

May 21, 2014

The regular meeting of the Camden County Board of Social Services was held on Wednesday, May 21, 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 (conference call); Gwen DeVera

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; Sharon Hall, Administrative Clerk

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

Mr. Rhodes requested a motion to approve.

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. Michielli 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. Michielli 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.

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.

Resolution 207-2014 – Resolution Adopting Meeting Schedule and Designating Newspapers to Receive Notices for the Camden County Board of Social Services Martin F. McKernan, Jr., Esquire

Mr. McKernan stated that the Open Public Meetings Act states that the Board is required to adopt its annual meeting schedule and designate newspapers to receive notices for the Board of Social Services scheduled Board meetings.

Ms. Michielli moved to adopt Resolution 207-2014 Adopting the Meeting Schedule and Designating Newspapers to Receive Notices for the Camden County Board of Social Services as presented. Ms. DeVera 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 in months prior the agency had a significant backlog of close to 2,000 cases for clients waiting since October 2013 for food stamp benefits. Mr. Sheekey stated that some overtime has been utilized and under Ms. Marcell Bennett’s new leadership in Intake cases have even been distributed during the work day. Mr. Sheekey was happy to report that the backlog is down to 498 cases which is considerable progress. Mr. Sheekey stated that he and Ms. Bennett will be attending the required federal initiative CAP (Corrective Action Plan) meeting on Friday, May 23rd where the 13 counties that have not met the timeliness requirement will be meeting with the Director of DFD, Ms. Jeannette Page-Hawkins.

**OPEN SESSION
Public Participation**

Mr. Sheekey stated that spoke to the Board Chairman regarding the ongoing issues with the influx of ACA (Affordable Care Act) applications and received permission to utilize a state contract called ACRO. Six temporary workers have been brought in to help streamline the process by downloading thousands applications off line. A production line has been set up to get the cases looked at, have the appropriate screens pulled and then the cases are handed off to the eligibility workers. Mr. Sheekey has been working with Mr. Craig Lucas, temporary assistant administrative supervisor of the Medical Department, in order to measure the progress being made on the ACA application backlog.

Mr. Sheekey stated that the Center for Medicaid and Medicare Services (CMS) did grant the counties the ability to implement the waiver where current Medicaid redeterminations could be put off for a year. This would free up existing staff that could be dedicated to the ACA backlog project but the downside would be developing another crunch when the postponed redeterminations come due next year. At this time the agency is not going to utilize the waiver.

Mr. Sheekey stated that Mr. Rhodes requested he provide the Board members with an update on the Kronos time and attendance system that was implemented. Ms. Pagano has gone through the modules identifying reports that can be utilized to obtain various statistics through the system. The system is almost fully implemented. The agency has moved to the biometric time clocks using finger swipes, the Workforce Time Keeper which has eliminated the need for paper time sheets and record keeping, the employee self-service module where employees can go into the system and request time off. The checking and application of accruals can now automatically be downloaded into the system. This was a huge endeavor at the end of each year especially when employees hit milestones. Kronos now runs through HTE and is fed directly to payroll. The Leave module is almost completed. This will automate the FMLA and FLA processes by generating necessary documents, automate the tracking of leave and reduce the amount of constant manual monitoring required. Mr. Sheekey stated that the last piece is the Time and Attendance module which will place the supervisors in charge of discipline. Although not fully implemented at this time this module is currently being used to perform searches on various time usage patterns of interest.

Mr. Sheekey stated that Ms. MaryEllen Sittner, Personnel Officer has been working closely with Ms. Sharon Faber, Esquire of our Legal Department to rewrite procedures and develop a disciplinary workshop for the agency.

Mr. Sheekey stated that bi-weekly meetings are being continued to move the agency to generic workers. Mr. Sheekey has also established an Employee Committee of 22 front line staff members which has provided good feedback especially with process issues and concerns. An administrative staff retreat will also be planned to discuss issues and what needs to be accomplished by a short term plan to re-brand the agency.

Mr. Sheekey stated that the agency has had a significant problem with staff lateness to work. He was very happy to report that over the last three years the lateness audit report, which originally had approximately 66 hits, had only yielded 4 hits for the month of April.

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

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**

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 April is a difficult month financially for the agency because almost four million dollars is paid to the pension fund and April is one of the months during the year that the agency has three pay periods. The fund balance is at its lowest of the year in April. Also, disbursements exceeded receipts by nearly 2.6 million dollars. Ms. Pagano stated that as receipts continue throughout the remainder of the year the disparity between expenditure and receipts will lessen and the agency should be in better financial shape by the end of the year. 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.

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.

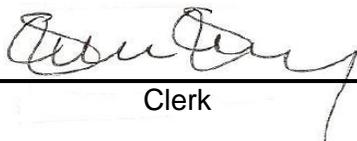
OLD BUSINESS PUBLIC SESSION

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



Clerk