OCEAN COUNTY BOARD OF SOCIAL SERVICES
OPEN PUBLIC AGENDA

July 28, 2026

OCEAN COUNTY RESOURCE CENTER
1005 HOOPER AVENUE
P O BOX 547
TOMS RIVER, N.J. 08753-0547
2:00 PM – 3rd FLOOR, CONF. ROOM 319

I. CALL TO ORDER AND FLAG SALUTE - Chairperson
II. OPEN PUBLIC MEETINGS ACT - Chairperson
III. ROLL CALL - Chairperson
IV. PRESENTATION OF 2025 OCBSS AUDIT – M. Brown/P. Hartney
Audit Firm: Holman Frenia Allison, P.C.
Presenter: Brian Waldron, C.P.A.
Note: Authorization is requested to release Resolution prior to formal adoption

MOTION/ROLL CALL

V. APPROVAL OF THE JUNE 23, 2026 MEETING MINUTES
Members Present: P. Hartney, B. Miles, S. Sternbach, C. Thomas-Henkel, J. Byrnes, Commissioner Bacchione, Commissioner Arace and J. Sahradnik

Member Absent: K. Isnardi (Zoom call disconnected early due to connection issues)

Vote by Members Present

MOTION/ROLL CALL

VI. INFORMATIONAL REPORTS
A. Employment Activity Report – (Provided for Board)
B. SNAP Audit Reports – J. Brady
C. Medicaid Updates – Deputy Director

VII. 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 Report – (Provided for Board)
3. Authorization for Line Item Transfers in the 2026 Budget

From	To	Amount
62.106 (Acc. Sick Leave, Retirement)	62.906	$350.00
*DFD approval is not required	(Employer Shared Combined Assessment)	

C. RESOLUTIONS
Authorization requested for Director and/or Chairperson or Vice Chairperson to implement the following resolutions and 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 accept funds, deposit funds into a bank account, when appropriate, disburse funds, and list for Board ratification.

1. a.) Salary Resolution – (Provided for Board)
b.) Amended 2026 Exclude Administrative Staff Salary & Benefits Resolution – (Provided for Board)

2. Pen & Ink Corrections
a.) Pen & Ink Correction to Salary Resolution 2026-06-01
Incorrectly reads:
Work Out of Classification/Temporary Appointment
Quinde, Ronald, FSS500, Human Services Specialist 4, effective 05/28/26, $89,020.00

Needs to correctly reflect:
Work Out of Classification/Temporary Appointment
Quinde, Ronald, FSS500, Human Services Specialist 4 Bilingual in Spanish & English, effective 05/28/26, $89,020.00

b.) Pen & Ink Correction to Change Position Title
Incorrectly reads:
From: Position No. / Position Title: FSS561: Assistant Administrative Supervisor of Social Work
To: Position No. / Position Title: FSS561: Assistant/Administrative Supervisor of Social Work

Needs to correctly reflect:
From: Position No. / Position Title: FSS561: Assistant Administrative Supervisor of Social Work/IM
To: Position No. / Position Title: FSS561: Asst. Admin. Sup. of SW/IM/Admin Sup. of SW/IM

3. Authorization to Enter into Contract with National Business Institute (NBI)
Period of Agreement: 09/01/26 – 08/31/27
Cost: $1,389.00 (All Inclusive Pass)
Purpose: To provide agency staff with access to NBI's All Inclusive Pass subscription, which includes live and on-demand professional development trainings on legal, administrative, human resources, supervisory, and other relevant workplace topics
Note: Request to release this Resolution prior to formal adoption

4. Ratification of Chairperson's Authorization of Alternate Work Schedule Pilot Program
Purpose: The alternate work schedule pilot program is to allow Administrators, Assistant Administrators, and Exclude Staff to work either four (4) ten (10) hour days, four (4) nine (9) hour days, plus a half day on the fifth (5^{th}) day, or the regular five (5) day, eight (8) hour schedule
Note: Request to release this Resolution prior to formal adoption

5. Grant Renewal
Grant: Supportive Assistance to Individuals and Families Program (SAIF)
Grantor: Division of Family Development
Period of Agreement: 10/01/26 – 09/30/27
Amount Requested: $100,750.00 (Based on 2025-2026 contract amount)
Purpose: To provide intensive case management services to Work First New Jersey/TANF and GA recipients who have received 48 months of assistance and provide additional support to families and individuals who have been unable to become self-sufficient because of serious barriers

6. Authorization to Dispose of Quotes and Enter into Contract for a Banquet Facility for the Annual Friendship Corner Thanksgiving Dinner – November 13, 2026
Vendor: Clarion Hotel & Conference Center
815 Route 37 West, Toms River, New Jersey 08755
Cost: $22.00 per person (Approx. 60 people totaling $1,320.00)
(Lowest Bid)

7. Authorization to Enter into Agreement with the New Jersey Civil Service Commission for the Center for Learning and Improving Performance (CLIP) All Access Pass Subscription
Period of Agreement: 10/01/26 – 09/30/27
Cost: $7,600.00 (380 employees at $20.00 per employee)
Purpose: All Access Pass subscription providing unlimited access to the Open Sesame e-Learning Training Catalog, which features e-learning courses and learning paths for staff development

8. Authorization to Enter into a One (1) Year Maintenance Agreements
a. Vendor: COPYMASTER Company
Period of Agreement: 09/01/26 – 08/31/27
Cost: $155.00 annually
Purpose: One (1) Agency Date/Time Stamp

b. Vendor: COPYMASTER Company
Period of Agreement: 09/18/26 – 09/17/27
Cost: $155.00 annually
Purpose: One (1) Agency Date/Time Stamp

c. Vendor: COPYMASTER Company
Period of Agreement: 09/17/26 – 09/16/27
Cost: $155.00 annually
Purpose: One (1) Agency Date/Time Stamp

9. Vendor: Quadient
Items: Quadient iX-9C Series Mail Machine
Period of Agreement: To Be Determined – Contingent on the installation date in the mail room (Warranty includes one (1) year maintenance and installation at no extra charge)
Cost: $22,000.00
Purpose: This purchase will ensure compliance with USPS regulations, including the Intelligent Mail Indicia (IMI) compliance deadline, and will enhance our mailing capabilities
Note: Request to release this Resolution prior to formal adoption

10. Authorization to Contract with the Following Vendor
Vendor: SHI International Corp.
Item: OneDirectory
Period of Agreement: 09/21/26 – 09/20/27
Cost: $4,372.87 for a one (1) year annual subscription
(Pro plan, 251-500 employees)
Purpose: Renewal of OneDirectory software for centralized and streamlined efficiency, collaboration, and access to accurate agency directory data across the organization
Note: Request to release this Resolution prior to formal adoption

11. Adoption of Retirement Resolution of Recognition for Retiring Agency Board Employee

Employee/Title	Years of Service	Retirement Date
Carmen D'Adorno-Hernandez, Human Services Specialist 2 Bilingual	19	September 1, 2026

12. Authorization to Dispose of Agency Equipment
Authorization is requested to dispose of agency inventory items that are damaged, obsolete, irreparable, and no longer needed for agency use: Black ADA leather chair with arms and wheels (broken)

C. MONTHLY BILLS
1. Abstention List;
2. Bill Lists Mailed to Board Members;
3. Bill Lists for ratification/distributed at meeting

D. COMMENTS FROM THE PUBLIC – Public comments are permitted at this time for the Consent Agenda and limited to five (5) minutes per speaker.

END OF CONSENT AGENDA - MOTION/ROLL CALL

VIII. FOR INFORMATION ONLY
BOSS Buzz Newsletter - Volume 9, Issue 3

IX. COMMENTS FROM THE BOARD

X. COMMENTS FROM THE PUBLIC - Public comments are permitted at this time and limited to five (5) minutes per speaker.

XI. RESOLUTION TO HOLD EXECUTIVE SESSION

XII. FINAL EXECUTIVE MATTERS FOR ACTION IN OPEN SESSION

XIII. ADJOURNMENT