

April 20, 2016

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

Susan Michielli, Vice Chair; Dr. Leonard Krivy, PhD, Secretary/Treasurer (via teleconference); Ginny Betteridge

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

Public Attendance: Darnell Hardee

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.

### **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	Present
Dr. Leonard Krivy, PhD.	Present
Ms. Gundelina DeVera	Absent
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. Betteridge moved to elect the current slate of officers and Ms. Michielli seconded the motion.

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Public Participation**

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	Yes
Dr. Leonard Krivy, PhD.	Yes
Ms. Gundelina DeVera	Absent
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. Michielli 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. Michielli.

Mr. Rhodes asked if there were any members of the public wishing to address the Board. Seeing as there was none, Mr. Rhodes requested a motion to close the Public Participation portion of the Open Session. Dr. Krivy moved to close the Public Portion of the Open Session of the meeting. 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 ..... 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 approved. Ms. Michielli seconded the motion and there being no discussion on the motion, a vote was take and the motion was unanimously adopted.

**Resolution 113-2016 – Authorizing the Adoption of a Pool of Architects and Engineers Established Pursuant to Camden County’s Publicly Advertised Request for Proposals, for the Provisions of Professional Services for Various Camden County Board of Social Services Projects..... Sharon Faber, Esquire**

By Resolution adopted March 17, 2016, the Camden County Board of Chosen Freeholders approved various architectural and engineering firms for utilization in various projects, in accordance with Camden County’s Request for Proposals policy, and pursuant to a publicly advertised Request for Proposals for such services. Camden County is desirous that the BOSS adopt said pool of architects and engineers and has authorized the BOSS to enter into agreements with said architectural and engineering firms as needed and in accordance with applicable law. The BOSS approves the list of said firms to be utilized for various projects and authorizes the entering into a contract with said firms pursuant to the terms and conditions of the RFP and in accordance with applicable law.

Mr. Rhodes requested a motion to approve Resolution 113-2016.

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.

**Resolution 114-2016 – Authorizing Budget for the Year 2016**

Ms. Pagano explained that the Resolution identifies the numbers for Assistance, Administration, and total budget. The total budget according to the Resolution and the official budget are slightly below \$90 million dollars, which is close to the total budget for last year; however, the components have changed a bit. The Assistance budget is decreased by more than \$3 million

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dollars and operating expenses have increased by roughly that amount. This is mostly due to the settlement of the bargaining contracts this year where signing bonuses, retroactive pay raises for 2015 and pay increases for 2016 have been paid out. Ms. Pagano stated that health benefits costs have also gone up by approximately \$1.5 million dollars this year. However, there is still a savings of close to \$1 million dollars over what costs would have been if the agency retained health benefits coverage through State Health Benefits. Ms. Betteridge questioned if the agency will be able to meet its financial obligations. Ms. Pagano stated, 'yes' and that there are additional revenue sources available which will assist the agency in meeting its financial obligations. Mr. Rhodes stated that funding for the Board of Social Services is remaining stable. Mr. Rhodes mentioned that the County budget is scheduled for approval in May.

Mr. Rhodes requested a motion to approve Resolution 114-2016.

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

**Resolution 115-2016 – Authorizing the Camden County Board of Social Service to Recognize May 1<sup>st</sup> – May 7<sup>th</sup>, 2016 as Public Service Recognition Week in Honor of the Millions of Public Employees at the Federal, State, County and Municipal Levels  
..... Sharon Faber, Esquire**

Resolution 115-2016 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 1 – May 7, 2016 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 115-2016.

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

**Resolution 116-2016 – Resolution Adopting Meeting Schedule and Designating Newspapers to Receive Notices for the Camden County Board of Social Services  
..... Martin F. McKernan, Jr., Esquire**

Mr. McKernan stated that the Open Public Meetings Act states that the Board is required to adopt its annual meeting schedule and designate newspapers to receive notices for the Board of Social Services scheduled Board meetings.

Ms. Michielli moved to adopt Resolution 116-2016 Adopting the Meeting Schedule and Designating Newspapers to Receive Notices for the Camden County Board of Social Services as presented. Ms. Betteridge 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 no meeting was held in April with the Division of Family Development. Mr. Sheekey stated he had two issues that he wanted to bring to the Board’s attention. Mr. Sheekey stated that the agency has made great strides with the development of the case bank, the

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development of an agency wide tracking system, and with the transition to a generic workforce. The first issue is the Call Center. Unfortunately, resources have needed to be taken out of the Call Center to fill the Navigator Desk when it is short. This again has caused the inability of the public to get through to the agency. This has been a long term problem. Mr. Sheekey stated that a new employee will be starting in the IT Department next week and this person has an extensive background in telephone call center related matters. A meeting is scheduled next week to begin addressing this long term problem. Mr. Sheekey stated that the agency will also begin working on Phase 2 of CRM and to focus on how the system can be used to expand Call Center functions to include automation of information access for clients. The second big project will be to begin reducing the multiple file rooms developed when the agency had separate departments to one large encompassing file room to coincide with the records needs with the transition to a generic workforce. There is too much time being spent searching for lost folders and lost paper work that clients have provided, sometimes, numerous times. Mr. Sheekey stated that the agency is not taking on any new projects or new initiatives until these core, fundamental issues that are hindering the agency are resolved. These issues must be addressed and cannot wait two years until the agency is moved to a new building as the agency will continue to be crippled with these inefficiencies. Mr. Sheekey stated that developing a main file room will be a lot of work as old files will need to be purged, large files will need to be reduced down in size, space for the file room will need to be developed, and some staff will need to be rearranged and/or relocated.

Dr. Krivy questioned the move from a paper driven system to an electronic data system which was discussed at a meeting some time ago. Mr. Sheekey stated that the State provided the technology called DIMS for counties to start that conversion at least initially by scanning new cases coming in. Mr. Sheekey stated that the agency is scanning new cases coming in but it is not doing all departments that are required. He believes this is primarily a staffing issue. One of the things he wants to discuss with the building move is the ability to convert a great deal of the agency's files. Mr. Sheekey stated that in conversations with Ms. Hentisz, it would be necessary to change processes and to go to front end scanning process where when a client walks in with their documents, their documents would be scanned right up front. This would require State approval and a plan that would include instructions, destruction timetables, and other requirements. Mr. Sheekey stated that he feels discussions on this process needs to be accelerated in light of the impending building move as the County wants to be very frugal due to the cost per square footage for the Complex and they don't want to spend hundreds of thousands of dollars on square footage that would just be used to accommodate files, particularly if they can be converted to digital. This would also be a great benefit to the agency as once files become digital they are scanned in and won't be lost. This process has been started but it has been very slow and it may take a vendor to digitize the thousands of files the agency has in the building as well as those that are being stored off site.

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

Ms. Michielli 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.

**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 for the three month period ended March 31, 2016, disbursements exceeded the pro-rated budget. The agency expended \$4.3 million dollars more then what was received. However, this is due to the \$4.4 million dollar pension payment that is due at the end of March. The agency will slowly but surely recover as the year progresses.

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

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

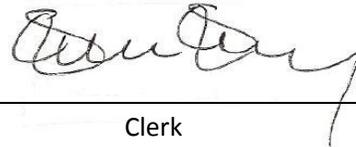
**OLD BUSINESS PUBLIC SESSION**

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. Michielli 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 black ink, appearing to read "Christina", is written above a horizontal line.

Clerk

**Not for Public Reading**  
**EXECUTIVE SESSION**

**PERSONNEL REPORT ..... Susan Michielli, Vice Chair**

Ms. Michielli motioned to approve the Personnel Report for the month of March 2016 as presented in the packet. Ms. Betteridge seconded the motion and there being no discussion on the motion, a vote was taken and the motion was unanimously adopted.

**LEGAL REPORT ..... Sharon Faber, Esquire**

Ms. Faber presented the files for the month of March 2016 with total receipts of \$18,189.62. The year to date total is \$51,028.79. Ms. Faber stated that collections are lighter than she would like them to be. Ms. Faber stated she would be happy to answer any questions and informed that there will be additional information provided on the report next month.

Mr. Rhodes requested a motion to accept the Legal Report for the month of March 2016 as presented.

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

**OLD BUSINESS EXECUTIVE SESSION**

Mr. Sheekey stated he would like to request approval from the Board to proceed with renewal of the Sick Leave Incentive plan for 2016.

There was a short discussion regarding the continuance of the Sick Leave Incentive plan. The plan provides for four additional vacation days, with a zero cash value, to be made available for usage to eligible employees who have used no sick time during 2016 according to agency policy and plan requirements. The four vacation days would be added to eligible employees' time in January 2017 on a "use it or lose it basis".

The consensus of the Board was given to continue the Sick Leave Incentive plan for 2016 with no changes in the plan from the prior year.

**NEW BUSINESS EXECUTIVE SESSION**

The Board members and meeting attendees were provided with a digital presentation regarding the new building plans at Mt. Ephraim Avenue.

**ADJOURNMENT...**There being no further business, Mr. Rhodes requested a motion to adjourn the meeting. Dr. Krivy moved approval to adjourn the meeting. The motion was seconded by Ms. Michielli and carried.