

**MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
OCTOBER 10, 2024 BOARD MINUTES**

Chairperson Barbara Blackwell opened the meeting by reading a statement of compliance with the Open Public Meetings Act of 1975.

Roll Call was taken. Board Members attending were: Chairperson Blackwell, Vice Chairperson Sandra Coleman, Eric Marozine, Commissioner Claribel Azcona-Barber, and Commissioner Leslie Koppel.

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

A motion was made by Commissioner Azcona-Barber, seconded by Sandra Coleman, ratifying transactions accomplished by direction and authority of the Director from September 13, 2024 to October 10, 2024. The motion was unanimously adopted.

A motion was made by Commissioner Azcona-Barber, seconded by Mr. Marozine, approving the Treasurer's Financial Report. The motion was unanimously adopted.

A motion was made by Eric Marozine, seconded by Commissioner Koppel, authorizing the requisitioning of funds. The motion was unanimously adopted.

A motion was made by Commissioner Koppel, seconded by Mr. Marozine, 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 September 12, 2024 Meeting of the Board. Certification lists were received from the Civil Service Commission for the following titles:

- Human Services Specialist 3
- Human Services Specialist 3, Bilingual, Spanish/English
- Clerk 2, Bilingual, Spanish/English

**OLD BUSINESS:**

Copies of the State Statistics Report for the months of July and August 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 August report (the latest available) shows the WFNJ/TANF caseload in Middlesex County was 656 families (1,694 individuals); the SNAP food stamps caseload was 31,449 households (57,784 individuals); and 767 General Assistance cases were active.

Staff reports on new applications in September 2024 showed 375 TANF applications; 554 GA applications, and 1,575 applications for SNAP. SNAP recertifications totaled 2,049 in September. In September, our receptionists assisted 3,216 individuals, with 480 of them visiting the Perth Amboy office. During the month, our call center answered 11,593 calls.

A copy of the Medicaid Redetermination Report for the month of September 2024 was submitted to the Board for review. The report shows a total caseload of 43,627 individuals. Approximately 45% of our redeterminations are overdue.

**NEW BUSINESS:**

**PUBLIC COMMENT**

There was no public comment.

Ms. Blackwell moved 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 Commissioner Koppel, seconded by Mr. Marozine, to go into Closed Session. The motion was unanimously adopted.

## RETURN TO PUBLIC SESSION

### RESOLUTIONS:

- #24-068** Approval of payrolls from October 16, 2024 to October 31, 2024, and from November 1, 2024 to November 15, 2024
- #24-069** Confirm overtime payroll from September 1, 2024 to September 30, 2024
- #24-070** Accept proposal of JCF Capital, LLC DBA Broehl's Lawn Maintenance, for snow removal services for the period of November 1, 2024 to May 31, 2025
- #24-071** Approve amendment to Office on Violence Against Women (OVW) Improving Criminal Justice Response (ICJR) Grant Memorandum of Understanding to add parties and partners to the MOU and to update frequency of meetings
- #24-072** Approval to authorize Director to obtain qualifications for various professional services required by the Board in 2025
- #24-073** Authorize purchase of 100 HP Laser Jet Toner Cartridges from W.B. Mason (State Contract)
- #24-074** Accept proposal of SHI to provide hardware warranty renewal for the period of October 22, 2024 to October 31, 2025 (NASPO Computer Equipment – TDSynnex, contract #23026-C000001147517, subcontract #24-tele-71883)
- #24-075** Approval of Personnel Report

### REQUESTS FOR LEAVES OF ABSENCE

Bautista, Jesenia	Human Services Specialist 4, Bilingual, S/E	09/11/24 – 10/09/24
Mantilla, Marita	Human Services Specialist 3, Bilingual, S/E	09/11/24 – 10/21/24
Kershaw, Amanda A.	Social Services Technician	09/16/24 – 10/01/24 and 10/18/24 – 10/22/24
Baez, Andres	Human Services Specialist 2, Bilingual, S/E	09/18/24 – 01/13/25
Severino, Bielka	Social Services Technician, Bilingual, S/E	11/06/24 – 02/10/25
Cruz, Christina	Clerk 2	10/15/24 – 11/04/24

### NEW HIRES

Khan, Najiya	Human Services Aide, Bilingual, Urdu/Eng., Temp	\$42,920	09/23/24
Valdez, Ernesto	Human Services Aide, Temporary	\$42,920	09/23/24
Heredia, Ivanna A.	Human Services Aide, Bilingual, S/E, Temporary	\$42,920	09/23/24
Cook, Natasha N.	Human Services Aide, Temporary	\$42,920	10/07/24
Awad, Mina	Human Services Aide, Bilingual, Arabic/Eng., Temp	\$42,920	10/07/24

### PROMOTION, RECLASSIFICATION, TITLE, SALARY CHANGE

Mendoza, Emily	Clerk 2, Provisional	\$43,010	09/21/24
Kovacs-Smith, Mary	Clerk 2, Provisional	\$43,010	09/21/24

**RETIREMENTS**

Chan-Mac, Annette

Supervisor of Accounts

12/01/24

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

A motion was made by Commissioner Koppel, seconded by Commissioner Azcona-Barber, to adopt the Consent Agenda, consisting of Resolutions #24-068 through #24-075. The motion was unanimously approved.

**PUBLIC COMMENT**

No public comment.

**ADJOURNMENT**

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

The meeting adjourned at 10:11 AM.

Respectfully submitted,

*Dara Harkay*

Dara Harkay, Director

