

August 17, 2016

The regular meeting of the Camden County Board of Social Services was held on Wednesday, August 17, 2016 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 (via teleconference): Gwen DeVera; Ginny Betteridge

Also present were: Shawn Sheekey, Director; Christine Hentisz, Deputy Director; Martin F. McKernan Jr., Esquire, Board Counsel; Sharon Faber, Esquire; Paulette Konopka, Fiscal Officer; Sharon Hall, Sr. Management Assistant

Public Attendance: George Jackson, President, CWA-Local 1084; Gerald Baker, Vice President, CWA-Local 1084; Michelle Acevedo, Legislative Chair, CWA-Local 1084; Lakeisha Fluellen; Darnell Hardee, Audrey Watkins-Kizee

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

Mr. Rhodes requested a motion to approve.

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

**OPEN SESSION
Public Participation**

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. DeVera.

Ms. Lakeisha Fluellen asked to address the Board. She then read her original letter of request for an educational leave to the members of the Board. After completion of the reading, Mr. Rhodes informed Ms. Fluellen that the Board is aware of her request and that the matter would be addressed during the Closed Executive Session of the meeting as matters of a personnel nature are not discussed in an open public meeting. Mr. Rhodes stated that Ms. Fluellen would be notified of the Board's decision. Ms. Fluellen and Mr. Rhodes extended their thanks to each other.

Mr. Rhodes asked if there were any additional members of the public wishing to address the Board. Seeing as there was no one additional, Mr. Rhodes requested a motion to close the Public Participation portion of the Open Session. Ms. Betteridge moved to close the Public Portion of the Open Session of the meeting. 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 happy to comment on them.

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

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

**Resolution 121-2016 – Authorizing an Award of Contract (State Contract #89967)
By and Between the Camden County Board of Social Services and
DELL for the Purchase of 250 DELL 22 Inch Monitors..... Sharon Faber, Esquire**

Ms. Faber presented Resolution 121-2016 which permits the BOSS to purchase certain materials, supplies or equipment under contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury without advertising for bids. The BOSS desires to enter into a contract with DELL for the purchase of 250 DELL 22 inch monitors, under State Contract #89967, for a total cost not to exceed \$44,847.50. The proper officers of the BOSS are authorized and instructed to sign and execute any necessary documentation when such materials and/or services have been delivered and accepted by the BOSS.

**OPEN SESSION
Public Participation**

Mr. Sheekey informed that the State had supplied the first round of second computer monitors for some staff to use, and it has been found that having two monitors has made the job much easier in terms of negotiating between State systems and in house systems such as CRM, Office 365, email and Kronos. Therefore, supplying all staff with a second monitor would be extremely beneficial.

Mr. Rhodes requested a motion to accept Resolution 121-2016.

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 122-2016 – Authorizing Award of Contract (Third Year Option) with Secured Document Destruction, LLC for Shredding Services Under the Cooperative Pricing Agreement..... Sharon Faber, Esquire

Under the Cooperative Pricing Agreement adopted by resolution on June 10, 1998 with the County of Camden serving as the Lead Agency for the purchasing of work, materials and supplies. The County of Camden by Resolution adopted June 16, 2016 exercised a third year option of Bid A-37/2014 for records shredding services for various Camden County Department and Camden County Cooperative members with Secured Document Destruction, LLC. The BOSS is desirous of obtaining the benefits of said contract awarded by the County of Camden. The BOSS authorizes and awards a contract to Secured Document Destruction, on an as needed basis, for a sum not to exceed \$17,472.00 for a term commencing on or about July 1, 2016 through June 30, 2017.

Mr. Rhodes requested a motion to approve Resolution 122-2016.

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.

DIRECTOR’S REPORT..... Shawn Sheekey, Director

Mr. Sheekey stated that there was no DFD meeting for the month of August. Mr. Sheekey stated that next month the County Welfare Directors will be holding their annual retreat where typically the Commissioner, DFD Director Natasha Johnson, and Megan Davey, the head of DMAHS, are invited. A representative from the Civil Service Commission is also invited to attend the afternoon session. Mr. Sheekey stated the directors are trying to work up an agenda for the meeting which would include discussions regarding the future with the Department’s plans for technology now that CASS is not in place, changing the narrative on Emergency Assistance as the Department and the Division have really been taking a hit in the newspapers because of how welfare agencies are “kicking people out of housing” when really there are time limits and CWA’s are temporarily housing people, it is emergency housing assistance and not lifetime housing assistance, and other policy topics discussed at a higher level. It is always a productive meeting.

**OPEN SESSION
Public Participation**

Mr. Sheekey provided an update regarding the agency's move to a generic workforce and the one continuing problem with the transition is the case bank and the mail that has been and continues to pile up in the agency. Ms. Hentisz met with each of the individual supervisors and they went worker by worker to figure out what every clerk in the case bank does because there appears to be a problem that some eligibility workers are doing clerical work and some clerks need to increase their work load. There seems to be an overlap of a number of functions in the department. There is much room for streamlining and improvement of the case bank processes. Also, the agency really needs to start ramping up the dimming of case files and information.

Mr. Sheekey stated that the partner's meeting he discussed at last month's meeting has been tentative scheduled for October 22nd. Mr. Sheekey stated that bringing all the agencies that touch our agency in some way in order to talk about the changes that have taken place at the Board provides a lot of good feedback and helps to identify problems the partner agencies and the community may be experiencing with the agency. These meetings also open communication on what can be done here to make people's interaction with the Board easier. That is the goal of these meetings.

Mr. Sheekey provided an update regarding the FNS collaborative stating that travel team headed by Ms. Hentisz has received dates during the month of February for the away trip to California. The team trip to North Carolina will be in September. Updates regarding this initiative will be provided.

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

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

FISCAL REPORT..... Paulette Konopka, Fiscal Officer

Mr. Rhodes introduced the agency's new Fiscal Officer, Ms. Paulette Konopka. Ms. Konopka stated she would like the opportunity to thank the Board for the opportunity to serve as their Fiscal Officer and she looks forward to serving with them and facing challenges together.

Ms. Konopka stated that each Board member has received copies of Fiscal Reports in their packet for the month of July 2016. Ms. Konopka stated that there were some increases in revenue which has increased the agency's fund balance which is a good thing. If anyone had any questions she would be happy to have them addressed.

Mr. Rhodes requested a motion to accept the Fiscal Report for July 2016 as presented in the packet.

Ms. Betteridge moved to approve. Ms. DeVera 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

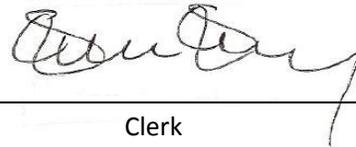
OLD BUSINESS PUBLIC SESSION

There was none.

NEW BUSINESS PUBLIC SESSION

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. DeVera seconded the motion, and there being no discussion on the motion a vote was taken and the motion was unanimously adopted.



A handwritten signature in cursive script, appearing to read "Christina", is written above a horizontal line. The signature is centered above the line.

Clerk