

**MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
NOVEMBER 14, 2024 BOARD MINUTES**

Vice Chairperson Sandra Coleman 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: Vice Chairperson Sandra Coleman, Suchitra Kamath, Eric Marozine, Janelle Rodriguez, Commissioner Claribel Azcona-Barber, and Commissioner Leslie Koppel.

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

A motion was made by Eric Marozine, seconded by Commissioner Koppel, ratifying transactions accomplished by direction and authority of the Director from October 11, 2024 to November 14, 2024. The motion was unanimously adopted.

A motion was made by Eric Marozine, seconded by Commissioner Koppel, 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 Eric Marozine, seconded by Commissioner Koppel, 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 October 10, 2024 Meeting of the Board.

**OLD BUSINESS:**

Copies of the State Statistics Report for the month of September 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 655 families (1,699 individuals); the SNAP food stamps caseload was 31,193 households (57,159 individuals); and 782 General Assistance cases were active.

Staff reports on new applications in October 2024 showed 370 TANF applications; 595 GA applications, and 1,568 applications for SNAP. SNAP recertifications totaled 2,122 in October. In October, our receptionists assisted 3,521 individuals, with 473 of them visiting the Perth Amboy office. During the month, our call center answered 11,778 calls.

A copy of the Medicaid Redetermination Report for the month of October 2024 was submitted to the Board for review. The report shows a total caseload of 43,513 individuals. Approximately 48% of our redeterminations are overdue.

**NEW BUSINESS:**

**PUBLIC COMMENT**

There was no public comment.

Mr. Marozine made a motion, seconded by Commissioner Koppel, to discuss personnel matters, the workers compensation report, and attorney-client privileged communications in closed session. The motion was unanimously adopted.

A motion was made by Commissioner Azcona-Barber, seconded by Commissioner Koppel, to go into Closed Session. The motion was unanimously adopted.

RETURN TO PUBLIC SESSION

RESOLUTIONS:

**#24-076** Approval of Payrolls from November 16, 2024 to November 30, 2024, and from December 1, 2024 to December 15, 2024

**#24-077** Confirm overtime payroll from October 1, 2024 to October 31, 2024

**#24-078** Approval to exercise option to extend lease for office space for one year commencing January 1, 2025 at the Perth Amboy Community Center

**#24-079** Approval to make end-of-year purchases

**#24-080** Notice of Intent to hire OMNIA Partners (f/k/a US Communities) for temporary staffing services through ACRO Service Corp. (Contract #16111) for one (1) year commencing January 1, 2025

**#24-081** Approval to purchase 100 HP laser jet ink cartridges from W.B. Mason (State Contract)

**#25-082** Accept proposal of SHI Corp. to provide email backup server appliance storage, updates, and replacement for a period of five (5) years commencing December 13, 2025 and ending December 12, 2029 (State Contract CK04, Subcontract 24-38)

**#24-083** Accept proposal of Edmunds GovTech for use, support and maintenance of fund accounting system for the period of January 1, 2025 through December 31, 2025

**#24-084** Approval of Personnel Report

**REQUESTS FOR LEAVES OF ABSENCE**

Bautista, Jesenia	Human Services Specialist 4, Bilingual, S/E	10/09/24 – 11/20/24
Mantilla, Marita	Human Services Specialist 4, Bilingual, S/E	10/21/24 – 12/02/24
Keyte, Allison	Human Services Specialist 3	10/02/24 – 10/22/24
Kershaw, Amanda A.	Social Services Technician	10/22/24 – 11/26/24

**PERMANENT APPOINTMENTS**

Torres, Francisco	Clerk 3, Bilingual, S/E, Permanent	\$70,263	10/21/24
Tharrington, LaToia	Human Services Specialist 3, Permanent	\$82,239	10/21/24
Parke, Kaitlin L.	Human Services Specialist 3, Permanent	\$88,417	10/21/24
Amaro, Mery	Human Services Specialist 3, B/L, S/E, Perm.	\$85,328	10/21/24
Mantilla, Marita	Human Services Specialist 3, B/L, S/E, Perm.	\$82,239	10/21/24
Aridegbe, Abiola O.	Human Services Specialist 3, Permanent	\$88,417	10/21/24
Harper, Janice	Human Services Specialist 3, Permanent	\$88,417	10/21/24
Gavilan, Isabel	Clerk 2, Bilingual, S/E, Permanent	\$43,010	11/01/24
Franco, Liza	Clerk 2, Bilingual, S/E, Permanent	\$45,095	11/01/24
Pena, Eddy	Clerk 2, Bilingual, S/E, Permanent	\$45,095	11/01/24

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

Pane, Rebecca	Human Services Specialist 1, Provisional	\$55,785	10/21/24
Lendel, Karina	Human Services Specialist 1, Provisional	\$58,146	10/21/24
Tejada, Jenny	Human Services Specialist 1, Bilingual, S/E Prov.	\$60,507	10/21/24
Pozo, Elsy	Human Services Specialist 1, Bilingual, S/E Prov.	\$58,146	10/21/24

Tavera, Ana R.	Human Services Specialist 1, Bilingual, S/E Prov.	\$65,230	10/21/24
Hernandez-Collado, Livan	Human Services Specialist 1, Bilingual, S/E Prov.	\$60,507	10/21/24
Puntiel, Elizabeth	Human Services Specialist 1, Bilingual, S/E Prov.	\$62,869	10/21/24
Lora-Abreu, Yulissa	Human Services Specialist 1, Bilingual, S/E Prov.	\$62,869	10/21/24
Lora-Abreu, Carlos	Human Services Specialist 1, Bilingual, S/E Prov.	\$58,146	10/21/24
Garcia, Yasmin	Human Services Specialist 1, Bilingual, S/E Prov.	\$60,507	10/21/24
Solomon, Preethi	Human Services Specialist 1, Provisional	\$60,507	10/21/24
Fadel, Elias C.	Human Services Specialist 1, Provisional	\$62,869	10/21/24
Flores, Tashaina J.	Human Services Specialist 1, Provisional	\$72,314	10/21/24
Colavito, Maria	Human Services Specialist 1, Provisional	\$67,591	10/21/24
Divine, Naima M.	Human Services Specialist 3, Permanent	\$85,328	10/21/24
Vega, Christopher	Human Services Specialist 3, Bilingual S/E, Perm	\$85,328	10/21/24
Palya, Joann	Human Services Specialist 3, Permanent	\$85,328	10/21/24
Quinones, Amanda	Human Services Specialist 3, Permanent	\$82,239	10/21/24

### **RESIGNATIONS**

Arias, Julisa	Clerk 1		10/15/24
Jerez, Jessica K.	Human Services Aide, Bilingual, S/E		10/25/24
Teleck, Roxane A.	Human Services Specialist 3		12/09/24
Peterson, Nancy T.	Human Services Specialist 3		12/31/24
Cook, Natasha	Human Services Aide		10/16/24
Khan, Najiya	Human Services Aide, Bilingual, Urdu/Eng.		10/21/24
Opalinski, Diane	Clerk 2		11/04/24

### **RETIREMENTS**

Lemus, Hechter	Human Services Specialist 4, Bilingual, S/E		01/01/25
Miller, Garland	Human Services Specialist 2		01/01/25

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

A motion was made by Mr. Marozine, seconded by Commissioner Koppel, to adopt the Consent Agenda, consisting of Resolutions #24-076 through #24-084. The motion was unanimously approved.

### **PUBLIC COMMENT**

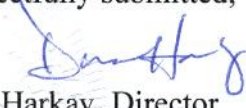
No public comment.

### **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 10:18 a.m.

Respectfully submitted,

  
Dara Harkay, Director