

January 15, 2014

The regular meeting of the Camden County Board of Social Services was held on Wednesday, January 15, 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:

Susan Michielli, Vice Chair; 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: 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 December Board Meeting.
- The listed expenditures from both Clearing and Administration Accounts.
- The payment of salaries and traveling expenses for January.
- Requisition from the County Treasurer for administration expenses for February.
- To move funds, to be requisitioned from the State and County Treasurers less monies on hand for assistance payments for the month of February.

Mr. Rhodes requested a motion to approve.

Ginny 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.

**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. 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. Michielli 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.

DIRECTOR’S REPORT Shawn Sheekey, Director

Mr. Sheekey stated that the monthly DFD and CWA meetings were not held in January due to the weather conditions. The CWDA meeting has been rescheduled for January 24th.

Mr. Sheekey provided update on the ongoing projects. The agency started the DIMS scanning process last month. A number of Intake cases have been successfully scanned. There have been meetings conducted with state DIMS representatives and the process will continue through January. As of February the Division of Archives and Records Management (DARM) will come in to officially certify the agency which will then enable the agency to fully scan and begin to destroy documents thereby eliminating large amounts of paper product. This process has added some time to some of the processing cases because there are additional duties placed on some of the specialists as they need to separate the case work and prepare it for scanning.

Mr. Sheekey stated that Ms. Hentisz continues to monitor the agency’s 23 cases targeted for the food stamp timeliness project. The agency did miss the 30 day target for some of the December 2nd applicants due to a reduced workforce on January 3rd due to snow. The agency now has until the end of January to process all December cases timely. The agency’s timeliness will ultimately come down to the randomness of the 23 cases chosen to be reviewed. How well the agency does with the random cases chosen will determine the timeliness rate which is supposed to be at 80%.

Mr. Sheekey stated that the agency has worked hard to develop the case banking process. The next step is the movement to a generic workforce. This entails breaking down the separation of an Active Case Unit that deals with TANF customers, a Food Stamp Department, an Intake Department and major pieces of the Medicaid Department and merging them into one unit. The first floor would be comprised of the Navigator Desk and customer applicant interviews. Customers will no longer be separated by what they need to do. They will see an interviewer who will take the initial intake application for the various programs, a recertification for food stamps or a redetermination for TANF/GA benefits. This will enable the agency to become more streamlined with the ability to move staff as needed based on client volumes to interview or process cases. Mr. Sheekey stated that he anticipates moving Ms. Hentisz from managing the Intake Department to her position as Deputy Director in February. Mr. Sheekey will then

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work closely with Ms. Hentisz on a plan for this year with a timeline to move the agency to the generic worker. This move also will entail a huge training component as workers will need to be trained in programs that they are not currently working. This initiative will allow customers to have a more streamlined experience without having to visit multiple departments to have their case processed.

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

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.

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 at the end of 2013 the agency finished roughly three million dollars under budget which is less than 5%, which is substantial. The projection is generally 2.50% under budget. December funds were increased by \$700,000.00 as the result of a quarterly adjustment to the reimbursement that the state sends but the over/under is down by \$400,000.00, so the agency is spending more than it is receiving.

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

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.

OLD BUSINESS PUBLIC SESSION

There was none.

NEW BUSINESS PUBLIC SESSION

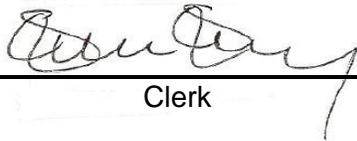
Ms. Betteridge introduced walk-on Resolution 201-2014 for Low Income Heating & Energy Assistance (LIHEAP) grant funding for consideration by the Board. The agency receives yearly notification from the Department of Community Affairs (DCA) of grant funding available. The agency normally receives grant notification for the Universal Service Fund and LIHEAP together but this did not occur. As a result, DCA requested that the agency expedite the required Resolution for \$26,755.00 in LIHEAP grant funding as soon as possible.

Mr. Rhodes requested a motion to accept Resolution 201-2014 as a walk-on to the agenda. 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.

Mr. Rhodes requested a motion to approve Resolution 201-2014. 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.

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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.



Clerk