

February 19, 2014

The regular meeting of the Camden County Board of Social Services was held on Wednesday, February 19, 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; Ed Hill, Esquire; MaryEllen Sittner, Personnel Officer; Mary Ann Pagano, Fiscal Officer; Greg Smith, Sr. Management Assistant; Joan Quinton, Confidential Aide to Freeholder Carmen G. Rodriguez; Sharon Hall, Administrative Clerk

Public Attendance: Marguerite Neil

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.
- To move 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.

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 the Public Participation portion of the Open Session, seconded by Ms. DeVera.

Ms. Marguerite Neil addressed the Board regarding problems she experienced with the processing of her case and concerns with the level of customer service she received at the BOSS. There were no other members of the public wishing to address the Board. The Board discussed the concerns voiced by Ms. Neil and measures being taken by the agency for improvement.

Mr. Rhodes requested a motion to close the Public Participation portion of the Open Session. Ms. Betteridge motioned to close the Public Portion. Dr. Krivy 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 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 202-2014 – Adopting 2014 Requests for Proposal Policy and Template ..... Ed Hill, Esquire**

The County of Camden adopted its 2014 Requests For Proposal policy and template by a Resolution passed on January 4, 2014 which desires its member entities, including the BOSS, to adopt and confirm adoption of said policy and template.

Mr. Rhodes requested a motion to approve Resolution 202-2014.

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

**Resolution 203-2014 – Authorizing an Award of Contract for Office Supplies to Office Basics, Inc. Under the Cooperative Pricing Agreement ..... Ed Hill, 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 dated January 16, 2014 authorized agreement with Office Basics, Inc. for the purchase of office supplies for a term of two (2) years commencing on or about February 1, 2014 through January 31, 2016, with an additional two one year options to be exercised at the sole discretion of the County.

The BOSS, pursuant to the Cooperative Pricing Agreement, desires the benefits of the contract awarded by the County of Camden and awards a contract for the purchase of office supplies through Office Basics, Inc. as stated in the above contract. This Resolution shall take effect upon final passage and publication according to law.

Mr. Rhodes requested a motion to approve Resolution 203-2014.

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.

**OPEN SESSION**  
**Public Participation**

**DIRECTOR'S REPORT..... Shawn Sheekey, Director**

Mr. Sheekey stated that at the monthly DFD meeting Camden County was selected as the one county to pilot a new MED-1 form. The MED-1 form is used for deferral from attending the required job activity under the WFNJ program. There have been on-going problems with physicians improperly filling out the form and possibly incorrectly deferring customers from the WFNJ activity requirement. There is a conference call scheduled in early March to discuss the pilot and which will likely result in the presentation and utilization of a new MED-1.

Mr. Sheekey stated that another issue discussed at the DFD meeting was the ACA applications. One hundred and seventeen thousand NJ applications have come through the federally facilitated Market Place. Thirty-four thousand of those applications were sent to NJ. The agency has only received 2,400 from the state to start to process. An additional 28,000 are planned to be transferred. The problem is that the Healthcare.gov applications are queuing up but are not getting to the agency to process. There are thousands of people who think they are covered and yet very few case applications have been processed at this point due to problems with the transfer of data. Ms. Hentisz, because of her Medicaid background, has some good ideas regarding dealing with the high ACA caseload volume that will eventually be forwarded to the agency.

Mr. Sheekey stated that the directors were informed at the CWDA meeting that CASS has again been delayed. The State Attorney General is now involved with the vendor Hewlett-Packard because the quality assurance vendor has looked at the implementation of the CASS program and the program has failed to meet most major milestones. There is a possible lawsuit pending and the tentative schedule now shows a rollout in early 2015. This harms the agency even further in terms of efficiently processing cases until all the numerous systems being used can be collapsed under the one CASS system. Mr. Sheekey stated that he does want to get something out to the staff regarding the problems with the continued delay of CASS.

Mr. Sheekey stated that DIMS scanning of cases has been going well and state DIMS representatives will be doing their final walk-through tomorrow for the agency's certification from the Division of Records Management.

Mr. Sheekey stated that Ms. Hentisz has officially assumed her full position as Deputy Director yesterday. Ms. Patty Thomas, Training Supervisor, has transitioned to the Intake to monitor that department until the currently vacant Assistant Administrative Supervisor can be filled. Mr. Sheekey and Ms. Hentisz are now discussing major initiatives such as moving to a generic worker, what her responsibilities will be and how to proceed with implementing other agency initiatives.

Ms. Hentisz stated that she believes the agency did well with improving the Food Stamp timeliness for December. The federal auditors will visit the agency the week of March 10<sup>th</sup> and will perform their audit for a day and a half. They will provide a list of 46 cases of which 23 will be reviewed. This will allow for the selection and preparation of appropriate cases to be review. Ms. Hentisz stated that Case Banking is working and that January cases are being processed timely. Overdue backlogged cases are being processed through the use of approved overtime.

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.

**OPEN SESSION**  
**Public Participation**

**FISCAL REPORT ..... Mary Ann Pagano, Fiscal Officer**

Ms. Pagano stated that each Board member has received in his or her packet copies of the Fiscal Reports. Ms. Pagano mentioned that the expenditures are in line with the pro-rated budget. If there were any questions, she commented that he would be happy to address them.

Ms. Pagano stated that the agency has not received funding from the County for the month of January, which is normal, as the County system is in transition and they don't process invoices. This has resulted in the reporting of expenditures exceeding receipts by a million and a half dollars. Receipts will generally catch up with expenditures sometime in February or March 2014.

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

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.

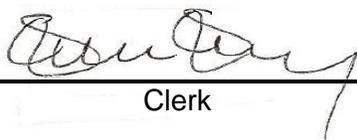
**OLD BUSINESS PUBLIC SESSION**

There was none.

**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. 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.

  
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Clerk