

MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES
APRIL 10, 2025 BOARD MEETING MINUTES

Barbara Blackwell 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: Barbara Blackwell, Sandra Coleman, Suchitra Kamath, Janelle Rodriguez, Commissioner Azcona-Barber, and Commissioner Koppel.

A motion was made by Janelle Rodriguez, seconded by Commissioner Koppel, approving the Minutes of the previous meeting as distributed. The motion was adopted.

A motion was made by Suchitra Kamath, and seconded by Ms. Rodriguez, ratifying transactions accomplished by direction and authority of the Director from March 14, 2025 to April 10, 2025. The motion was unanimously adopted.

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

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

A motion was made by Commissioner Azcona-Barber, and 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.

OLD BUSINESS

Copies of the State Statistics Report for the month of February 2025 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 February report, the latest available, shows the WFNJ/TANF caseload in Middlesex County was 1,558 individuals. Food Stamp assistance supported 31,529 households, benefiting a total of 57,970 individuals in February. Additionally, Middlesex County recorded 835 General Assistance cases during the month of February.

Staff reports on new applications in March 2025 showed 265 TANF applications; 515 GA applications, and 1,322 applications for SNAP. SNAP recertifications totaled 1,548 in March. In March, our receptionists assisted 3,284 individuals, with 438 of them visiting the Perth Amboy office. During the month, our call center answered 11,022 calls.

A copy of the Medicaid Redetermination Report for the month of March 2025 was submitted to the Board for review. The report shows a total caseload of 43,492 individuals. Approximately 48 percent of our redeterminations are overdue.

NEW BUSINESS

Public Input

David Blevins, Aide to Commissioner Azcona-Barber, asked if the agency has been notified of cuts to LIHEAP grant funds or any other Federal funding. Director Harkay said the agency has not been notified.

Ms. Blackwell moved to discuss personnel matters, the Workers' Compensation Report, and attorney-client privileged communications in closed session.

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

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
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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
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RESIGNATIONS

Jeffers, Shakiema	Clerk 2	04/04/25
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Ms. Blackwell asked the Board members if they had questions on any of the Resolutions. There were no questions.

A motion was made by Ms. Coleman, seconded by Commissioner Koppel, to adopt the Consent Agenda, consisting of Resolutions #25-032 through #25-041. 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 Commissioner Koppel, seconded by Commissioner Azcona-Barber. The motion was unanimously adopted.

The meeting adjourned at 10:16 a.m.

Respectfully submitted,



Dara Harkay, Director

