BURLINGTON COUNTY BOARD OF SOCIAL SERVICES
AGENDA

OCTOBER 15, 2026

NEXT MEETING: November 19, 2026

1. PLEDGE OF ALLEGIANCE

2. PUBLIC ANNOUNCEMENTS (to be read by David Mauro, Fiscal Officer)

3. ROLL CALL

4. VISITORS

At this time, we would like to acknowledge the presence of any visitors in attendance. If you are visiting today, please state your name and the organization or group you represent, so the Board can recognize and welcome you.

5. **APPROVAL OF MINUTES**: September 17, 2026 (open and executive session)

6. **CORRESPONDENCE** :
   A. Thank you from a customer to Maurice Garvin
   B. Thank you to Housing Department

7. **COMMITTEE REPORTS**:
   None

8. **RESOLUTIONS:**
   A. 2026-36 Firewall Protection Renewal (3 years)
   B. 2026-37 Retirement of Tabitha White (25 Years of Service)
   C. 2026-38 General Counsel
   D. 2026-40 2027 Health Benefits Changes NJ 20/35 Plan
   E. 2026-41 2027 Health Benefits Changes NJ HDHigh Plan

9. OTHER BUSINESS:

A. Agency Update from Director, Dr. Adela Ames-Lopez

10. Report of Estimated Funds for Assistance for September 2026 (TAB A)
Summary: The dollar amount requested to fund our client benefit account. Amounts broken out by funding source (State vs. County) and client type (SSI vs. TANF).

11. Report of Receipts and Disbursements for Assistance Payments for September 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.

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

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

13. Approval of Administrative bills for September 2026, to include Administrative Actions for the Director (TAB D).

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

14. **PERSONNEL**:

A. Separation of employment (retirement, 25 years), Tabitha White, Assistant Administrative Supervisor of I.M., Range 24, $111,008, effective November 1, 2026.

B. Separation of employment, Rebecca Johnson (part-time), Human Services Specialist 2 (temporary hire), Range 17, $33.00/hour, effective September 25, 2026.

C. Separation of employment, Roxanna Katow (part-time), Human Services Specialist 2 (temporary hire), Range 17, $33.00/hour, effective September 25, 2026.

D. Separation of employment, Starr King (part-time), Human Services Specialist 2 (temporary hire), Range 17, $33.00/hour, effective September 25, 2026.

E. Separation of employment, Donna Shinn, Clerk 1, Range 5, $42,344, effective September 25, 2026.

F. Separation of employment, Karen Tracy (part-time), Human Services Specialist 2 (temporary hire), Range 17, $33.00/hour, effective September 25, 2026.

G. Authorize the Interim Director's action in the provisional appointment of the following Human Services Specialist 4s, Range 21, $85,433 to Assistant Administrative Supervisor of I.M., Range 24, $102,126, effective September 28, 2026, in accordance with the New Jersey Civil Service Commission procedures:

Adam Boas Kevin Cross Sharon Turner

H. Approve the Interim Director's action in the regular appointment of Kaleb Sapp, Building Maintenance Worker, Range 6, $42,320, effective October 26, 2026, in accordance with the New Jersey Civil Service Commission procedures.

15. PUBLIC COMMENTS:

If you wish to address the Board, please raise your hand and wait to be recognized by the Board Chairperson. Once recognized, please state your name for the record before beginning your remarks. All comments should be directed to the Board Chairperson. Each speaker will be allotted four minutes to address the Board. Thank you for your cooperation and for helping us conduct an orderly and respectful public meeting.

16. BOARD ACKNOWLEDGMENTS:

Pursuant to Resolution No. 2026-39 and the Open Public Meetings Act, the Board will now enter into executive session to discuss personnel matters, labor relations, litigation, and matters subject to the attorney-client privilege. Formal action may be taken upon the Board's return to open session.

The public is advised that, at the conclusion of the executive session, the Board will reconvene in regular public session. In addition to entertaining a motion to adjourn, the Board may take formal action on any matters arising from the executive session discussions that are appropriate for public action.

Members of the public who wish to be present when the Board reconvenes are welcome to remain and wait outside the room during the executive session. Thank you for your patience and cooperation. Need a motion and a second.

17. **EXECUTIVE SESSION:** Resolution No. 2026-39: Formal action may be taken on the following: Personnel Matters, Labor Relations, Litigation, and Matters subject to attorney/client privilege.

18. **OPEN SESSION**: The Chair will entertain a motion to return to public session.

19. **ADJOURNMENT:** Motion to Adjourn.