

July 15, 2015

The regular meeting of the Camden County Board of Social Services was held on Wednesday, July 15, 2015 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 conference call), Gwen DeVera; 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; Greg Smith, Sr. Management Assistant; 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 June Board Meeting.
- The listed expenditures from both Clearing and Administration Accounts.
- The payment of salaries and traveling expenses for July.
- Requisition from the County Treasurer for administration expenses for August.
- To move funds, to be requisitioned from the State and County Treasurers less monies on hand for assistance payments for the month of August.

Mr. Rhodes requested a motion to approve.

Ms. Betteridge abstained on approval of the June Board Minutes. 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 adopted.

Mr. Rhodes requested a motion to approve items two through five. 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.

**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 of the Open Session. Ms. Betteridge moved to close the Public Portion. 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 217-2015 – Authorizing Award of Contract with Secured Document Destruction for Shredding Services 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 adopted June 18, 2015 exercised a second year option for records shredding services for various Camden County Department and Camden County Cooperative members with Secured Document Destruction. The BOSS is desirous of obtaining the benefits of said contract awarded by the County of Camden. The BOSS authorizes and awards a contract to Secured Document Destruction, on an as needed basis, for a sum not to exceed \$17,472 for a term commencing on or about July 1, 2015 through June 30, 2016. The 3<sup>rd</sup> year option of Bid A-37/2014 shall be utilized at the sole discretion of the County of Camden.

Mr. Rhodes requested a motion to approve Resolution 217-2015.

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.

**Resolution 218-2015 – Authorizing Shared Services Agreement By and Between the County of Camden and the Camden County Board of Social Services for the Provision of Information Technology Services by the County .....Sharon Faber, Esquire**

The BOSS and the County of Camden share the goal of identifying economies and efficiencies in the operations of County government that will reduce the tax burden on Camden County taxpayers and improve the effectiveness of services for County residents. The BOSS is in need of information technology services as well as supervision of BOSS personnel and management of

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its information technology needs that is consistent with the County's existing practices and procedures. Pursuant to the powers conferred by the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1), Resolution 218-2015 provides for the entering into an agreement with the County of Camden for information technology, network and telecommunications consulting and support services and authorizes the proper BOSS officials to execute all necessary documents to affect said Shared Services Agreement.

Mr. Rhodes requested a motion to approve Resolution 218-2015.

Ms. Michielli moved to approve. Dr. Krivy 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 the county directors have been struggling with agenda items for the monthly meeting with the Division of Family Development (DFD). It is an important monthly meeting the CWAs supervising agency. There was no meeting held in May and the June meeting held last Friday was full of good topics. One of the items that came out of last week's meeting was that DFD is trying to develop trending reports which would include what is happening with Emergency Assistance, what is happening across the board in terms of the programs the CWAs administer. An important item is that the CWAs have really been pushing the timeliness with SNAP benefit issuances and what typically happens is that the quality suffers. New Jersey now ranks 53<sup>rd</sup> in SNAP error rates. Mr. Sheekey stated that he and Ms. Hentisz had an excellent meeting an hour ago with the new Division of Family Development Director, Natasha Johnson. Technology challenges, timeliness, staffing issues, training among other items were discussed. Ms. Johnson asked Mr. Sheekey to discuss ways to address the SNAP negative error rate at the upcoming Friday meeting with the CWA directors as now DFD wants a CAP report on what is being done to address the negative error rate as well as the ongoing report on SNAP timeliness.

Mr. Sheekey stated that the agency focus on initiatives continues to be the transition to generic worker. The agency is in week seven of the transition and from a meeting held yesterday, there are some procedural issues that need to be addressed and ironed out. Ms. Hentisz is taking the initiative to conduct a series of meetings with front line staff to discuss what is working, what is not working, what still needs to be addressed and how does the agency tighten up processes and procedures. Mr. Sheekey stated that the transition was a lot of change and that there is a serious communication breakdown in some departments and that some staff are not clear on their roll. Weekly meetings will continue to be held to work out issues. There were approximately 150 physical staff moves resulting from the transition and there is still a lot to be worked out, which was expected with such a large scale agency wide transition initiative. There is a definite need for training especially for the income maintenance part of the generic worker transition which includes what were formerly the ACU/TANF, NPA/GA, Intake, and Family Care Medicaid units.

Ms. Hentisz presented the members of the Board with a visual presentation of the actual Customer Relationship Management (CRM) system which was very well received.

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.

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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. If there were any questions, she commented that he would be happy to address them.

Ms. Pagano stated that for the six month period ended June 30, 2015, receipts exceeded disbursements by \$2.7 million dollars. County appropriation receipts are now up to date.

Mr. Rhodes requested a motion to accept the Fiscal Report for June 2015 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.

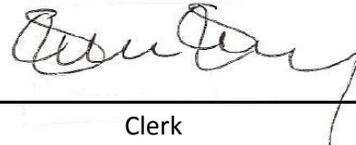
**OLD BUSINESS PUBLIC SESSION**

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. Ms. DeVera moved to discuss such matters in closed session. 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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Clerk