

June 18, 2014

The regular meeting of the Camden County Board of Social Services was held on Wednesday, June 18, 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; Martin F. McKernan Jr., Esquire, Board Counsel; Ed Hill, Esquire; MaryEllen Sittner, Personnel Officer; Mary Ann Pagano, Fiscal Officer; Greg Smith, Sr. Management Assistant; Marc O'Connor, Systems Analyst; Cheryl Wright, Assist. Administrative Supervisor, Services Department; Joan Quinton, Confidential Aide to Freeholder Carmen G. Rodriguez; Sharon Hall, Administrative Clerk

Public Attendance: Lauren Betha-Reason

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 May Board Meeting.
- The listed expenditures from both Clearing and Administration Accounts.
- The payment of salaries and traveling expenses for June.
- Requisition from the County Treasurer for administration expenses for July.
- To move funds, to be requisitioned from the State and County Treasurers less monies on hand for assistance payments for the month of July.

Mr. Rhodes requested a motion to approve.

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.

**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. Lauren Beta-Reason, a landlord and vendor, addressed the Board regarding both good and not so good experiences with providing TRA (Temporary Rental Assistance) to BOSS clients. After voicing her concerns and suggestions to the members of the Board, Mr. Sheekey provided her with his contact information. Ms. Cheryl Wright, Services Administrator, and Ms. Reason then left the meeting to discuss the matter further in person.

Mr. Rhodes requested a motion to close the Public Participation portion of the Open Session. Ms. Betteridge motioned 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 State and Federal Policies.

Dr. Krivy 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.

**Resolution 210-2014 – Resolution Authorizing an Award of Contract (State Contract 77560)
By and Between the Camden County Board of Social Services and SHI for the
Purchase of License and Support Services for Google Applications for
Business and Archiving *Martin F. McKernan, Jr., Esquire***

Mr. McKernan presented Resolution 210-2014 which permits the BOSS to purchase certain services under a contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury without advertising for bids. The BOSS desires to enter into an agreement with SHI for the purchase of license and support services for Google Applications for Business and Archiving, under State Contract 77560, for a total cost not to exceed \$60,000.00 for the term of one year commencing July 25, 2014 and ending on July 25, 2015.

Mr. Rhodes requested a motion to accept Resolution 210-2014.

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.

DIRECTOR'S REPORT *Shawn Sheekey, Director*

Mr. Sheekey provided the Board with an update on the FNS (Food Nutrition Service) SNAP timeliness issue. Mr. Sheekey stated that he continues to monthly attend CAP (Corrective Action Plan) meetings at DFD with Patricia Thomas and Marcell Bennett and other counties to discuss best practices in an effort to improve overall timeliness. There has not yet been any communication

OPEN SESSION
Public Participation

from FNS (Food Nutrition Service) as to what steps will be taken in light of the fact that New Jersey did not hit the timeliness mark back in December 2013. Also, at the DFD meeting the CWA's were requested to supply an annual SNAP Disaster Preparedness Plan in the event that New Jersey should be impacted by another hurricane during the upcoming hurricane season.

Mr. Sheekey stated that the CWDA directors have again been discussing the backlog of Medicaid applications. The number for Camden County is approximately 7,900 which may be inflated due to duplication. The state has requested that the CWA's screen the applications for duplications as the state is concerned the number reported is inflated. The CCBSS is averaging an approximate 40% duplicate rate which puts the agency's applications in the 4,700 range. Mr. Sheekey stated that the agency hired some temporary workers to streamline the front end and there has been some overtime offered to reduce the backlog. Mr. Sheekey stated that under Ms. Marcell Bennett's leadership in Intake, the backlog has been eliminated. This is a huge success as eliminating the backlog will allow the agency to process benefits timely for new incoming applicants. Mr. Sheekey noted that this is the first time since his appointment three years ago that there has not been a significant backlog of Intake cases in the agency and is also an indicator that case banking is definitely working.

Mr. Sheekey stated that the agency will be pulling back on the effort to transition to a generic workforce as he does not feel the agency has a solid plan for the transition in place as of yet. The agency needs to identify the benefits and clearly delineate the challenges of transitioning to a generic workforce before proceeding in order to answer basic questions from staff and obtaining their buy-in for greater success.

Mr. Sheekey stated that he has discussed the establishment of an administrative retreat and will be meeting with the administrators to determine what results are to be achieved prior to moving ahead with scheduling the retreat. Mr. Sheekey has also been setting up a series of Employee Committee meetings and talking to a group of approximately 20 front line workers. He has met with the first group twice and is planning to meet with a second group in the near future. These meetings are being conducted in order to obtain input from the frontline workers of some of the challenges in the agency and to let them know that he is listening to all the staff and the needed and wanted improvements in the agency are an agency-wide initiative.

Mr. Sheekey mentioned that Tuesday, June 24th will be the one-year anniversary of case banking at the agency. At times, it has gotten off track and has morphed into different forms but when the agency got back to true case banking, it works. Case banking has proven it works as has been seen in the reduction of client lines in the NPA/GA department and recently the elimination of case backlogs in Intake. It has transformed that department. Mr. Sheekey stated that the agency will be doing an informal event to recognize the case banking anniversary.

Mr. Sheekey provided an update on the proposed building move. The landlord of 2600 will be coming back to the County with a proposal to possibly purchase the adjoining land next to the One Stop. The area would be designated for construction of a building to hopefully locate the Board of Social Services.

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

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.

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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 the Fiscal Reports. Ms. Pagano mentioned that expenses are slightly higher due to the 3.7 million dollar pension payment made in April and disbursements exceed receipts by 2.6 million dollars. Ms. Pagano stated that expenses versus receipts will improve as the year progresses. Ms. Pagano commented that if there were any questions, she would be happy to address them.

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

Dr. Krivy 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.

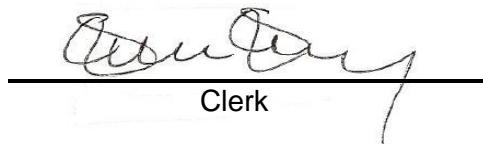
OLD BUSINESS PUBLIC SESSION

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.



A handwritten signature in black ink, appearing to read "Clerk", is placed above a horizontal line. Below the line, the word "Clerk" is printed in a small, sans-serif font.