

**MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES
AUGUST 14, 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, 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 Ms. Coleman, and seconded by Commissioner Koppel, ratifying transactions accomplished by direction and authority of the Director from July 11, 2025 to August 14, 2025. The motion was unanimously adopted.

A motion was made by Suchitra Kamath, seconded by Commissioner Koppel, 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. Kamath, seconded by Commissioner Koppel, approving the payment of bills as listed. The motion was unanimously adopted.

OLD BUSINESS

Copies of the State Statistics Report for the months of May and June 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 June report, the latest available, shows the WFNJ/TANF caseload in Middlesex County was 1,488 individuals. Food Stamp assistance supported 31,746 households, benefiting a total of 57,939 individuals in June. Additionally, Middlesex County recorded 902 General Assistance cases during the month of June.

Staff reports on new applications in July 2025 showed 331 TANF applications; 498 GA applications, and 1,305 applications for SNAP. SNAP recertifications totaled 1,958 in July. In July, our receptionists assisted 3,076 individuals, with 395 of them visiting the Perth Amboy office. During the month, our call center answered 10,756 calls.

A copy of the Medicaid Redetermination Report for the month of July 2025 was submitted to the Board for review. The report shows a total caseload of 41,512 individuals. Approximately 28 percent of our redeterminations are overdue.

NEW BUSINESS

Public Input

There was no public comment.

A motion was made by Ms. Coleman, seconded by Ms. Kamath, to discuss personnel matters, the Workers' Compensation Report, a client reimbursement, and attorney-client privileged communications in closed session.

Ms. Blackwell made a motion to go into Closed Session. The motion was unanimously approved.

RETURN TO PUBLIC SESSION

RESOLUTIONS

#25-063 Approval of payrolls from August 16, 2025 to August 31, 2025 and from September 1, 2025 to September 15, 2025

#25-064 Confirm overtime payroll from July 1, 2025 to July 31, 2025

#25-065 Accept proposal of SHI, 290 Davidson Avenue, Somerset, NJ 08873, for the migration of the Office 365 Barracuda Secure Message (email) Archive, Backup Server, and Security Gateway to a cloud solution and the protection thereof for a term of 36 months (New Jersey Cooperative Purchasing Alliance)

#25-066 Approve the purchase of 250 Nitro Pro Software Licenses from SHI for a one (1) year period commencing September 18, 2025 in the amount of \$27,920.00 (New Jersey Cooperative Purchasing Alliance)

#25-067 Approve the purchase of four (4) additional Office 365 licenses from SHI, 290 Davidson Avenue, Somerset, NJ 08873, at a cost of \$218.64 (New Jersey Cooperative Purchasing Alliance)

#25-068 Approval of Personnel Report

REQUESTS FOR LEAVES OF ABSENCE

Pacheco, Nydia	Assistant Administrative Supervisor	06/30/25 – 09/01/25
VanDeursen, Dineen	Clerk 2	07/08/25 and 07/10/25 – 07/17/25 and 07/21/25 – 08/11/25
Ayoub, Marleine	Clerk 2	08/04/25 – 09/08/25

NEW HIRES

Grossweiler, Megan T.	Human Services Aide, Temporary	\$49,300	08/06/25
Langston, Tiffany M.	Human Services Aide, Temporary	\$49,300	08/06/25
Martinez, Jaylen M. Perez	Human Services Aide, Temporary	\$49,300	08/06/25
Mathews, Joshua J.	Human Services Aide, Temporary	\$49,300	08/06/25
Montepeque, Antonio J.	Human Services Aide, Bilingual, S/E, Temporary	\$49,300	08/06/25
Pagoada, Dina B.	Human Services Aide, Bilingual, S/E, Temporary	\$49,300	08/06/25
Huaccaicachac Palomino, Steven L.	Human Services Aide, Bilingual, S/E, Temporary	\$49,300	08/06/25
Patel, Ishita S.	Human Services Aide, Bilingual, Hindi/Gujarati/English, Temporary	\$49,300	08/21/25
Guillen-Padilla, Andrea C.	Human Services Aide, Bilingual, S/E, Temporary	\$49,300	08/21/25
Chevasco, Maria L.	Clerk 1, Bilingual, S/E, Temporary	\$47,007	08/06/25

PERMANENT APPOINTMENTS

Colon Gonzalez, Aldo	Clerk 1	\$41,003	07/21/25
Soliman, Inji A.	Human Services Aide, Bilingual, Arabic/English	\$42,920	07/21/25
Smith, Germaya B.	Human Services Aide	\$42,920	07/21/25
Rutzler, Kayleigh A.	Human Services Aide	\$42,920	07/21/25
Perez, Angelica	Human Services Aide, Bilingual, S/E	\$42,920	07/21/25
Metwally, Kholoud	Human Services Aide	\$42,920	07/21/25
Gibson, Kimberly E.	Human Services Aide	\$42,920	07/21/25
Chaudhry, Momina J.	Human Services Aide	\$42,920	07/21/25

Abreu, Keiry	Human Services Specialist 2, Bilingual, S/E	\$71,921	08/06/25
Soto-Mejia, Rosabel	Clerk 2, Bilingual, S/E	\$45,095	08/06/25
Gould, Scott	Senior Security Guard	\$78,071	07/28/25

PROMOTION, RECLASSIFICATION, TITLE, SALARY CHANGE

Mejia, Judit E.	Clerk 4, Permanent	\$62,072	08/01/25
Kershaw, Amanda A.	Human Services Specialist 1, Provisional	\$60,969	08/06/25

RESIGNATIONS

Pereira, Isadora C.	Human Services Aide	07/18/25
Lin, Helena	Social Services Technician	08/08/25

RETIREMENTS

Bourget, Lisa	Social Services Aide	02/01/24
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TERMINATIONS

Clarke, Sofonya	Human Services Aide, Bilingual, S/E	07/15/25
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#25-069 Accept proposal of Magic Touch Construction Co., Inc., 59 W. Front Street, Keyport, NJ 07735, to perform plumbing maintenance and repairs at 181 How Lane, New Brunswick, NJ 08901 (New Jersey Cooperative Purchasing Alliance)

#25-070 Approve purchase of printed envelopes of various sizes for calendar year 2025 from Envelopes and Printed Products, 135 Fairview Avenue, Prospect Park, NJ 07508, at a cumulative cost not to exceed \$75,000. (New Jersey Cooperative Purchasing Alliance)

#25-071 Approve purchase of office supplies, janitorial supplies, and paper products for calendar year 2025 from WB Mason at a cumulative cost not to exceed \$150,000. (State Contract)

Ms. Blackwell asked the Board members if they had questions on any Resolution. There were none.

A motion was made by Commissioner Koppel, seconded by Ms. Coleman, to adopt the Consent Agenda, consisting of Resolutions #25-063 through #25-071. 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 Ms. Kamath. The motion was unanimously adopted.

The meeting adjourned at 10:12 a.m.

Respectfully submitted,



Dara Harkay, Director