

**MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES  
MAY 8, 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 Sandra Coleman, 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 April 11, 2025 to May 8, 2025. The motion was unanimously adopted.

A motion was made by Janelle Rodriguez, 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 Ms. Rodriguez, 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 March 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 March report, the latest available, shows the WFNJ/TANF caseload in Middlesex County was 1,574 individuals. Food Stamp assistance supported 31,877 households, benefiting a total of 58,660 individuals in March. Additionally, Middlesex County recorded 915 General Assistance cases during the month of March.

Staff reports on new applications in April 2025 showed 245 TANF applications; 535 GA applications, and 1,254 applications for SNAP. SNAP recertifications totaled 1,753 in April. In April, our receptionists assisted 3,366 individuals, with 390 of them visiting the Perth Amboy office. During the month, our call center answered 10,350 calls.

A copy of the Medicaid Redetermination Report for the month of April 2025 was submitted to the Board for review. The report shows a total caseload of 43,448 individuals. Approximately 39 percent of our redeterminations are overdue.

## **NEW BUSINESS**

### **Public Input**

Anthony Tepedino, a staff member and representative of CWA, Local 1032, said the staff is working very hard and that the agency is understaffed. He said contract negotiations were ongoing, but the fact that it is not settled may mean the employees will miss a raise for a second year. He asked the Board to work with the committee to come to a resolution.

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

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



## **RETURN TO PUBLIC SESSION**

### **RESOLUTIONS**

**#25-042** APPROVAL OF PAYROLLS FROM MAY 16, 2025 TO MAY 31, 2025 AND FROM JUNE 1, 2025 TO JUNE 15, 2025

**#25-043** CONFIRM OVERTIME PAYROLL FROM APRIL 1, 2025 TO APRIL 30, 2025

**#25-044** AUTHORIZE THE CONTINUATION OF THE CONTRACT WITH RUTGERS UNIVERSITY BEHAVIORAL HEALTH CARE TO OPERATE THE BOARD'S EMPLOYEE ASSISTANCE PROGRAM FOR THE PERIOD OF JULY 1, 2025 TO JUNE 30, 2026 (STATE CONTRACT)

**#25-045** APPROVAL OF CONTRACT WITH UNIVERSAL PROTECTION SERVICE D/B/A ALLIED PROTECTION SERVICE TO PROVIDE SECURITY PERSONNEL AT 181 HOW LANE, NEW BRUNSWICK, NJ, FOR THE PERIOD OF JUNE 1, 2025 TO JUNE 30, 2025 AT AN HOURLY RATE OF \$38.06 PER SECURITY GUARD, CONSISTENT WITH THE TERMS OF STATE CONTRACT NO. 19-GNSV1-00840

**#25-046** APPROVAL OF PERSONNEL REPORT

#### **REQUESTS FOR LEAVES OF ABSENCE**

Upshur, Damaris	Investigator, County Welfare Agency, Bilingual	04/08/25 – 05/05/25
Rivera-Drake, Roxann	Clerk 2	06/25/25 – 08/25/25
Busco, Denise	Human Services Aide	04/09/25 – 06/02/25

#### **NEW HIRES**

Clarke, Sonfonya M.	Human Services Aide, Temporary	\$42,920	05/06/25
Severino, Susan	Human Services Aide, Bilingual, S/E, Temporary	\$42,920	05/06/25
Britos, Melanie G.	Human Services Aide, Bilingual, S/E, Temporary	\$42,920	05/06/25
Onyeukwu, Ifeoma A.	Human Services Aide, Temporary	\$42,920	05/12/25

#### **RESIGNATIONS**

Valdez, Ernesto	Clerk 1	04/29/25
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#### **RETIREMENTS**

Sendner, Jane	Human Services Specialist 3	07/01/25
Frederick, Ellen	Paralegal Specialist	07/01/25

Ms. Blackwell asked the Board members if they had questions on any of the Resolutions. There were no questions. Mr. Trent said the hourly rate noted in Resolution 25-045 has changed from \$35.31 to \$38.06 due to new state contract rates. The Board will vote on 25-045, which has a one-month time frame. It is anticipated that the Board will consider a full contract for Security Personnel at its June 2025 meeting.

A motion was made by Ms. Kamath, seconded by Commissioner Koppel, to adopt the Consent Agenda, consisting of Resolutions #25-042 through #25-046. The motion was unanimously approved.

#### **PUBLIC COMMENT**

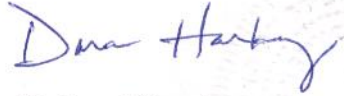
There was no public comment.

**ADJOURNMENT**

There being no further business before the Board, a motion to adjourn the meeting was made by Ms. Coleman, seconded by Commissioner Koppel. The motion was unanimously adopted.

The meeting adjourned at 10:20 a.m.

Respectfully submitted,



Dara Harkay, Director

