

February 20, 2019

The regular meeting of the Camden County Board of Social Services was held on Wednesday, February 20, 2019 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:

Virginia Betteridge, Vice Chair (via teleconference); Freeholder Carmen G. Rodriguez; Sharrae Morman

Also present were: Christine Hentisz, Director; Nicolasa Medina, Deputy Director; Edward Hill, Esquire; Paulette Konopka, Fiscal Officer; Donnette (Molly) Brown, Human Resource Manager; Joan Quinton, Confidential Aide to Freeholder Carmen G. Rodriguez; Nicole Jefferson, Administrative Clerk

Public Attendance: None.

At 12:00 p.m., a quorum being present, Mr. Rhodes 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 location at 600 Market Street and the County Clerk was notified.

Mr. Rhodes requested approval of the following items:

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

Mr. Rhodes requested a motion to approve.

Freeholder Rodriguez announced she would abstain from voting on the minutes. Ms. Betteridge moved to approve. Ms. Morman seconded the motion, and there being no discussion on the motion, a vote was taken and the motion was unanimously adopted, except for the minutes, which were approved 3-yay, 0-nay, 1-abstain.

**OPEN SESSION**

Mr. Rhodes requested a motion to open the meeting for public participation. Ms. Betteridge moved to open the Public Participation portion of the Open Session, seconded by Ms. Morman and the motion was unanimously adopted.

Mr. Rhodes asked if there were any members of the public wishing to address the Board. Seeing that there was no one, Mr. Rhodes requested a motion to close the Public Participation portion of the Open Session. Freeholder Rodriguez moved to close the Public Portion of the Open Session. Ms. Betteridge 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 ..... Nicolasa Medina, Deputy Director**

Ms. Medina 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, Ms. Medina stated that she or her staff would be happy to answer.

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

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

**Resolution 206-2019 – Authorizing an Agreement with GRM Information Management Services, Inc. For Off-Site Records Storage under the Cooperative Pricing System ..... Edward Hill, Esquire**

By resolution adopted on June 10, 1998, the CCBSS entered into a Cooperative Pricing Agreement for the purchase of work, materials and supplies with the County of Camden serving as the Lead Agency. The County of Camden, by resolution adopted January 18, 2018, has approved and awarded to GRM Information Management Systems, Inc. a one year contract to provide off-site records storage for the County of Camden and the Board of Social Services, providing for second and third term renewal options to be exercised at the sole discretion of the County of Camden.

Mr. Rhodes requested a motion to approve Resolution 206-2019.

Freeholder Rodriguez moved to approve. Ms. Morman seconded the motion and there being no other discussion on the motion a vote was take and the Resolution was unanimously adopted.

**OPEN SESSION**

**Resolution 207-2019 – Authorizing a Petty Cash Fund..... Edward Hill, Esquire**

Pursuant to Resolution 224-2018 by the Camden County Board Social Services, the Fiscal Officer is hereby authorized to be custodian of \$200.00 for the purpose of petty cash expenditures for the Fiscal Department from January 1, 2019 to December 2019.

Mr. Rhodes requested a motion to adopt Resolution 207-2019.

Freeholder Rodriguez moved to adopt. Ms. Morman seconded the motion and there being no other discussion on the motion a vote was take and the Resolution was unanimously adopted.

**Resolution 208-2019 – Authorizing an Award of Contract (State Contract M0003/89850), for the Purchase of Licensing and Servicing to Migrate the Board Current “On Premise” Instance of KRONOS Time Keeping Software to a SaaS (Software as a Service) Model to be Hosted in the KRONOS Data Centers and upgrade to the latest version of the Time Keeper Software..... Edward Hill, Esquire**

The Camden County Board of Social Services is desirous to authorize an award of contract to Dell Marketing LP for the Board of Social Services to migrate the Time and Attendance Date currently housed on the premises on an out dated and end of life server to a hosted environment maintained by KRONOS and to upgrade the current software version from 6.3 to 8.3 allowing the Board to utilize the latest enhancements to the KRONOS software for a period of 36 months commencing on or about June 1, 2019 through May 31, under State Contract M0003, at a cost not to exceed One Hundred Sixty-Six Thousand Four Hundred Seventy Three Dollars and Eleven cents (\$166,473.11).

Mr. Rhodes requested a motion to approve Resolution 208-2019.

Freeholder Rodriguez moved to adopt. Ms. Betteridge seconded the motion and there being no other discussion on the motion a vote was take and the Resolution was unanimously adopted.

**OPEN SESSION**

Ms. Medina provided updates to the Board from the Division of Family Development (DFD) and Division of Medical and Health Services (DMAHS) that was attended by Director Hentisz earlier in the month.

Ms. Medina stated there is a new bill for Emergency Assistance (EA) that took effect on December 20, 2018 and will end on February 20, 2024. This expansion program for EA, benefits certain groups as stated in the instructions released on February 1<sup>st</sup> from DFD. The EA program rules and regulations have not changed. Ms. Medina went on to say, the Agency is required to do a monthly reporting of the expansion cases. Any determinations of denial for time limit exhaustion after December 20, 2018, will be need to be re-evaluated. Also, a 30-day notice for terminating any emergency assistance is required.

Ms. Medina reported that the Department of Community Affairs (DCA) has implemented a Housing Choice Section 8 program for anyone eligible in New Jersey. Pre-applications were accepted online earlier this month for the lottery of placement on the waiting list. Camden County will select 940 eligible applicants. These applicants can learn if they were selected for the waiting list by going to the website before or on February 22, 2019.

Earlier in the month, Marcal Paper Mill experienced a fire in Passaic County. Employees from Marcal Paper Mill are eligible to apply for welfare benefits and a self-attestation from a case worker is acceptable.

Ms. Medina reported that DFD released an instruction on January 30, 2019 regarding New Jersey Snap Student Eligibility. The State has determined that Career and Technical Education programs under the Perkins Act of 2006 are equivalent to SNAP Employment and Training programs. The State will be providing a list of contact persons at local colleges to assist eligible clients in completing the necessary paperwork. Ms. Medina went on to report, there is no longer a minimum wage requirement for student working twenty hours a week to make them eligible for SNAP.

The Agency's Medical Department is being overseen by a new administrator. The new administrator is very excited for her new role. Ms. Medina and Ms. Hentisz are looking forward to the great ideas and forthcoming changes to improve the medical department. Also, Ms. Hentisz and the new administrator will be visiting Bergen County next month to look at their processes and procedures for processing medical cases.

The annual Child Support Conference will be held in Atlantic City on Thursday, February 28<sup>th</sup> and Friday, March 1<sup>st</sup>. Most of the Child Support Department staff will be in attendance.

Ms. Medina reported that the Homelessness and Prisoner Re-entry initiatives are continuing to be beneficial as Ms. Hentisz meets monthly with the County. The annual homeless Point-in-Time count was to be completed on January 23<sup>rd</sup>. The homeless count is mandated by the federal government. Many volunteers from the county and the Agency counted the homeless population in Camden County.

The County's prisoner re-entry specialist, located in the jail, is continuing to assist in getting applications started or appointments scheduled for the soon to be released individuals. A streamlined process has begun for released individuals to apply for welfare benefits the same day of their release.

Lastly, Ms. Medina went on to provide updates to the Board regarding the federal government shutdown and its effect on the Agency. SNAP benefits for the month of March only, will be issued to all SNAP clients on March 1<sup>st</sup>. There will be no staggered issuances. Temporary Assistance for Needy Families (TANF) recipients and General Assistance (GA) recipients will receive their March benefits on their regularly scheduled date. Flyers with this information, were posted within the Agency.

**OPEN SESSION**

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

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

**FISCAL Report ..... Paulette Konopka, Fiscal Officer**

Ms. Konopka stated that each Board member had received copies of Fiscal Report in their packet for January 2019.

Ms. Konopka stated that if anyone had any questions she would be happy to address them.

Mr. Rhodes requested a motion to accept the Fiscal Report for January 2019 as presented in the packet.

Ms. Betteridge moved to accept. Ms. Morman seconded the motion and there being no discussion on the motion, a vote was taken and the Report was unanimously accepted.

**OPEN SESSION**

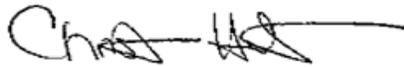
**OLD BUSINESS**

There was none.

**NEW BUSINESS**

There was none.

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



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Clerk