

1027 HOOPER AVENUE
TOMS RIVER, NJ 08754-0547
2:00 PM – BUILDING 7,
1ST FLOOR, MULTIPURPOSE ROOM

- I. CALL TO ORDER AND FLAG SALUTE – Chairperson
- II. OPEN PUBLIC MEETINGS ACT - Chairperson
- III. ROLL CALL – Chairperson
- IV. ADOPT AND PRESENT THE RESOLUTION OF RECOGNITION FOR EMPLOYEE OF THE QUARTER – J. Hagendoorn

MOTION/ROLL CALL

- V. PRESENTATION OF RESOLUTIONS/CERTIFICATES OF RECOGNITION TO RETIRING AGENCY BOARD EMPLOYEES

<u>Employee/Title</u>	<u>Years of Service</u>	<u>Retirement Date</u>
Kathleen Benningfield, Senior Receptionist	24	January 1, 2025
Betsy Verge, Human Services Specialist 2	18	January 1, 2025
Lois Acker, Senior Messenger	16	January 1, 2025

- VI. ADOPT AND PRESENT THE RESOLUTION OF APPRECIATION FOR COMMISSIONER CREA – Chairperson

MOTION/ROLL CALL

- VII. APPROVAL OF MINUTES OF NOVEMBER 26, 2024 MONTHLY MEETING - Chairperson

Members Present: P. Hartney, B. Miles, S. Sternbach, R. Laureigh, J. Byrnes, A. Kern, J. Sahradiuk

Members Absent: L. Murtagh, B.J. Crea, F. Sadeghi

Vote by Members Present at the 11/26/24 Meeting

MOTION/ROLL CALL

- VIII. INFORMATIONAL REPORTS

A. Employment Activity Report – Provided for Board

- IX. CONSENT AGENDA

A. MOTIONS

All matters listed below are considered routine and shall be enacted by one motion. Should any member of the Board or the Public seek separate discussion of any item, that item shall be removed and discussed separately.

1. Affirmative Action Statistical Report – Provided for Board
2. Monthly Reports – Provided for Board
3. Authorization to Pay for Employees to Attend Trainings/Seminars/Conferences
Title: Annual Payment for 2025 County Welfare Directors Association of New Jersey Workshops as Held
Vendor: County Welfare Directors Association of New Jersey
Cost: \$1,000.00

Title: 2025 Annual Payment for County Welfare Directors Association of New Jersey
Vendor: County Welfare Directors Association of New Jersey
Cost: \$600.00 (approximate dues based on 2024 cost)

B. RESOLUTIONS

Authorization requested for Director and/or Chairperson or Vice Chairperson to enter into contract with the following entities/vendors. Contracts, where applicable, are subject to cancellation on 30 days notice and are also subject to the availability and appropriation annually of adequate funds to meet Board's obligations. Authorization is also requested to open a bank account when appropriate, accept funds, deposit funds into a bank account, when appropriate, disburse funds, and list for Board ratification.

1. Salary Resolution – Provided for Board
2. Authorization to Enter into Intergovernmental Agreement
Entity: Ocean County Board of Health – Immunization Agreement
Service: a. Hepatitis B Training/Immunizations for Board Employees
b. Employee Flu Immunizations
c. Covid 19 Vaccination (subject to availability)
Period of Agreement: 02/01/25 – 01/31/26

3. Intergovernmental Agreement
Entity: County of Ocean
Program: Transportation Assistance Program (TAP)
Service: Provide transportation services to elderly and disabled clients
Period of Agreement: 01/01/25 – 12/31/25
Amount Requested: \$2,000.00
Additional Request: Authorization to borrow up to \$1,500 from Account 80.705 upon receipt of grant award letter and reimburse Account 80.705 from grant funds when received
Purpose: Provide transportation services to elderly and disabled clients
4. Sign Language Interpreter Contracts
Provider No. 1: Meg Ellis (primary) Cost: \$75 per hour
Provider No. 2: Kymmie A. VanCleaf (backup) Cost: \$100 per hour
Period of Agreement: 02/01/25 – 01/31/27
Contract Cap: \$2,000.00
Purpose: Provide interpreter services to hearing impaired clients in compliance with the Americans with Disabilities Act
Note: Request to release this Resolution prior to formal adoption
5. Authorization to Contract with the Following Vendor
Vendor: SHI International Corp.
Item: Domain Name System (DNS) Management Services
Period of Agreement: 01/01/25 - 12/31/25
Cost: Membership and Licensing Fee \$2,256.38, plus a one-time configuration fee \$268.62, for a total of \$2,525.00
Purpose: Computer software to migrate to .gov domain
Note: Request to release this Resolution prior to formal adoption
6. Authorization for 2024 Vacation Carry-over for Director, Deputy Director and Fiscal Officer
Director: 40 Days (not to exceed)
Deputy Director: 0 Days
Fiscal Officer: 12 Days (not to exceed)
Note: In excess of the five (5) days already previously approved by the Contract Authorization is requested to release this Resolution prior to formal adoption
7. Authorization to Dispose of Quotes and Enter into Agreements for Banking Services – M. Brown/B. Wilkie
(Recommendation Memo Provided at Board)
Vendors: TD Bank, National Association and Ocean First Bank
Period of Agreement: 02/01/25 – 01/31/26 with the Board's exclusive option to extend the agreements for two (2) additional one (1) year periods
Note: Request to release this Resolution prior to formal adoption
8. Authorization to Dispose of Agency Equipment
Authorization is requested to dispose of agency inventory items that are damaged, obsolete, irreparable and no longer need for agency use: Optiplex 7060 computers; Optiplex 7040 computers; Phaser scan power supply; Dell 20-inch monitors; Dell 24-inch monitors; HP M455 Printer; HP M452dn Printer; HP M608 printer; and Dell 27-inch monitor.
Note: Request to release this Resolution prior to formal adoption
9. Authorization to Contract with the Following Vendor
Vendor: KT's Office Services
Item: E-Fax Corporate
Period of Agreement: 01/01/25 – 12/31/25
Cost: \$9,072.00
Purpose: To procure the use of e-fax services for 1005 Hooper Avenue
Note: Request to release this Resolution prior to formal adoption
10. Authorization to Contract with the Following Vendor
Vendor: SHI International Corp.
Item: Nelco Software
Period of Agreement: One-Time Purchase
Cost: Not to exceed \$1,000.00
Purpose: To procure Nelco Software to file 1095 Forms required under the Affordable Care Act (ACA)
Note: Request to release this Resolution prior to formal adoption

C. APPROVAL OF BILLS

1. Abstention List;
2. Bill Lists distributed at meeting;
3. Bill Lists for ratification; distributed at meeting

END OF CONSENT AGENDA – MOTION/ROLL CALL

- X. For Information Only – January Reorganization Meeting Date – January 28, 2024 at 2:00 p.m.
- XI. Comments from the Board
- XII. Comments from the Public – Public comments are permitted at this time and limited to five (5) minutes per speaker.
- XIII. Resolution to Hold Executive Session
- XIV. Final Executive Matters for Action in Open Session
- XV. Adjournment