

## **MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES JANUARY 8, 2026 MEETING MINUTES**

Dara Harkay 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: Sandra Coleman, Suchitra Kamath, Janelle Rodriguez, Commissioner Azcona-Barber, and Commissioner Koppel.

Ms. Harkay proceeded with nominations and elections for the position of Chairperson.

A motion was made by Ms. Rodriguez, nominating Ms. Coleman for the office of Chairperson. The motion was unanimously adopted.

Ms. Harkay turned the meeting over to Ms. Coleman.

Ms. Coleman proceeded with nominations and elections for the position of Vice Chairperson.

A motion was made by Ms. Rodriguez, nominating Ms. Kamath for the office of Vice Chairperson. The motion was unanimously adopted.

Ms. Coleman proceeded with nominations and elections for the position of Secretary-Treasurer.

A motion was made by Ms. Kamath, nominating Ms. Coleman for the office of Secretary-Treasurer. The motion was unanimously adopted.

No nominations were received for the position of Assistant Secretary-Treasurer. Ms. Coleman asked for a motion to table the vote until the next regular meeting. The motion was unanimously adopted.

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

A motion was made by Commissioner Koppel, seconded by Commissioner Azcona-Barber, ratifying transactions accomplished by direction and authority of the Director from December 12, 2025 to January 8, 2026. 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 Commissioner Koppel, seconded by Ms. Rodriguez, authorizing the requisitioning of funds. The motion was unanimously adopted.

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

### **OLD BUSINESS**

Copies of the State Statistics Report for the month of October 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 October report, the latest available, shows the WFNJ/TANF caseload in Middlesex County was 1,613 individuals. Food Stamp assistance supported 32,132 households, benefiting a total of 58,312 individuals in October. Additionally, Middlesex County recorded 869 General Assistance cases during the month of October.

Staff reports on new applications in December 2025 showed 240 TANF applications; 473 GA applications, and 968 applications for SNAP. SNAP recertifications totaled 1,933 in December. In December, our receptionists assisted 2,596 individuals, with 245 of them visiting the Perth Amboy office. During the month, our call center answered 10,707 calls.

A copy of the Medicaid Redetermination Report for the month of December 2025 was submitted to the Board for review. The report shows a total caseload of 40,159. Approximately 14.5 percent of our redeterminations are overdue.

### **NEW BUSINESS**

There was no public comment.

### **CLOSED SESSION**

The Board did not go into Closed Session.

### **RESOLUTIONS**

**#26-001** Resolution designating time and dates of meetings of the Middlesex County Board of Social Services

**#26-002** Resolution for procedures in accordance with the Open Public Meetings Act of 1975

**#26-003** Resolution approving the use of Roberts Rules of Order

**#26-004** Resolution for authorization to honor all warrants bearing the signature of the Board of Social Services Treasurer and Director

**#26-005** Resolution for authorization to issue salary checks to officers and employees for 2026

**#26-006** Resolution for authorization to proceed according to Title 10 of the New Jersey Administrative Code

**#26-007** Resolution designating Leann Cosley-Richardson, Personnel Officer, as Certifying Agent for Public Employee Retirement System (PERS) and Civil Service Commission matters

**#26-008** Resolution approving temporary appropriations for 2026

**#26-009** Resolution designating Official Depositories for the Board of Social Services

**#26-010** Approval of payrolls from January 16, 2026 to January 31, 2026 and from February 1, 2026 to February 15, 2026

**#26-011** Confirm overtime payroll from December 1, 2025 to December 31, 2025

**#26-012** Approval of transfer of funds

**#26-013** Approval to hire Omnia Partners (f/k/a US Communities) for temporary staffing services through ACRO Service Corp. (Contract #16111) for the period of January 1, 2026 to June 30, 2026

**#26-014** Rescind Resolution #25-111, awarding a contract to Stewart and Stevenson, 169 Old New Brunswick Road, Piscataway, NJ 08854, for maintenance services, including load bank testing, for its emergency generators in the amount of \$8,994.40 for the period January 1, 2026 to December 31, 2027 due to miscalculation of total contract cost

**#26-015** Accept proposal of Stewart and Stevenson, 169 Old New Brunswick Road, Piscataway, NJ 08854, for generator maintenance services, including load bank testing, for the period of January 1, 2026 to December 31, 2027, in the total amount of \$13,188.80 (Educational Services Commission of New Jersey Cooperative Contract)

**#26-016** Authorize execution of Memorandum of Understanding with the New Jersey Department of Human Services, Division of Medical Assistance and Health Services for Administration of Medicaid Program

**#26-017** Accept proposal of Mirage Towing, 1003 Lincoln Boulevard, Middlesex, NJ, to provide towing services for vehicles abandoned in the parking lot at 181 How Lane, New Brunswick, for the period of January 5, 2026 through January 4, 2028

**#26-018** Approval of Personnel Report

**REQUESTS FOR LEAVES OF ABSENCE**

Fields, Briya P.	Human Services Aide	12/01/25 – 02/16/26
Reid, Nikisha	Clerk 2	12/17/25 – 12/24/25
Barraza-Rodriguez, Idania	Human Services Specialist 2, BL, S/E	12/10/25 – 03/16/26
Cancel, Dorys	Human Services Specialist 2, BL, S/E	12/15/25 – 02/02/26

**NEW HIRES**

Memijes, Litzzy	Clerk 1, Bilingual, S/E	\$44,816	01/06/26
Acevedo, Michele	Clerk 1, Bilingual, S/E	\$44,816	02/06/26

**PERMANENT APPOINTMENTS**

Malik, Maria	Human Services Aide	\$49,300	12/09/25
Shah, Labdhi	Human Services Aide, Multilingual, H/G/E	\$49,300	11/21/25

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

Iyer, Indumathy	Clerk 2, Provisional	\$47,007	12/06/25
Patel, Hiralben	Human Services Specialist 2, Provisional	\$72,916	12/06/25
Pozo, Elsy	Human Services Specialist 2, BL, S/E, Prov	\$70,070	12/21/25
Tejeda, Jenny	Human Services Specialist 2, BL, S/E, Prov	\$72,916	12/21/25
Lendel, Karina	Human Services Specialist 2, Provisional	\$70,070	12/21/25
Pane, Rebecca	Human Services Specialist 2, Provisional	\$67,224	12/21/25
Puntiel, Elizabeth	Human Services Specialist 2, BL, S/E, Prov	\$75,762	12/21/25
Fadel, Elias C.	Human Services Specialist 2, Provisional	\$75,762	12/21/25
Garcia, Yasmin	Human Services Specialist 2, BL, S/E, Prov.	\$72,916	12/21/25
Hernandez-Collado, Livan	Human Services Specialist 2, BL, S/E, Prov.	\$72,916	12/21/25
Lora-Abreu, Carlos	Human Services Specialist 2, BL, S/E, Prov.	\$70,070	12/21/25
Solomon, Preethi	Human Services Specialist 2, Provisional	\$72,916	12/21/25
Flores, Tashaina J.	Human Services Specialist 2, Provisional	\$84,300	12/21/25

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

**CONSENT AGENDA**

A motion was made by Commissioner Koppel, seconded by Commissioner Azcona-Barber, to adopt the Consent Agenda, consisting of Resolutions #26-001 through #26-018. The motion was unanimously approved.

**PUBLIC COMMENT**

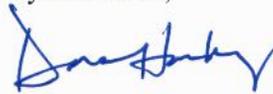
There was no public comment.

**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 10:09 a.m.

Respectfully submitted,



Dara Harkay, Director

