



Burlington County Board of Social Services

Resolution No. 2026-1

2026 Staff Designations

WHEREAS, the Local Public Contract Rules, and specifically N.J.A.C. 5:34-5.1(b), require that contracting units such as the Burlington County Board of Social Services designate by resolution an individual to serve as the "**Certifying Finance Officer**" who shall be responsible for determining the availability of sufficient funds pursuant to the Local Public Contract Rules; and

WHEREAS, the Local Public Contracts Law, and specifically N.J.S.A. 40A:11-2(3) and N.J.S.A. 40A:11-3a, provides for the designation of a "**Contracting Agent**" of the governing body of contracting units such as the Burlington County Board of Social Services with a general delegation of the power to make, negotiate, or award purchases, contracts, or agreements for the performance of any work or the furnishing or hiring of materials or supplies, the cost or price of which, together with any other sums expended or to be expended for the performance of any work or services in connection with the same immediate program, undertaking, activity, or project or the furnishing of similar materials or supplies during the same contract year paid with or out of public funds, does not exceed in the contract year the total of the statutory "pay to play" threshold (currently \$17,500.00), and additionally to prepare and/or sign purchase orders, contracts, and agreements on behalf of the Burlington County Board of Social Services for purchases by State contract, cooperative purchasing, or public bidding; and

WHEREAS, the Local Public Contracts Law, and specifically N.J.S.A. 40A:11-2(30) and N.J.S.A. 40A:11-9, authorizes the governing body of contracting units such as the Burlington County Board of Social Services to establish by resolution the office of "**Purchasing Agent**" with delegated authority, responsibility, and accountability as its contracting agent, for the purchasing activity for the Burlington County Board of Social Services, to prepare public advertising for bids and to receive bids for the provision or performance of goods or services on behalf of the Burlington County Board of Social Services and to award contracts permitted pursuant to N.J.S.A. 40A:11-3a in the name of the Burlington County Board of Social Services and conduct any activities as may be necessary or appropriate to the purchasing function of the Burlington County Board of Social Services, and the Burlington County Board of Social Services wishes to appoint a Purchasing Agent and an "**Alternate Purchasing Agent**" to act in the absence of the primary; and

WHEREAS, Nicole LeCates has earned the designation of Qualified Purchasing Agent issued by the Director of the Division of Local Government Services in accordance with N.J.S.A 40A:11-9b and NJ.AC. 5:34-5 et seq. and possesses a Certificate attesting thereto, after successfully completing the required course work and passing a rigorous examination, and possessing the necessary purchasing experience, the Burlington County Board of Social Services elects to reaffirm its designation of her as the "**Qualified Purchasing Agent**" to exercise the duties of a purchasing agent pursuant to N.J.S.A 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Burlington County Board of Social Services and conferring supplemental authority by re-establishing the public bidding threshold of the Burlington County Board of Social Services at the enhanced level of \$44,000.00 along with the quotation threshold at the level of \$6,600.00; and

WHEREAS, pursuant to N.J.S.A 10:5-36f and NJ.AC. 17:27-3.5, public agencies such as the Burlington County Board of Social Services are required to designate an office or employee to serve as "**Public Agency Compliance Officer**" to perform the duties prescribed in the Affirmative Action Rules which govern public contracts, and the Burlington County Board of Social Services shall complete the online designation form and forward a copy of the resolution making the designation to the New Jersey Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program, P.O. Box 236, Trenton, New Jersey 08625-0236; and

WHEREAS, N.J.S.A 40A:11-6 and NJ.AC. 5:34-6.1 authorizes contracting units to establish rules governing emergency purchases, and NJ.AC. 5:34-6.1(e) requires that such rules include provisions to ensure that if initially designated individuals are not available, there is a designated chain of command to ensure that there are always appropriate individuals available to make emergency purchasing decisions, and the Board adopted Resolution No. 2003-12 establishing rules for emergency purchases and wishes to update the chain of command for "**Individuals Authorized to Make Emergency Purchasing Decisions**";

WHEREAS, the regulations pertaining to the Public Employees' Retirement System (PERS) and the Defined Contribution Retirement Program (DCRP), specifically NJ.AC. 17:2-1.5(a), mandate that local government employers such as the Burlington County Board of Social Services designate a "**Certifying Agent**" who shall be responsible for processing all documents and sending said documents as required pertaining to PERS and DCRP; and

WHEREAS, the New Jersey Division of Pensions and Benefits has developed a program for employers to obtain pension and benefit information about their employees known as "Employer Pension and Benefit Information Connection" (EPIC) and requires employers to designate at least one person to serve as "**EPIC Security Officer**" responsible for authorizing, registering, and monitoring EPIC users for the employer, specifically authorizing designated users access to EPIC, assigning specific applications to each authorized user, and updating the employer demographic information (address, phone numbers, etc.) if necessary; and

WHEREAS, 41 C.F.R. § 60-2.22(a), N.J.A.C. 4A:7-2.3, and the Division of Family Development's Discrimination Complaint Procedures for County Welfare Agencies provide for the Burlington County Board of Social Services to designate an employee to serve as "**Equal Employment Opportunity/ Affirmative Action Officer**" who shall be responsible for receiving and investigating complaints of discrimination from applicants, recipients and employees of the Burlington County Board of Social Services, recommending determinations, providing information and referrals to inquirers, and implementing the provisions specified at N.J.A.C. 4A:7-2.3(b); and

WHEREAS, the regulations adopted pursuant to the Americans with Disabilities Act ("ADA"), and specifically 28 C.F.R. § 35.107, stipulate that public employers such as the Burlington County Board of Social Services designate at least one employee to serve as the "**ADA Coordinator**" who shall be responsible for organizing its efforts to comply with and carry out its responsibilities under the regulations pertaining to nondiscrimination on the basis of disability in the provision of services, including any investigation of any complaint communicated to it alleging its noncompliance with the regulations or alleging any actions that would be prohibited by the regulations, and the Burlington County Board of Social Services wishes to appoint an ADA Coordinator and an "**Alternate ADA Coordinator**" to act in the absence of the primary; and

WHEREAS, the Conscientious Employee Protection Act, and specifically N.J.S.A. 34:19-7, stipulates that employers such as the Burlington County Board of Social Services designate "**Persons Designated to Receive Written Notifications Pursuant to the Conscientious Employee Protection Act;**" and

WHEREAS, pursuant to the Local Government Ethics Law, N.J.S.A. 40A:9-22. let seq., which establishes a Statewide method for governing the ethical conduct of local government officers and employees and requiring financial disclosure for local government officers, it is advisable for local government agencies such as the Burlington County Board of Social Services to designate an "**Ethics Officer**" who shall be responsible for providing information about and answering queries regarding the Local Government Ethics Law and the Code of Ethics of the Burlington County Board of Social Services; and

WHEREAS, N.J.S.A. 27:26A-5e(4) and 7oftheNew Jersey Traffic Congestion and Air Pollution Control Act, and N.J.A.C. 16:50-2.1, 3.2(a)2, and 8.4(a)1 of the regulations for the Employer Trip Reduction Program, mandate that employers such as the Burlington County Board of Social Services designate an employee at each work location to serve as the "**Employee Transportation Coordinator**" who shall make efforts to inform employees of the travel demand management strategies available to them and to offer them incentives for the use of these strategies, and the Burlington County Board of Social Services shall forward the name, title, telephone number of said person to the New Jersey Department of Transportation; and

WHEREAS, the Burlington County Board of Social Services, in its capacity as a State designated adult protective services provider, has been directed by the State of New Jersey to select a "**Chief Legal Counsel, Adult Protective Services**" who shall be responsible for providing necessary and appropriate legal services in accordance with the Adult Protective Services Act, N.J.S.A. 52:27D-406 et seq., and the Burlington County Board of Social Services shall forward the name, office address, office telephone number, and office fax number of said person to the State; and

WHEREAS, Division of Family Development Instruction No. 94-12-17 requires that county welfare agencies designate a "**National Voter Registration CWA Liaison**," and an alternate, who will be responsible for the oversight of the agency's responsibilities under the National Voter Registration Act as delineated in said Instruction and to forward the names and telephone numbers of said persons to the Division; and

WHEREAS, Article III, Section 4 and Article IV, Section 2 of the By-Laws of the Evelyn J. Naylor Foundation provide that the Burlington County Board of Social Services at its annual organization meeting held in January shall designate six (6) current or past members of the Burlington County Board of Social Services, or persons now or formerly employed by the Burlington County Board of Social Services in an administrative and/or supervisory capacity, to serve as "**Trustees of the Evelyn J. Naylor Foundation**;" and

WHEREAS, the Board of Commissioners of the County of Burlington has established a Loss Control and Safety Committee and has invited the Burlington County Board of Social Services to participate by nominating a staff member to serve on the committee as "**Safety Officer**;" and

WHEREAS, pursuant to New Jersey's Open Public Records Act, P.L. 2001, c. 404, specifically Section 2 found at N.J.S.A. 47:1A-1.1, public agencies such as the Burlington County Board of Social Services shall officially designate an officer to serve as "**Custodian of Records**" to receive and respond to requests for inspection and copies of public records, and further the State has furnished guidance that public agencies should have an "**Alternate Custodian of Records**" to receive and process public record requests in the absence of the Custodian of Records; and

WHEREAS, the Federal Health Insurance Portability and Accountability Act (HIPAA) of 1996, P.L. 104-191, mandated establishment of a Privacy Rule, implemented effective April 14, 2003 and found at 45 C.F.R. § 160-164, to safeguard an individual's protected health information that is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, social service agency, or health care clearing house, and further requires such entities to designate a "**HIPAA Privacy Officer**" who is responsible for developing and implementing privacy policies and procedures; and

WHEREAS, the Federal Health Insurance Portability and Accountability Act (HIPAA) of 1996, P.L. 104-191, mandated establishment of a Privacy Rule, implemented effective

April 14, 2003 and found at 45 C.F.R. § 160-164, to safeguard an individual's protected health information that is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, social service agency, or health care clearing house, and further requires such entities to designate a "**HIPAA Complaint Officer**" who is responsible for receiving complaints, and who is able to provide further information about matters covered in the notice of information practices; and

WHEREAS, the Burlington County Board of Social Services maintains accounts at financial institutions, maintains an account for the Evelyn J. Naylor Foundation, manages petty cash funds, and designates staff members to service and safeguard such funds in the following roles: "**Signator, Board Accounts**", "**Signator, Evelyn J. Naylor Foundation Account**", and "**Custodian of Petty Cash**"; and

WHEREAS, in 1993 the Burlington County Board of Social Services established an Employee Assistance Program (EAP) to help employees address personal problems which might adversely impact their work performance, health, and well-being including assessments, short-term counseling and referral services for both the employee and their household members, along with training sessions for supervisors and employees; and the Board has a need for a staff member to serve as an "**EAP Liaison**" to function as an intermediary with the EAP provider, arrange training sessions, monitor performance of the EAP provider, track usage, educate employees and supervisors on EAP benefits, and make recommendations to the Director on retention and selection of the EAP provider; and

WHEREAS, Informational Transmittal No. 10-24 from the New Jersey Division of Family Development dated April 15, 2010 refers to each county welfare agency assigning one staff member to serve in the role of "**LMS Supervisor**" to have special access to training transcript reports on the New Jersey Child Support Institute (NJCSI) Learning Management System (LMS) and to be in charge of scheduling agency employees for NJCSI courses; and

WHEREAS, pursuant to N.J.A.C. 15:3-2.2(c), the Authority must designate a "**Records Manager**" who shall be assigned the responsibility for an Authority-wide records management program including records retention and disposal and the certifying that records being proposed for disposal by the Authority have already been audited and audit approved, and the Authority shall notify the New Jersey Division of Archives and Records Management of the Department of State of the name and title of the person assigned such responsibility; and

WHEREAS, the Bylaws of the Burlington County Insurance Commission stipulate that the Burlington County Board of Social Services shall designate a representative who shall serve as a "**Member of the Burlington County Insurance Commission**" for a two (2) year term; and

WHEREAS, the Office of the Clerk, Superior Court of New Jersey, P.O. Box 971, Trenton, New Jersey 08625-0971, collects data for the purpose of identifying a point person for

entities who shall have the ability to login, execute billing functions, receive notices, manage attorney informational updates, changes and other required functions within the Central Attorney Management System (CAMS) who shall be designated by the public entity to serve as the "**CAMS L-ID Administrator**"; and the name, title, telephone number, and email address of such designated person shall be provided to the Office of the Clerk via email at [SCCDOeCourts.Mailbox\(a\)judiciarv.state.nj.us](mailto:SCCDOeCourts.Mailbox(a)judiciarv.state.nj.us); and

WHEREAS, in order to accomplish the mission of managing emergencies in the County of Burlington pursuant to N.J.S.A. Appendix A:9-42.2, the Burlington County Emergency Management Coordinator and the Burlington County Division of Emergency Management have established an emergency operations center which is activated when emergent situations occur, and which includes representatives from various County departments and agencies including the Burlington County Board of Social Services, and the Division has requested that the BCBS designates two (2) representatives to serve as "**Emergency Operations Center (EOC) Representatives**"; and

WHEREAS, the Burlington County Board of Social Services has adopted the National Association of Counties Deferred Compensation Program and established the Burlington County Board of Social Services Deferred Compensation Plan for the voluntary participation of all eligible agency employees and independent contractors via Board Resolution No. 2018-20, and has a need for administrative, legal, human resources, and fiscal staff members to serve as "**Members of the Deferred Compensation Plan Oversight Committee**" who shall oversee and evaluate the Program, communicate with the plan provider, review periodic reports from the plan provider, and advise the Board on any recommended changes; and

WHEREAS, pursuant to the Statewide Domestic Violence Policy (DVP) promulgated by the New Jersey Civil Service Commission to comply with N.J.S.A. 11A:2-6a, all public employers are required to designate a "**Human Resources Officer (HRO)**" who shall assist employees who are victims of domestic violence; receive training on responding to and assisting employees who are domestic violence victims in accordance with the DVP; help the public employer to develop an action plan to identify, respond to and correct employee performance issues that are caused by domestic violence; respond immediately to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance; determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement; provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services when appropriate; contact or refer the employee to the Employee Assistance Program (EAP) in order to assist with securing resources and confidential services; refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. ("NJ SAFE Act") referenced under Section VIII of the DVP; and maintain the confidentiality of the employee and all parties involved to the extent practical and appropriate under the circumstances pursuant to Section VI of the DVP; and

further the State has furnished guidance that public employers should have a "**Secondary Human Resources Officer (HRO)**" to serve in the absence of the Human Resources Officer;

WHEREAS, the Burlington County Board of Social Services has adopted a Cyber Incident Response Plan, in conformance with a model plan recommended by the Municipal Excess Liability Joint Insurance Fund, which serves many public entities in the State of New Jersey, and which includes the designation of a Cyber "**Incident Response Manager**" whose responsibilities include: (a) determining whether an event, or a series of security events, is declared an Incident; (b) ensuring that the Board's Cyber Incident Response Plan is followed; (c) establishing an Incident Response Team to support the execution of this plan; (d) overseeing and directing the Incident Response Team's execution of the Cyber Incident Response Plan; (e) ensuring that end-users have sufficient knowledge to recognize a potential security Incident and report it in accordance with the Plan; and (f) informing employees of their responsibility to report potential security incidents in a timely manner and provide any requires support during plan execution.

WHEREAS, the State of New Jersey enacted "Daniel's Law", N.J.S.A. 47: 1B-1 et seq., P.L. 2021, c. 371, as an amendment to the Open Public Records Act, in order to provide a means for certain public servants to request the redaction of certain personal information from public-facing State, county, and municipal websites; and public entities are required to designate a "**Redactor**" who is responsible for registering with the State at <https://danielslawredact.nj.gov> and overseeing Daniels' s Law compliance; and

WHEREAS, N.J.A.C. 5:30-16.2 requires that certain officials working for local government units register with the State of New Jersey to utilize "GovConnect", an electronic government initiative using the internet and advanced communication technologies for the conduct of official business between agencies and local government officials and provision of crucial information to local officials including updates on new guidance, summaries of important notices, changes in certification requirements, notifications about newly enacted legislation, and important upcoming deadlines; and that local officials serving as purchasing agents, chief finance officers, and agency manager/administrators are covered as mandatory participants; and that public entities are responsible for ensuring compliance with the aforementioned regulation by notifying and designating covered officials to register as a "**GovConnect Local Official**" by emailing EGG@dca.nj.gov and including their name, title, local unit, and email address; and

NOW THEREFORE, BE IT RESOLVED by the Burlington County Board of Social Services, a public body corporate and politic of the State of New Jersey, that:

1. The following designations be and hereby are made by the Burlington County Board of Social Services:

<u>Position</u>	<u>Name</u>
a. Certifying Finance Officer	David Mauro
b. Contracting Agent	Nicole LeCates
c. Purchasing Agent	Nicole LeCates
d. Alternate Purchasing Agent	Marietta DiBartolomeo
e. Qualified Purchasing Agent	Nicole LeCates
f. Public Agency Compliance Officer	Marietta DiBartolomeo
g. Individuals Authorized to Make Emergency Purchasing Decisions	(1) Lila Myers (2) Valerie Ingling (3) Tabitha White (4) Zanna Taylor
h. Certifying Agent	Marietta DiBartolomeo
i. EPIC Security Officer	Brian Devone
j. Equal Employment Opportunity/ Affirmative Action Officer	Marietta DiBartolomeo
k. ADA Coordinator	Marietta DiBartolomeo
l. Alternate ADA Coordinator	Tiffany Fleming
m. Persons Designated to Receive Written Notifications Pursuant to the Conscientious Employee Protection Act	(1) Lila Myers (2) Marietta DiBartolomeo (3) Evan H.C. Crook, Esq. (4) Board Chairperson
n. Ethics Officer	Evan H.C. Crook, Esq.
o. Employee Transportation Coordinator	Marietta DiBartolomeo
p. Chief Legal Counsel, Adult Protective Services	Evan H.C. Crook, Esq.
q. National Voter Registration CWA Liaison	Gregory Steen
r. Alternate National Voter Registration CWA Liaison	Barbara Luyber
s. Trustees of the Evelyn J. Naylor Foundation	(1) Lila Myers (2) Yolanda Nichols (3) David Mauro (4) Harriette L. Cohen (5) Sarah W. Holley
t. Safety Officer	Nicole LeCates
u. Custodian of Records	Nicole LeCates

v. Alternate Custodian of Records	Natalia Hudson-Cheek
w. HIPAA Privacy Officer	Marietta DiBartolomeo
x. HIPAA Complaint Officer	Marietta DiBartolomeo
y. Signator, Board Accounts	David Mauro
z. Signator, Evelyn J. Naylor Foundation Account	David Mauro Lila Myers
aa. Custodian of Petty Cash	Lila Myers
bb. EAP Liaison	Marietta DiBartolomeo
cc. LMS Supervisor	Yolanda Nichols
dd. Records Manager	Nicole LeCates
ee. Member, Burlington County Insurance Commission	Lila Myers
ff. CAMS-L-ID Administrator	Evan H.C. Crook, Esq.
gg. EOC Representatives	Lila Myers Yolanda Nichols
hh. Members of Deferred Compensation Plan Oversight Committee	Lila Myers Marietta DiBartolomeo David Mauro Evan H.C. Crook, Esq.
ii. Human Resources Official	Marietta DiBartolomeo
jj. Secondary Human Resources Official	Tiffany Fleming
kk. Redactor	Nicole LeCates
ll. GovConnect Local Officials	Nicole LeCates David Mauro Lila Myers

1. Each of the aforementioned designations in this Resolution shall continue in full force and effect until modified by subsequent Board resolution.

2. The Director shall notify the appropriate parties of the aforementioned designations.

3. The Director is hereby authorized and directed to take such steps as necessary and proper to effectuate the terms of this Resolution.


4. If any provision of this Resolution, or the application thereof to any person or circumstance, is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, the remainder of the Resolution and the application thereof to other persons or circumstances shall not be affected thereby.

5. All resolutions and parts of resolutions are repealed insofar as they are inconsistent herewith.

6. This Resolution shall take effect immediately.


Chairperson

I hereby certify that the above resolution was adopted by the Burlington County Board of Social Services assembled in regular session on January 27, 2026.


Secretary/Treasurer