MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES

**BOARD AGENDA**

**MARCH 13, 2025**

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT OF 1975

ROLL CALL

APPROVAL OF MINUTES OF PREVIOUS MEETING AS DISTRIBUTED

RATIFICATION OF TRANSACTIONS ACCOMPLISHED BY DIRECTION AND AUTHORITY OF THE DIRECTOR FROM FEBRUARY 14, 2025 TO MARCH 13, 2025

RECEIPT OF TREASURER’S FINANCIAL REPORT

AUTHORIZATION OF FUNDS REQUISITION

RECEIPT OF AND APPROVAL FOR LIST OF BILLS

COMMUNICATIONS

Each Board Member was sent a copy of correspondence received by the Board.

OLD BUSINESS

* Active Caseload Report -- State Statistics Report for the months of December 2024 and January 2025 (Latest Available)
* New Applications Report
* Medicaid Caseload Report
* The Civil Service Commission sent Certification Lists for the following titles:
  + - Social Worker
    - Social Work Supervisor

NEW BUSINESS

Public Comment: Each member of the public has five minutes to discuss any resolution on the agenda.

* CWA, LOCAL 1032
* PUBLIC INPUT

Approval to discuss Personnel Matters, Workers’ Compensation Report, Client Reimbursement, and Attorney-Client Privileged Communications in Closed Session

MOTION TO GO INTO CLOSED SESSION

MOTION TO RETURN TO PUBLIC SESSION

**RETURN TO PUBLIC SESSION**

RESOLUTIONS:

**#25-025** APPROVAL OF PAYROLLS FROM MARCH 16, 2025 TO MARCH 31, 2025 AND FROM APRIL 1, 2025 TO APRIL 15, 2025

**#25-026** CONFIRM OVERTIME PAYROLL FROM FEBRUARY 1, 2025 TO FEBRUARY 28, 2025

**#25-027** ADOPT THE MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES EMERGENCY CONTRACTS PROCEDURE

**#25-028** CONFIRM ACCEPTANCE OF PROPOSAL OF SHARP ELEVATOR COMPANY TO COMPLETE EMERGENCY REPAIRS TO THE ELEVATORS AT 181 HOW LANE, NEW BRUNSWICK, NJ 08901, AT A COST OF $11,200.00, PURSUANT TO THE MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES EMERGENCY CONTRACTS PROCEDURE

**#25-029** ACCEPT PROPOSAL OF UNICORN HCM, INC. TO PROVIDE MAINTENACE OF THE AGENCY’S TIME CLOCKS AND READERS FROM APRIL 30, 2025 THROUGH OCTOBER 31, 2026 AT A COST OF $4,156.25 (PROPRIETARY SOFTWARE)

**#25-030** APPROVAL OF PERSONNEL REPORT

**REQUESTS FOR LEAVES OF ABSENCE**

Bonnet, Nina Human Services Specialist 2 02/26/25 – 05/19/25

Almonte, Michelle Human Services Specialist 2, Bilingual S/E 03/10/25 – 06/02/25

**PERMANENT APPOINTMENTS**

Collado, Yanelys Social Work Supervisor $90,203 03/06/25

Ramos, Natalie Social Worker $72,972 03/06/25

Harkay, Dara Director $199,031 02/27/25

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

Bencosme, Jessica Clerk 2, Bilingual, S/E, Permanent $51,351 02/21/25

Collado, Gleni Social Service Technician, Bilingual S/E, Permanent $70,263 02/21/25

Severino, Bielka Human Services Specialist 1, Bilingual S/E, Permanent $60,507 03/06/25

Khawaja, Maryam Social Service Technician, Provisional $56,496 02/26/25

Valdez, Ernesto Clerk 1, Temporary $39,015 03/11/25

**RESIGNATIONS**

Munoz, Erica Clerk 2, Bilingual, S/E 02/21/25

Saranczak, Jessica Social Service Technician 03/01/25

**TERMINATIONS**

Giyasova, Yana Human Services Aide 02/27/25

**#25-031** APPROVAL TO PURCHASE 200 HP LASER JET INK CARTRIDGES FROM WB MASON (STATE CONTRACT)

BOARD DISCUSSION ON RESOLUTIONS

MOTION TO ADOPT THE CONSENT AGENDA, CONSISTING OF RESOLUTIONS  
#25-025 THROUGH #25-031

PUBLIC COMMENT

ADJOURNMENT