



---

# ADMINISTRATIVE CODE

*of the*

# COUNTY OF PASSAIC

---



**TABLE OF CONTENTS**

ARTICLE I. TITLE, PURPOSE, CONSTRUCTION AND DEFINITIONS .....1

ARTICLE II. THE BOARD OF COUNTY COMMISSIONERS .....4

ORGANIZATION AND POWER .....4

ARTICLE III. GUBERNATORIAL APPOINTEES AND CONSTITUTIONAL OFFICERS.....7

ARTICLE IV. DEPARTMENTS .....8

ARTICLE V. OFFICE OF THE COUNTY ADMINISTRATOR .....10

ARTICLE VI. DEPARTMENT OF HUMAN RESOURCES .....14

ARTICLE VII. DEPARTMENT OF INFORMATION TECHNOLOGY .....16

ARTICLE VIII. CLERK OF THE BOARD .....17

ARTICLE IX. OFFICE OF THE COUNTY COUNSEL .....18

ARTICLE X. DEPARTMENT OF FINANCE .....20

ARTICLE XI. DEPARTMENT OF ENGINEERING .....24

ARTICLE XII. DEPARTMENT OF BUILDINGS & GROUNDS .....25

ARTICLE XIII. DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT .....26

ARTICLE XIV. DEPARTMENT OF HUMAN SERVICES .....29

ARTICLE XV. DEPARTMENT OF PARKS & RECREATION .....35

ARTICLE XVI. PASSAIC COUNTY POLICE ACADEMY .....37

ARTICLE XVII. DEPARTMENT OF HEALTH SERVICES .....38

ARTICLE XVIII. DEPARTMENT OF SENIOR SERVICES, DISABILITY & VETERANS’ AFFAIRS .....45

ARTICLE XIX. PREAKNESS HEALTHCARE CENTER .....49

ARTICLE XX. DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS .....51

ARTICLE XXI. DEPARTMENT OF ROADS.....53

ARTICLE XXII. NON-DEPARTMENTAL AGENCIES & AUTONOMOUS BODIES .....55

APPENDIX ADMINISTRATIVE CODE CHANGES .....57

## ARTICLE I. TITLE, PURPOSE, CONSTRUCTION AND DEFINITIONS

### **1.1 Title.**

This document together with all amending and supplementing resolutions thereto may be cited as the “Administrative Code of the County of Passaic” or the “Code”.

### **1.2 Purpose.**

It is the purpose of this Code to organize the agencies and affairs of the County in the manner most conducive to the efficient and effective delivery of services while ensuring a high level of public confidence in the structure and conduct of the County’s government.

### **1.3 Continuation.**

As of the effective date of this Code, the inhabitants of Passaic County, shall within the boundaries of Passaic County, continue and remain a body corporate and politic with perpetual succession.

### **1.4 Governing Laws.**

As of the effective date of this Code, the County of Passaic shall be governed by the Constitution of the United States, federal law, the Constitution of the State of New Jersey, New Jersey State statute and accompanying regulations, and all other ordinances and resolutions duly adopted by the Board of County Commissioners. The establishment and adoption of this Code is authorized pursuant to N.J.S.A. 40:20-1.3 and 1.4.

### **1.5 Interpretive Statement.**

It is the intent of the Board in enacting this Code:

- a. To fully utilize the powers granted to the County to organize and regulate its internal affairs; create, alter, or abolish offices, positions and employments and define the functions, powers, and duties thereof; establish qualifications for persons holding offices, positions, and employments; and provide for the manner of their appointment and removal and for their term, tenure, and compensation.
- b. To provide for the establishment of innovative shared service programs in any area of governance in which another local unit or State agency desires to contract with Passaic County for the more efficient operation of government as permitted by the New Jersey Uniform Shared Services and Consolidation Act. N.J.S.A. 40A: 65-1.
- c. To recognize the Board of County Commissioner’s role as both the executive and legislative branches of Passaic County government.
- d. In the event of any inconsistencies between this administrative code and the bylaws of the Board of County Commissioners, this administrative code shall take precedence and be paramount.

### **1.6 Construction.**

For the purposes of the Code, and any other ordinances and resolutions heretofore or hereafter adopted, except as the context may otherwise require:

- a. The present tense includes the past and future tenses; the future tense includes the present.
- b. The singular number includes the plural, and the plural, the singular.
- c. The time within which an act is to be done shall be computed by excluding the first day and including the last day, but if the last day be a Saturday, Sunday, or a legal holiday, then the next day which is not a Saturday, Sunday, or a legal holiday, shall be the last day.
- d. The terms “Writing” and “Written” shall include printing, typewriting, word processing, duplicating and any other visual mode of reproducing words or figures on paper or paper-like material, which is in general use.
- e. Unless specifically indicated, no statement contained in this Code as to appointment or dismissal of any person in County service is intended to modify or abrogate any provision of Title XI (New Jersey Department of Personnel) of the Revised Statutes of the State of New Jersey or of any regulation issued hereunder.

### **1.7 Definitions.**

For this Code and in the interpretation and application of all other ordinances and resolutions heretofore or hereafter adopted by the County, except as the context may otherwise require:

- a. “Agency” shall mean a functional unit of County Government.
- b. “Board” shall mean the Board of County Commissioners of the County of Passaic.
- c. “Bylaw” shall mean pursuant to any applicable statute, regulation or judicial or administrative precedent that is binding on the County including those statutes set forth in Section 1.4.
- d. “Code” shall mean this Passaic County Administrative Code together with any amendments and supplements thereto.
- e. “County” shall mean the County of Passaic, State of New Jersey.
- f. “Department” shall mean a primary organization unit or group of organization units of the County government.
- g. “Department Head” shall mean the administrative head of a department, and its subdivisions, regardless of the department head’s title.
- h. “Division” shall mean a sub-organization unit of a department established by, or designated as, a division by the Code.
- i. “Division Head” shall mean the administrative head of a division, regardless of the division head’s title.
- j. “Bureau” shall mean a sub-organizational unit of a division of a department established by, or designated as, a bureau by the Code.
- k. “Office” shall mean a unit of County government whose interaction with other governments or agencies

requires a distinct organizational structure.

- l. “Ordinance” shall mean and include any act or regulation of the Board, except an expense or capital budget, required to be reduced to writing, published after introduction, and considered for final passage after public hearing at a meeting after the meeting at which it was introduced.
- m. “Person” shall mean any corporation, firm, partnership, association, organization, or other entity, as well as individual.
- n. “Resolution” shall mean and include any act or regulation of the Board, required to be reduced to writing, but which may be finally passed at the meeting at which it is introduced. The annual budget adopted pursuant to N.J.S.A. 40A: 4-1, et seq., shall also be deemed to be adopted by resolution, even though it cannot be adopted at the meeting at which it is introduced.
- o. “Staff” shall mean all personnel of any type of any department, division, or bureau.
- p. “Code of Ethics” shall refer to the Passaic County Code of Ethics adopted by the Passaic County Ethics Board on March 12, 2000.

**ARTICLE II. THE BOARD OF COUNTY COMMISSIONERS**  
**ORGANIZATION AND POWER**

**2.1 Membership.**

The Board shall consist of seven (7) members whose terms shall be three (3) years in accordance with the provisions in accordance with the provisions of N.J.S.A. 40:20-23. Commissioners shall be elected at the annual general election in November and any vacancy in the Board not caused by the expiration of a term shall be filled as provided by Title 19. The compensation of members of the Board shall be fixed by the Board in accordance with the provisions of N.J.S.A. 40:20-72.

**2.2 Organization.**

The annual organization of the Board and conduct of Board business and meetings shall be conducted in accordance with those bylaws adopted by the Board during its annual reorganization meeting.

**2.3 Director of the Board.**

The Director and Deputy Director shall serve for a term of one year until their successor has been duly elected and qualified. Each may be re-elected to successive terms. The Director shall preside over all meetings of the Board, appoint all members of the committees of the Board, and by the Director's signature thereto authenticate all resolutions and ordinances passed by the Board. Board committee terms shall be for a term of one year ending with the subsequent year's reorganization meeting. In the absence or inability to serve of the Director, the Deputy Director shall act in the Director's place and stead. In the absence or inability to serve of both the Director the Deputy Director, the Board shall elect from among its members a Director pro tempore for the meeting to serve only so long as the Director and Deputy Director are absent or unable to serve. The Board Director shall have the authority to pull items from said agenda by notifying the appropriate Committee chairperson. The Director may be overruled by a simple majority of the Board. Resolutions not listed on the written agenda by the Clerk to the Board may be added to the agenda by a simple majority of the Board.

**2.4 Committees.**

There shall be such standing committees of the Board as established by the County's bylaws and their membership shall be determined by the Director. In the event there is no adoption of bylaws in any year, the previous jurisdiction of the Committees as set forth in the prior bylaws shall continue until and unless a new resolution adopting bylaws is adopted. The Board may, from time to time, establish legislative committees for specific purposes. Such committees shall be established by resolution for a definite period and members of such committees shall be appointed by the Director, for one-year terms ending in the subsequent year's reorganization meeting.

The Board shall act in all matters through the appropriate committee subject to the approval of the body through a resolution request of the committee or a majority vote from the Board at the time of a meeting. Individual Commissioners may not direct any employee in the day-to-day operations of any county Department. This does not prevent any Commissioner from making inquiries about any employee. Nothing herein shall prevent the Board from appointing committees of its own members or citizens to investigate the conduct of an officer, department, or agency or any matter concerning the welfare of the County and investing such committees with the appropriate powers of inquiry pursuant to the law.

## **2.5 Board Powers.**

The Board of County Commissioners, pursuant to N.J.S.A. 40:20-1 et seq. and in its dual role as an area-wide agency of state government empowers to administer state functions within the County, and as an instrumentality of the people to provide area-wide services for their use and benefit shall:

- a. Adopt and amend an Administrative Code organizing the administration of County government, setting forth the duties and responsibilities and powers of all County officials, departments, divisions and bureaus and the manner of performance needed.
- b. Appoint such officers and employees required by State statute and for the terms set forth by law including, but not limited to, a County Administrator, County Counsel, Chief Financial Officer, County Treasurer, Clerk of the Board, Purchasing Agent, County Engineer, County Adjuster, Emergency Management Coordinator, and Road Supervisor.
- c. Prescribe such annual budgetary procedures, accounting controls, central purchasing practices, and central data processing as deemed prudent for the efficient and effective operation of government.
- d. Adopt personnel procedures including the establishment of tables or organization for County departments and constitutional officers.
- e. Appoint, suspend, and remove, subject to the general law and New Jersey Civil Service Commission regulations, all officials, and employees.
- f. Pass, in accordance with law, whatever ordinances and resolutions it deems necessary and proper for an efficient and effective government of the County.
- g. Create and appoint members of all Boards and Commissions and other bodies whose manner of appointment is not otherwise specified by law.
- h. Approve the annual operating and capital budgets by resolution pursuant to the Local Budget Law, N.J.S.A. 40A: 4-1, et seq.
- i. Appoint annually a registered municipal accountant licensed by the State of New Jersey to perform an audit of the County's books, accounts, and financial transactions pursuant to N.J.S.A. 40A: 9-29.
- j. Conduct such investigations as authorized by law.

## **2.6 Resolutions.**

Any obligation-or expenditure of County funds must be authorized by formal action of the Board, including resolution, bill list approval or other manner authorized by State regulation.

## **2.7 Advisory Boards.**

In all instances in which advisory boards are created under this article, they shall consist of such members as determined by the Board. The members may be recommended by any Commissioner or the County Administrator and their appointment shall be subject to the action of the Board:

- a. Each advisory board shall have broad authority to organize itself and to study the functions and service in their area of concern and to propose such programs and innovations as they, in their experience, feel would be beneficial to the County and its citizens.
- b. The composition of each advisory board, if any, shall be such that it reflects the population of the County and the public served by the agency being advised. To the greatest extent possible, such boards shall reflect the diversity of Passaic County residents.
- c. Advisory boards shall be provided with such meeting facilities and secretarial and logistical assistance as is necessary for them to fulfill their function of advising the County Administrator, the Board, and the department to which they are attached. Each department shall be responsible for the provision of such assistance as is required herein.
- d. The chair of each board shall report on an ongoing basis its status to the Board and County Administrator.

## **2.8 Appointments, Transfers, and Hiring of Appointed Employees and Agency Members.**

The following procedure is applicable to resolutions concerning appointments, transfers and hiring of appointed employees or agency members of Passaic County:

- a. All such resolutions requested hereafter to be acted upon by the said Board shall identify the sponsoring Commissioner by having the Commissioner's name affixed thereto.
- b. In all cases only the Commissioners of Passaic County have authority to request such resolutions in the form above indicated, for placement on any meeting agenda.

## **ARTICLE III. GUBERNATORIAL APPOINTEES AND CONSTITUTIONAL OFFICERS**

### **3.1 Generally.**

The Office of County Prosecutor, Sheriff, Surrogate, County Clerk, Board of Elections and Superintendent of Elections are subject to direction by the Board of County Commissioners to the maximum extent permitted by law. This Code is not intended to change the powers or duties of these officers, unless specifically authorized herein.

### **3.2 Department Heads.**

The officers, employees, property, and activities under the jurisdiction of each of the officials enumerated in Section 3.1 above, shall respectively be deemed equivalent to a Department with the Constitutional Officer or Gubernatorial Appointee as its head.

### **3.3 Administration.**

Pursuant to N.J. S.A. 40:20-1.3, and unless otherwise prohibited by law, each of the above referenced offices shall be subject to annual budgetary procedures and requirements of the County as well as such financial and accounting controls, purchasing practices, and personnel procedures adopted by the County. Such procedures, controls and practices shall include, but shall not be limited to:

- a. Adherence to the County Personnel Policies and Procedures Manual.
- b. Purchasing goods and services in accordance with the County Purchasing Manual.
- c. Providing access to the County Administration, and its auditors, of all books and records of the office.
- d. Adherence to departmental tables of organization including position control numbers as established and/or approved by the Board of County Commissioners annually. Such tables of organizations cannot be changed without approval by the Commissioners and employees may not begin work for Passaic County before approval by the Commissioners.
- e. Operating vehicles in accordance with the County Vehicle Policy adopted by the Commissioners.

## ARTICLE IV. DEPARTMENTS

### 4.1 Generally.

The organization of and responsibility for the County's operations shall be divided among the following:

- a. Office of the County Administrator
  - i. Office the County Adjuster
  - ii. Division of Purchasing
  
- b. Department of Human Resources
  
- c. Department of Information Technology
  
- d. Clerk of the Board
  
- e. Office of the County Counsel
  - i. Division of Insurance
  
- f. Department of Finance
  - i. Division of Payroll & Pensions
  - ii. Division of Treasury
  - iii. Division of Grants
  
- g. Department of Engineering
  
- h. Department of Buildings & Grounds
  
- i. Department of Planning & Economic Development
  - i. Division of Community and Economic Development
  - ii. Division of Housing
  
- j. Department of Human Services
  - i. Division of Mental Health and Addiction Services
  - ii. Division of Community Outreach and Family Services
  - iii. Workforce Development Board
  - iv. Division of Youth Services
  
- k. Department of Parks & Recreation
  - i. Division of Golf
  - ii. Division of Recreation

- iii. Division of Camp Hope
- iv. Rutgers Cooperative Extension

l. Passaic County Police Academy

m. Department of Health Services

- i. Division of Mosquito Control
- ii. Division of Environmental Health
- iii. Division of Emergency Preparedness
- iv. Division of Communicable Disease & Nursing
- v. Division of Health Promotion & Wellness
- vi. Division of Weights and Measures

n. Department of Senior Services, Disability & Veterans' Affairs

- i. Division of Adult Day Care Services
- ii. Division of Aging
- iii. Division of Disability Services
- iv. Division of Nutrition Services
- v. Division of Para Transit
- vi. Division of Weatherization & Home Energy
- vii. Office of Veterans' Affairs

o. Preakness Healthcare Center

p. Department of Cultural & Historic Affairs

- i. Office of Tourism
- ii. County Historian

q. Department of Roads

r. Non-Departmental Agencies & Autonomous Bodies

**4.2 Unclassified Positions.**

The Departments above shall be led by persons in "unclassified" titles pursuant to the requirements of Title 4A of the New Jersey Administrative Code.

## ARTICLE V. OFFICE OF THE COUNTY ADMINISTRATOR

### **5.1 Generally.**

The Board shall appoint a County Administrator to serve for a five (5) year term pursuant to the terms of N.J.S.A. 40A:9-42. In addition to the duties and responsibilities outlined herein, the Office of the County Administrator shall include the following divisions and personnel:

- a. Office the County Adjuster
- b. Division of Purchasing
- c. Custodian of Records
- d. Public Information Officer
- e. Shared Services Coordinator

### **5.2 Qualifications, Appointment & Term.**

The County Administrator shall be qualified by administrative, managerial, and executive experience to serve as chief administrative officer for the Board and as the County Budget Officer. The Administrator shall be appointed by a majority vote of the full membership of the Board and shall serve for a term consistent with the provisions of N.J.S.A. 40A: 9-42 and until the appointment and qualification of the Administrator's successor.

### **5.3 Powers.**

The County Administrator shall be the chief administrative officer of the County, responsible to the Board for carrying out its policies and for the proper administration of all County affairs within the Board's jurisdiction. In furtherance thereof, the Administrator, under the direction and control of the appropriate committee and/or full Board of County Commissioners:

- a. Shall supervise, direct, and control all County departments.
- b. May require reports and examine the accounts, records, and operations of any agency of County government.
- c. May, at the Administrator's discretion, order any agency under the Administrator's jurisdiction as specified in the Code to undertake any task for any other agency on a temporary basis if the Administrator deems it necessary for proper and efficient administration to do so; with permission of the Commissioners.

### **5.4 Emergency Powers.**

- a. The County Administrator shall when it is impractical to await the convening of the Board of County Commissioners at a regularly scheduled meeting to hire new and replacement personnel in situations, which affect the health, safety, and welfare of the public. Under such circumstances, the County Administrator may hire such personnel on an interim basis, forthwith notifying the

Board's Director and the Commissioner designated as the Chair of the Board's Finance and Administration Committee. All such hiring(s) shall be placed upon the agenda for the next regularly scheduled meeting and shall be subject to the subsequent ratification of the Board of County Commissioners of Passaic County. In the event no ratification ensues within thirty (30) days after the initial date of employment of such personnel, then, and in such event, the employment of said personnel shall be forthwith terminated.

- b. The County Administrator shall also be empowered to enter emergency contracts for goods or services needed to preserve the health, safety and welfare of the public in accordance with the provisions of the Local Public Contract Law. N.J.S.A. 40A: 11- 6.

## **5.5 Duties.**

The County Administrator shall exercise the administrative power of the County. The Administrator shall:

- a. Working with the Administration and Finance Committee, or Budget Committee where said committee is appointed by the Board Director, prepare through the Finance Department and submit to the Board for its consideration and adoption an annual operating budget and a capital budget; establish the schedules and procedures to be followed by all County departments, offices and agencies in connection therewith, and supervise and administer all phases of the budgetary process.
- b. When appropriate, draft and issue administrative orders outlining policy directives for the County.
- c. Enforce the Code and all general laws applicable thereto.
- d. Supervise the care and custody of all County property institutions and agencies.
- e. Organize the work of County departments subject to the Code. The Administrator shall further review their administration and operation and make recommendations pertaining thereto to the Board through the appropriate committee.
- f. Review, analyze and forecast trends of County service and finance and programs of all boards, commissions, agencies and other County bodies, and report and recommend thereon to the Board.
- g. Review and offer recommendations to the Board regarding the structure; supervise, direction and control of the internal organization of County government.
- h. Recommend to the Board such measures as the Administrator may deem necessary and proper for the efficient, economic, and lawful administration of the County.
- i. Perform such other duties as shall be assigned by the Board.
- j. Serve as ex-officio nonvoting member of all appointive bodies in County government either directly or through a designated representative.
- k. The County Administrator is designated as the appointing authority de facto for the purpose of personnel action concerning Passaic County employees and officers.
- l. The County Administrator is obligated to provide any and all information requested by any member of

the Board.

#### **5.6 Collective Negotiations.**

The County Administrator shall be the representative of and lead negotiator for the County of Passaic with respect to collective negotiations with employees. The Administrator may designate one or more officers or employees of the county government to serve with them or in their place and stead in such negotiations. The County Administrator shall keep the Board informed of the progress thereof and shall be guided in such negotiations by such Board policy as the Board may determine. Upon conclusion of negotiations, the Administrator shall enter into tentative contracts and Memoranda of Agreements. Such contracts and memoranda shall be subject to approval by a resolution of the Board.

#### **5.7 Wage and Salary Administration.**

- a. Preparation and maintenance of all salary guides, including all collectively negotiated salary increases.
- b. Settlement of all salary disputes.
- c. Definition of appropriate salary levels for all job titles, exempt as well as nonexempt, using an acceptable evaluation system wherever applicable.
- d. Negotiation of salary levels for all new job titles which fall within the purview of the collective bargaining unit.

#### **5.8 Deputy County Administrator.**

Subject to the approval of the Board and within the allocations of the County Budget as approved and adopted, the Commissioners may appoint a Deputy County Administrator. The Deputy County Administrator shall assist the County Administrator in carrying out the policies and directives of the Board and committees. The Deputy County Administrator shall be authorized to act as the Administrator in the absence of the Administrator.

#### **5.9 Acting Administrator.**

If both the Administrator and Deputy Administrator are absent or unable to serve, the Board Director shall be authorized to appoint, subject to the Board's approval, one of the Department Directors to act as Administrator. Such temporary designation shall be effective for a maximum period of two (2) weeks before Board approval is required.

#### **5.10 County Adjuster.**

There shall be a County Adjuster as required by N.J.S.A. 30:40-34 who shall represent the County at Civil Commitment hearings and perform such other functions as required by law. The County Adjuster shall be appointed by the Board of County Commissioners and shall be administratively housed under the Office of the County Administrator. Said person shall be, at the time of designation, a County official or employee as set forth by statute. In the event of a vacancy in the Adjuster position, the County Administrator, or a designee of the Administrator's office shall perform the required functions of the Adjuster until a replacement is qualified.

#### **5.11 Division of Purchasing.**

The Board may appoint a Purchasing Agent in accordance with the terms and conditions of N.J.S.A 40A: 9-30. The Purchasing Agent has the authority to purchase goods and services on behalf of the County. The purchase of goods and services by a department shall be made pursuant to an approved requisition by the head of the Department/Division, and a certification of the Director of Finance that sufficient unencumbered funds are available in the budget to cover the amount of the requisition. All such purchases shall conform to the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et seq.) and the Local Public Contract Laws Administrative Code (N.J.A.C. 5:34 et seq.), as amended and promulgated by the New Jersey Department of Community Affairs, Division of Local Government Services. The Purchasing Agenda shall be responsible for the administration and supervision of:

- a. Notices for Construction, Public Works Contracts, and Bids.
- b. Exempt Services Requests for Proposals (RFPs).
- c. Competitive Contracting (RFPs).
- d. Requests for Qualifications (RFQs).
- e. State Contract Administration.
- f. Surplus Auction.
- g. Formal Quotes and Purchase Orders.
- h. Maintaining a Purchasing Manual as adopted by the Board outlining procurement standards for the County.

#### **5.12 Custodian of Records.**

The Board may appoint a County employee within the Office of the County Administrator to serve as the Custodian of Records. The Custodian shall respond to and fulfill Open Public Records Act (OPRA) requests in accordance with the law.

#### **5.13 Public Information Officer.**

There shall be a Public Information Officer overseen by the County Administrator. Under the direction of the Board, County Administrator, and/or Deputy County Administrator, the Public Information Officer shall be responsible for creating and enabling communication between the County and both news media outlets and the public.

#### **5.14 Shared Services Agreements.**

The Shared Services Coordinator shall be responsible for managing the County's various shared services agreements, and any applicable requirements as set forth under N.J.S.A. 40A:65-1, et seq. The Coordinator shall work with department heads and various local government units to identify functions of government that can be more efficiently delivered to shared constituencies.

## ARTICLE VI. DEPARTMENT OF HUMAN RESOURCES

### 6.1 Generally.

The Board may hire a Director of Human Resources to carry out the day-to-day functions of the Department. In addition to having general responsibility for the Department's operations and supervision, the Director of Human Resources shall also formulate rules and regulations for the efficient administration and work of the County's Departments. The Department of Human Resources shall maintain responsibility for:

#### a. Benefits Administration.

- i. The preparation and maintenance of all records relating to group health, dental and life insurance and the preparation, calculation and payment of all bills associated therewith.
- ii. Preparation, documentation and filing of all reports to both the state and federal governments relative to benefits administration on a monthly, quarterly, and annual basis.

#### b. Personnel Administration.

- i. Recruiting, interviewing, and referrals of potential employees. This includes, but is not limited to, prescreening, coordination of background checks and testing of all applicants.
- ii. Advising on matters relating to transfers, promotion, demotions, terminations, and layoffs.
- iii. Maintaining a system of position control numbers whereby staffing of County Departments and Constitutional Offices, is monitored, controlled, and reconciled to the County budget.
- iv. Maintaining liaisons between all County Departments, as well as handling required notification to New Jersey Department of Personnel and any applicable union.
- v. Maintaining all personnel and medical files, both active and inactive and ensure proper filing of all documents on a timely basis.
- vi. Informing Payroll of all actions regarding employee status.
- vii. Timely preparation of Personnel Agenda for the Board of County Commissioners, including all pertinent resolutions regarding table of organization and position.
- viii. Monitoring and recording of all disciplinary actions against employees of the County and working with Departments to chart progressive disciplinary actions.

#### c. Training and Organization Development.

- i. New employee orientation programs.
- ii. Developing and implementing skills improvement training.
- iii. Developing and implementing training programs.

- iv. Developing and implementing policies.
- v. Charting the future organizational needs of various departments and planning for training accordingly.

d. Affirmative Action Officer.

The Director of Human Resources shall be designated as the County's Affirmative Action Officer. In this capacity, the Director, or the County Administrator if the Director position is vacant, shall:

- i. Administer an Affirmative Action Program to ensure the equalization of employment opportunities for qualified job applicants and employees.
- ii. Maintain a working liaison with Equal Employment Opportunity ("EEO") representatives of federal and state governments to ensure that Passaic County meets established compliance standards and proper filing of required EEO forms.
- iii. Investigate and resolve complaints of discrimination from employees.

e. Disability Administration.

The Director of Human Resources shall work in conjunction with the County's designated ADA Compliance Officer and other related Departments to:

- i. Ensure compliance with the requirements of the Americans with Disabilities Act;
- ii. Work towards establishing a tolerant and compassionate workforce that does not discriminate based on physical disabilities or limitations; and
- iii. Remove barriers to access that might prevent disabled employees and members of the public from fully participating in the governance of Passaic County.

## ARTICLE VII. DEPARTMENT OF INFORMATION TECHNOLOGY

### **7.1 Generally.**

There shall be a Department of Information Technology (“IT”) overseen by the County Administrator or the Administrator’s designee. The Board may hire a Director of IT to carry out the day-to-day functions of the Department, as well as the County's management information systems.

### **7.2 Duties.**

The Department shall be responsible for developing and overseeing:

- a. All telephone systems at all county facilities, including but not limited to the County Administrator, Sheriff’s Department, Prosecutors Office, Surrogate Court, and County Clerk.
- b. All computer systems and servers under the purview of the County Administrator, County Clerk, Surrogate Court, and Superintendent of Elections.
- c. Maintenance, documentation, and expansion of the county-owned fiber optic network in support of all county facilities and County shared services partnerships.
- d. Office equipment including copiers, scanners, and related equipment under the purview of the County Administrator, County Clerk, Surrogate Court, and Superintendent of Elections.
- e. Management of the County website and support of other county agencies using the main county website to disseminate information.
- f. The security of all networks, servers, applications, and data under the purview of the County Administrator, County Clerk, Surrogate Court, and Superintendent of Elections.
- g. Backup of all data under the purview of the County Administrator, County Clerk, Surrogate Court, and Superintendent of Elections.
- h. Purchasing of all computer equipment required by departments under the purview of the County Administrator, County Clerk, Surrogate Court, and Superintendent of Elections.
- i. The development of strategic plans for IT on a five (5) year basis, in conjunction with the County Administrator.
- j. Execution of shared services for IT where appropriate with other county and municipal agencies residing within Passaic County.
- k. Additional as-needed support to other county agencies and departments not under the purview of the County Administrator (i.e., Passaic County Sheriff’s Department, Passaic County Prosecutors Office) or by agreement.

## ARTICLE VIII. CLERK OF THE BOARD

### **8.1**     Generally.

The Board shall appoint a qualified person to serve for a three (3) year term as Clerk of the Board pursuant to the terms of N.J.S.A. 40A:9-26.

### **8.2**     Duties.

The Clerk of the Board shall:

- a. Attend all meetings and conferences of the Board.
- b. Take and preserve the minutes of the Board, which shall record all actions and votes taken and the substance of discussions and debate relating thereto, and of all other matters.
- c. Keep and compile all ordinances, resolutions and minutes and retain in the Clerk's custody for safekeeping all papers necessary and appropriate to Board functions.
- d. Maintain custody of the County seal and may affix same to appropriate documents without charge.
- e. Under the direction of the Board Director and Board Committees, and in accordance with the Bylaws, prepare an agenda for each Board meeting and cause same to be delivered to the Board, and the Administrator at least seventy-two (72) hours before such meeting or such longer or shorter period as may be required by the New Jersey Open Public Meetings Act. Provide an agenda to the extent possible for special meetings and emergency meetings, giving as much notice as is feasible.
- f. Provide copies of all meeting notices and agenda pursuant to law.
- g. Provide for the mailing of all notices and copies of documents to municipalities as required.
- h. Have responsibility for the County Mailroom and the delivery of interoffice mail throughout the County.

## ARTICLE IX. OFFICE OF THE COUNTY COUNSEL

### **9.1 Generally.**

There shall be an Office of County Counsel for the purpose of providing legal advice, representation, and assistance to all departments of the County government, the Administrator, and the Board, as required. The County Counsel shall be the Head of the Department and shall be responsible to the Board for its operations. County Counsel shall be appointed by the Board and shall serve for a three (3) year term consistent with the provisions of N.J.S.A. 40A: 9-43 and until a successor is appointed and qualified.

### **9.2 Duties.**

The County Counsel shall be the chief legal advisor of the County government and the attorney of record in all proceedings wherein the County shall be a party. The Department of Law, under the supervision of the County Counsel shall:

- a. Attend meetings of the Board and give opinions and rulings on questions of law which may arise at Board meetings.
- b. Advise the Board, the Administrator, and all County agencies, when requested to do so, with respect to their official responsibilities.
- c. Prepare and/or supervise the legal form and sufficiency of all contracts, deeds, correspondence, shared service agreements and other documents and all resolutions and actions referred to the Department for preparation and review; or passed by the Board at a scheduled public meeting.
- d. Represent the County in all matters of litigation, appeals in the courts, proceedings before any administrative agency and in other appropriate matters, and recommend to the Board settlement of any matter.
- e. Represent the County in all disciplinary matters and hearings.
- f. Advise and represent the Custodian of Records, Constitutional Officers, and all departments on OPRA matters.
- g. Represent the County on all property sales and acquisitions through condemnation and direct negotiation.
- h. Represent the County on all guardianship matters on behalf of Preakness Healthcare Center.
- i. Attend meetings of the Construction Board of Appeals and give opinions and rulings on questions of law which may arise to the Construction Board.
- j. Maintain records of all actions, suits, proceedings, and matters which relate to the County's interest and report thereon from time to time as the Board may require.
- k. Render such advisory opinions as are requested by the Board.
- l. Maintain authority to settle all litigation matters in an amount not to exceed twenty-five thousand

dollars (\$25,000.00) at the County Counsel's discretion.

**9.3 Division of Insurance.**

There shall be a Division of Risk Management within the Office of the County Counsel. The Commissioners of the County Insurance Fund may appoint a Risk Manager in accordance with the terms of N.J.S.A. 40A:10-8 who shall serve as the division head, under the supervision of the County Counsel shall be responsible for administration of the County's Insurance Program. The Division shall:

- a. Report to the Insurance Committee established by the Board of County Commissioners and provide financial analysis of claims and payments.
- b. Administer the finances of the County's self-insurance funds.
- c. With assistance from the County Administrator, Chief Financial Officer, and County Counsel obtain, negotiate, review, and recommend all commercial insurances, health benefits insurances, and similar programs.

## ARTICLE X. DEPARTMENT OF FINANCE

### **10.1 Generally.**

The head of the Department of Finance shall be the department head designated pursuant to N.J.S.A. 40A:9-28.1, who shall be the Chief Financial Officer of the County and the Deputy Budget Director. Within the Department of Finance, there will be the following Divisions:

- a. Treasury
- b. Payroll
- c. Risk Management

### **10.2 Duties.**

The Department of Finance, under the direction and supervision of the Director of Finance shall:

- a. Assist the Administrator and Commissioners in the preparation and evaluation of the County's annual operating and capital budgets.
- b. Maintain a system for financial monitoring of all governmental and private grants.
- c. Maintain responsibility for financial control of contracts and reporting procedures and compliance for all Federal and State reimbursements of Passaic County.
- d. Be responsible for updating and monitoring the Passaic County indirect cost allocation rate, fixed asset inventory and developing new applications of said rate; coordinate with Federal and State agencies as to the utilization of said rates.
- e. Report to the administrator and Board any and all discrepancies or variations which might create budget over-expenditures and any and all information of an unusual nature with regard to the operation and administration of all grants so that the Administrator shall be notified at the earliest possible date of any difficulty in the administration of any grant.
- f. Maintain the county's accounting system and records.
- g. Prescribe and enforce a uniform system of accounts for all departments and other budgeted agencies under the County government provided that such system shall, insofar as consistent with sound accounting principles, facilitate the production of records of the cost of performance of each functional program or activity measured in cost units.
- h. Pre-audit and warrant for payment of all bills, claims, and demands against the County upon the proper certification of the appropriate department head and in accordance with the results of the pre-audit.
- i. Require reports of receipts and disbursements of each department and other budgeted agency to be made daily or at such intervals as the Director of Finance may determine will most efficiently protect the County's interest.

- j. Control all expenditures to assure that budget appropriations and periodic allotments are not exceeded and pass upon each proposed – expenditure for conformity with the law and Code.
- k. Ensure and certify that there is an unencumbered balance of appropriations and funds available before permitting expenditures to be made by any department.
- l. Maintain responsibility for Medical Examiner services, and payment thereof, as required by law.

**10.3 Budget Operation.**

Budget appropriations shall be controlled by an encumbrance system, which shall be prescribed and established by the Director of Finance. No payment shall be authorized or made, and no obligations shall be incurred against the county except in accordance with appropriations duly made. No obligation shall be incurred against any allotment or appropriations unless sufficient funds therein are available to meet the obligation as it becomes due and payable.

**10.4 Periodic Reports.**

The Finance Director shall submit to the County Administrator and members of the Administration and Finance Committee periodic reports indicating:

- a. The total salary cost forecast for the current year, which shall be based on the payroll costs to date, and on a projection of the latest payroll for each agency and unit thereof and shall show any changes from the previous report. No payments shall be made if the total salary forecast is greater than the fiscal year appropriations for salaries and wages for each department.
- b. Budget analysis, based on a chart of accounts approved by the Board, showing appropriations and expenditures during the previous month and year-to-date as follows:
  - i. By agency
  - ii. By program or activity
  - iii. By major object
  - iv. By minor line item
  - v. By percentage of total annual budget

**10.5 Methods and Practices.**

No bill, demand or claim shall be paid unless it contains a detailed statement of the items or demand specifying particularly how the bill or demand is made up; and a certification of the party claiming payment that it is correct nor shall any bill, claim or demand be paid unless the voucher on which it is presented carries a certification of the head of the department, office or agency or of the head of the department’s duly designated representative, having personal knowledge of the facts, that the goods have been received by, or the services rendered to the County.

- a. All bills, claims and demands against the County shall be deemed approved or disapproved by the Board. A voucher on a form prescribed by the Director of Finance and approved by the Administrator, shall be presented for each bill, claim or demand and shall be approved only upon the audit, warrant of

the Director of Finance and signature of the Administrator.

- b. All disbursements of any nature whatsoever shall be made by a check or draft signed by the County Treasurer and countersigned by the County Administrator, which shall be issued only after approval of same by the Board of County Commissioners. Said approval shall be predicated upon the Board's acceptance of requisition issuance by the Clerk of the Board of County Commissioners, and as signed by the County Treasurer and countersigned by the County Administrator. The County Administrator may designate alternative signatories for the County Treasurer and/or County Administrator.
- c. The Director of Finance shall prepare for each regular meeting of the Board a certified list of all bills, claims and vouchers which have been paid through the close of business of the second day next preceding the meeting and since the last preceding list was compiled. Such list shall be filed with the Clerk of the Board as a public record. The Director of Finance will act consistent with the provisions of this article, process disbursements in a timely manner that will enable the County to take advantage of discounts provided for timely payments.

#### **10.6 Division of Treasury.**

There shall be a Division of Treasury within the Department of Finance. The Board shall appoint a Treasurer pursuant to N.J.S.A. 40A:9-27. The Treasurer, under the supervision of the Director of Finance, shall:

- a. Monitor the receipt and deposit of all funds of the County in depositories designated by the Board and report quarterly to the Board or more often as provided by law, amounts deposited, the institutions of deposit, and rates of interest.
- b. Maintain and reconcile records of deposits in and withdrawals from all County depositories.
- c. Manage the investment of County funds pending their need for disbursement and have custody of all investments and invested funds of the County government, or in the possession of the County in a fiduciary capacity, except as may be otherwise provided by law.
- d. Administer the County department and have the safekeeping of all bonds and notes of the County and the receipt and delivery of County bonds and notes for transfer, registration of exchange.
- e. Each warrant check shall be authorized, signed, and countersigned.
- f. Access to safe deposit boxes used or rented by the County shall be restricted to the County Treasurer or Acting Treasurer in conjunction with the Administrator or the Administrator's designee.

#### **10.7 Division of Payroll & Pensions.**

The functions of a centralized payroll shall be conducted within the Department of Finance. The Commissioners may appoint a Payroll Supervisor who, under the supervision of the Director of Finance shall bear responsibility for the timely payment of salaries, wages, and other compensation due all officers and employees of the County.

- a. County employees shall be paid twice a month, after the scheduled work period has been completed. This will result in twenty-four (24) pay periods per year.
- b. The head of each department, office or agency shall certify to the CFO as such times and in such form

as the Treasurer shall prescribe, the names and positions of all person employed in or by the department who are entitled to be paid in the next ensuing payroll. Such department heads shall sign off on departmental payroll registers to affirm that accuracy of the County's records.

- c. The CFO shall complete a central payroll for the County and prepare the necessary checks for signature.
- d. The preparation, timely payment of bills and maintenance of all records relating to the various pension programs to which County employees belong shall be conducted within the Department of Finance. The Board may appoint a Pension Supervisor who, under the direction of the Director of Finance, shall be responsible for the day-to-day administration of the County's pension responsibilities.

#### **10.8 Divisions of Grants.**

The Grants Division will provide oversight of all County grants. They will review globally, the revenues and expenses of each of the appropriated grants. They will interact with each of the departments responsible for those grants to ensure that all revenue is collected timely and properly posted. They will also monitor the grant appropriations to ensure they are expended within the timeframe allowed by the grant.

## ARTICLE XI. DEPARTMENT OF ENGINEERING

### **11.1 Generally.**

There shall be a Department of Engineering, the head of which shall be the County Engineer who shall be appointed to a five (5) year term as required by N.J.S.A. 40A: 9-43. The County Engineer's duties and responsibilities are prescribed by law. The County Engineer shall be a licensed professional engineer of New Jersey with at least five (5) years of responsible civil engineering experience.

### **11.2 Duties.**

Under the direction and supervision of the County Engineer, the Department of Engineering shall:

- a. Render professional engineering services, advice and assistance to the departments, offices and commissions as the County Administrator and Public Works Committee shall designate.
- b. Maintain County maps, charts, engineering data, and records as may be required for the proper and efficient administration of County projects or property.
- c. Perform such surveys, field inspections and such other actions as may be necessary or desirable for County projects.
- d. Assist the County Planning Board.
- e. Inspect the work performed under County contracts and certify payment for work rendered, which is approved as in compliance with the contract when required.
- f. Make application and maintain liaison with Federal Highway Administration, North Jersey Transportation Planning Authority and New Jersey Department of Transportation.
- g. Inspect all road markings and warning signs along county roads in conformance with New Jersey Department of Transportation standards.
- h. Supervise the preparation of specifications and construction plans.
- i. Assist in all County related traffic matters.

## ARTICLE XII. DEPARTMENT OF BUILDINGS & GROUNDS

### **12.1 Generally.**

There shall be a Department of Buildings & Grounds overseen by the Director. The Board may hire a Superintendent of Buildings, pursuant to the requirements of N.J.S.A. 40A: 9-32, to carry out the day-to-day functions of the Department.

### **12.2 Duties.**

The Department shall be responsible for:

- a. General maintenance and janitorial services of County owned and occupied buildings and those occupied by the State of New Jersey Judiciary Passaic Vicinage.
- b. Provide technical and mechanical services required by any Department and the Courthouse Complex for the safe and efficient operation of heating ventilating, air-conditioning, plumbing and electrical systems of same.
- c. Operate, maintain, and repair parking areas and facilities acquired by the County pursuant to law.
- d. Prepare budget requests and maintain budgets.
- e. Provide security, other than law-enforcement personnel, for County facilities.

## **ARTICLE XIII. DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT**

### **13.1 Generally.**

There shall be a Department of Planning, the head of which shall be the Director. Within the Department there shall be the following Divisions:

- a. Division of Community & Economic Development; and
- b. Division of Housing

### **13.2 Duties.**

The Department of Planning shall:

- a. Provide administrative staff to the Planning Board and professional assistance to the Board of County Commissioners.
- b. Engage in short and long-range planning and master planning processes relating to the development and conservation of lands and resources within the County, including without limitation thereto, population studies, health, educational, welfare, cultural, environmental, recreation and open space, drainage, protective, traffic and transportation facilities and services and plans relating thereto.
- c. Act as the liaison to boards and committees designated by the Board of County Commissioners including, but not limited to: Planning Board, Open Space and Farmland Protection, and Agricultural Development.
- d. Act as the liaison to the Open Space, Farmland, and Historic Preservation Advisory Committee appointed by the Board of County Commissioners.
- e. Act as the liaison to the County Agricultural Development Board (CADB) appointed by the Board of County Commissioners.
- f. Support coordination and development of strategies for implementation of master plan goals across County departments in coordination with Administration and the Board of Commissioners.
- g. Serve as an information clearinghouse and manager of all Geographic Information Systems (GIS) data and to provide services and updates to data in coordination with various County departments and municipal partners.
- h. Review subdivision plans and site plans pursuant to law and apply County priorities to the Site Plan and Subdivision Resolution as the vehicle for carrying out these reviews.
- i. Engage in planning and implementation strategies for sustainability practices including green infrastructure implementation, sustainable parks planning, developing standards to be used during Planning Board review, facilities planning.
- j. Serve as a liaison to the North Jersey Transportation Planning Authority, the federally designated Metropolitan Planning Organization (MPO) in North Jersey and coordinate the development of County

transportation planning and implementation priorities and policies to qualify for State and Federal transportation funding.

- k. Coordinate local and regional planning activities and perform federal clearinghouse/metropolitan review function.
- l. Assist other departments to maximize the use of available state and federal grants and to coordinate short and long-range capital improvement plans through comprehensive planning services and information sharing.
- m. Assist municipal planning agencies upon request with their long-range planning to assist in comprehensive implementation and leveraging of all resources.

### **13.3 Division of Community & Economic Development.**

There shall be a Division of Community & Economic Development. The Board may hire a Director of Community & Economic Development who, under the supervision of the Director of Planning shall encourage, promote, and stimulate the maximum use of the commercial, industrial, and residential resources of the County and its municipalities. The Division shall:

- a. Serve as a liaison between the County and federal, state, and municipal agencies and officials, chambers of commerce and other economic/community development organizations throughout the County and region.
- b. Coordinate special events such as “town hall” meetings and other projects that promote and educate the local community.
- c. Manage the Community Development Block Grant (CDBG) program for the 12-community “Urban County” area of Passaic County and serve as a community and economic development grant resource center.
- d. Act as the liaison to boards and committees designated by the Board of County Commissioners including, but not limited to: Brownfields, Comprehensive Economic Development Strategy (CEDS) and Film Commission.
- e. Provide advisory and advocacy services for new and expanding business and coordinate with Planning Board staff to assist new and expanding businesses with application and approval processes.
- f. Maintain and update County economic and labor statistics and work to provide the information in a format most useful to existing and prospective businesses, policy makers, and other planning and economic development professionals.
- g. Provide promotional programs to inform industry about the benefits of locating within the County.
- h. Act as the County liaison with local Business Improvement Districts (BIDs), Special Improvement

Districts (SIDs), and other organized Downtown/Merchants groups to support economic investment and coordination on funding opportunities.

- i. Act as a coordinating office between industry and government.
- j. Assist existing industry to solve current problems and to plan for future development.
- k. Prepare necessary studies and plans to enable the County and its municipalities to qualify for State and Federal Economic Development Program.
- l. Support economic development through tourism in coordination with the Department of Cultural and Historic Affairs.
- m. Expand and diversify the economic base by attracting advanced technological industries, as well as distribution, manufacturing, and assembly industries to Passaic County.
- n. Partner with member municipalities upon request to develop economic strategies for development and redevelopment to further the overall goals of economic development in the County.

#### **13.4 Division of Housing.**

Passaic County Public Housing Agency shall be considered a non-departmental Division of the County and shall be led by the Executive Director of the Housing Agency. The Agency shall be administratively located under the Planning Department. This Agency shall remain an independent body corporate and politic responsible for the administration of federally funded Housing Choice Vouchers. The Housing Agency:

- a. Is charged with performing all functions related to implementing a Housing and Community Development Program, as required by the Housing and Community Development Act of 1974 including the provision of rental assistance to eligible County residents who reside in privately owned rental units.
- b. Shall be comprised of six (6) Commissioners and one (1) resident member.
- c. Shall provide technical assistance to the Department of Planning and other agencies and/or municipalities necessary to prepare applications for the Housing and Community Development Programs or other housing programs.
- d. Establish a data bank for housing statistics and maintain an up-to-date inventory of housing program information.
- e. Assist County municipalities, the County Development and housing agencies in identifying areas suitable for rehabilitation and in initiating housing programs in conformance with the Housing Assistance Plan when requested by the local municipalities.
- f. Maintain close liaison with the New Jersey Department of Community Affairs and the United States Department of Housing and Urban Development.

- g. Shall, to the extent that supported by non-federal dollars (County funds), follow all requirements of this Code as to budget, finance and standard practice in such areas as central purchasing, personnel regulations, accounting controls and data processing services.

### **13.5 Planning Board.**

Pursuant to the requirements of N.J.S.A. 40:27-1, there shall be a County Planning Board. The Planning Board shall consist of the Board Director and one (1) Commissioner to be appointed by the Board of County Commissioners, the County Engineer, and six (6) citizen members to be appointed by the Board of County Commissioners, to serve for the terms prescribed by law and shall perform such functions as provided by law. The County Administrator, or the Administrator's designee, shall serve as a nonvoting member by authority of the Office of the County Administrator.

### **13.6 County Agriculture Development Board.**

The County Agricultural Development Board (CADB) is an entity authorized by the New Jersey Right to Farm Act (N.J.S.A 4:1C-1 et seq., 1983), which established New Jersey's Farmland Preservation Program. The Farmland Preservation Program aims to strengthen the agricultural industry and preserve important farmlands, thereby enhancing New Jersey's economy and quality of life. Within the state system, County Agriculture Development Boards are tasked to establish agriculture retention and development programs at the local level through such responsibilities as adopting agricultural development areas, creating minimum standards and granting approval for the inclusion of land in farmland preservation programs, and determining any request for financial assistance of the State Agriculture Development Committee (SADC).

### **13.7 Open Space, Farmland and Historic Preservation Committee.**

The Open Space, Farmland and Historic Preservation Committee is an entity who functions to implement the purposes and objectives of the Passaic County Open Space, Farmland and Historic Preservation Trust Fund (authorize by N.J.S.A. 40:12-15.1 et seq.) to ensure there is an adequate supply of lands for either public outdoor recreation or conservation of natural resources, or both, and to preserve and restore historic assets in the County. The Committee shall assist local government units and nonprofits in their efforts to increase and preserve permanent outdoor recreation areas for public use and enjoyment, the preservation and restoration of historic sites, and conserve areas for the protection of natural resources such as waterways, wildlife habitat, wetlands, forests, and viewsheds. The Committee is charged with establishing procedures by with the Board of Commissioners provide Open Space, Farmland and Historic Preservation Trust Fund funding in the form of grants to local government units and nonprofits, to acquire lands for preservation and/or outdoor recreation, development, or redevelopment of land for recreation opportunities, preservation of historic sites and use of funds on projects within the Passaic County Park System and Passaic County Historic Sites.

## **ARTICLE XIV. DEPARTMENT OF HUMAN SERVICES**

### **14.1 Generally.**

There shall be a Department of Human Services, the head of which shall be the Director. Within the Department, there shall be the following Divisions:

- a. Division of Mental Health and Addiction Services
- b. Division of Community Outreach and Family Services
- c. Division of Youth Services
- d. Workforce Development Board

#### **14.2 Duties.**

The Department of Human Services shall:

- a. Provide for the direct administration and fiscal monitoring of human services and related funding allocations that include the county funds for social services, and funding from The New Jersey Division of Mental Health and Addiction Services, Division of Family Development, Division of Disability Services, Department of Community Affairs, Department of Labor, Juvenile Justice Commission, the Governor's Council on Alcoholism and Drug Abuse, the US Department of Housing and Urban Development, and other ongoing or special grant funds;
- b. Provide detailed and targeted information, referral, and service navigation for individuals, families, and program providers requiring assistance;
- c. Provide health education, prevention services and information for individuals, families, institutions, schools, programs, and communities;
- d. Provide mediation and advocacy for individuals and families in need of services;
- e. Convene and facilitate a Human Services Advisory Council and the Impact Passaic Council;
- f. Coordinate the provision of services with area providers including the Passaic County Board of Social Services, the One-Stop Career Center, the Workforce Development Board, and nonprofit and faith-based community organizations; and
- g. Conduct regular community needs assessments to identify community needs and priorities.

#### **14.3 Division of Mental Health and Addiction Services.**

There shall be a Division of Mental Health and Addiction Services. The Board may hire a Director of Mental Health and Addiction Services who, under the supervision of the Director of Human Services, shall promote the well-being of County residents by developing and supporting quality programs that provide prevention, early intervention, treatment, and recovery support for persons with mental health and substance use disorder treatment needs. The Division shall:

- a. Develop a County Comprehensive Plan (CCP) and annual funding application.
- b. Review and monitor funded programs.

- c. Contract with provider agencies annually to provide services and implement the programs and strategies in the CCP.
- d. Deploy the County’s Disaster Response Crisis Counselors (DRCCs) as necessary and work cooperatively with the Office of Emergency Management or other county entities to ensure mental health needs are met during and after a traumatic event that impacts the community.
- e. Coordinate and oversee the operations of the Medication-Assistance Treatment (MAT) program.
- f. Operate the County’s Municipal Alliance Program including but not limited to:
  - i. Work to coordinate the development of the Municipal Alliance Plan;
  - ii. Provide funding, technical assistance support and monitoring for each municipal alliance program; and
  - iii. Complete annual funding applications.
- g. Convene and act as the liaison to advisory boards established by the Board to formulate and enact education and abuse prevention programs, including the following:
  - i. Mental Health Board
  - ii. Local Advisory Council on Alcoholism and Drug Abuse
  - iii. County Alliance Steering Subcommittee
  - iv. Children’s Inter-Agency Coordination Council
  - v. Professional Advisory Committee
- h. Operate the Office of Recovery: Provide assessment and referral to treatment in all 16 municipalities to address gaps in services and connect residents to individualized social services.
- i. Operate the Passaic County Intoxicated Driver Resources Center (IDRC): Passaic County Resource Center provides detention, education, screening, and referral for Passaic County residents convicted of driving under the influence.
- j. Participate in larger initiatives addressing the needs of individuals with mental health/addiction problems.

**14.4 Division of Community Outreach and Family Services.**

There shall be a Division of Community Outreach and Family Services. The Board may hire a Director of Community Outreach and Family Services who, under the direction and supervision of the Director of Human Services, shall work with community providers to create and sustain programs to assist families in Passaic County. The Division shall be responsible for assessing community needs and providing services to priority populations including veterans, the homeless, and the unemployed. The Division shall:

- a. Coordinate the application, plan, and management of the Social Services for the Homeless Grant, Community Service Block Grant, and other grants received for these purposes, including annual

application, planning, RFP development, annual contracting, and monitoring

- b. Coordinate Needs Assessments for other community needs and determine allocation of County funding for services in the community.
- c. Coordinate with partner agencies and ensure compliance for HUD funding.
- d. Act as the lead agency for the Continuum of Care (CoC) Program:
  - i. Provide technical assistance and training and support to CoC partner agencies.
  - ii. Provide case management for CoC-enrolled individuals and families.
  - iii. Make monthly payments to landlords for rental properties for individuals and families receiving CoC vouchers.
- e. Process and coordinate housing applications through a Coordinated Entry Committee for eligible individuals and families.
- f. Coordinate with County and municipal OEMs for the implementation of the County's Code Blue plan.
- g. Provide services, advocacy, coordination, and communication among coalitions of agencies to work together to meet the needs of homeless and residents who are impacted by financial difficulties.
- h. Convene and act as liaison to the Passaic County Interagency Council on Homelessness.

#### **14.5 Workforce Development Board.**

The Passaic County Workforce Development Board shall be considered a non-departmental Division of the County and shall be led by the Workforce Development Board Director who is under the direction and supervision of the Director of Human Services. The Board shall be administratively located under the Department of Human Services. The Board shall remain an independent body subject to its bylaws, the laws of the State of New Jersey, and the Federal Workforce Investment Act of 2014. The Division shall:

- a. Apply for and coordinate funding from the NJ Department of Labor and Workforce Development (DLWD).
- b. Coordinate and contract, monitor, and oversee funding for the County's One-Stop Career Center.
- c. Manage relationships with the Board of Social Services, NJ DLWD, Unemployment Services, vocational rehab, and other related services.
- d. Maintain compliance with all DLWD regulations and report on progress.
- e. Identify new or emerging areas for job development.
- f. Convene the Workforce Development Board and its sub-committees.

- g. Provide information and referral, handle all inquiries (gov't, citizen, provider) and provide the professional expertise to guide requester to make sure connections take place to meet the need.

#### **14.6 Division of Youth Services.**

There shall be a Division of Youth Services. The Board may hire a Director of Youth Services who, under the direction and supervision of the Director of Human Services, shall work with community providers, Family Court, Probation, and the Essex County Detention Center to create and sustain programs to assist families with youth at risk or involved in juvenile court in Passaic County. The Division shall be responsible for assessing community needs and providing services to priority populations across the continuum of Prevention, Diversion, Detention, and Re-Entry. In addition, the Division shall:

- a. Convene and oversee the business of the Youth Services Commission and its sub-committees and prepare the required Youth Services Commission plan and updates for the NJ Juvenile Justice Commission.
- b. Coordinate the application, plan and management of all grants received from the Juvenile Justice Commission.
- c. Coordinate with Essex County for the care and detention of Passaic County Youth placed in Essex County Juvenile Detention Center.
- d. Engage in advocacy and involvement with larger initiatives addressing the needs of juveniles and social justice.
- e. Promote the well-being of County youth and work with the Passaic County Vicinage's Family Court Division and applicable provider agencies to support, monitor, rehabilitate and educate disadvantaged and troubled youth. Such youth-related support shall include:
  - i. Identifying, applying for, awarding, and monitoring grant funds to provider agencies that supply services to juveniles.
  - ii. Providing for the care of youths awaiting court disposition or serving court-imposed sentences in a physically restraining facility in accordance with state law.
  - iii. Ensure that incarcerated juveniles are placed in a facility that conforms with the State of New Jersey's Manual of Standards for Children's Shelter Facilities and Homes.
  - iv. Ensure that juveniles in custody are provided with state-mandated counseling, education, medical care, recreation and required transportation.
  - v. Operate high-supervision and home-detention programs to facilitate the care and rehabilitation of troubled youth without resorting to incarceration.
  - vi. Undertaking such special projects that may be beneficial to the quality of life of Passaic County youth.



## ARTICLE XV. DEPARTMENT OF PARKS & RECREATION

### **15.1 Generally.**

There shall be a Department of Parks & Recreation, the head of which shall be the Director of Parks. The Department of Parks shall be responsible for developing and promoting the use of the Passaic County Park System. The Department shall:

- a. Preserve, care for, and improve park and recreational facilities and activities.
- b. Develop and administer programs to facilitate public use and enjoyment of County parks, playgrounds, and places of recreation.
- c. Maintain a program of active and passive recreational events, and coordinate park and recreational programs with public and private agencies and facilities within the County.
- d. Assisting to protect historic sites to enhance, attract, and educate park visitors.
- e. Assist park visitors as needed and assure that all rules and regulations are being followed.

### **15.2 Division of Golf.**

There shall be a Division of Golf that shall be responsible for the operation of the county-owned Preakness Valley Golf Course. The Division of Golf shall be overseen by the department head. Nothing contained herein shall prevent the Board from hiring a Golf Superintendent and a Golf Pro to operate, maintain, and recommend improvements to the golf facilities.

### **15.3 Division of Recreation.**

There shall be a division of recreation that shall be responsible for providing events, programs, and services to the residents of Passaic County and beyond. The division shall be overseen by the Director of Parks & Recreation. The head of the division will be the Recreation Program Coordinator who will develop, publicize, and host high quality, impactful recreational programs and services that enrich the physical, mental, and emotional well-being of the public.

### **15.4 Division of Camp Hope.**

Camp Hope shall be considered a Division of the Parks & Recreation Department. The head of the department shall be the director of the camp who shall be responsible for the day-to-day operation of the facility. Under the direction and supervision of the director of the Department of Parks & Recreation, Camp Hope staff shall:

- a. Ensure the safe operation of the 62-acre facility for day campers and overnight guests of the Camp;
- b. Recruit various youth and senior groups to maximize the use and operation of the facility;
- c. Work with other departments to ensure the proper maintenance and upkeep of camp facilities;
- d. Attend meetings and report to the Board and Camp Hope Commission as necessary; and

- e. Provide reports to the director of the Department of Parks & Recreation, county administrator as required.
- f. Convene and act as the liaison to the Camp Hope Commission, which was previously established by the Board to act as stewards of the Camp and advocate its efficient and continuous use.

**15.5 Rutgers Cooperative Extension (RCE).**

The RCE helps diverse populations of New Jersey to adapt to a rapidly changing society and improve their lives and communities through an educational process that uses science-based knowledge. Programs focus on agriculture, health and wellness, and youth development. Program areas include STEM, Leadership, Citizenship and more. The agriculture and well-being programs offered to county residents through the State University of New Jersey shall be administratively housed within the Department of Parks and Recreation and shall have the same standing as a Division within. The following offices serve under RCE: (1) 4-H Youth Development; (2) Agriculture and Natural Resources (which includes the Passaic County Master Gardener program); and (3) Family Community Health Sciences.

## **ARTICLE XVI. PASSAIC COUNTY POLICE ACADEMY**

### **16.1 Generally.**

There shall be a full-service NJ State Certified Basic Police, Corrections, and In-Service Training Academy under the direction and in consultation with the NJ State Police Training Commission. The Director of the Police Academy shall report to the County Administrator and present all requests for action by the Board of County Commissioners to the Law and Public Safety Committee.

## ARTICLE XVII. DEPARTMENT OF HEALTH SERVICES

### **17.1 Generally.**

There shall be a Department of Health Services under the direction of a licensed Health Officer, known as the County Health Officer. The Board may hire a licensed Assistant Health Officer to serve as the operating officer. The Department of Health Services shall monitor public and environmental health activities to assure that the county is satisfying its lawful obligations. The Department of Health Services shall include the following divisions:

- a. Division of Mosquito Control;
- b. Division of Environmental Health;
- c. Division of Emergency Preparedness;
- d. Division of Communicable Disease & Nursing; and,
- e. Division of Health Promotion and Wellness
- f. Division of Weights and Measures

### **17.2 Duties.**

The responsibilities of the Health Services Department shall include:

- a. Making sure that the Local Health Agencies in the county comply with Practice Standards for Public Health Activities as required by N.J.S.A. 26:3A2-1 et seq. and N.J.A.C. 8:52-2.1 et seq. by and including:
  - i. Frequently meeting with the health officers representing Passaic County municipalities to share and provide resources to satisfy the requirements of practice standards to determine if the County needs to consider providing direct public health services to meet deficiencies.
  - ii. Implementing health planning to provide resource allocations to maintain the level of services by those local health agencies in order to sufficiently meet practice standards requirements and to address emergent health needs such as those caused by H.I.V./A.I.D.S. epidemic, COVID-19, and any other emergent public health hazard.
  - iii. Inform, educate, and empower people regarding health issues in a manner consistent with N.J.A.C. 8:52-6.
  - iv. When necessary, facilitating and providing interlocal agreements for shared services with other health entities. Agreements shall include any or all public health services as required by Practice Standards and agreed upon by the respective municipality and the County of Passaic.
  - v. Administering an effective Local Information Network Communications System (LINCS) operation to respond to public health threats and emergencies, and provide central planning,

coordination, and delivery of specialized services within the County in partnership with all municipal health departments.

- vi. Enhancing and integrating local public health agencies' state of preparedness for, response to, and recovery from acts of terrorism and other public health emergencies by minimizing, to the fullest extent possible, the human health consequences associated with the emergence of viruses, such as a novel strain of influenza virus (Flu Pandemic Planning) or COVID-19, and expanding capacity to expeditiously and efficiently test, distribute, and administer antibiotics and vaccines to our entire population at community-based points of distribution or through other supplemental delivery modalities.
  - vii. Coordinating with representatives from all local health departments, acute-care facilities, long-term care facilities, and schools in Passaic County to establish and review protocols to ensure the mutual investigation of diseases of public health importance, including potential bioterrorism incidents.
  - viii. Participating, in conjunction with NJDOH, County OEM, and the Local Health Departments, in the development of a business continuity-planning element as a component of a county-level all-hazards preparedness plan
  - ix. Exercising plans such as running drills to test horizontal and vertical integration with response partners at the State, County, and local levels to gauge preparedness for public health emergencies.
- b. Ensuring compliance with the County Environmental Health Act (C.E.H.A) as provided by N.J.S.A. 26: A2-21 et seq. and N.J.A.C. 17:27- 1.1 et seq. which requires updating the work program and maintenance of the County Health Services Department's State certifications, as well as provide for the administrative and performance standards. In addition, carrying out all C.E.H.A. performance standards, including solid waste, air, and water pollution control as well as safe drinking water control.
  - c. Updating and monitoring the agreements with the County Health Services Department's C.E.H.A. Agents: the Passaic County Sheriff's Department, the City of Paterson Fire Department hazardous materials response team, City of Clifton Fire Department hazardous materials response team, and the Wayne Township Fire Department and hazmat team to carry out the Hazardous Materials Performance Standard each in accordance with the latest approved County Environmental Health Work Plan.
  - d. Enforcing the Statutes, Regulations and County Ordinance(s) related to C.E.H.A. and assure that all fees and fines collected are deposited in the Environmental Quality and Enforcement Trust Account. Assure that funds from this account are properly disbursed and are used to maintain an active C.E.H.A. effort in and for Passaic County.

### **17.3 Division of Mosquito Control.**

There shall be a Division of Mosquito Control. The Board may hire a Mosquito Control Superintendent who, under the direction and supervision of the Director of Health Services, shall prevent mosquito infestation and related diseases. The Mosquito Control Superintendent will serve as the division head. The Division of Mosquito Control shall:

- a. Reduce the population of nuisance and disease-bearing mosquitoes through the implementation of a comprehensive Integrated Pest Management (IPM) strategy.
- b. Conduct surveillance to determine species composition, numbers of mosquitoes, and the potential presence of mosquito-borne infectious disease.
- c. Provide information which members of the public can implement to protect themselves against mosquito bites and to reduce or eliminate the presence of mosquito habitat on private property.

#### **17.4 Division of Environmental Health.**

There shall be a Division of Environmental Health. The Board may hire an Environmental Coordinator who, under the direction and supervision of the Director of Health Services shall ensure compliance with the County Environmental Health Act (C.E.H.A.) as provided by N.J.S.A. 26: A2-21 et seq. and N.J.A.C. 17:27- I.I et seq. which requires:

- a. Updating the work program and maintenance of the County Health Services Department's State certifications, as well as provide for the administrative and performance standards. In addition, carrying out all C.E.H.A. performance standards, including solid waste, air, and water pollution control as well as safe drinking water control.
- b. Updating and monitoring the agreements with the County Health Services Department's C.E.H.A. Agents: the Passaic County Sheriff's Department, the City of Paterson Fire Department hazardous materials response team, City of Clifton Fire Department hazardous materials response team, and the Wayne Township Fire Department and hazmat team to carry out the Hazardous Materials Performance Standard each in accordance with the latest approved County Environmental Health Work Plan.
- c. Enforcing the Statutes, Regulations and County Ordinance(s) related to C.E.H.A. and assure that all fees and fines collected are deposited in the Environmental Quality and Enforcement Trust Account. Assure that funds from this account are properly disbursed and are used to maintain an active C.E.H.A. effort in and for Passaic County.
- d. Enforcing State Noise Control regulations by following the guidelines outlined in this section and the CEHA Work Program to control noise from commercial and industrial sources.
- e. Providing administrative support and assistance to all Passaic County departments and agencies concerning the implementation of current federal and state environmental regulations.
- f. Promoting environmental health and safety programs within the County, including but not limited to the provisions of the New Jersey Worker and Community Right to Know Act, N.J.S.A. 34:5A-1 et seq., hazardous waste, OSHA compliance, and recycling regulations as specified in the Passaic County Solid Waste Management Plan.

#### **Office of Recycling & Solid Waste.**

There shall be an Office of Recycling and Solid Waste. The Board may hire a Recycling Coordinator who will serve as the office head, and under the direction and supervision of the Director of the Health shall:

- a. Participate in the planning, development, and evaluation of recycling programs for the efficient disposal of recyclable materials.
- b. Encourage municipalities, businesses, and institutions to implement recycling compliance policies to achieve a more environmentally: friendly conscious community.
- c. Write and distribute educational material designed to promote the recycling program and encourage participation of residents in the program.

#### **Office of Consumer Protection.**

County registered environmental health specialists shall implement a consumer protection program which shall include, but not be limited to food safety, recreational bathing, public health nuisances, and onsite wastewater disposal.

In addition, under the Division of Environmental Health, the Board may hire a Chief Registered Environmental Health Specialist (REHS) who, under the direction and supervision of the Director of Health Services shall ensure compliance with the State Sanitary Code and other various codes and regulations as applicable.

- a. Be responsible for the performance of all environmental health activities specified at N.J.A.C. 8:52-3.3(a)3.
- b. Ensure that environmental health services provide the core public health functions and the delivery of the “10 essential health services” at N.J.A.C. 8:52-3.2(a)1 through 10.
- c. Ensure the coordination of environmental health services that are delivered by all agencies in their jurisdiction as described in the Community Health Improvement Plan. This objective shall be met in an effort to identify gaps, reduce duplication and assure continuity of environmental health services.

#### **17.5 Division of Emergency Preparedness.**

There shall be a Division of Emergency Preparedness. The Board may hire an Epidemiologist who, under the direction and supervision of the Director of Health Services, shall:

- a. Administer an effective Local Information Network Communications System (LINCS) operation to respond to public health threats and emergencies and provide central planning, coordination, and delivery of specialized services within the County in partnership with all municipal health departments.
- b. Maintain 24/7/365 communications capabilities to respond to infectious disease outbreaks and public health threats due to acts of terrorism and/or natural emergencies.
- c. Provide local and regionally generated disease data, such as the number of emergency department visits and admissions, sources and volume of influenza-like illness and other information that may be indicative of potential public health threats and/or emergencies to the NJDOH.
- d. Conduct Hazard and Vulnerability Analysis and initiate a review and update of the county/municipal hazard vulnerability assessment, specific to chemical plants (SARA/TCPA), hazardous waste

plants, retail establishments/businesses with chemical and pesticide supplies and sewer treatment plants.

- e. Collect and analyze communicable disease data from available surveillance systems to monitor disease trends and communicate any significant findings to NJDOH and local public health partners within their jurisdiction.
- f. Establish and review protocols to ensure the investigation of diseases of public health importance, including potential bioterrorism incidents.
- g. Identify, recruit, and train a pool of volunteers and staff to assist with any public health threat/emergency, including but not limited to, conducting epidemiologic investigations, and supporting mass prophylaxis activities.
- h. Conduct a business continuity-planning element as a component of a county-level all-hazards preparedness plan; develop protocols to expedite the implementation of recovery risk communication plans; develop protocols to expedite the implementation of recovery risk communication plans.
- i. Develop plans for the rapid distribution of medications for first responders, fixed facilities, and the public within 48 hours; develop a local SNS assessment tool and review and update SNS plans to ensure that the grantee can receive and distribute medications for all County jurisdictions.
- j. Operate with federal, state, and local authorities using a unified command structure, under the Incident Command System / National Incident Management System (ICS / NIMS).
- k. Work in conjunction with Passaic County OEM to enhance the existing Public Health Annex of the Emergency Operation Plan.
- l. Participate as a member of the Local Emergency Planning Council (LEPC) in the periodic review of updates and modifications to the County Emergency Operations Plan.

#### **17.6 Division of Communicable Disease & Nursing.**

There shall be a Division of Communicable Disease & Nursing. The Board may hire a Public Health Nursing Supervisor who, under the direction and supervision of the Director of the Health Services Department, shall:

- a. Provide comprehensive public health nursing services that provide integrated support to the daily operation of the local health agency.
- b. Ensure that public health nursing practice provides the core public health functions and the delivery of the “10 essential public health services” as set forth at N.J.A.C. 8:52-3.2(a)1 through 10. These services shall be developed and overseen by a public health nurse.
- c. Ensure planning and developing public health nursing programs and interventions related to the uninsured, underinsured, immigrant, indigent, and other vulnerable populations.
- d. Ensure the coordination of public health nursing services which are delivered by all agencies in their county as described in the Community Health Improvement Plan so as to identify gaps, provide

continuity of services, and reduce duplication.

e. Collect and analyze communicable disease data from available surveillance systems to monitor disease trends and communicate any significant findings to NJDOH local public health partners within their jurisdiction.

f. Establish and review protocols to ensure the investigation of diseases of public health importance, including potential bioterrorism incidents.

### **17.7 Division of Health Promotion and Wellness.**

There shall be a Division of Health Promotion & Wellness. The Board may hire a Director of Health Education who, under the direction and supervisor of the Director of the Health Services Department, shall:

- a. Provide a comprehensive health education and health promotion program which is developed and overseen by a health educator and provides integrated support to the daily operation of the local health agency.
- b. Implement and evaluate culturally and linguistically appropriate population-based health education and health promotion activities that are developed in accordance with the Community Health Improvement Plan.
- c. Ensure that health education and health promotion services provide the core public health functions and the delivery of the “10 essential health services” as set forth at N.J.A.C. 8:52-3.2(a)1 through 10.
- d. Plan and develop health education programs and interventions regarding the uninsured, underinsured, immigrant, indigent, and other vulnerable populations within its jurisdiction.
- e. Inventory health promotion and health education services delivered by all agencies in their jurisdiction. This inventory shall compare the existing services with those outlined in the Community Health Improvement Plan in order to identify gaps, reduce duplication, and to identify opportunities for collaborative partnerships.
- f. Assess the health needs of the community by completing a public health needs assessment every three years.
- g. Identify resources for health promotion initiatives and maintain a resource list.
- h. Formulate and implement action plans to improve the health of the community.
- i. Conduct outcome-oriented evaluation strategies to promote chronic disease prevention, communicable disease control, nutrition, and maternal and child health.

### **17.8 Division of Weights and Measures.**

There shall be a Division of Weights and Measures. The Board shall hire a Superintendent of Weights and Measures who will serve as the division head, and under the direction and supervision of the Director of Health Services, shall ensure compliance with New Jersey state statutes and regulations set by the State Office of Weights and Measures. The function and responsibilities of the division shall include:

- a. Enforcement of state statutes and regulations regarding sale of commodities and goods, including but not limited to net quantities, method of sale and price verification. Conduct random inspections of businesses to ensure compliance with statutes and regulations.
  
- b. Ensuring that all commercial weighing and measuring devices in the county are tested and inspected for accuracy and meet Federal guidelines for specifications and tolerances. Registration of devices in compliance with N.J.S.A. 51:1-54.2. Devices inspected include scales, motor fuel pumps, fuel truck meters, pharmacy equipment, timing devices, length measures and airport fueling meter.
  
- c. Investigating consumer complaints of fraud or deceptive practices on consumer items.
  
- d. Filing complaints in municipal court and prosecute violations of Weights and Measures laws.
  
- e. Educating consumers and businesses on best practices to help maintain equity in the marketplace.

## **ARTICLE XVIII. DEPARTMENT OF SENIOR SERVICES, DISABILITY & VETERANS' AFFAIRS**

### **18.1 Generally.**

There shall be a Department of Senior Services, Disability & Veterans' Affairs, the head of which shall be the director. Within the Department there shall be the following Divisions:

- a. Division of Adult Day Care Services
- b. Division of Aging Services
- c. Division of Disability Services
- d. Division of Nutrition Services
- e. Division of Para Transit
- f. Division of Weatherization & Home Energy
- g. Veterans' Affairs Office

### **18.2 Duties.**

The Department of Senior Services, Disability & Veterans' Affairs shall provide leadership, guidance and administrative direction in the development and implementation of programs and services designed to improve the quality of life of the County's senior, disabled, and veteran populations. The Director of Senior Services shall recommend members to the County's advisory councils on aging and disabilities. Such recommendations shall be subject to the advice and consent of the Board of County Commissioners. Members shall further the council's goal of ensuring broad representation among all segments of the County's general populace, to gain advice and assistance on program objectives, development, and support.

### **18.3 Aging & Disability Resource Connection Designation.**

An Area Agency on Aging (AAA) is designated in each of New Jersey's 21 counties to serve as the primary entity responsible for developing comprehensive, coordinated systems of community-based services for older adults. AAAs also serve as Aging & Disability Resource Connection (ADRC) lead agencies in their county, ensuring seniors, adults with disabilities and their caregivers have easy access to information and long-term services and support.

The Department of Senior Services, Disability & Veterans' Affairs is the County's designated AAA/ADRC. The role of the Department shall include:

- a. Coordinating all programs on aging regardless of funding source and serving as the central source for information and referral for services and programs.
- b. Preparing an Area Plan on Aging which includes an analysis of the needs and existing services within the county and a comprehensive plan for the delivery of services to older adults, individuals with disabilities and their caregivers.

- c. Administering the annual allocation of federal Older Americans Act and state funds from the New Jersey Division of Aging and Community Services for projects and services within the County.
- d. Monitoring and evaluating projects funded under the Area Plan.
- e. Serving as an advocate to increase the public's understanding of the aging population.
- f. Advising local governments and the Division of Aging Services of unmet needs and recommending legislation where appropriate.

**18.4 Division of Adult Day Care Services.**

There shall be a Division of Adult Day Care Services. The Board may hire a director who, under the supervision of the department head, shall administer the day-to-day operations of the County's adult daycare programs. Passaic County Adult Daycare provides a structured program of services to participants with a wide array of recreational, health, and social activities in a group setting.

**18.5 Division of Aging Services.**

There shall be a Division of Aging Services. The Board may hire a Director of Senior Services, Disability & Veterans' Affairs to supervise divisions within this department. As department head, this individual will also ensure seniors, adults with disabilities, and their caregivers have easy access to information and long-term services and support. The Division shall:

- d. Provide and coordinate all programs on aging regardless of funding source and serve as the central source for information and referral for services and programs. Such programs may include but not limited to:
  - i. Medicare counseling to assist Medicare beneficiaries make informed choices, ask questions and address issues;
  - ii. Benefit screenings and entitlement consultation for community-based programs such as certified home health, legal services, oral health, mental health, and social and medical daycares;
  - iii. Telephone reassurance provides a call to isolated individuals to determine if they are safe and well and to provide social contact and friendly conversation; and
  - iv. Assistance in completing applications for various State and Federal programs.
- e. Act as the lead educational and counseling provider to seniors, increase public awareness by disseminating information to the elderly as well as their families, caregivers, and providers.

**18.6 Division of Disability Services.**

There shall be a Division of Disability Services. The Board may hire a director or disability coordinator who, under the supervision of the department head, shall provide education and advocacy related to issues faced by Passaic County's disabled population.

### **18.7 Division of Nutrition Services.**

There shall be a Division of Nutrition Services. The Board may hire a director who, under the supervision of the department head, shall administer the day-to-day operations of the County's congregate meal sites, nutrition education programs and home delivered meals through the Meals on Wheels program.

- a. The congregate nutrition centers provide one hot meal Monday through Friday in a friendly environment for older adults that is conducive to socialization. Each nutrition center conducts various activities such as parties, lectures that interest the center participants; and
- b. Home delivered meal service is available to homebound individuals who are unable to provide for their own nutritional needs due to acute / chronic illness or disability. Service includes the delivery of one hot meal per day Monday through Friday. Weekend service is available if needed.

### **18.8 Division of Para Transit.**

There shall be a Division of Para Transit. The Board may hire a director who, under the supervision of the department head, shall provide transportation to senior citizens and people with disabilities. The Division of Para Transit shall:

- a. Provide and maintain a transit network throughout Passaic County, which provides curb-to-curb service to treatment centers for dialysis and trips to non-medical appointments;
- b. Process requests and transport senior citizens to and from nutrition sites located throughout the County
- c. Provide shopping services to senior citizens as needed and recreational services as available;
- d. Strive to coordinate all transportation programs offered by government nonprofit and private agencies within the County for maximum effectiveness with minimum cost; and
- e. Coordinate and act as a liaison to committees formed by the board to promote the division's effectiveness, including:
  - i. There shall be a transportation coordinating committee entitled the Senior Citizens & Disabled Residents Transportation Assistance Program / SCDRTAP Committee whose membership shall include a representative of each municipality, representatives of public transportation providers and citizens of the County appointed by the board. The committee will focus on ways to improve public transportation; and
  - ii. There shall be a Citizen Advisory Committee for elderly and handicapped transportation whose membership shall be in accordance with federal regulations and shall include consumers and representatives from agencies that provide Para-Transit services.

### **18.9 Division of Weatherization & Home Energy.**

There shall be a Division of Weatherization & Home Energy. The Board may hire a Director of Weatherization and Home Energy who, under the supervision of the department head shall provide financial and technical assistance

relating to heating assistance and energy efficiency programs to residents of Passaic County who meet certain income eligibility thresholds as currently established by law. In addition, the Division of Weatherization & Home Energy shall:

- a. Provide and pay for weatherization measures, which shall improve the energy efficiency of the dwelling.
- b. Assist residents of Passaic County in applying for benefits which shall reduce their home energy burden.
- c. Act as a liaison between Passaic County and the State of New Jersey in providing information concerning energy efficiency.
- d. Apply for grant funding to continue to weatherize dwellings in Passaic County.
- e. Furnish emergency heater replacements pursuant to funding.

**18.10 Office of Veterans' Affairs.**

There shall be a Veteran's Affairs Specialist who may serve as the Director of the Division. The Board may hire a director who, under the supervision of the department head shall provide information and coordination of benefits for eligible veterans of the United States Armed Forces, including but not limited to: (a) Information on veteran's health clinics; (b) Discharge papers and information; (c) Application for VA benefits; (d) Distribution of honorary medals; (e) File claims; (f) In-home assistance services; and (g) Outreach.

## ARTICLE XIX. PREAKNESS HEALTHCARE CENTER

### **19.1 Generally.**

The Preakness Healthcare Center shall be considered a department of county government. The head of the department shall be the Executive Director of the facility who shall be a licensed Nursing Home Administrator in the State of New Jersey, pursuant to N.J.A.C. 8:39-9.2.

### **19.2 Duties.**

The Executive Director shall be responsible for the day-to-day operation of the facility in accordance with Title 30 of the Revised Statutes of New Jersey and, under the administrator's direction, healthcare center staff shall: (1) Ensure compliance with Federal and State Regulatory Requirements (N.J.A.C. 8:39 and 8:43E) for nursing facilities; (2) Provide services for residents to attain and maintain the highest practicable level of physical, emotional, and psychosocial well-being and maintain their ability to participate in life activities as long as they are able; and (3) Promote and maintain resident rights.

### **19.3 Capacity and Care.**

Preakness Healthcare Center is licensed as a skilled nursing facility with 406 beds including two SCNFs (special care nursing facility): an 11-bed unit for residents who are ventilator dependent, and a 24-bed unit for residents with behavior management needs. Levels of care include:

- a. Sub-acute/post-acute care;
- b. Long-Term Care;
- c. SCNF; and
- d. Respite

### **19.4 Resident Services.**

Services for residents who are clinically and financially approved for admission include:

- a. Rehabilitation Therapy (Physical Therapy, Occupational Therapy, and Speech Therapy);
- b. Skilled Nursing care;
- c. IV Therapy;
- d. Wound care;
- e. Respiratory care (Ventilator, tracheostomy, and non-invasive ventilation);
- f. Enteral Nutrition;
- g. Hospice and palliative care, and

h. Dental, Ophthalmology, audiology, podiatry, and chiropractic care.

**19.5 Community Services.**

The Preakness Healthcare Center shall provide meal preparation services for:

- a. Passaic County Congregate Sites;
- b. Passaic County Meals-on-Wheels; and
- c. Other congregate and meals-on-wheels programs entered into by and between the County of Passaic and other local governmental units pursuant to shared service agreements.

## **ARTICLE XX. DEPARTMENT OF CULTURAL & HISTORIC AFFAIRS**

### **20.1 Generally.**

There shall be a Department of Cultural & Historic for the purpose of managing cultural resources and related affairs in the County, including the responsibility of providing technical assistance in preservation, promotion, and programing of the County's historic and cultural assets. The Director of Cultural & Historic Affairs shall be the Head of the Department and be responsible for its operations. The Director shall be appointed by the Board and serve as an at-will employee.

### **20.2 Duties.**

The Department shall be responsible for the County's historic sites, including the Dey Mansion Washington's Headquarters, Lambert's Tower, Lambert's Castle, the Passaic County Arts Center at the John W. Rea House, Westervelt-Vanderhoef House, Passaic County Court House, Court House Annex, and any other County-owned property that is nominated and placed on the New Jersey or National Registers of Historic Places. The Department of Cultural & Historic Affairs, under the Director, shall:

- a. Develop a yearlong series of cultural and historic affairs events, including but not limited to, tours, exhibits, and workshops at County historic sites.
- b. Advise the Board, the Administrator, and all County agencies, when requested to do so, with respect to their official responsibilities.
- c. Act as a liaison to the New Jersey Secretary of State, New Jersey Historic Sites Council New Jersey Historic Preservation Office, New Jersey Historic Trust, New Jersey Council on the Arts, Passaic County Historical Society, and any other Historic Preservation Commission created pursuant to New Jersey State law in the County.
- d. Provide technical expertise to the Open Space Advisory Committee on any grant applications submitted by qualified municipalities or non-profit groups for a historic preservation project.
- e. Create and publish academic research papers on the County's historic assets.
- f. Cataloging, storing, and researching the County's historic assets and collections.
- g. Development and administration of a Historic Marker's Program to commemorate historic sites, events, and people in the County.
- h. Rendering advisory opinions on historic and cultural issues, as requested by the Board.

### **20.3 Office of Tourism.**

There shall be an Office of Tourism. The department head may hire a Heritage Tourism Coordinator. The Heritage Tourism Coordinator, under the supervision of the department head is responsible for developing, promoting, and implementing an extensive heritage tourism campaign to encourage public awareness and visitation to the County and its various historic sites, parks, cultural institutions, restaurants, businesses, and municipalities.

#### **20.4 County Historian.**

The Board may appoint a County Historian to assist the department head in the promotion of programs and projects concerning matters of Passaic County's history and preservation interests. The County Historian, under the supervision of the department head shall:

- a. Collect, preserve, and make available materials relating to the history of Passaic County, and store such material in such manner as to ensure their preservation. All materials will be placed in the Department archives which will be digitized and made available to the public.
- b. If desired, research and write publications on County history and other appropriate subject matter related to the County; however, any such writings must receive approval by the Board before dissemination or publication beyond County staff.
- d. Rendering advisory opinions on historic and cultural issues, as requested by the department head.
- e. Assist in projects of commemoration, including the erection of monuments, historic markers, and guide signs.

## ARTICLE XXI. DEPARTMENT OF ROADS

### **21.1 Generally.**

There shall be a Division of Roads overseen by the Director of Engineering. The Board may appoint a Supervisor of Roads, in accordance with the provisions of N.J.S.A. 40A: 9-44, to carry out the day-to-day functions of the Division. The Division of Fleet Services shall be under the direction of the Supervisor of Roads.

### **21.1 Duties.**

The Department shall:

- a. Maintain, repair, construct and reconstruct County roads, bridges, and culverts.
- b. Prepare and maintain budgets.
- c. Maintain County roads and bridges in a clean and safe condition for passage, properly lighted as authorized pursuant to law, free of obstructions and hazards and remove snow and ice there from as required.
- d. Install, maintain, and repair road signs, traffic signs, signals, markers, devices, and lines as authorized pursuant to law.
- e. Regulate, plan and exercise care and control of trees and shrubbery along the right-of-way of County roads.
- f. Maintain, install, and clean storm drainage facilities.
- g. Perform stream clearance and de-snagging under County bridge and culverts.
- h. Enforce the requirements of the road opening resolution as promulgated by the Board of County Commissioners.
- i. Repaint road markings on county roads where necessitated by traffic abrasion or weathering.
- j. Provide mechanical repair and maintain a parts inventory to support the county vehicle fleet and other equipment.

### **21.3 Division of Fleet Services.**

The Motor Pool shall be overseen by the Supervisor of Roads or the Supervisor of Roads's designee. The Motor Pool will consist of a County Motor Pool Supervisor. The supervisor shall:

- a. Be responsible for county fleet records, the fuel vending system and for the county vehicle and equipment auctions.
- b. Oversee the County Motor Pool Supervisor and ensure the proper maintenance, insurance and registration of County owned and operated vehicles as well as the licensure of County employees

authorized to operate said vehicle.

- c. Be responsible for purchasing all County vehicles through the Public Works Committee.

## **ARTICLE XXII. NON-DEPARTMENTAL AGENCIES & AUTONOMOUS BODIES**

### **22.1 Non-Departmental Agencies.**

The following boards, commissions, and offices are independent agencies of the County of Passaic, but, as to their dealings with the administrator and the Board, shall be deemed to have equal status with departments and shall be governed in the manner prescribed by law. To the extent that such offices, boards, or agencies are supported by county funds or perform a delegated governmental function for the county, they shall follow all requirements of this code as to budget, finance, purchasing and personnel. Each shall be subject to the same budget requirements as county departments and shall prepare and submit an annual budget and other requirements as required by the county administrator and chief financial officer. Each shall also be subject to an annual audit.

- a. Board of Elections
- b. County Board of Taxation
- c. County Superintendent of Schools
- d. Passaic County Housing Authority
- e. Workforce Development Center

### **22.2 Autonomous Bodies.**

The following boards, commissions, and offices are autonomous bodies of the County of Passaic. To the extent that such offices, boards, or agencies are supported by County funds or perform a delegated governmental function for the county, they shall follow all requirements of this code as to budget, finance, purchasing and personnel. Each shall be subject to the same budget requirements as county departments and shall prepare and submit an annual budget and other requirements as required by the county administrator and chief financial officer. Each shall also be subject to an annual audit.

- a. The Passaic County Board of Social Services
- b. The Passaic County Community College
- c. The Passaic County Vocational and Technical High School
- d. The Passaic County Improvement Authority
- e. The Passaic County Utilities Authority

### **22.3 Boards, Commissions & Committees.**

- a. Advisory Council on Disability
- b. Affordable Housing Corporation
- c. Agricultural Development Board
- d. Brownfield Commission
- e. Camp Hope Commission
- f. Collective Impact Council
- g. Commission on the Status of Women
- h. Comprehensive Economic Development Strategic Committee
- i. Friends of Passaic County Parks Inc.
- j. Friends of Dey Mansion Inc.
- k. Passaic County Construction Board of Appeals
- l. Passaic County Ethics Board

- m. Motion Picture & Film Commission
- n. Human Services Advisory Council
- o. Mental Health Board
- p. Local Advisory Committee on Alcoholism Abuse and Substance Abuse Disorder (LACADA)
- q. Open Space, Farmland, & Historic Preservation Advisory Committee
- r. Passaic County Community College Board of Trustees
- s. Passaic County Community College Board of School Estimate
- t. Passaic County Homelessness Trust Fund Task Force
- u. Passaic County Board of Social Services Board of Trustees
- v. Passaic County Technical Institute Board of Education
- w. Passaic County Technical Institute Board of School Estimate
- x. Passaic County Planning Board
- y. Preakness Healthcare Center Board of Managers
- z. Public Housing Agency
- aa. Senior Advisory Council
- bb. Youth Services Commission

**APPENDIX ADMINISTRATIVE CODE CHANGES**

<b>Date Adopted</b>	<b>Resolution Number</b>	<b>Description of Change/Addition</b>
April 10, 2012	R2012-0271	Resolution amending the Administrative Code for the County of Passaic to transfer the Division of Weights & Measures from the jurisdiction of the Department of County Counsel to the jurisdiction of the Office of Emergency Management
April 9, 2013	R2013-0222	Resolution amending the Administrative Code for the County of Passaic to transfer the Division of Weatherization from the Jurisdiction of the Department of Planning and Economic Development to the Jurisdiction of the Department of Senior, Disability Services & Veterans' Affairs
February 25, 2014	R2014-0118	Resolution amending the Administrative Code for the County of Passaic to transfer the Rutgers Extension Services from the Jurisdiction of the Department of Health to the Jurisdiction of the Department of Parks & Recreation
July 22, 2014	R2014-0530	Resolution amending the Administrative Code for the County of Passaic for the Creation of Alternative Domestic Violence (ADV) Division under Human Services
July 22, 2014	R2014-0535	Resolution amending the Administrative Code for the County of Passaic to transfer the Roads Department under the jurisdiction of the Operations and Buildings & Grounds to the jurisdiction of the Engineering Department
April 28, 2015	R2015-0283	Resolution amending the Administrative Code for the County of Passaic for the Creation of Division of Grants within the existing Department of Finance
April 12, 2016	R2016-0257	Resolution amending the Administrative Code for the County of Passaic for the Establishment of New Department to be known as the Department of Cultural & Historic Affairs
April 23, 2019	R2019-0381	Reorganizing Camp Home as a Division under the Department of Parks & Recreation