MIDDLESEX COUNTY BOARD OF SOCIAL SERVICES
SEPTEMBER 10, 2026 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, Commissioner Azcona-Barber, and Commissioner Koppel.

A motion was made by Ms. Coleman, seconded by Ms. Kamath, approving the Minutes of the previous meeting as distributed. The motion was unanimously adopted.

A motion was made by Ms. Kamath, seconded by Commissioner Azcona-Barber, ratifying transactions accomplished by direction and authority of the Director from August 14, 2026 to September 10, 2026. The motion was unanimously adopted.

A motion was made by Ms. Kamath, 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 Commissioner Azcona-Barber, 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 month of June 2026 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 586 families, for a total of 1,525 individuals. Food Stamp assistance supported 30,402 households, benefiting a total of 54,406 individuals in June. Additionally, Middlesex County recorded 844 General Assistance cases during the month of June.

Staff reports on new applications in August 2026 showed 263 TANF applications; 492 GA applications, and 1,197 applications for SNAP. SNAP recertifications totaled 1,892 in August. In August, our receptionists assisted 3,567 individuals, with 300 of them visiting the Perth Amboy office. During the month, our call center answered 9,794 calls.

A copy of the Medicaid Redetermination Report for the month of August 2026 was submitted to the Board for review. The report shows a total caseload of 37,865 individuals. Approximately 1.44 percent of our redeterminations are overdue.

NEW BUSINESS

There was no public comment.

CLOSED SESSION

The Board did not go into Closed Session.

RESOLUTIONS:

#26-085 Approval of payrolls from September 16, 2026 to September 30, 2026 and from October 1, 2026 to October 15, 2026

#26-086 Confirm overtime payroll from August 1, 2026 to August 31, 2026

#26-087 Accept proposal of RHA Communications, 725 Highway 18, East Brunswick, 08816, at a total cost of $2,278 for the provision of materials and parts to repair audio-video systems at 181 How Lane, New Brunswick

#26-088 Authorize purchase of 73 ink jet cartridges for various printers at 181 How Lane, New Brunswick from W.B. Mason at a total cost of $10,127.80 (State Contract)

#26-089 Authorize the director to obtain qualifications for various Professional Services required by the board in 2027

#26-090 Accept proposal of Trane Building Solutions, 19 Chapin Road, Bldg. B, Suite 200, Pine Brook, NJ, 07058, to provide HVAC repairs at 181 How Lane, at a total cost of $8,729 (Proprietary)

#26-091 Accept proposal of Voip Networks, 1951 Old Cuthbert Road, Suite 206, Cherry Hill, NJ 08034, to provide software assurance coverage for the agency's cloud-based telephone system for the period of December 1, 2026 through November 30, 2027 at a total cost of $9,525.92 (Proprietary)

#26-092 Accept proposal of Stewart and Stevenson, 169 Old New Brunswick Road, Piscataway, NJ 08854, to provide load bank and diagnostic testing on the agency's two emergency generators at a total cost of $4,500 (Educational Services Commission of New Jersey Cooperative Purchasing Program)

#26-093 Accept proposal of Unicorn HCM, Inc., 25 Hanover Road, Florham Park, NJ 07932, to provide time clocks and maintenance coverage thereof at a total cost not to exceed $35,000 (Proprietary)

#26-094 Amend temporary appropriations for Quarter 4 2026

#26-095 Certify review of 2025 Audit Report

#26-096 Approval of Personnel Report

REQUESTS FOR LEAVES OF ABSENCE

Cruz, Christina	Clerk 2	08/17/26 – 09/04/26
Morales, Dionisio	Human Services Specialist 2, Bilingual	09/01/26 – 11/23/26
Kershaw, Amanda A.	Human Services Specialist 1	08/20/26 – 11/11/26
Tekley, Brittany	Social Worker	09/24/26 – 11/13/26
LeBlanc, Julianna M.	Human Services Aide	10/08/26 – 12/11/26
Sanchez, Nancy C.	Human Services Aide, Bilingual	08/28/26 – 09/25/26

NEW HIRES

Capellan, Kayrine	Clerk 1, Bilingual, S/E, Temporary	$46,853	09/21/26
Fernandez, Rosa A.	Clerk 1, Bilingual, S/E, Temporary	$46,853	09/21/26
Wilson, Erika N.	Human Service Aide, Bilingual, S/E, Temporary	$51,541	09/21/26

PERMANENT APPOINTMENTS

Severino, Bielka	Human Services Specialist 2, Bilingual, S/E	$79,206	08/10/26
Lora-Abreu, Yulissa	Human Services Specialist 2, Bilingual, S/E	$82,181	08/10/26
Tavera, Ann R.	Human Services Specialist 2, Bilingual, S/E	$85,156	08/10/26
Hernandez-Collado, Livan	Human Services Specialist 2, Bilingual, S/E	$76,230	08/10/26
Puntiel, Yasmin	Human Services Specialist 2, Bilingual, S/E	$76,230	08/10/26
Aladenoye, Tochi	Senior Building Services Worker	$53,909	08/24/26
Moreano, Paola Fernanda	Clerk 1, Bilingual, S/E	$46,853	09/06/26

PROMOTION, RECLASSIFICATION, TITLE, SALARY CHANGE

Pearyer, Shakira	Clerk 2, Provisional	$64,638	08/18/26

TERMINATIONS

Figueroa, Nayara	Human Services Aide, Bilingual	09/08/26

#26-097 Accept proposals of Magic Touch Construction Co., Inc., 59 W. Front Street, Keyport, NJ 07735 to provide electrical repairs at 181 How Lane, New Brunswick, NJ, at a total cost of $13,527.50

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

CONSENT AGENDA

A motion was made by Ms. Coleman, seconded by Commissioner Azcona-Barber, to adopt the Consent Agenda, consisting of Resolutions #26-085 through #26-097. The motion was unanimously approved.

PUBLIC COMMENT

The following member of the public made comments:
John Koblan, Reporter, New Brunswick Today

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 10:08 a.m.

Respectfully submitted,

Dara Harkay, Director