

March 16, 2016

The regular meeting of the Camden County Board of Social Services was held on Wednesday, March 16, 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:

Dr. Leonard Krivy, PhD, Secretary/Treasurer; Gwen DeVera; Freeholder Carmen G. Rodriguez

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, Sr. Management Assistant

Public Attendance: Danh Cao, Darnell Hardee, Patricia Kinsky

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

Mr. Rhodes requested a motion to approve.

Freeholder Rodriguez abstained. Dr. Krivy 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.

**OPEN SESSION
Public Participation**

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

Ms. Patricia Kinsky addressed the Board presenting a stack of medical bills for her spouse that she has been experiencing problems getting paid since last February. Ms. Sittner stated that she has been working with Ms. Kinsky and representatives from HIF on the matter. Ms. Sittner explained that there is an issue with coordination of benefits for those 65 years of age who have health coverage with AETNA. The bills are being issued by AETNA as they indicate the covered person, in this case the spouse of the active employee, should be covered primarily under Medicare. This should not be the case due to the active employee's health benefits status. Ms. Sittner stated that she has experienced this problem as well as she would be eligible for coverage under Medicare but she is still actively employed, therefore, Medicare would not be the primary insurance. Mr. Rhodes requested that Ms. Sittner provide him with the details of the matter and asked that Ms. Sittner have a representative from HIF contact him directly.

Mr. Sheekey introduced Mr. Danh Cao of the Processing Department to the members of the Board. Mr. Cao was selected as the recipient of the Agency's Quarterly Employee Recognition Award for the period of January 2016 through March 2016 for his dependability and conscientious work ethic. Mr. Cao was nominated for the award by his administrator and was specifically cited for his assistance in working on a project to get the Agency ahead two months with the Interim Reporting Forms (IRFs) to be ahead of the warning letters. The members of the Board expressed their appreciation of Danh's outstanding work.

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. Freeholder Rodriguez moved to close the Public Portion of the Open Session of the meeting. 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 the State and Federal Policies.

Freeholder Rodriguez 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 107-2016 – Authorizing the Appointment of Solicitor to the Camden County Board of Social Services..... Sharon Faber, Esquire

In response to publicly advertised Request for Proposals the Board has received and reviewed the proposal submitted. The evaluation committee for this Request for Proposals has recommended that Martin F. McKernan, Jr., Esquire be appointed as Solicitor to the Board.

**OPEN SESSION
Public Participation**

The Camden County Board of Social Services hereby appoints Martin F. McKernan, Jr., as Solicitor to the CCBSS at an hourly rate of \$230.00 per hour with an annual limitation of \$14,520.00 for a one year term commencing April 1, 2016.

Mr. Rhodes requested a motion to approve Resolution 207-2016.

Freeholder Rodriguez 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 109-2016 – Resolution Authorizing an Award of Contract (State Contract #M0003/89850 - 2nd year option), By and Between The Camden County Board of Social Services And DELL For The Purchase Of Licenses to Access Office 365 and the Client Relationship Management System (CRM)

..... **Sharon Faber, Esquire**

By Resolution adopted January 21, 2015, the BOSS approved and awarded to DELL a contract for the purchase of licenses to access Office 365 and the Client Relationship Management System (CRM). The Boss is desirous of exercising the 2nd term option, and award to DELL a contract for the purchase of licenses to access Office 365 and the Client Relationship Management System (CRM) Software Package under the provisions of State Contract #M0003/89850. DELL is willing and able to provide said licenses for a total cost not to exceed \$282,582.92, which is available for this purpose. The term shall be for a period of one (1) year, commencing March 31, 2016. The proper officers of the BOSS are authorized and instructed to sign and execute any necessary documentation when such materials and/or services have been delivered and accepted by the BOSS.

Mr. Rhodes requested a motion to approve Resolution 109-2016.

Freeholder Rodriguez 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 110-2016 – Authorizing an Award of Contract (Bid A-1/2016) for Office Supplies to Office Basics, Inc. 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 February 18, 2016 authorized an agreement with Office Basics, Inc. for the purchase of office supplies for a term of two (2) years commencing on or about March 1, 2016 through February 28, 2018.

The BOSS, pursuant to the Cooperative Pricing Agreement, desires the benefits of the contract awarded by the County of Camden and awards a contract for the purchase of office supplies through Office Basics, Inc. as stated in the above contract. This Resolution shall take effect upon final passage and publication according to law.

Mr. Rhodes requested a motion to approve Resolution 110-2016.

Dr. Krivy moved to approve. Freeholder Rodriguez seconded the motion and there being no other discussion on the motion a vote was taken and unanimously adopted.

Resolution 111-216 – Authorizing Award of Contract for Purchase of Copy, Computer Paper and Envelopes under Cooperative Pricing Agreement (Bid A-37-2015 – six month option) 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 August 20, 2015 awarded contracts to various vendors for the purchase of copy, computer paper and envelopes for a term of six (6) months commencing on or about September 1, 2015 through February 29, 2016 with the option of an additional six (6) months extension to be exercised at the sole discretion of the County of Camden.

By Resolution adopted on February 18, 2016, the County of Camden exercised the option to extend the term of said contracts for an additional six (6) months on or about March 1, 2016 through August 31, 2016.

The BOSS, pursuant to the Cooperative Pricing Agreement, is desirous of obtaining the benefits of contracts awarded by the County of Camden. The BOSS awards contracts to the various vendors per County Resolution for the term mentioned previously. This Resolution shall take effect upon final passage and publication according to law.

Mr. Rhodes requested a motion to approve Resolution 111-2016.

Freeholder Rodriguez 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 112-2016 – Authorizing an Award of Contract (State Contract #89851), By and Between the Camden County Board of Social Services and Software House International Corporation (SHI), for Ongoing Support and Software Integration, Implementation and Post-Implementation Support and Maintenance of Client Relationship Management System (CRM – Phase 2) Sharon Faber, Esquire

Ms. Faber presented Resolution 112-2016 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, by Resolution adopted January 21, 2015, approved and awarded a contract to Software House International Corporation (SHI) under the provisions of State Contract #A77560 for the purchase, integration, implementation and support of the Client Relationship Management System (CRM) software package. It is the desire of the BOSS to authorize the award to SHI of a contract under the provisions of State contract #89851 for the provision of ongoing support and software integration, implementation, post-implementation support and maintenance of the CRM (Phase 2), for a total cost not to exceed \$75,000.00. Funding in this amount is available for this purpose.

The proper officers of the BOSS are authorized and instructed to sign and execute any necessary documentation when such materials and/or services have been delivered and accepted by the BOSS.

Mr. Rhodes requested a motion to accept Resolution 112-2016.

Freeholder Rodriguez moved to approve. Ms. DeVera 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 stated that at the monthly DFD meeting the directors were informed that the Senate Assembly hearings for the Department of Human Services will be held on May 3rd and May 16th. No major cuts to programs are anticipated. New Jersey has one of the few remaining General Assistance programs remaining in the country. It is 100% percent funded by the State and it is always of concern that the program may be cut. Mr. Sheekey stated that at Friday’s meeting Natasha Johnson, Director of the Division of Family Development (DFD), informed that a letter was received from the Food and Nutrition Service (FNS) on the status of SNAP benefit timeliness. Mr. Sheekey stated that in 2014 the counties had made significant improvement reaching a statewide timeliness rate of 76.50%. That is when the counties were put into the very intensive measurement period from March 2015 through September 2015 were counties were to ultimately hit 95%. Statewide the timeliness rate hit 93.79%, so the State, collectively (the 21 counties) fell short. FNS then decided to extend the advance warning to June of this year. Mr. Sheekey stated that another report will be provided measuring last July through last December. Camden County was averaging between the mid to high 80s and were still one of the counties struggling to get to 95%. Mr. Sheekey stated that his is happy to report that he had just pulled the reports for the last three weeks and for February 22nd through February 26th the Agency reached 95% for 30 day cases and 98% for 7 day expedited cases; February 29th through March 4th, 97% for 30 day cases and 96% for 7 day expedited; and last week a little of a drop to 93 for 30 day cases and 97% for expedited. The agency is doing much better than it was and the State has sent down one of their process improvement people to help with the case bank processes. Also, a number of overtime sessions in the bank have been held to work on the backlog of mail so the agency will be able to get to the point where it is handling just the incoming mail and not backlogs. Great strides are being made with the overtime in getting the mail cleaned up. If the Agency can keep up the timeliness numbers presented over the last few weeks then it will be fine. Mr. Sheekey stated that he feels a movement away from the main focus of timeliness which will enable the Agency to work on other areas that need attention for improvement such as the Services, Child Support, and Case Management Departments as well as other pieces of the Agency’s operations to make certain they are working as efficiently as possible.

Another thing from that meeting was the concern of the number of Fair Hearings being requested. In 2013 there were 5,500 Fair Hearing requests. Two years later, in 2015, the number of requests doubled to 10,000. There are not enough Administrative Law Judges (ALJs), there are not enough field hearing offices and there is discussion to look to each county for help with a courtroom where additional hearings could be conducted.

Mr. Sheekey stated that the CWDA meeting was held at the Annual Child Support Conference and the topic of the meeting was all the pending legislation. The CWDA has been working with NJAC to monitor the various pieces of legislation that would particularly impact the CWAs.

Mr. Sheekey stated that he and Ms. Hentisz have been attending bi-weekly meetings with USA Architects on the building move. Mr. Sheekey stated he would be updating the administrators at a meeting scheduled for Friday on what has happened in the last three to four meetings. The planning is moving ahead nicely and everything from parking to operational needs is being discussed. There was also a tour of the L3 building which provided an idea of what the new building could look like in terms of work stations and flow.

Mr. Sheekey mentioned that the Women’s Health Conference will be coming up on April 9th and the monthly Freeholders’ meeting will be held tomorrow night.

**OPEN SESSION
Public Participation**

Mr. Rhodes mentioned that the BOSS was selected to present a seminar at the NJAC Conference in May on the complete transformation of the business process at the Agency, from case banking to generic workforce to CRM.

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

Freeholder Rodriguez 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.

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 February 2016. Ms. Pagano stated that expenditures are within the prorated 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 February 2016 as presented in the packet.

Freeholder Rodriguez 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

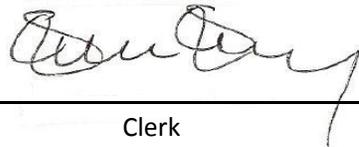
There was none.

NEW BUSINESS PUBLIC SESSION

The members of the Board presented a full page add to Ms. DeVera to congratulate her for being honored as the 2016 Philippine American Friendship Committee, Inc. (PAFCOM) Grand Marshal.

Ms. Hall extended invitations to the members of the Board for the Agency's 2nd Annual Retiree Recognition Dinner scheduled to be held on April 28th at the Pub. The event will be held in recognition of those employees who retired during 2015.

Mr. Rhodes requested a motion to close the Open Session of the meeting and move to the Closed Executive Session to discuss personnel and legal matters. Freeholder Rodriguez 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.



Clerk