

**MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
JULY 11, 2024 MEETING MINUTES**

Vice Chairperson Sandra Coleman opened the meeting by reading a statement of compliance with the Open Public Meetings Act of 1975.

A motion was made by Commissioner Azcona-Barber, seconded by Barbara Blackwell, approving the Minutes of the previous meeting as distributed. The motion was unanimously adopted.

A motion was made by Barbara Blackwell, seconded by Suchitra Kamath, ratifying transactions accomplished by direction and authority of the Director from June 13, 2024 to July 10, 2024. The motion was unanimously adopted.

A motion was made by Barbara Blackwell, seconded by Suchitra Kamath, approving the Treasurer's Financial Report. The motion was unanimously adopted.

A motion was made by Barbara Blackwell, seconded by Commissioner Azcona-Barber, authorizing the requisitioning of funds. The motion was unanimously adopted.

Commissioner Leslie Koppel and Board Member Janelle Rodriguez joined the meeting at 10:03 a.m.

A motion was made by Barbara Blackwell, seconded by Commissioner Azcona-Barber, approving the payment of bills as listed. The motion was unanimously adopted.

**COMMUNICATIONS:**

Each Board member was sent a copy of correspondence received by the Board since the June 24, 2024 Special Meeting of the Board.

**OLD BUSINESS:**

Copies of the State Statistics Report for the month of May 2024 were submitted to the Board for review. These reports are issued by the Division of Family Development and provide statistics on the NJSNAP, TANF, GA and Child Support programs. The report shows the WFNJ/TANF caseload in Middlesex County was 626 families (1,631 individuals); the SNAP food stamps caseload was 30,637 households (56,441 individuals); and 759 General Assistance cases were active.

Staff reports on New Applications in June 2024 showed 261 TANF applications; 507 GA applications, and 1,314 applications for SNAP. SNAP recertifications totaled 2,245 in June. In June, our receptionists assisted 2,887 individuals, with 482 of them visiting the Perth Amboy office. During the month, our call center answered 8,904 calls.

A copy of the Medicaid Redetermination Report for the month of June 2024 was submitted to the Board for review. The report shows a total caseload of 44,142 individuals. Approximately 37% of our redeterminations are overdue.

**NEW BUSINESS:**

**PUBLIC COMMENT**

Mr. David Blevins, a member of the public, asked if the background screenings referenced in Resolution 24-049 were only for potential employees. Director Dara Harkay said they are for potential employees.

A motion was made by Ms. Coleman to discuss personnel matters, client reimbursements and protective payees, and attorney-client privileged communications in closed session. A roll-call vote was taken. The motion was unanimously adopted.

A motion was made by Ms. Rodriguez, seconded by Commissioner Koppel, to go into Closed Session. The motion was unanimously adopted.

**RETURN TO PUBLIC SESSION**

**RESOLUTIONS (CONSENT AGENDA)**

#24-047 Approval of payrolls from July 16, 2024 to July 31, 2024, and from August 1, 2024 to August 15, 2024

#24-048 Confirm overtime payroll from June 1, 2024 to June 30, 2024

#24-049 Accept proposal of Trionaid Associates, Inc. to provide background screening services required by the Middlesex County Board of Social Services for a one (1) year period, commencing July 17, 2024

#24-050 Accept proposal of Sharp Elevator, Inc. to provide monthly elevator maintenance services at 181 How Lane for a one (1) year period, commencing August 1, 2024

#24-051 Accept proposal of Eastern Door Service to provide bi-annual preventative maintenance to the automatic doors at 181 How Lane for a one (1) year period, commencing August 1, 2024

#24-052 Authorize membership of the Middlesex County Board of Social Services into the New Jersey Cooperative Purchasing Alliance

#24-053 Accept proposal of SHI to provide maintenance of and warranties for the Barracuda Secure Message (email) Archive, backup server, and security gateway at a total cost of \$14,983.80 (New Jersey Cooperative Purchasing Alliance)

#24-054 Approval of Personnel Report

**LEAVES OF ABSENCE**

Kershaw, Amanda A.	Social Services Technician	06/17/24 – 07/15/24
Reid, Nikisha	Clerk 2	05/24/24 – 07/04/24
Bode, Linda	Clerk 2	07/05/24 – 07/22/24
Fehl, Andrew	Human Services Specialist 2	06/27/24 – 07/05/24
De La Rosa Mosquee, Dariana	Clerk 1, Bilingual, S/E	07/15/24 – 08/13/24
Saranczak, Jessica	Social Services Technician	06/28/24 – 08/01/24
Reid, Nikisha	Clerk 2	07/04/24 – 07/19/24

**PROMOTION, RECLASSIFICATION, TITLE, SALARY CHANGE**

Lawson, Sherita	Clerk 2, Provisional	\$41,003	\$43,010
Sims-Spears, Claudette	Clerk 2, Provisional	\$41,003	\$43,010
Soto-Mejia, Rosabel	Clerk 2, Bilingual, S/E, Provisional	\$41,003	\$43,010
Lia, Elisabeth	Clerk 2, Provisional	\$41,003	\$43,010
Gavilan, Isabel	Clerk 2, Bilingual, S/E, Provisional	\$41,003	\$43,010
De La Rosa Mosquee, Dariana	Clerk 2, Bilingual, S/E, Provisional	\$41,003	\$43,010
Barbosa, Yvette	Clerk 2, Provisional	\$41,003	\$43,010
Jeffers, Shakiema	Clerk 2, Provisional	\$41,003	\$43,010
Abreu, Keiry	Human Services Specialist 2, Bilingual, S/E, Provisional	\$65,230	\$69,317

**RETIREMENTS**

Barnes, Sherry A.	Social Worker	08/01/24
Tillman, Nancy D.	Human Services Specialist 3	09/01/24

**TERMINATIONS**

Felix, Michelle  
Guillen, Solanggy A.

Clerk 1, Bilingual, S/E, Temporary  
Human Services Aide, Bilingual, S/E, Temporary

06/19/24  
06/26/24

Ms. Coleman asked if any Board Member had any questions on the resolutions. There were none.

A motion was made by Ms. Rodriguez, seconded by Commissioner Azcona-Barber, to adopt the Consent Agenda, consisting of Resolutions #24-047 through #24-054. The motion was unanimously approved.

**PUBLIC COMMENT**

Jennifer Johnson of CWA, Local 1032, said the union had concerns regarding a payroll issue.

**ADJOURNMENT**

There being no further business before the Board, a motion to adjourn the meeting was made by Commissioner Koppel, seconded by Commissioner Azcona Barber. The motion was unanimously adopted.

The meeting adjourned at 10:15 AM.

Respectfully submitted,



Dara Harkay, Director

