERSON YES	Comm James 1st YES	Rev. Maven YES	County Adjuster STAMPONE

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

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	Treasurer on February 1, 2024 assistance Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2 nd YES	COMM. FRIERSON. YES	COUNTY COMM JAMES 1 st YES	REV. MAVEN YES	County Adjuster STAMPONE -----
14.	Adoption of Resolution authorizing the Director to place under bond the Secretary Treasurer for the year 2024 and to approve payment of bonds Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO 2 nd YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES 1 st YES	REV. MAVEN YES	County Adjuster STAMPONE -----
15.	Adoption of Resolution authorizing the Director to place under bond the Assistant Secretary Treasurer for the year 2024 and to approve payment of bonds. Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO 2 nd YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES 1 st YES	REV. MAVEN YES	County Adjuster STAMPONE -----
16.	Adoption of Resolution authorizing Director to sign all financial documents pertaining to the administration of categorical assistance Commissioner Bruce James Commissioner Kathleen Donnelly	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO 2 nd YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES 1 st YES	REV. MAVEN YES	County Adjuster STAMPONE -----
17.	*Approval of Minutes* Monthly Board Meeting December 21, 2023 Commissioner Kathleen Donnelly Commissioner John Bartlett	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT 2 nd YES	COMM. CUADRADO YES	COMM. DONNELLY 1 st YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE -----
18.	Administration A. Director's Financial Report B. AFDC- (No Report)	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 2 nd YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN 1 st YES	County Adjuster STAMPONE -----

Also Attending: Talisa A. Coleman, Director
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	C. <u>Ratification of Payrolls</u>	YES	-----	YES	YES	YES	-----	YES	YES	-----	YES	YES	-----
	D. <u>Clearing Account Transactions</u>	YES	-----	YES	YES	YES	-----	YES	YES	-----	YES	YES	-----
	Commissioner Rev Douglas Maven Commissioner Kathleen Donnelley												
19.	Assistance A. <u>Categorical Assistance: February 1, 2024</u> B. <u>Funeral Grants</u> Commissioner Kathleen Donnelly Commissioner Marilyn Frierson	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 1 ST YES	COMM. FRIERSON 2 ND YES	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE -----			
20.	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 1 ST YES	COMM. FRIERSON 2 ND YES	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE -----			
21.	Public Portion												
22.	Resume Regular Order of Business (Motion Required) Commissioner Kathleen Donnelly Commissioner Jabeen Ahmed	COMM. AHMED 2 ND YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY 1 ST YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE -----			

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	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
23.	<p><u>Departmental Reports</u> (Informational)</p> <p>A. <u>Abacus Department</u> B. <u>Property & Resources Department</u> C. <u>Child Support & Paternity Department</u> D. <u>Training Department</u></p>								
25A.	<p><u>Committee Reports</u></p> <p><u>Executive Committee</u></p> <p>1. Case Statistics (Informational) 2. MIS- 3-year contract with Dell for Microsoft licenses for 400 licenses (Informational). 3. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics December 2023 (Informational; see attached) 4. 2024 Executive Director's Letter to the Board (Informational) 5. 2023 Passaic County Board of Social Services Annual Report (Informational; see attached) 6. Executed Resolution Designating County Commissioners as members of the Passaic County Board of Social Services for Calendar Year 2024 (Informational; see attached) 7. Herald News Amended Affidavit (Informational; see attached) 8. Resolution Authorizing to Enter into an Agreement with RayZo Marketing for Website Design (Exhibit A; See Attached-Approval needed) 9. Resume use of the ZOOM live stream platform for Committee and Board meetings effective February 2024.</p>								

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<p style="text-align: center;">a. <u>Security</u> b. <u>Paterson Building</u></p>												
<p>2. <u>Passaic Buildings</u> a.) <u>Systems Furniture</u> Commissioner Carol Cuadrado Commissioner Rev Douglas Maven</p>												
<p>25G. <u>Finance Committee (Approval Needed)</u> I. <u>Monthly Expenditures</u> All monthly expenditures are of a routine nature. II. <u>Surety Bond</u> (see Annual Resolution, Agenda No. 14). Bond coverage for Secretary of Treasurer in the amount of \$100,000. III. <u>Authorize acceptance of funds for Adult Protective Service Grants</u> Passaic County Board of Social Services authorizes the acceptance of the 3rd year out of a 3-year contract for funds in the amount of \$415,906.00 for the Adult Protective Service Grant. Recommendation is to approve the acceptance of the Adult Protective Service Grant for the year 2023. IV. <u>Approval of Petty Cash</u></p>	<p>COMM. AHMED YES YES YES YES YES</p>	<p>COMM. ALSTON ----- ----- -----</p>	<p>COMM. BARTLETT YES YES YES YES YES</p>	<p>COMM. CUADRADO YES YES YES YES YES</p>	<p>COMM. DONNELLY YES YES YES YES YES</p>	<p>COMM. FRIERSON YES YES YES YES YES</p>	<p>COUNTY COMM JAMES 2nd YES YES YES YES YES</p>	<p>REV. MAVEN 1st YES YES YES YES YES</p>	<p>County Adjuster STAMPONE ----- ----- ----- -----</p>			

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	<p>V. <u>Acceptance of the ARP Adult Protective Services funding</u> The Passaic County board of Social Services authorizes the acceptance \$180,033 of additional funding awarded from the American Rescue Plan. Recommendation is to approve the acceptance of the ARP Adult Protective Services funds.</p>									
25H.	<p>Commissioner Rev Douglas Maven Commissioner Kathleen Donnelly Community Relations Committee - (Informational)</p>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
26.	<p>Counsel Monthly Report (Informational) <u>December 1, 2023- December 31, 2023 Hearing & Case Statistics</u></p>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
27.	<p>Communications - (No Report)</p>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE
28.	<p>New Business (None)</p>	COMM. AHMED	COMM. ALSTON	COMM. BARTLETT	COMM. CUADRADO	COMM. DONNELLY	COMM. FRIERSON	COUNTY COMM JAMES	REV. MAVEN	County Adjuster STAMPONE

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@ 9:00 A.M.**

Meeting began: 9:02AM

29.	Old Business (None)	<p>1. Executive Report (December 2023);</p> <p><u>Amended Resolution for General Counsel (REQ 3-2023) : Qualified General Legal Counsel;</u></p> <p>Resolution Amending Resolution No.2023-12-04, Appointing the General Counsel for Passaic County Board of Social Services (approval needed; see attached)</p> <p>Buglione, Hutton & DeYoe, LLC Attorneys at Law</p> <p>Commissioner Kathleen Donnelly Commissioner Marilyn Frierson</p>	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT YES	COMM. CUADRADO YES	COMM. DONNELLY YES	COMM. FRIERSON YES	COUNTY COMM JAMES -----	REV. MAVEN YES	County Adjuster STAMPONE -----
30.	Adjournment -9:41AM	Commissioner Kathleen Donnelly Commissioner John Bartlett	COMM. AHMED YES	COMM. ALSTON -----	COMM. BARTLETT 2 nd YES	COMM. CUADRADO YES	COMM. DONNELLY 1 st YES	COMM. FRIERSON YES	COUNTY COMM JAMES YES	REV. MAVEN YES	County Adjuster STAMPONE -----

CLOSED EXECUTIVE SESSION

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

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
RESOLUTION No. 2024-01-00**

WHEREAS Rev. Douglas Maven has been elected Secretary-Treasurer of the Passaic County Board of Social Services for the administration of categorical assistance;
and

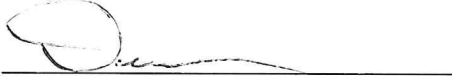
WHEREAS, it is necessary for Rev. Douglas Maven to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of categorical assistance.

NOW, THEREFORE, BE IT RESOLVED that Rev. Douglas Maven be and hereby is authorized to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of Temporary Assistance to Needy Families, Refugee Assistance, Social Service Emergency Assistance, and the Food Stamp Program.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to PNC Bank of Woodland Park, New Jersey and Lakeland Bank of Little Falls, New Jersey authorizing said banks to accept the signature of Rev. Douglas Maven effective January 25, 2024 until further notice from the Board.

CERTIFICATION

I, Rev. Douglas Maven, Secretary-Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on February 1, 2024; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Rev. Douglas Maven, Secretary Treasurer

Dated: February 1, 2024

AGENDA No. 11

**PASSAIC COUNTY BOARD of SOCIAL SERVICES
RESOLUTION NO. 2024-01-01**

WHEREAS Kathleen Donnelly has been elected Assistant Secretary-Treasurer of the Passaic County Board of Social Services for the administration of categorical assistance in the event the Secretary-Treasurer is unable to perform the duties of the office; and

WHEREAS it is necessary for Kathleen Donnelly to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of categorical assistance in the event the Secretary-Treasurer is unable to perform the duties of the office; and

NOW, THEREFORE, BE IT RESOLVED that Kathleen Donnelly hereby is authorized to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of Temporary Assistance to Needy Families, Refugee Assistance, Social Service Emergency Assistance, and the Food Stamp Program in the event the Secretary-Treasurer is unable to perform the duties of the office, and.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to PNC Bank of Woodland Park, New Jersey and Lakeland Bank of Little Falls, New Jersey authorizing said banks to accept the signature of Kathleen Donnelly effective January 25, 2024, in the event the Secretary-Treasurer is unable to perform the duties of the office, and until further notice from the Board.

CERTIFICATION

I, Rev. Douglas Maven, Secretary-Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on February 1, 2024; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Rev. Douglas Maven, Secretary Treasurer

February 1, 2024

AGENDA NO. 12

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
RESOLUTION No. 2024-01-02**

WHEREAS, at the reorganization of the held February 1, 2024, the Secretary Treasurer will be elected for the year 2024; and

WHEREAS, it is not immediately possible to obtain the required signature plate bearing the name of the newly elected Secretary Treasurer and Assistant Secretary Treasurer for the February 1, 2024 assistance checks together with the proper resolution and signature card required by the depositories.

NOW, THEREFORE, BE IT RESOLVED that the former Secretary Treasurer, Rev. Douglas Maven, and Kathleen Donnelly, continue to sign the financial documents for the administration of categorical assistance until such time as the signature plate and the required bank resolution and signature card are obtained bearing the signature of the newly elected officer of the Passaic County Board of Social Services for the year 2024; and.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to PNC Bank of Woodland Park, New Jersey and Lakeland Bank of Little Falls, New Jersey authorizing said banks to accept the signature of the former Secretary Treasurer, Rev. Douglas Maven, or the signature of the former Assistant Secretary Treasurer, until they have received and filed the Resolution and signature card bearing the name of the newly elected Secretary Treasurer and Assistant Secretary Treasurer.

CERTIFICATION

I, Rev. Douglas Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on February 1, 2024; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Rev. Douglas Maven, Secretary Treasurer

Dated: February 1, 2024

AGENDA NO. 13

**PASSAIC COUNTY BOARD of SOCIAL SERVICES
RESOLUTION No. 2024-01-03**

WHEREAS it is necessary that the Passaic County Board of Social Services for the administration of categorical assistance place under bond the Secretary Treasurer; and

WHEREAS, the Passaic County Board of Social Services at their meeting held February 1, 2024 set the amount of bond at \$100,000.00 for the Secretary Treasurer,

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to place under bond the Secretary Treasurer, Rev. Douglas Maven, during the term of their office.

CERTIFICATION

I, Rev. Douglas Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on February 1, 2024; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Secretary Treasurer

Dated: February 1, 2024

AGENDA NO. 14

**PASSAIC COUNTY BOARD of SOCIAL SERVICES
RESOLUTION No. 2024-01-04**

WHEREAS it is necessary that the Passaic County Board of Social Services for the administration of categorical assistance place under bond the Assistant Secretary-Treasurer; and

WHEREAS, the Passaic County Board of Social Services at their meeting held February 1, 2024 set the amount of bond at \$100,000.00 for the Secretary Treasurer,

NOW, THEREFORE, BE IT RESOLVED that the Executive Director be authorized to place under bond the Assistant Secretary, Treasurer Kathleen Donnelly, during the term of their office.

CERTIFICATION

I, Rev. Douglas Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on February 1, 2024; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Rev. Douglas Maven, Secretary Treasurer

Dated: February 1, 2024

AGENDA NO. 15

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES
RESOLUTION NO. 2024-01-05**

WHEREAS Talisa A. Coleman is the Executive Director, of the Passaic County Board of Social Services for the administration of categorical assistance; and

WHEREAS, it is necessary for her to sign all financial documents pertaining to the Passaic County Board of Social Services or, in the absence of the Executive Director, Talisa A Coleman, Secretary Treasurer, Rev. Douglas Maven and the Assistant Secretary Treasurer, Kathleen Donnelly

NOW, THEREFORE, BE IT RESOLVED that Talisa A. Coleman, Executive Director, or in her absence, Secretary Treasurer, Rev. Douglas Maven, or Kathleen Donnelly, Assistant Secretary Treasurer, be and hereby are authorized to sign all financial documents pertaining to the Passaic County Board of Social Services for the administration of Temporary Assistance to Needy Families, Refugee Assistance, Social Service Emergency Assistance, and the Food Stamp Program.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to PNC Bank of Woodland Park, New Jersey, and Lakeland Bank of Little Falls, New Jersey authorizing said banks to accept the signatures of Talisa A. Coleman, Rev. Douglas Maven, and Kathleen Donnelly, and until further notice from the Board.

CERTIFICATION

I, Rev. Douglas Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on February 1, 2024; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Rev. Douglas Maven, Secretary Treasurer

Dated: February 1, 2024

Passaic County Board of Social Services

Resolution No. 2024-01-06

**A RESOLUTION TO PROVISIONALLY PROMOTE 1
PARALEGAL SPECIALIST FOR CHILD SUPPORT**

WHEREAS the Passaic County Board of Social Services is in need of hiring 1 Paralegal Specialist for Child Support; and

WHEREAS it is by the recommendation of the Executive Director that Angelina Matarieh be hired as Paralegal Specialist for Child Support effective 2/05/2024 or after; and

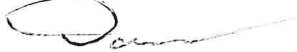
NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the hiring of the applicant as Paralegal Specialist for Child Support; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to notify the employee of the appointment with the Passaic County Board of Social Services effective on or after February 05, 2024; 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.

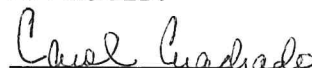
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, February 1, 2024.

ATTEST:



Commissioner Rev. Douglas L. Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2024-01-07

**A RESOLUTION AUTHORIZING FOUR PROMOTIONS TO
THE PERMANENT APPOINTMENT TO THE TITLE OF
HUMAN SERVICE SPECIALIST 1**

WHEREAS the Passaic County Board of Social Services is in need of appointing to the permanent title Human Service Specialist 1; and

WHEREAS interviews were conducted for the position of Human Service Specialist 1; and

WHEREAS it is by the recommendation of the Executive Director that four candidates be appointed to the permanent position of Human Service Specialist 1 as follows:

1. Jasmelena Andino 2/05/2024
2. Megha Bhatt 2/05/2024
3. Shayna C. Dixon 1/16/2024
4. Ashleigh B. Gonzalez 1/16/2024

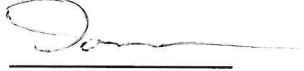
NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the appointment of the foregoing in accordance with the Civil Service Commission Title 07994 from the CSC listing OL231612, permanent Human Service Specialist 1; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to notify the employee of the permanent appointment with the Passaic County Board of Social Services; and

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

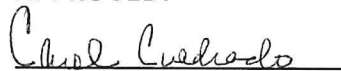
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, February 1, 2024.

ATTEST:



Commissioner Rev. Douglas Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF
PETTY CASH FUND FOR CALENDAR YEAR 2024
PERSUANT TO N.J.S.A. 40A:5-21
RESOLUTION NO. 2024-01-08**

WHEREAS, pursuant to N.J.S.A. 40A:5-21 the board may establish petty cash funds upon written application to and approval of the Director of the Division of Local Government Services; and

WHEREAS, the Fiscal Officer is seeking approval to reissue petty cash funds previously approved by the director for Calendar year 2024 for an amount of \$150; and

WHEREAS, the custodian for this fund is, Flavio Rivera, Fiscal Officer, who is bonded for the amount of \$100.00; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

NOW, THEREORE BE IT RESOLVED that the Passaic County Board of Social Services hereby authorizes the establishment of the petty cash fund for calendar year 2024.

CERTIFICATION

I, Rev. Douglas Maven, Secretary Treasurer of the Passaic County Board of Social Services, certifies that the foregoing is a true copy of a Resolution as it appears in the records of the Passaic County Board of Social Services and as was duly and legally adopted at a meeting of the members of the said Board called for that purpose and held on February 1, 2024; that it has not been modified, amended or rescinded, and it is in full force and effect as of the date hereof.



Rev. Douglas Maven, Secretary Treasurer

Dated: February 1, 2024

Passaic County Board of Social Services

Resolution No. 2024-01-09

**A RESOLUTION AUTHORIZING THE PERMANENT
APPOINTMENT TO THE TITLE OF ASSISTANT TRAINING
SUPERVISOR**

WHEREAS the Passaic County Board of Social Services is in need of permanently appointing 1 Assistant Training Supervisor; and

WHEREAS this appointment to Assistant Training Supervisor is a permanent selection from civil service commission listing PL231990; and

WHEREAS it is by the recommendation of the Executive Director that Johanna Cordova be appointed to the title of Assistant Training Supervisor effective on 1/16/2024; and

NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the appointment of the applicant to permanent title of Assistant Training Supervisor; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to notify the employee of the appointment with the Passaic County Board of Social Services effective January 16, 2024; 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 Thursday, February 1, 2024.

ATTEST:



Commissioner Rev. Douglas Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman

Passaic County Board of Social Services

Resolution No. 2024-01-10

A RESOLUTION AUTHORIZING THE HIRING 9 FULL-TIME HUMAN SERVICES SPECIALISTS 1

WHEREAS the Passaic County Board of Social Services is in need of hiring 9 Full-Time Human Services Specialist 1; and

WHEREAS the 9 positions of Full-Time Human Services Specialist 1 are candidates from the open competitive list by NJ Civil Service OL231612; and

WHEREAS interviews were conducted for the 9 positions of Full-Time Human Services Specialist 1; and

WHEREAS it is by the recommendation of the Executive Director that the following 9 applicants be hired to the Full-Time Human Services Specialist 1 positions:

1. Tahjiyonna Brown Curry- 1/16/24
2. Jean McMurray - 1/16/24
3. Imani Wade - 1/16/24
4. Mitchell Itskevich 1/16/24
5. Sylvia Weeks 1/16/24
6. Ana Puertas 2/05/24
7. Tranika L. Burden 2/05/24
8. Marc Damon Smith 2/20/24
9. Laquanda Boyd 2/05/24

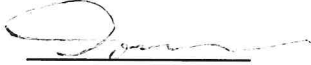
NOW THEREFORE, BE IT RESOLVED that the Passaic County Board of Social Services hereby approves the hiring of the aforementioned applicants to Full-Time Human Services Specialist 1; and

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 01/25/2024; 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.

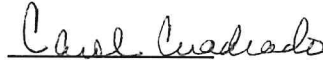
IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Passaic County Board Services upon a roll call of all members of the Board of Directors eligible to vote at a regular meeting held on Thursday, February 1, 2024.

ATTEST:



Commissioner Rev. Douglas Maven
Secretary-Treasurer

APPROVED:



Commissioner Carol Cuadrado
Chairwoman