

1027 HOOPER AVENUE
TOMS RIVER, N.J. 08754-0547
2:00 PM – BUILDING 7, 1st FLOOR
MULTIPURPOSE ROOM

- I. Call to Order – Flag Salute - Chairperson
- II. Open Public Meeting Act – Chairperson
- III. Roll Call
- IV. Induction of New Board Members – B. Wilkie, Esq.
- V. Annual Reorganization of the Board – List of Officers/Board Members – B. Wilkie, Esq.
 - A. Nominations for Chairperson
 - B. Motion – Close of Nominations
 - C. Consensus Vote

 - A. Nominations for Vice Chairperson
 - B. Motion – Close of Nominations
 - C. Consensus Vote

 - A. Nominations for Secretary/Treasurer
 - B. Motion – Close of Nominations
 - C. Consensus Vote

 - A. Nominations for Assistant Secretary/Treasurer
 - B. Motion – Close of Nominations
 - C. Consensus Vote
- VI. Chairperson’s appointment of employee to Special Committee – Chairperson
 - A. Ocean County Public Employee Charitable Campaign (OCPECC)
 - 1) Assistant Training Supervisor
- VII. Chairperson’s appointment to Standing Committee – Chairperson
 - A. Health & Safety Committee (Communications Workers of America, Local 1088)
Chairperson’s Designee: Assistant Chief of Administrative Services
Director / Designee: Deputy Director
- VIII. Affirmation of Director’s Appointment to Committee – Chairperson
 - A. Affirmative Action Officer
Director’s Appointee: Deputy Director
- IX. Affirmation of Director’s Appointment of OCBSS Americans With Disabilities (ADA) Coordinator – Chairperson
 - A. ADA Coordinator
Director’s Appointee: Deputy Director/Associate Counsel/Senior Associate Counsel
- X. Affirmation of Director’s Appointment of OCBSS Indoor Air Quality Person – Chairperson
 - A. Indoor Air Quality Person
Director’s Appointee: Assistant Chief of Administrative Services
- XI. Chairperson’s Appointments to Board Committees – Chairperson
Standing Committees:
Budget Personnel
Safety Ad Hoc Committees (Interview & Building)
Labor Relations
- XII. Approval of the December 10, 2024 OCBSS Monthly Meeting Minutes – Chairperson (E-mailed/Mailed)
Members Present: P. Hartney, B. A. Miles, S. Sternbach, R. Laureigh, J. Byrnes, A. Kern, B.J. Crea, J. Sahradnik
Members Absent: L. Murtagh and F. Sadeghi, Commissioner
Vote by Members present at 12/10/24 Meeting

MOTION / ROLL CALL

- XIII. Adoption of the OCBSS Cash Management Plan - M. Brown (Mailed/Provided at Board)
Appendix A – Approved County Depositories has been updated to reflect the changes approved by the County of Ocean on January 6, 2025
Note: Request to release this Resolution prior to formal adoption
Draft Resolution Provided at Board

MOTION / ROLL CALL

- XIV. Consent Agenda
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.

A. Reorganization Resolutions

1. Resolution designating authorized signatures on OCBSS checks – (Provided at Board)
Currently Director, Secretary/Treasurer and Assistant Secretary/Treasurer
2. Reaffirmation of the following OCBSS Resolutions – (Drafts of modifications provided at Board)
Copies of Reaffirmations not mailed but available for reference at Board

<u>Original Board Date</u>	<u>Res. No.</u>	<u>Subject</u>
07/24/80	80-7-4	Resolution to Disburse Payroll and Reserve prior to Board approval and list for ratification
05/17/83	83-5-3	Subpoena Fees
06/15/89	89-6-6	Resolution Authorizing Disbursement of funds for the payment of all health care insurance policies prior to Board and list for ratification
01/19/95	95-7-10	Authorization to Distribute Disregarded Child Support Payments
03/20/97	97-3-14	Authorization to Disburse Funds for Client Transportation to Attend Fair Hearings and List For Board Ratification
01/15/98	98-1-7	Resolution Authorizing Director to conduct a review of Minor Disciplinary Actions for Employees Excluded from Labor Agreements
01/15/98	98-1-14	Violence in the Workplace
01/18/01	2001-1-3	Indemnification Policy
01/18/01	2001-1-4	Issuance of Supplemental Security Income to Clients
04/16/01	2001-4-24	Chapter 7/Chapter 13 Bankruptcy Matters
06/18/01	2001-6-12	Resolution authorizing Solicitation of Donations for Agency Programs from Vendors of Non-Biddered Contracts
10/15/01	2001-10-30	Authorization to Remit County Share of Quarterly Supplemental Security Income Payments to State
01/21/03	2003-1-06	Authorization to transfer funds within grant line to ensure client services and ratify at Board
12/20/05	2005-12-2-R	Authorization to Establish Selection Criteria for Evaluation of Responses to Requests for Qualifications for Contract Award

01/26/10	2010-01-12R	Authorization to Conduct Union Business
09/28/10	2010-09-17R	OCBSS Photocopying and Other Fees
01/24/12	2012-01-4R	Conscientious Employee Protection Act Appointment of Contact Person (CEPA)
01/28/14	2014-01-3R	Authorization for Business Associate Agreement for Health Insurance Portability and Accountability Act (HIPAA)
01/24/17	2017-01-21R	Authorization of Personnel Appointments
01/24/17	2017-01-22R	Appointing Authority
01/23/18	2018-01-16R	Confidentiality of any and all information
01/23/18	2018-01-18R	Authority of Purchasing Agent and Contracting Agent
01/22/19	2019-01-17R	Authorization of Board Counsel/Senior/Associate Counsel To Execute all Warrants to Enter Satisfaction and List For Board Ratification, Modification of Resolution No. 2012-01-03R
01/28/20	2020-01-04R	OCBSS Compliance with Local Government Ethics Law, Modification of Resolution No. 06-1-3R
01/28/20	2020-01-05R	Authorization for Director/Director's Designee to Grant Approval for requests which meet Qualifications for NJFLA, FMLA, NJ SAFE Act Leave and the Americans with Disabilities Act (ADA), Modification to Resolution No. 2018-1-17R, 2009-1-17R
01/28/20	2020-01-06R	Fixed Asset Capitalization Threshold Policy
01/25/22	2020-04-12R	Ratification of Chairperson's Verbal Authorization on 03/30/20 Requiring Direct Deposit
01/25/22	2020-10-09R	Standard Procedures and Requirements for Public Comment During Remote Public Meetings
01/25/22	2020-11-33R	Amended 2008-05-02 OCBSS Health Benefit Waiver Plan
01/25/22	2021-11-09R	Author. to Continue Providing the Ongoing Cafeteria Plan Agreements with AFLAC and Health Equity, Inc., or one of Its Subsidiaries, including Wage Works, Inc.
01/25/22	2022-01-05R	Resolution Authorizing Military Leave for Eligible Employees
01/24/23	2023-01-6R	Reaffirmation Resolution 90-1-9 Adopted on 01/18/90 Authorizing a Drug Free Work Place Act
01/24/23	2023-01-07R	Reaffirmation Resolution 2006-11-7R Adopted on 11/28/06 Authorizing to Forego the Receipt of Business Registration Certificates (BRC's) from Client Landlords, Contractors, and Caregivers in Certain Situation
01/24/23	2023-01-09R	Reaffirmation Resolution 2009-1-19R Adopted on 01/27/09 Acknowledging OCBSS Requirement to Comply with the Pay to Play CH, 19, P.L. 2004

- 01/24/23 2023-01-10R Reaffirmation Resolution 2007-8-3R Resolution 2014-1-4(R) Adopted on 01/28/14 Designating Certifying Officers of the OCBSS For Public Employees Retirement System (PERS)
- 01/24/23 2023-01-13R Reaffirmation Resolution 2017-01-20R, 2020-03-14R Adopted on 03/24/20 Petty Cash Account
- 01/23/24 2024-01-06(R) Modification of Resolution 2003-1-4 Formerly Resolution 96-1-5, Authorization for Independent Hearing Officer to Hold Departmental Hearings
- 01/23/24 2024-01-08(R) Modification of Resolution 2013-1-6R, Previously 2010-1-11R, Opening of Bids prior to Board Meetings
- 01/23/24 2024-01-09(R) Modification of Resolution 2019-1-18R, Formerly 2013-1-2R, Public Agency Compliance Officer
- 01/23/24 2024-01-10(R) Modification of Reaffirmation 2023-01-08 (R), Formerly Resolution 2009-1-15R, Adopted on 01/27/09, Authorization for Signature Authority to Requisition Federal/State Funds for Assistance
- 01/23/24 2024-01-11(R) Modification of Reaffirmation Resolution 2023-01-11 (R), Formerly 2013-1-4R, Adopted on 01/22/13, Resolution 2016-1-18R, Adopted on 01/26/16, Reappointment of Agency Privacy Officer – Health Insurance Portability and Accountability Act (HIPAA)
- 01/23/24 2023-06-15(R) OCBSS Affirmative Action Plan (Revised) 2004-7-3 (Supersedes Resolution 1985-7-3) Requiring Updating & Revision to Board Policy
- 01/23/24 2023-10-26(R) Modification of Resolution 98-7-20, Previously Resolution 81-7-8, Adopted at the 7/21/81 Board, Establishing Residency Standards
- 01/23/24 2024-01-12(R) Modification of Reaffirmation Resolution 01-3-14, Adopted at March 19, 2001 Board Meeting, Authorization to Disburse Income Tax Refunds to Former Recipients Inadvertently Intercepted Via Malfunction of State/Federal Tax Offset Program and Ratify at Board
3. Modification of Reaffirmation Resolution 99-1-9, Formerly Resolution 89-3-4, Chairperson and Assistant Secretary/Treasurer to sign Documents needed for the Administration of the OCBSS in the Absence of the Secretary/Treasurer – (Provided at Board)
Authorization to add Vice Chairperson.
4. Removal of Reaffirmation 2003-4-20, Authorization to transfer funds from Assistance Account to the OMEGA Account, as needed, and Ratify at Board – (Provided at Board)
Omega account will be closed.
5. Modification of Reaffirmation Resolution 2023-01-12(R), 2019-04-14(R), 2011-4-11(R), Authorization to Pay Utilities, Internet, Telephone, USPS P.O. Box Fees, Postage, Storage Units, Provider Charges and Ratify at Board – (Provided at Board)
Authorization to pay utility, internet, telephone, USPS P.O. Box, postage, storage units, and provider charges as due, in order to avoid disruption of service, interest and/or late fees that may accrue, and ratify them at the next Board Meeting.
6. Modification of Reaffirmation Resolution 2024-01-07(R), 2013-1-5(R), 2007-8-4(R), Designation of OCBSS Custodian Records – (Provided at Board)
Signature of Chairperson.

B. RESOLUTIONS

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

1. a. Salary Resolution - (Provided at Board)
b. Amended Resolution Establishing Salary and Benefits for Excluded Administrative, Clerical, Fiscal & Maintenance Employees (ACFME) for 2025
2. Ratification of Chairperson's Authorization to Revise the December 10, 2024 Salary Resolution – (Provided at Board)
Salary Resolution Number 2024-12-01
3. Ratification of Chairperson's Authorization to Enter into Contract for HVAC Maintenance Service & Alteration through Ocean County Cooperative Purchasing
Vendor: Multi-Temp Mechanical, Inc.
Period of Agreement: 12/18/24 – 12/17/25, with the option to extend for an additional one year period from 12/18/25 – 12/17/26 at no increase in cost.
Note: Procurement through Cooperative Purchasing with County of Ocean.
Request to release Resolution prior to formal adoption.
4. Ratification of Chairperson's Authorization to Accept Additional Funds for the Respite Care Program
Entity: Ocean County Office of Senior Services
Period of Agreement: 01/01/25 – 12/31/25
Additional Grant Amount: \$46,651.00
New Total: \$186,651.00
Note: The additional funds will be used to complete home modifications including wheelchair ramps for eligible Ocean County residents.
Request to release this Resolution prior to formal adoption.
5. Lakewood Housing Authority – Memorandum of Understanding (MOU)
Reaffirm ongoing Memorandum of Understanding between Lakewood Housing Authority and the Ocean County Board of Social Services
Purpose: To identify common goals to support the economic self-sufficiency efforts of low-income families receiving welfare assistance and living in public housing or receiving Section 8 assistance and to target services and resources to assist families in need through communication of shared information to ensure efficient delivery of service and to reduce fraud.
Note: Request to release this Resolution prior to formal adoption.
6. Authorization to Renew RSVP Software and Technical Support for the RSVP Volunteer Program
Item: Volunteer Software and Technical Support
Period of Agreement: 02/23/25 – 02/22/26
Amount Requested: \$400.00 annually (approximation)
Projected Level of Service: N/A
7. Authorization to Contract with the Following Vendor
Vendor: SHI International Corp.
Item: Zoom Video Communications, Renewal of 10 licenses
Period of Agreement: 02/04/25 – 02/03/26
Cost: \$2,417.60
Purpose: To facilitate virtual interactions and meetings.
Note: Request to release this Resolution prior to formal adoption.
8. Authorization to Contract with the Following Vendor
Vendor: KT's Office Services
Item: Service and Support Contract
Period of Agreement: 03/01/25 – 02/28/26
Cost: \$95/hr plus parts (not to exceed \$3,000 for the year)
Purpose: On-site support and repair for printers and scanners.
Note: Request to release this Resolution prior to formal adoption.
9. Authorization to Contract with the Following Vendor
Vendor: Specialty Systems, Inc.
Item: Technical Support Services
Period of Agreement: 03/01/25 – 02/28/26
Cost: Not to exceed \$60,000.00
Purpose: Service agreement for consulting, design, development, support services, and require upgrades to computers and software systems.
Note: Request to release this Resolution prior to formal adoption.

10. Authorization to Contract with the Following Vendor
Vendor: Dell Technologies
Item: Adobe Acrobat Sign
Period of Agreement: (TBD) Period of Agreement is based on purchase date
Cost: Not to exceed \$350.00
Purpose: To streamline Medicaid applications for employee access.
Note: Request to release this Resolution prior to formal adoption.
11. Authorization to Contract with the Following Vendor
Vendor: Kintronics, Inc.
Item: Cloud Connection Subscription for Mobile Panic Buttons
Period of Agreement: 05/01/24 – 04/30/25
Cost: \$480.00
Purpose: To maintain (POM) Personal Security Software Services for Mobile Outreach Unit.
Note: Request to release this Resolution prior to formal adoption.
12. Authorization to Contract with the Following Vendor
Vendor: SHI International
Item: Palo Alto Firewall
Period of Agreement: One Time Hardware Purchase, includes five (5) year agreement for security services determined at time of purchase.
Cost: \$190,028.64
Purpose: Network Security Hardware and Bundled Network Security Services for 1005 Hooper Ave.
Note: Request to release this Resolution prior to formal adoption.
13. Authorization to Enter into a One (1) Year Maintenance Agreement
Vendor: COPYMASTER Company
Items: One (1) Agency Date/Time Stamp Machine
Period of Agreement: 03/11/25 - 03/10/26
Cost: \$149.00 annually
14. Authorization to Enter into a One (1) Year Maintenance Agreement
Vendor: COPYMASTER Company
Items: One (1) Agency Date/Time Stamp Machine
Period of Agreement: 03/11/25 - 03/10/26
Cost: \$149.00 annually
15. Authorization to Enter into a One (1) Year Maintenance Agreement
Vendor: COPYMASTER Company
Items: One (1) Agency Date/Time Stamp Machine
Period of Agreement: 03/06/25 - 03/05/26
Cost: \$149.00 annually
16. Authorization to Enter into a One (1) Year Maintenance Agreement
Vendor: COPYMASTER Company
Items: One (1) Agency Date/Time Stamp Machine
Period of Agreement: 03/06/25 - 03/05/26
Cost: \$149.00 annually
17. Authorization to Enter into a One (1) Year Maintenance Agreement
Vendor: COPYMASTER Company
Items: One (1) Agency Date/Time Stamp Machine
Period of Agreement: 03/17/25 - 03/16/26
Cost: \$149.00 annually
18. Authorization to Enter into a One (1) year Maintenance Agreement
Vendor: COPYMASTER Company
Items: One (1) Hedman 3100 Manual Check Signer
Period of Agreement: 02/24/25 – 02/23/26
Cost: \$360.00 annually
Note: Request to release this Resolution prior to formal adoption

19. Authorization to Exercise Option to Extend Agreement for EAP Services for One (1) Year

Vendor: Penn Medicine Princeton Health
Period of Extension: 03/01/25 – 02/28/26
Cost: \$750.00

Note: Request to release this Resolution prior to formal adoption.

20. Request for Authorization for Purchase for the Following 2025 Friendship Corner Event
Blue Claws Games (tickets \$18.00 with hot dog lunch, 10 clients)

21. Authorization to Dispose of Agency Equipment

Authorization is requested to dispose and scrap agency inventory items that are damaged, obsolete, irreparable and no longer needed for agency use: Blue chair with arms and wheels (broken); and green Bissell manual sweeper (broken).

C. MOTIONS

1. Designation of Meeting Dates, Times and Location for 2025 - (Proposed 2025 Meeting Schedule Mailed)

Currently the 4th Tuesday of the month with the exception of December being the 2nd Tuesday of the month, 2:00 p.m., Bldg. 7, 1st Floor, Multipurpose Room
Proposed: Maintain current schedule with the proposed change of December, 2nd Tuesday of the month in December

Please note in early 2025 the Main Office will be moving to a new building on the same campus:

1005 Hooper Avenue
P.O. Box 547
Toms River, NJ 08754-0547
(732) 349-1500

2. Designation of Authorized Newspapers for Legal Notices

The Press of Atlantic City and The Asbury Park Press

3. Affirmative Action Statistical Report – (Provided at Board)

4. Monthly Report – (Provided at Board)

5. Request for Authorization to Solicit Quotes for Bus Transportation to the 2025 Friendship Corner Events

6. Request for Authorization to Solicit Quotes for the following 2025 Friendship Corner Events:
Local restaurants/churches to hold the Annual Thanksgiving Dinner and DJ services for the Annual Boarding Home Festival

D. MONTHLY BILLS

1. Abstention List
2. Ratification of expenditures from Administrative Account: 12/11/24 – 12/31/24
3. Bill Lists Provided to Board Members at Board
4. Bill Lists for ratification distributed at meeting

END OF CONSENT AGENDA – MOTION AND ROLL CALL

XV. Informational Reports

Employment Activity Report – (Provided at Board)

XVI. For Your Information

XVII. Comments from the Board

XVIII. Comments from the Public - Public comments are permitted at this time and limited to five (5) minutes per speaker.

XIX. Resolution to Hold Executive Session

XX. Final Executive Matters for Action in Open Session

XXI. Adjournment