

# **MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES**

## **MEETING AGENDA**

### **APRIL 10, 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 MARCH 14, 2025 TO APRIL 10, 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 month of February 2025 (Latest Available)  
New Applications Report  
Medicaid Caseload Report

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, AND ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS IN CLOSED SESSION

MOTION TO GO INTO CLOSED SESSION

RETURN TO PUBLIC SESSION

RESOLUTIONS:

**#25-032** APPROVAL OF PAYROLLS FROM APRIL 16, 2025 TO APRIL 30, 2025 AND FROM MAY 1, 2025 TO MAY 15, 2025

**#25-033** CONFIRM OVERTIME PAYROLL FROM MARCH 1, 2025 TO MARCH 31, 2025

**#25-034** ACCEPT PROPOSAL OF TRANE BUILDING SERVICES, 19 CHAPIN ROAD, PINE BROOK, NJ 07058, TO COMPLETE REPAIRS ON ONE (1) HVAC ROOFTOP UNIT AT 181 HOW LANE, NEW BRUNSWICK, 08901, AT A COST OF \$8,954.00.

**#25-035** ACCEPT PROPOSAL OF ONPOINT LANDSCAPING & DESIGN, LLC, 66 TEXAS ROAD, MONROE TOWNSHIP, TO PROVIDE LANDSCAPE MAINTENANCE SERVICES AT 181 HOW LANE, NEW BRUNSWICK, FROM APRIL 30, 2025 TO NOVEMBER 15, 2025

**#25-036** AUTHORIZE MEMBERSHIP OF THE MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES INTO THE EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY COOPERATIVE PURCHASING PROGRAM

**#25-037** APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE U.S. DEPARTMENT OF HOMELAND SECURITY TO PARTICIPATE IN THE E-VERIFY PROGRAM

**#25-038** APPROVAL TO SUBMIT GRANT APPLICATION TO NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

**#25-039** APPROVAL TO SUBMIT GRANT APPLICATION TO NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR UNIVERSAL SERVICE FUND (USF) PROGRAM

**#25-040** ACCEPT PROPOSAL OF SHI TO PROVIDE CROWDSTRIKE FALCON COMPLETE FLEX MANAGED DETECTION AND RESPONSE PROGRAM IN THE TOTAL AMOUNT NOT TO EXCEED \$36,706.67, FOR THE PERIOD OF MAY 24, 2025 TO MAY 23, 2026 (STATE CONTRACT)

**#25-041** APPROVAL OF PERSONNEL REPORT

**REQUESTS FOR LEAVES OF ABSENCE**

Hiller, Kaitlyn	Clerk 2	03/14/25 – 04/03/25
Sierra, Alexa	Clerk 1, Bilingual, S/E	02/28/25 – 03/17/25
Brito, Haidy T.	Clerk 4	04/14/25 – 06/03/25

**PERMANENT APPOINTMENTS**

Khawaja, Maryam	Social Service Technician	\$56,496	03/21/25
Valdez, Ernesto	Clerk 1	\$39,015	03/23/25
Heredia, Ianna	Human Services Aide, Bilingual, S/E	\$42,920	03/23/25
Awad, Mina E.	Human Services Aide, Bilingual, Arabic/Eng.	\$42,920	04/07/25

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

Sherian, Darah J.	Human Services Specialist 1	\$69,953	03/14/25
Berment-Metivier, Francisca R.	Asst. Administrative Supervisor of Social Work, Provisional	\$116,370	04/01/25
Davion, Monica	Administrative Supervisor of Social Work, Provisional	\$145,225	04/01/25
Gonzalez, Amelia	Fiscal Officer, Provisional	\$145,225	04/01/25

**TERMINATIONS**

Sierra, Alexa

Clerk 1, Bilingual, S/E

04/02/25

**RESIGNATIONS**

Jeffers, Shakiema

Clerk 2

04/04/25

BOARD DISCUSSION ON RESOLUTIONS

MOTION TO ADOPT THE CONSENT AGENDA, CONSISTING OF RESOLUTIONS  
#25-032 THROUGH #25-041

PUBLIC COMMENT

ADJOURNMENT