

November 20, 2013

The regular meeting of the Camden County Board of Social Services was held on Wednesday, November 20, 2013 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; Ginny Betteridge

Also present were: Shawn Sheekey, Director; Christine Hentisz, Deputy Director; 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; Nicole Jefferson, Senior 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 October Board Meeting.
- The listed expenditures from both Clearing and Administration Accounts.
- The payment of salaries and traveling expenses for November.
- Requisition from the County Treasurer for administration expenses for December
- To move funds, to be requisitioned from the State and County Treasurers less monies on hand for assistance payments for the month of December.

Mr. Rhodes requested a motion to approve.

Ginny 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.

**OPEN SESSION
Public Participation**

Mr. Rhodes requested a motion to open the meeting for public participation. Virginia 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.

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

Resolution 234-2013 – Authorizing Payment by the Camden County Board of Social Services to Cloud Sherpas for the Purchase of Google Applications for Business and Archiving..... Sharon Faber, Esquire

Resolution 234-2013 provides for the purchase of Google Application for Business and Archiving at a total cost of \$45,000.00 for a one year term commencing on July 25th 2013 and ending on July 2014. PO#042192 and 024166 provide for available funds and purchased as authorized pursuant to Local Public Contracts Law, N.J.S.A. 40A:11-6. The BOSS purchasing agent has determined and certified in writing that the value of acquisitions authorized to Cloud Sherpas will exceed \$1,500.00. Cloud Sherpas has submitted all required certifications and disclosure forms required. This contract is awarded in compliance with P.L. 2004, Chapter 19, N.J.S.A. 19:44A-20.4.

Mr. Rhodes requested a motion to approve Resolution 234-2013. Ms. Betteridge moved to approve. Dr. Krivy seconded the motion and there being no other discussion on the motion a vote was taken and unanimously adopted.

Resolution 240-2013 – Authorizing an Agreement for Off-Site Records GRM Information Management Services Cooperative Pricing System Sharon Faber, Esquire

By resolution adopted on June 10, 1998, the CCBSS entered into a Cooperative Pricing Agreement for the purchase of work, materials and supplies with the County of Camden serving as the Lead Agency. The County of Camden, by resolution adopted November 15, 2012, has approved and awarded to GRM Information Management Systems, Inc. a contract to provided off-site records storage, providing for second and third term option renewals to be exercised at the sole discretion of the County of Camden.

The County of Camden, by Resolution adopted October 17, 2013 exercised the second year option with GRM on behalf of the County and participating entities in the Cooperative Pricing Agreements, including the BOSS.

The BOSS is desirous of contracting with GRM for off-site records storage for a one (1) year period at \$0.16 per cubic foot commencing on or about November 1, 2013 through October 31, 2014 with the option for one (1) additional one (1) year contract.

**OPEN SESSION
Public Participation**

Mr. Rhodes requested a motion to approve Resolution 240-2013 Authorizing an Agreement for Off-Site Records Storage Under the Cooperative Pricing System with GRM Information Management Systems, Inc. for off-site records storage commencing upon the execution of this Resolution.

Mrs. Betteridge moved to approve. Mrs. DeVera seconded the motion and there being no discussion on the motion, a vote was taken and the motion was unanimously adopted.

Resolution 239-2013 – Authorizing the Execution of a Grant Agreement with the New Jersey Department of Community Affairs Involving the Universal Service Fund Sharon Faber, Esquire

Provides for the execution of entering into a grant agreement with the New Jersey Department of Community Affairs involving the receipt of \$18,593.00 to be used for administrative funding for the Universal Service fund, coding FAMIS documents and verifying the accuracy of the information encoded for the period of July 1, 2013 through June 30, 2014 and further authorizes Shawn B. Sheekey, Director of the Board, as authorized person to sign said agreement on behalf of the Board.

Mr. Rhodes requested a motion to approve Resolution 239-2013.

Ms. Betteridge 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 introduced the new Deputy Director, Christine Hentisz, who worked in Morris County for eleven years. Mr. Sheekey placed Ms. Hentisz in the Intake Department to relaunch the Case Banking Module, in hopes that our timeliness issue will improve. Also, this relaunch should ease the burden of the case workers and provide clients with more timely benefits.

Mr. Sheekey stated the Food and Nutrition Service (FNS) required that every new case in the month of December must be perfect in terms of when client comes into the agency, how the agency secures application dates, thoroughness of the processing of each case, and the timeliness of benefits issued. In March 2014, the Food and Nutrition Service will come to thirteen counties that have been targeted as having a “timeliness problem”. Camden County will be reviewed based on 23 cases, chosen randomly, and that will determine our timeliness rate. Christine has started the process of meeting with Intake Department Supervisors to streamline the process to get Case Banking up in running. DFD will be training new caseworkers on “over verification”.

Mr. Sheekey stated CASS will not roll out this year. It is expected that April 2014, all programs will be available, not just Medicaid. When additional information is available, Mr. Sheekey will keep the Board apprised. The State is in compliance with the Federal Government for the enrollment period for Affordable Care Act.

Mr. Sheekey stated the agency’s security initiative is progressing. A bag scanner has been installed in the lobby. There are some issues with installing the magnetometers. Hopefully after a year in a half of planning, the first week of December will be the start of the security initiative.

**OPEN SESSION
Public Participation**

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

Ms. Virginia 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.

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 the expenditures are in line with the pro-rated budget. If there were any questions, she commented that he would be happy to address them.

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

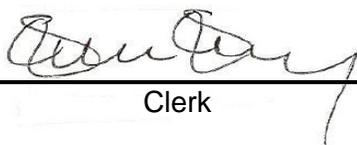
OLD BUSINESS PUBLIC SESSION

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. Dr. Krivy 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.


Clerk