

1027 HOOPER AVENUE  
TOMS RIVER, NJ 08754-0547  
2:00 PM – 1<sup>st</sup> FLOOR, BUILDING 7

- I. Call to Order/Flag Salute - Chairperson
- II. Open Public Meetings Act - Chairperson
- III. Roll Call - Chairperson
- IV. Mailing of Resolution/Certificate of Recognition to Retiring Agency Board Employee – (Retiree not attending)

<u>Employee/Title</u>	<u>Years of Service</u>	<u>Retirement Date</u>
Heidi Brower, Human Services Specialist 2	21	May 1, 2024

- V. Approval of the March 26, 2024 OCBSS Monthly Meeting Minutes – Emailed  
Members present: P. Hartney, B. Miles, S. Sternbach, R. Laureigh, J. Byrnes, A. Kern,  
L. Murtagh, B.J. Crea, J. Sahradnik

Member absent:

Vote by Members Present at March 26, 2024 Board meeting  
MOTION / ROLL CALL

VI. 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 to Solicit Bids for General Janitorial Services for Toms River and Manahawkin Offices  
Period of Agreement: 07/01/24 – 06/30/25 (One year)

4. Authorization for Line Item Transfer in the 2024 Budget

<u>From</u>	<u>To</u>	<u>Amount</u>
70.106 Fair Hearing Expenses	71.102 Client Refund TOP fees	\$300.00

\*DFD approval is not required

B. RESOLUTIONS

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

- 1. Salary Resolutions – Provided for Board
  - a. Salary Resolution
  - b. Amended Exclude Salary Resolution ACFME for 2024
- 2. Pen & Ink Correction to March 26, 2024 Open Public Minutes and Resolution 2024-03-21, Resolution to Award Contract to EB Employee Solutions, LLC., d/b/a the Difference Card to provide URA Services for OCBSS  
The Resolution incorrectly reads:  
Period of Agreement January 1, 2024 through December 31, 2024.  
The Resolution needs to correctly reflect:  
Period of Agreement July 1, 2024 through December 31, 2024.
- 3. Authorization to Dispose of Quotes and Enter into Contract for Central Station Monitoring  
Vendor: Roberts Electronics & Security, Inc.  
Period of Agreement: 07/01/24 – 06/30/25  
Cost: \$5,455.20  
Purpose: Provide maintenance and monitoring of security alarms, fire alarms and elevator phones for 1027 Hooper Avenue, Toms River and 333 Haywood Road, Manahawkin

4. Authorization to Dispose of Bids and Enter into Agreements for Home Furnishings for Agency Clients  
Period of Agreement: 05/01/24 - 04/30/26 (Two years)  
Note: Recommendation memo Provided at Board
5. Authorization to Extend Agreement for Armed Security Guard Services  
Vendor: IronRock Security  
Period of Agreement: 07/01/24 – 06/30/25  
Cost: \$37.90 per hour per guard
6. Ratification of Chairperson’s Authorization to Continue to Exceed the Motel Contract Cap on the Number of Motel Rooms per facility for Emergency Shelter Placements for Agency Clients to Above 75% from April 8, 2024 through September 30, 2024  
Note: Board Authorization to Continue to Exceed the Motel Contract Cap from 55% to 75% was received at the March 26, 2024 OCBSS Board Meeting
7. Grant: HOME Tenant Based Rental Assistance  
Grantor: Housing & Urban Development via County Planning Board  
Period of Agreement: Federal Fiscal Year 2024  
Amount Requested: \$550,000.00 (Based on 2023)  
Purpose: Two (2) year rent subsidy, case management to eligible families — approximately twenty-four (24) households
8. Authorization is Requested for the Continuation of the JACC Agreement through the New Jersey Department of Human Services, Division of Aging Services via the Ocean County Office of Senior Services  
Period of Agreement: 07/1/24 - 06/30/25  
Amount Requested: N/A  
Projected Level of Service: 244 (Estimate based on current program enrollment)  
Purpose: To provide case management services to JACC program participants, 60 years of age or older and meet Nursing Facility Level of Care, in order to remain in their own homes as long as possible with supportive services provided through the program.
9. Authorization to Contract with SHI International Corp.  
Item: OptiPlex Micro (Plus 7010) Computers  
Period of Agreement: One-time purchase  
Cost: \$129,411.80 total (140 at \$924.37 each)  
Purpose: To replace outdated computers that are not compatible with Windows 11  
Note: Request to release this Resolution prior to formal adoption
10. Authorization to Contract with SHI International Corp.  
Item: Dell Latitude 5350  
Period of Agreement: One-time purchase  
Cost: \$10,110.30 total (6 at \$1,685.05 each)  
Purpose: To replace outdated laptops that are not compatible with Windows 11  
Note: Request to release this Resolution prior to formal adoption
11. 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: Fax machines, Dell monitors, Dell servers, Optiplex 7060 computers, and Belkin KVM Switch  
Note: Request to release this Resolution prior to formal adoption
12. Personal Assistance Services Program Agreement (PASP)  
Period of Agreement: 07/01/24 – 06/30/25  
Amount Requested: \$111,132.00 (Agency Admin Fee Based on 2023-2024)  
Purpose: To provide personal assistance attendants to enable adults with permanent disabilities to work, attend school, perform homemaker functions, or volunteer activities  
Projected Level of Service: 45 persons approximately (Based on 2023-2024)

- 13. Authorization to Enter into a One (1) Year Maintenance Agreement with Toshiba Business Solutions  
Items: One (1) Entrust Datacard Sigma DS3 Duplex Printer, One (1) Card Exchange Producer Business Edition Identity Software, One (1) Canon T3 Camera and One (1) Signature Pad. On-site hardware, software, parts and labor  
Period of Agreement: 06/09/24 – 06/08/25  
Cost: \$830.55 annually
- 14. Authorization to Enter into a One (1) Year Maintenance Agreement with Pitney Bowes  
Items: Folding Machine Relay 3000  
(Includes: Relay 3-4 inserting system, vertical power stacker)  
Period of Agreement: 06/27/24 – 06/26/25  
Cost: \$2,554.09 annually
- 15. Authorization to Enter into a One (1) Year Maintenance Agreement with Copymaster Company  
Items: One (1) Agency Date/Time Stamp Machine  
Period of Agreement: 07/01/24 – 06/30/25  
Cost: \$142.00 annually
- 16. Authorization to Adopt Resolution of Recognition for Retiring Agency Employee – Draft Mailed

<u>Employee/Title</u>	<u>Yrs. of Service</u>	<u>Retirement Date</u>
Karen Manczak, Human Services Specialist 2	33	06/01/24

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

END OF CONSENT AGENDA – MOTION / ROLL CALL

- VII. For Your Information
- VIII. Comments from the Board
- IX. Comments from the Public
- X. Resolution to Hold Executive Session
- XI. Final Executive Matters for Action in Open Session
- XII. Adjournment