

**MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
JANUARY 9, 2025 BOARD MEETING MINUTES**

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

Roll Call was taken. The following Board Members were in attendance: Sandra Coleman, Eric Marozine, Suchitra Kamath, Commissioner Azcona-Barber, and Commissioner Koppel.

Ms. Coleman turned the meeting over to Ms. Harkay.

Ms. Harkay proceeded with nominations and elections for the position of Chairperson.

A motion was made by Ms. Coleman, nominating Ms. Blackwell for the office of Chairperson. The motion was unanimously adopted.

Ms. Harkay proceeded with nominations and elections for the position of Vice Chairperson.

A motion was made by Ms. Kamath, nominating Ms. Coleman for the office of Vice Chairperson. The motion was unanimously adopted.

Ms. Harkay turned the meeting over to Ms. Coleman.

Ms. Coleman, as the newly elected Vice Chairperson who chaired the meeting in Ms. Blackwell's absence, requested nominations and elections for the remaining offices as follows:

A motion was made by Ms. Kamath, nominating Ms. Coleman for the office of Secretary/Treasurer. The motion was unanimously adopted.

A motion was made by Ms. Coleman, nominating Mr. Marozine for the office of Assistant Secretary/Treasurer. The motion was unanimously adopted.

A motion was made by Ms. Kamath, seconded by Mr. Marozine, approving the Minutes of the previous meeting as distributed. The motion was adopted.

A motion was made by Mr. Marozine, seconded by Ms. Kamath, ratifying transactions accomplished by direction and authority of the Director from December 13, 2024 to January 9, 2025. The motion was unanimously adopted.

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

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

A motion was made by Ms. Kamath, 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 December 12, 2024 meeting.

## **OLD BUSINESS**

Copies of the State Statistics Report for the month of November 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 November report (the latest available) shows the WFNJ/TANF caseload in Middlesex County was 635 families (2,286 individuals). During November, there were 39 closures and 58 new cases added.

Food Stamp assistance supported 31,596 households, benefiting a total of 58,093 individuals in November 2024. Additionally, Middlesex County recorded 814 General Assistance cases during the month of November.

Staff reports on new applications in December 2024 showed 296 TANF applications; 536 GA applications, and 1,285 applications for SNAP. SNAP recertifications totaled 1,749 in December. In December, our receptionists assisted 3,139 individuals, with 370 of them visiting the Perth Amboy office. During the month, our call center answered 10,429 calls.

A copy of the Medicaid Redetermination Report for the month of December 2024 was submitted to the Board for review. The report shows a total caseload of 43,799 individuals. Approximately one-half of our redeterminations are overdue.

## **NEW BUSINESS**

### **Public Input**

There was no public comment.

Ms. Coleman moved to discuss personnel matters, the Workers' Compensation Report, a settlement agreement, and attorney-client privileged communications in closed session. Mr. Marozine seconded. The motion was unanimously adopted.

A motion was made by Mr. Marozine, seconded by Ms. Kamath, to go into Closed Session. The motion was unanimously adopted.



RETURN TO PUBLIC SESSION

Ms. Coleman reported that, in Closed Session, the Board discussed a settlement agreement between the Board and a client.

Ms. Coleman moved that the Board approve the proposed Settlement Agreement to recoup amounts owed by a recipient of benefits due to overpayment in the amount of \$5,920.91 for the case the Board filed under MID-DC-14471-24. Ms. Kamath seconded the motion. The motion was unanimously adopted.

RESOLUTIONS

**#25-001 RESOLUTION DESIGNATING TIME AND DATES OF MEETINGS OF THE MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES**

**#25-002 RESOLUTION FOR PROCEDURES IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT OF 1975**

**#25-003 RESOLUTION APPROVING THE USE OF ROBERTS RULES OF ORDER**

**#25-004 RESOLUTION FOR AUTHORIZATION TO HONOR ALL WARRANTS BEARING THE SIGNATURE OF THE BOARD OF SOCIAL SERVICES TREASURER AND DIRECTOR**

**#25-005 RESOLUTION FOR AUTHORIZATION TO ISSUE SALARY CHECKS TO OFFICERS AND EMPLOYEES FOR 2024**

**#25-006 RESOLUTION FOR AUTHORIZATION TO PROCEED ACCORDING TO TITLE 10 OF THE NEW JERSEY ADMINISTRATIVE CODE**

**#25-007 RESOLUTION DESIGNATING LEANN COSLEY-RICHARDSON, PERSONNAL OFFICER, AS CERTIFYING AGENT FOR PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS) AND CIVIL SERVICE COMMISSION MATTERS**

**#25-008 RESOLUTION APPROVING TEMPORARY APPROPRIATIONS FOR 2025**

**#25-009 RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES FOR THE BOARD OF SOCIAL SERVICES**

**#25-010 RESOLUTION DESIGNATING OFFICIAL NEWSPAPER FOR THE BOARD OF SOCIAL SERVICES**

**#25-011 APPROVAL OF PAYROLLS FROM JANUARY 16, 2025 TO JANUARY 31, 2025 AND FROM FEBRUARY 1, 2025 TO FEBRUARY 15, 2025**

**#25-012 CONFIRM OVERTIME PAYROLL FROM DECEMBER 1, 2024 TO DECEMBER 31, 2024**

**#25-013 APPROVAL OF PERSONNEL REPORT  
REQUESTS FOR LEAVES OF ABSENCE**

Figuroa, Elizabeth G.	Human Services Specialist 2, Bilingual, S/E	12/26/24 – 01/09/25
Saranczak, Jessica	Social Service Technician	11/25/24 – 01/14/25
Schmidt, Nicole	Clerk 1	12/23/24 – 01/28/25

**PERMANENT APPOINTMENTS**

DeLeon, Denise	- Social Service Technician	\$70,263	11/26/24
Lora-Abreu, Yulissa	Human Services Specialist 1, Bilingual, S/E	\$62,869	11/12/24

**NEW HIRES**

Soliman, Inji A.	Human Services Aide	\$42,920	01/21/25
Smith, Germaya B.	Human Services Aide	\$42,920	01/21/25
Rutzler, Kayleigh A.	Human Services Aide	\$42,920	01/21/25
Perez, Angelica	Human Services Aide	\$42,920	01/21/25
Camacho, Gisel K.	Human Services Aide	\$42,920	01/21/25
Gibson, Kimberly E.	Human Services Aide	\$42,920	01/21/25
Chaudhry, Momina J.	Human Services Aide	\$42,920	01/21/25

**#25-015** ACCEPT PROPOSAL OF MIRAGE TOWING TO PROVIDE TOWING SERVICES FOR VEHICLES ABANDONED IN THE PARKING LOT AT 181 HOW LANE, NEW BRUNSWICK, FOR CALENDAR YEAR 2025

**#25-016** ACCEPT PROPOSAL OF CONFIRE'S FIRE PROTECTION SERVICE TO PROVIDE INSPECTION AND REPAIR SERVICES FOR CERTAIN KITCHEN EQUIPMENT, FIRE EXTINGUISHERS AND SPRINKLER SYSTEMS AT 181 HOW LANE, NEW BRUNSWICK FOR CALENDAR YEAR 2025

**#25-017** APPROVAL OF TRANSFER OF FUNDS

**#25-018** AUTHORIZE EXECUTION OF MEMORANDUM OF UNDERSTANDING WITH NEW JERSEY DEPARTMENT OF HUMAN SERVICES, DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES FOR ADMINISTRATION OF MEDICAID PROGRAM

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

A motion was made by Ms. Kamath, seconded by Commissioner Azcona-Barber, to adopt the Consent Agenda, consisting of Resolutions #25-001 through #25-018, excluding #25-014 to be held and voted upon at a future meeting. The motion was unanimously approved.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

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

The meeting adjourned at 10:19 AM.

Respectfully submitted,



Dara Harkay, Director

