

January 20, 2016

The regular meeting of the Camden County Board of Social Services was held on Wednesday, January 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; Gwen DeVera, Ginny Betteridge

Also present were: Shawn Sheekey, Director; Christine Hentisz, Deputy Director; Martin F. McKernan Jr., Esquire, Board Counsel; Sharon Faber, Esquire; Mary Ann Pagano, Fiscal Officer; Greg Smith, Sr. Management Assistant; Paul Montes, Chief of Security; 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; Gladis Zambrana, Chief Shop Steward, CWA-Local 1084; CWA members: Renita Singleton, Sherold Simmons, Darnell Hardee, Chanel Matthews, Tareema Redd, Mildred Munoz, Audrey Watkins-Kizee, Dali Rodriguez, Huong Quang, Thanh Vu, Smyrna Jiminez, Theresa Marcheski, Michelle Byrd

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.

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.

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Public Participation**

Mr. Rhodes requested a motion to open the meeting for public participation. Ms. Michielli moved to open the Public Participation portion of the Open Session, seconded by Ms. DeVera.

Mr. Jackson introduced Ms. Mildred Munoz of the Services Department to the members of the Board. Ms. Mildred Munoz described a public and personal safety incident she had experienced while interviewing with a disgruntled client yesterday. Ms. Munoz stated that the client became irate and she therefore removed herself from the cubicle. She had to work her way past the client to exit the cubicle as the client was stationed at the doorway of the cubicle. The client then vandalized the Interviewing cubicle by physically pushing the computer and other items situated on the desk off it. Ms. Munoz stated she felt her safety and well-being was placed in danger and that she was extremely frightened and upset as a result of the event. Ms. Munoz, as well as other CWA members in attendance at the meeting, voiced concern about how the matter was addressed by Public Safety and management. Ms. Munoz stated that she was not asked about her well-being after the event, nor was she informed by the Public Safety Officer as to how the incident was going to be reported or instructions on how to pursue filing a personal complaint against the client. Mr. Jackson stated that safety procedures need to be addressed regarding these cubicles as the client should be placed on the inside, not the outside, of the cubicle where the exit is located.

Mr. Sheekey stated that he was out of the office yesterday and was informed late in the afternoon about the incident. He stated that he met with Mr. Montes first thing this morning to discuss the incident. Mr. Montes then provided the Board and meeting attendees with a report of the events and actions regarding the matter. He stated that an incident report was generated, the client was detained and escorted out of the building, and the sergeant spoke to the employee. Mr. Rhodes and Mr. Sheekey assured everyone that the safety of the agency's employees is paramount which has been demonstrated by the installation and use of the x-ray machine, the magnetometers, the addition of police presence in the agency, and the limiting of access by the public throughout the building. Mr. Rhodes and Mr. Sheekey stated that incident will be reviewed and discussions will take place so that appropriate adjustments and measures can be taken to continue to improve the safety of both staff and visitors. Ms. Hentisz suggested that CRM could be set up with a notification for "problem clients" that would advise that the client would require Public Safety escort while conducting their business at the agency. Additionally, the agency needs to further look at processes when mental health clients are involved.

Mr. Sheekey stated that plans are in motion to move the agency to a new building. The new building will be designed to better accommodate the way the agency conducts business with the public and through being directly involved with the design phase, additional layers of security measures will be put in place.

Mr. Jackson stated that it has now been over two years of contract negotiations without a settlement and that he would really like to settle the matter. After some discussion, it was agreed that Mr. McKernan and Mr. Jackson would meet to discuss contracts after the Board meeting.

Mr. Jackson mentioned the continuing problems with mice in the building and the recent bed bug incident. Mr. Sheekey stated that the appropriate measures have been taken. The exterminator was called for both nuisances and the unit where the bed bug was reported has been relocated. Ms. Betteridge mentioned that plug in sonic wave units work wonderfully in deterring pests.

Mr. Jackson stated concern regarding an individual who has been interning at the agency for three years but had been told that the County has "a lock on hires" for clerical appointments at

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the agency. Mr. Sheekey stated that this is not correct. Anyone may submit an employment application and resume. These are reviewed and recommendations are made back and forth between the agency and County. Under the County Human Resources Initiative, our agency as well as all other County departments are operating the same way when it comes to hiring.

Mr. Rhodes stated that state law requires Board minutes to be sent to the Freeholder Board in a certain time frame. If the Freeholder Board feels that the BOSS Board has passed a Resolution that it should not have passed, the Freeholder Board may veto the action. The Camden County Board of Social Services is an agency of Camden County government, as is the CCMUA, the Camden County Library system is, as the Camden County College is, and all the other affiliated agencies. Mr. Rhodes stated that there should not be discussion on personnel matters in a public setting.

Mr. Jackson, Mr. Rhodes, and meeting attendees thanked one another for the discussion.

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. Dr. Krivy 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 approved. Ms. DeVera seconded the motion and there being no discussion on the motion, a vote was take and the motion was unanimously adopted.

Resolution 102-2016 – Shared Services Agreement with Camden County College for Security Sharon Faber, Esquire

The BOSS seeks to identify economies and efficiencies in the operations that will reduce the tax burden on County taxpayers and improve the effectiveness of its services for its clients.

The BOSS requires security personnel to maintain security at its principal place of business, 600 Market Street, Camden, New Jersey 08102, and does not have its own security personnel or same under contract. The College has the capability to extend to the BOSS the benefit of the College's personnel in security services by providing to the BOSS the same services.

Ms. Faber presented Resolution 102-2016 which provides for a Shared Services Agreement with the Camden County College for the provision of security services for the BOSS for a one year term commencing January 1, 2016 through December 31, 2016, with the option to renew said agreement for one year, upon mutual resolution and agreement.

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

Mr. Rhodes requested a motion to approve Resolution 102-2016.

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

Mr. Sheekey stated that there have been a number of waivers over the years regarding the handling of ABAWDs (Able Bodied Adults Without Dependents) which allowed these single adults to receive food stamps without any type of work activity. The latest waiver was not renewed by the federal government in December. This means that thirty two hundred identified Camden County ABAWDs will now need to be monitored by the agency and the One Stop. When these individuals come in, they will need to be sent over to the One Stop in order to be placed into a 20 hour work activity per week or they will lose their food stamps for a period of thirty six months. This is another big population the agency will have to handle.

Mr. Sheekey stated that Ms. Hentisz hosted a meeting yesterday with the One Stop in order to work through a process for these individuals. The agency is also working with the State in order to reduce the number of persons on the ABAWD list as some cases were not coded correctly. Those who are homeless, disabled, currently working, have children in the home, and are under 18 or over 50 years of age will also come off the list. The ABAWD population includes persons who are 18 to 50 years of age and do not have children in the home and are not working. Ms. Michielli asked about how people who are fighting drug addictions will be affected. Ms. Hentisz stated that if those persons could get their doctor to state that the person cannot work now due to treatment they are in they could probably be exempt for a disability. Mr. Sheekey stated that this project will start on February 1st. Five counties with lower numbers of ABAWDs started on January 1st.

Mr. Sheekey stated that he has not yet completed the State's 400 page KPMG report, which is actually a series of recommendations on how to proceed with what would be the replacement for the CASS system. It appears through recommendations that a modular approach will be taken.

Mr. Sheekey stated that the agency continues to conduct weekly generic transition meetings and continues to tweak processes. The agency is now eight months into the generic initiative. One main issue identified during the meetings is the volume of mail and how the Case Bank is planning to handle clearing out the backlog of mail. Some overtime will be done to achieve this. Mr. Smith is trying out a new greeter desk in the lobby that is working out very well. Mr. Sheekey stated that the client lines in the lobby have improved significantly since last September and October. Some days the lines are still heavy but at other times they are reduced.

Mr. Sheekey stated that the new Training Class of Human Services I workers will start on February 8th. Out of five clerical resumes, three showed up on Tuesday and began working in the Case Bank to reduce the mail backlog. Mr. Sheekey stated that as resumes and names are received from the County, interviews will be completed, feedback will be provided back to the County, and then the agency will get the approval to hire or not.

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.

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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 for the year ended 2015. Ms. Pagano stated that the agency finished the year at 7% percent under budget. Ms. Pagano asked if anyone had any specific questions, if so, she would be happy to address them.

Mr. Rhodes requested a motion to accept the Fiscal Report for December 2015 as presented in the packet.

Ms. Michielli 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.

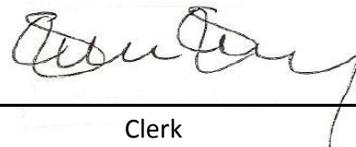
OLD BUSINESS PUBLIC SESSION

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



Clerk