

April 16, 2014

The regular meeting of the Camden County Board of Social Services was held on Wednesday, April 16, 2014 at 12:00 p.m. in the office of the Board at 600 Market Street, Camden, New Jersey, with James H. Rhodes, Chair, presiding. The following members were present:

Dr. Leonard Krivy, PhD., Secretary/Treasurer; Gwen DeVera; Ginny Betteridge

Also present were: Shawn Sheekey, Director; Christine Hentisz, Deputy Director; Martin F. McKernan Jr., Esquire, Board Counsel; Sharon Faber, Esquire; Mary Ann Pagano, Fiscal Officer; MaryEllen Sittner, Personnel Officer; Quinton, Confidential Aide to Freeholder Carmen G. Rodriguez; Sharon Hall, Administrative Clerk

Public Attendance: None

At 12:00 P.M., a quorum being present, Mr. McKernan called the meeting to order and announced that in compliance with the Open Public Meetings Act, the Courier Post Newspaper and the Philadelphia Inquirer were notified of the Board Meeting; notice of the agenda was posted in a prominent place at 600 Market Street and the County Clerk was notified.

Reorganization – Board Members of the Camden County Board of Social Services

Mr. McKernan requested a roll call:

Mr. James H. Rhodes	Present
Ms. Susan Michielli	Absent
Dr. Leonard Krivy, PhD.	Present
Ms. Gundelina DeVera	Present
Ms. Virginia Betteridge	Present
Joseph Ripa, County Clerk	Absent
Freeholder Director Louis Cappelli	Absent
Freeholder Carmen Rodriguez	Absent

Mr. McKernan called for election of officers:

Chairman
Vice Chairman
Secretary/Treasurer

Mr. McKernan requested a motion to elect the officers. Ms. DeVera moved to elect the current slate of officers and Ms. Betteridge seconded the motion.

Mr. McKernan asked if there were any other nominations.

There were none.

Mr. McKernan stated there being no other nominations he would direct that the nominations be closed. There were no objections to the motion.

Mr. McKernan stated the officers are:

Chairman – James H. Rhodes
Vice Chairman – Susan Michielli
Secretary/Treasurer – Dr. Leonard Krivy, PhD.

Mr. McKernan requested a roll call:

Mr. James H. Rhodes	Yes
Ms. Susan Michielli	Absent
Dr. Leonard Krivy, PhD.	Yes
Ms. Gundelina DeVera	Yes
Ms. Virginia Betteridge	Yes
Mr. Ripa, County Clerk	Absent
Freeholder Director Louis Cappelli	Absent
Freeholder Carmen Rodriguez	Absent

Mr. McKernan declared that the slate of officers as previously mentioned in the motion is hereby elected for the forthcoming year.

Mr. McKernan turned the meeting over to the Chairman, James H. Rhodes and the Open Session resumed in public session.

Mr. Rhodes requested approval of the following items:

- Minutes of the March Board Meeting.
- The listed expenditures from both Clearing and Administration Accounts.
- The payment of salaries and traveling expenses for April.
- Requisition from the County Treasurer for administration expenses for May.
- To move funds, to be requisitioned from the State and County Treasurers less monies on hand for assistance payments for the month of May.

Mr. Rhodes requested a motion to approve.

Dr. Krivy moved to approve. Ms. Betteridge seconded the motion, and there being no discussion on the motion, a vote was taken and the motion was unanimously adopted.

**OPEN SESSION
Public Participation**

Mr. Rhodes requested a motion to open the meeting for public participation. Ms. Betteridge moved to open, seconded by Dr. Krivy. There were no members of the public wishing to address the Board. Mr. Rhodes requested a motion to close the Public Participation portion of the Open Session. Ms. Betteridge motioned to close the Public Portion. Ms. DeVera seconded the motion and there being no discussion on the motion, a vote was taken and the motion was unanimously adopted.

The Open Session of the meeting continued.

UPDATE STATE AND FEDERAL POLICIES Shawn Sheekey, Director

Mr. Sheekey stated that all Board members would find a synopsis of informational transmittals, procedural bulletins, general assistance procedural bulletins and Division of Family Development instructions in their packet. If there were any questions on any of the material, Mr. Sheekey stated that he or his staff would be glad to comment on them.

Mr. Rhodes requested a motion to accept the Director’s Update on State and Federal Policies.

Ms. Betteridge moved to accept the reports as provided. Ms. DeVera seconded the motion and there being no discussion on the motion, a vote was taken and the motion was unanimously adopted.

Resolution 208-2014 – Authorizing the Camden County Board of Social Service to Recognize May 4th – 10th, 2014 as Public Service Recognition Week in Honor of the Millions of Public Employees at the Federal, State, County and Municipal Levels Sharon Faber, Esq.

Resolution 208-2014 recognizes public servants at the federal, state, county and municipal levels for the day to day diverse services they provide to the American citizens. The CCBSS proclaims May 4-10, 2014 as Public Service Recognition Week and encourages all citizens to recognize the accomplishments and contributions of government workers at all levels.

Mr. Rhodes requested a motion to approve Resolution 208-2014.

Ms. Betteridge moved to approve. Ms. DeVera seconded the motion and there being no other discussion on the motion a vote was taken and unanimously adopted.

Resolution 209-2014– Resolution Authorizing a Shared Services Agreement (3rd Yr. Option) by and Between the Camden County Board of Social Services and the Camden County College for the Provision of Security Services Sharon Faber, Esquire

Ms. Faber presented Resolution 209-2014 which provides for a Shared Services Agreement with the Camden County College for the provision of security services for the BOSS for a one-year term from May 1, 2014 to April 30, 2015. The provisions set forth in the Resolution are the same as last years.

Mr. Rhodes requested a motion to approve Resolution 209-2014.

Ms. Betteridge moved to approve. Dr. Krivy seconded the motion and there being no other discussion on the motion a vote was taken and unanimously adopted.

DIRECTOR’S REPORT Shawn Sheekey, Director

Mr. Sheekey informed the Board that the Caseload Report has been expanded to incorporate the prior quarter’s statistics to better show trends in the caseload activity.

**OPEN SESSION
Public Participation**

Mr. Sheekey provided the Board with updates from his monthly meetings with the Division of Family Development (DFD) and County Welfare Directors Association (CWDA). Mr. Sheekey stated that the agency has been DIMS certified by the state and will be placed on the DARM agenda for May to be certified. The agency can now begin scanning and converting paper files to electronic files which will eventually greatly reduce the amount of space required to store and maintain paper product. Should the agency change location this would also greatly reduce the need to relocate tens of thousands of paper files.

Mr. Sheekey provided a short update on the agency's MED-1 form pilot which began on April 1, 2014. The agency will be conducting bi-weekly calls with the state to see how doctors are accepting the new forms.

Mr. Sheekey stated that there were two main issues facing the agency at this time. The first is the timeliness of SNAP benefit issuance and the second is the mounting concern with processing the Medicaid applications backlog due to the ACA sign up.

Mr. Sheekey stated that he had attended a "Federal Initiative" meeting Monday regarding the concentrated effort made in December 2013 to try to attain an 80% timeliness rate with the issuance of food stamps. The agency had a 56.5% timeliness rate. The state and federal governments are very concerned and on April 10th a formal FNS letter was received which has begun a 6-month clock for the CWAs to reach a required 95% timeliness rate for SNAP cases. The feds are threatening significant sanctions if the required 95% timeliness rate is not met. There is an approximate backlog of 1,600 cases for the issuance of SNAP benefits, some dating back to October 2013. Mr. Sheekey stated that as a result of the rating and required increase needed in timeliness he has decided to move Marcell Bennett, current administrator of NPA/GA, to the Intake Department as it needs to be stabilized. The Intake staff needs constant supervision and there are constant changes being made to improve processes. Ms. Bennett had made a phenomenal change for the good in the NPA/GA Department over the last year and has turned that department around. Mr. Sheekey stated that the state is looking at other options as it realizes that the CWAs are struggling with delivering the benefits for the various programs.

Mr. Sheekey directed the Board members' attention to a Courier-Post article dated April 12, 2014 regarding people waiting for Medicaid. The article states that the agency has 10,000 Medicaid applications waiting to be processed but the truth is that the agency received 10,000 since the open enrollment on October 1, 2013. The agency has processed 4,200 of the cases of which many were duplicates. The current backlog is approximately 5,800 and steps are being taken to try to streamline the process. The state has given permission for the agency to bring in volunteers as long as the agency trains them and they sign a confidentiality release. Current BOSS staff with Medicaid background can be redeployed to process Medicaid cases and DMAHS (Division of Medical Assistance and Health Services) is looking at a pilot next year which will bring in a private entity to process some of the work currently being done by the CWAs. Ultimate eligibility will still need to be done by merit staff but doing this would take a lot of work away from the CWAs.

Ms. Betteridge questioned Mr. Sheekey about the possible Medicaid pilot that could take place in January 2015. Mr. Sheekey stated that state is already seeing success in the vendor they use to do some of the Medicaid front end processing work. The vendor, Xerox, then passes the work on to state Medicaid workers who do eligibility.

Mr. Sheekey stated that the workflow in the agency must be consistent. Once backlogs go down and work is kept at a more current level the agency will have reduced contact from customers seeking their benefits at the Call Center and Navigator Desk.

**OPEN SESSION
Public Participation**

Mr. Rhodes requested a motion to approve the Director's Report.

Ms. Betteridge moved to approve. Dr. Krivy seconded the motion and there being no discussion on the motion, a vote was taken and the motion was unanimously adopted.

FISCAL REPORT Mary Ann Pagano, Fiscal Officer

Ms. Pagano stated that each Board member has received in his or her packet copies of Fiscal Reports. If there were any questions, she commented that he would be happy to address them.

Ms. Pagano stated that the in the first quarter of 2014 expenditures are within the pro-rated budget at 21.65%. Ms. Pagano stated that in order to not touch the fund balance the agency needs to be 7% under budget for the year.

Mr. Rhodes requested a motion to accept the Fiscal Report as presented.

Ms. Betteridge moved to approve. Dr. Krivy seconded the motion and there being no discussion on the motion, a vote was taken and the motion was unanimously adopted.

OLD BUSINESS PUBLIC SESSION

Ms. DeVera extended her appreciation to Mr. Sheekey for sending a representative from the BOSS to speak at the Annual Community Health Seminar held at the Philippine Community Center in Stratford, NJ on Saturday, April 12th.

NEW BUSINESS PUBLIC SESSION

There was none.

Mr. Rhodes requested a motion to close the Open Session and move to the Closed Executive Session to discuss personnel and legal matters. Dr. Krivy moved to discuss such matters in closed session. Ms. Betteridge seconded the motion, and there being no discussion on the motion a vote was taken and the motion was unanimously adopted.



Clerk