

BURLINGTON COUNTY BOARD OF SOCIAL SERVICES

Agenda

January 27, 2026 (Reorganization Meeting)

NEXT MEETING: February 19, 2026

1. Pledge of Allegiance
2. Public Announcement
3. Appointment of Felicia Hopson, County Commissioner
4. Appointment of Tyler Burrell, County Commissioner
5. Roll Call
6. Visitors
7. Board Officers (Chairperson, Vice Chairperson, Secretary/Treasurer, Alternate Secretary Treasurer)
8. Approval of Minutes of December 18, 2025 (open and executive session)
9. Correspondence:
 - A. Thank you from customer to Loona Cadely-Jeanty, Emergency Assistance
 - B. Thank you from customer to Lila Myers, Acting Deputy Director
 - C. Thank you from a customer to the Legal Department
 - D. Thank you from a customer to Renata Sauer, Customer Service
 - E. Thank you from a customer to Jessica Hailey, Unit D
10. Committee Reports:

None
11. Resolutions:
 - A. Resolution No. 2026-1 Staff Designations

Summary: This resolution designates certain staff members to serve in various roles and functions that are mandated by federal or state law, or recognized by other legal authority. There are no stipends attached to any of these designations. The Board revisits these designations at least annually to keep them current, and to ensure that the agency is in full compliance with its legal duties and responsibilities.

- B. Resolution No. 2026-2 Annual Schedule of Regular Meetings

Summary: This resolution adopts the regular meeting schedule of the Burlington County Board of Social services for the coming year. Once adopted, this meeting schedule will be published in our official newspapers and on the agency's website. The Board will continue to convene most of its meetings on the third Thursdays of the month at four-thirty in the afternoon at the Human Services Facility. The resolution supplies complete information to the public about the Board's policies governing public meetings and fully complies with New Jersey's Open Public Meetings Act.

C. Resolution No. 2026-3 Cash Management Plan

Summary: This resolution adopts a cash management for the upcoming year that is designed to preserve the safety of public funds and seek investment instruments that offer liquidity and maximize interest revenue through use of authorized legal depositories and approved investment instruments. The resolution supplies complete information to the public about the Board's policies governing the management of its finances and fully complies with New Jersey's Local Fiscal Affairs Law.

D. Resolution No. 2026-4 Official Newspapers/Website

Summary: The BCBSS designates BCT as its official newspaper; the BCBSS designates Courier Post as alternate newspaper. The BCBSS agency website is designated as bcbss.org.

E. Resolution No. 2026-5 Annual Resolution designating IT Expense Budget for 2026

F. Resolution No. 2026-6 Annual Resolution designating Postage Budget for 2026

G. Resolution No. 2026-7 Annual Resolution designating Office Supplies Budget for 2026

H. Resolution No. 2026-8 Associate Counsel

Summary: This resolution reappoints the associate counsel who are assigned to provide legal representation for the agency, primarily in the field of Title IV-D child support and paternity prosecution before Family Court Judges and Child Support Hearing Officers, where they fight to have paternities established, new orders entered, existing orders increased, existing orders enforced, and also fight against motions brought by parties that would seek to undermine the support of the children. The BCBSS manages a high volume of cases through its Legal Department and the attorneys being reappointed have greatly helped our agency achieve successful outcomes for Burlington County families.

I. Resolution No. 2026-9 Conflict Counsel

12. Other Business:

A. Agency Update

B. Zero Sick Leave

13. Report of Estimated Funds for Assistance for January 2026 (TAB A)

Summary: Dollar amount requested to fund our client benefit account. Amounts broken out by funding source (State vs County) and client type (SSI vs TANF).

14. Report of Receipts and Disbursements for Assistance Payments for January 2026 (TAB B) and approval of Assistance payments, initial grants, changes in grants, closings, denials, withdrawals and dismissals.

Summary: Financial Statement of the activity within the assistance account.

15. Report of Receipts and Disbursements for CSP, Administration, and Clearing for January 2026 (TAB C).

Summary: Financial statement of two of our smaller accounts. CSP is Child Support activity and Clearing account is a where client reimbursements are held before they are processed and end up in their final location.

16. Approval of Administrative bills for January 2026 to include Administrative Actions for the Director (TAB D).

Summary: This is a breakdown of all operational expenses incurred during the calendar month.

17. PERSONNEL:

- A. Authorize the Acting Deputy Director's action in the promotional appointment of Cherise Solomon from Human Services Specialist 2, Range 17, \$63,568 to Human Services Specialist 3, Range 20, \$70,997, effective January 19, 2026, in accordance with the New Jersey Civil Service Commission procedures.
- B. Authorize the Acting Deputy Director's action in the promotional appointment of Marietta DiBartolomeo from Assistant Personnel Officer, Range 23, \$110,585 to Personnel Officer, Range 25, \$125,233, effective January 19, 2026, in accordance with the New Jersey Civil Service Commission procedures.
- C. Authorize the Acting Deputy Director's action in the promotional appointment of Brian Devone from Systems Analyst, Range 21, \$105,388 to Senior Systems Analyst, Range 23, \$114,820, effective January 19, 2026, in accordance with the New Jersey Civil Service Commission procedures.
- D. Authorize the Acting Deputy Director's action in the promotional appointment of Tiffany Fleming from Personnel Technician, Range 14, \$67,818 to Senior Personnel Technician, Range 20, \$86,372, effective January 19, 2026, in accordance with the New Jersey Civil Service Commission procedures.
- E. Authorize the Acting Deputy Director's action in the provisional appointment of Mariana Gonzalez-Barsse, Human Services Specialist 1 – Bilingual, Range 14, \$53,634 to Human Services Specialist 2 – Bilingual, Range 18, \$65,828, effective January 21, 2026, in accordance with the New Jersey Civil Service Commission procedures.
- F. Authorize the Acting Deputy Director's action in the provisional appointment of the following Human Services Specialist 1s to Human Services Specialist 2s, Range 13, \$52,104 to Range 17, \$61,976, effective January 21, 2026, in accordance with the New Jersey Civil Service Commission procedures:

Destin Cappello-Perez
Luna Leonard
Roberto Rodriguez, Jr.

Colin Cross
Arianna Munoz
Adrianna Toppin

Jodi-Ann Kidd
Rebecca Munoz

- G. Authorize the Acting Deputy Director's action in the status change of the following Human Services Specialist 2s, from Provisional Appointment to Regular Appointment, Range 17, \$61,976, effective January 19, 2026, in accordance with the New Jersey Civil Service Commission procedures:

Myles Berry

Angelica Harmon

Clayton Stoneking

- H. Separation of employment, Marilyn Watson (part-time), Human Services Specialist 2, \$33.00/hour, effective January 16, 2026.

18. Public Comment.

Please raise your hand to be recognized by the Board Chairperson. Once recognized, introduce yourself. Be sure to address all comments to the Board Chairperson. Each public commenter will be afforded four minutes. Thank you for your cooperation.

19. Board Acknowledgement

According to Resolution 2026-10, the public is advised that the Board will re-enter into regular session at the conclusion of the executive session. Besides entertaining a motion to adjourn, the Board could also address any matters resulting from executive session discussions. Members of the public wishing to be present are welcome to wait while the executive session takes place."

20. Executive Session – Resolution No. 2026-10, Formal action may be taken on the following: Personnel Matters, Labor Relations, Litigation, and Matters subject to attorney/client privilege.

21. Open Session

22. Adjournment