

February 20, 2013

The regular meeting of the Camden County Board of Social Services was held on Wednesday, February 20, 2013 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; Martin F. McKernan Jr., Esquire, Board Counsel; Sharon Faber, 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: 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 place 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.

There were no members of the public wishing to address the Board. 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. Dr. Krivy seconded the motion and there being no discussion on the motion, a vote was taken and the motion was unanimously adopted.

**Resolution 201-2013 – Authorizing to Renew a Contract with the
New Jersey State Department of Human Services, Division of Family
Development..... Sharon Faber, Esquire**

Mr. Rhodes requested a motion to approve Resolution 201-2013 authorizing the renewal of a contract, formerly with the New Jersey State Department of Children and Family Services, Division of Youth and Family Services, and now with the Department of Human Services, Division of Family Development for the period of January 1, 2013 through December 31, 2013 (Contract Renewal Number HA13010) to obtain Social Service Block Grant Funds for the Camden County Board of Social Services.

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.

**Resolution 226-2013 – Authorizing an Award Contract for Office
Supplies 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 dated January 17, 2013 authorized the County of Camden, and the other Cooperative Purchasing Members, to exercise the second year option submitted by Office Basics for the term commencing on or about February 1, 2013 and terminating January 31, 2014.

The BOSS as a participating agency in the Cooperative desires the benefits of the contract awarded by the County of Camden and awards a contract for the purchase of office supplies for the term commencing on or about February 1, 2013 and terminating January 13, 2014. This Resolution shall take effect upon final passage and publication according to law.

Mr. Rhodes requested a motion to approve Resolution 226-2013.

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.

OPEN SESSION
Public Participation

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

Mr. Sheekey provided the Board members with an update from the last Division of Family Development meeting. He reported that there was discussion regarding the challenges that the state will face with the implementation of the Affordable Care Act. The state does not have many answers right now but they are working daily on implementation issues. There are many components involved with meeting the deadline. Some points are that the Governor will need to decide whether or not to set up a state health insurance exchange. There will be a new income calculation called MAGI (Modified Adjusted Gross Income). Mr. Sheekey will continue to update the Board and the potential impact to the agency.

Mr. Sheekey stated that there is concern that DIMS will not meet the need anticipated. The State Division of Records Management is stating that there is still a lengthy retention schedule on documents that will be scanned. After spending much time and money on the system, the documents will be imaged but then the agencies will still be required to retain them. The system will also significantly change the CWA's business process months before CASS is rolled out. Unless there is a delay in the rollout of DIMS the agency will be seeing three major process changes: DIMS, CASS and Case Banking. There is concern that this will be too much change in a short amount of time.

Mr. Sheekey stated that the agency is conducting standing Case Banking meetings every Thursday and is targeting a mid-April rollout of Case Banking in the Intake, Active Case Units (ACU) and Food Stamp Departments. Case Banking will turn workers into screeners and processors. It will better serve the customers because they will not have an assigned case worker. They will see someone and apply for benefits. If the case can be finished that day, it will be finished. If the case cannot be completed it will be "banked" and when the required documentation is received from the client within the 28 day period, the information will be matched up with their case and will be handed off for someone to process. It will be a smooth process of movement of cases and will greatly reduce customer traffic. One of the big challenges being faced is that the agency has a large quantity of back logged cases that needs dealt with before implementing Case Banking. Mr. Sheekey stated that the agency is tentatively looking a three consecutive Saturdays in March for three hours each day for approximately 60 workers to come in and eliminate much of the backlog. With the Case Banking process workers will no longer have the ability to "hide" any backlog of cases. Mr. Sheekey stated that he has been in contact with the bargaining units in order to address the front line workers in order to provide an explanation as to why the agency is moving to Case Banking and to obtain their buy in to reduce the amount of resistance that was found in some of the other counties that have moved to the Case Banking process. Mr. Sheekey mentioned that some staff members may take a trip to Union County as that county has a similar scale to Camden County and they are finding great success in Case Banking.

Mr. Sheekey stated that renovations will begin in the lobby and that the agency will soon be implementing new security processes. All of the public areas are in the process of being painted.

Mr. Sheekey directed the Board members attention to a synopsis provided on the table regarding the agency's Holiday Committee fund raising efforts which provided over 235 children and senior citizens in the Camden County community with holiday assistance in the form of gift cards.

Mr. Sheekey mentioned the following upcoming community events:

- *Community Outreach Day Job Fair*
Thursday, March 21, 2013
Camden County College, Connector Building
9:00 am – 1:00 pm
For more information contact: hireAbility @ 856-374-4921

**OPEN SESSION
Public Participation**

- *Pathway to Quality: An Early Care and Education Spring Conference*
Saturday, March 23, 2013
Camden County College, Connector Building
7:45 am – 3:00 pm
For more information contact: Sister Donna, Department of Children’s Services
- *Citizenship Rutgers: Free Naturalization Application Assistance Drive*
Saturday, March 30th
Rutgers Campus Center, Camden
For more information, contact: CR@eagleton.rutgers.edu. Volunteers needed! Register online at epid.rutgers.edu or call 848-228-3361
- Citizenship Rutgers provides Legal Permanent Residents (LPRs) access to free individual consultations with experienced immigration attorneys; knowledgeable, language appropriate application assistance; passport-sized photos; document certification; citizenship test questions; and ESL referrals.
- *Freeholder Carmen Rodriguez - “Parenting Conference”*
April 13, 2012
Pennsauken High School
Save-the-date

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.

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

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.

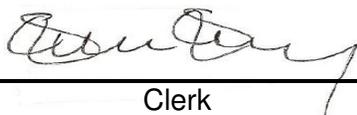
OLD BUSINESS PUBLIC SESSION

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. Dr. Krivy 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.



Clerk