

April 18, 2018

At 12:00 P.M., a quorum being present, Mr. McKernan called the annual reorganization 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.

**Reorganization – Board Members of the Camden County Board of Social Services**

Mr. McKernan requested a roll call:

|                                    |         |
|------------------------------------|---------|
| Mr. James H. Rhodes                | Present |
| Ms. Virginia Betteridge            | Present |
| Dr. Leonard Krivy, PhD.            | Present |
| Ms. Gwen DeVera                    | Present |
| Ms. Sharrae Morman                 | Present |
| Joseph Ripa, County Clerk          | Absent  |
| Freeholder Director Louis Cappelli | Absent  |
| Freeholder Carmen Rodriguez        | Absent  |

Mr. McKernan called for election of officers:

Chairman  
Vice Chairman  
Secretary/Treasurer

Ms. DeVera nominated: James Rhodes, as Chairman, Virginia Betteridge, as Vice Chairperson, and Dr. Leonard Krivy, PhD., as Secretary/Treasurer and Ms. Betteridge seconded the motion.

Mr. McKernan asked if there were any other nominations.

Mr. McKernan stated there being no other nominations he would direct that the nominations be closed.

Mr. McKernan stated that the nominations are:

Chairman – James H. Rhodes  
Vice Chairman – Virginia Betteridge  
Secretary/Treasurer – Dr. Leonard Krivy, PhD.

**OPEN SESSION Public Participation**

Mr. McKernan requested a roll call:

|                                    |        |
|------------------------------------|--------|
| Mr. James H. Rhodes                | Yes    |
| Ms. Virginia Betteridge            | Yes    |
| Dr. Leonard Krivy, PhD.            | Yes    |
| Ms. Gwen DeVera                    | Yes    |
| Ms. Virginia Betteridge            | Yes    |
| Ms. Sharrae Morman                 | Yes    |
| Mr. Ripa, County Clerk             | Absent |
| Freeholder Director Louis Cappelli | Absent |
| Freeholder Carmen Rodriguez        | Absent |

Mr. McKernan declared that the slate of officers as previously mentioned in the motion is hereby elected for the forthcoming year.

Mr. McKernan turned the meeting over to the Chairman, James H. Rhodes and the Open Session resumed.

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 and April.
- Requisition from the County Treasurer for administration expenses for April and May.
- To move funds, to be requisitioned from the State and County Treasurers less monies on hand for assistance payments for the months of April and May.

Mr. Rhodes requested a motion to approve.

Dr. Krivy 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.

**OPEN SESSION Public Participation**

The regular meeting of the Camden County Board of Social Services was held on Wednesday, April 18, 2018 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:

Ginny Betteridge, Vice Chair; Dr. Leonard Krivy, PhD, Secretary/Treasurer (via teleconference); Gwen DeVera; Sharrae Morman

Also present were: Christine Hentisz, Director; Nicolasa Medina, Deputy Director; Martin F. McKernan Jr., Esquire, Board Counsel; Edward Hill, Esquire; Paulette Konopka, Fiscal Officer; Greg Smith, Sr. Management Assistant; Joan Quinton, Confidential Aide to Freeholder Carmen G. Rodriguez; Cheryl Behnett-Ali, Training Supervisor; Christine Colbert, Principal Personnel Technician; Donnette (Molly) Brown, Human Resource Manager; Nicole Jefferson, Administrative Clerk

Public Attendance: Michelle Acevedo, Legislative Chair, CWA; Lizzie Jones, Grievance Officer, WSO; Simone Moore, Audrey Watkins-Kizee, Michael Madden

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, which motion was seconded by Ms. DeVera and unanimously adopted.

Mr. Rhodes informed the Board that Christine Hentisz has been certified as Director of The Board of Social Services by the Civil Service Commission of the State of New Jersey.

Mr. Rhodes asked if there were any members of the public wishing to address the Board.

Ms. Michelle Acevedo, CWA Legislative Chairperson, inquired if a decision will be made concerning the November 2017 Educational Leave Request for their CWA member. She also stated that the CWA member is looking to start her schooling in May 2018.

Mr. Rhodes asked if there was anyone else who would like to address the Board at this time. Seeing there was no one, Mr. Rhodes requested a motion to close the Public Participation portion of the Open Session.

Ms. Betteridge moved to close the Public Portion of the Open Session of the meeting. Ms. DeVera seconded the motion and there being no discussion on the motion, a vote was taken and the Resolution was unanimously adopted.

**OPEN SESSION Public Participation**

The Open Session of the meeting continued.

**UPDATE STATE AND FEDERAL POLICIES ..... Christine Hentisz, Director**

Ms. Hentisz 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, Ms. Hentisz stated that she or her 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. Dr. Krivy seconded the motion and there being no discussion on the motion, a vote was taken and the motion to approve the Update was unanimously adopted.

**Resolution 211-2018 – Authorizing An Agreement Pursuant to Request for Quotations, By and Between The Camden County Board of Social Services and ComPsych Corporation, For Employee Assistance Plan (EAP) Services for a Term of Three (3) Years from May1, 2018 Through April 30, 2021..... Edward Hill, Esquire**

The Camden County Board of Social Services (CCBSS) is desirous of procuring Employee Assistance Plan (EAP) services for CCBSS’ employees. The CCBSS issued a Scope of Work and solicited quotations from various entities for said services. The Evaluation Committee for this Request for Quotations has reviewed the responses and has recommended that a contract be awarded to ComPsych Corporation, with offices located at NBC Towers 13<sup>th</sup> Floor, 455 N. City Front, Chicago IL 60611, in an amount not to exceed twenty-five thousand two hundred seventy-two dollars and no cents (\$25,272.00). CCBSS authorizes the proper Board officials to execute all documents necessary to effect said agreement with ComPsych Corporation for the provision of EAP services, for the term commencing May 1, 2018 and terminating April 30, 2021.

Mr. Rhodes requested a motion to approve Resolution 211-2018.

Ms. Betteridge moved to adopt. Ms. DeVera seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

**Resolution 212- 2018 – Universal Service Fund ..... Edward Hill,  
Esquire**

This annual Resolution provides for the execution of entering into a grant agreement with the New Jersey Department of Community Affairs involving the receipt of approximately \$18,170.00 to be used to carry out a project to code and verify FAMIS documents for the period of July 1, 2017 to June 30, 2018 and further authorizes the appropriate officials names, titles and signatures as authorized persons to sign said agreement on behalf of the Camden County Board of Social Services.

Mr. Rhodes requested a motion to approve Resolution 212-2018.

Ms. Betteridge moved to adopt. Dr. Krivy seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

**Resolution 213-2018 – Authorizing an Award of Contract (Bid A-1/2018)  
For Office Supplies to Office Basics Inc.  
Under the Cooperative Pricing System ID #57-CCCPS..... Edward Hill, 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 15, 2018 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, 2018 through February 29, 2020.

The CCBSS wishes to award a contract pursuant to the terms and conditions of Bid A-1/ 2018 for the purchase of office supplies to Office Basics, Inc., 22 Creek Circle, Boothwyn, Pennsylvania 19061 for the term commencing on or about March 1, 2018 and terminating February 29, 2020.

This Resolution shall take effect upon final passage and publication according to law.

Mr. Rhodes requested a motion to approve Resolution 213-2018.

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.

**OPEN SESSION Public Participation**

**Resolution 214-2018 – Authorizing Award of Contracts (Bid A-26-2017- 6 month option) to Various Vendors for the Purchase of Copy, Computer Paper and Envelopes Under Cooperative Pricing System, ID# 57-CCCPS,  
On an As-Needed Basis ..... Edward Hill,  
Esquire**

Under the Cooperative Pricing Agreement adopted by resolution on June 10, 1998 with the County of Camden serving as Lead Agency for the purchasing of work, materials and supplies. The County of Camden by Resolution adopted August 17, 2017, 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, 2017 through February 28, 2018 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 15, 2018, 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, 2018 through August 31, 2018.

The CCBSS, pursuant to the Cooperative Pricing Agreement, is desirous of obtaining the benefits of contracts awarded by the County of Camden. The CCBSS 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 approved Resolution 214-2018.

Ms. Betteridge moved to adopt Resolution 214-2018 as presented. Ms. DeVera seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

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

The Camden County Board of Social Services hereby appoints Martin F. McKernan Jr. as Solicitor to the Camden County Board of Social Services 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, 2018.

Ms. Betterdige moved to adopt. Ms. DeVera seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

**OPEN SESSION Public Participation**

**Resolution 216-2018 – 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, Post-Implementation Support and Maintenance of Client Relationship Management System (CRM- Phase 3) ..... Edward Hill, Esquire**

Mr. Hill presented Resolution 216-2018 which permits the CCBSS to purchase a certain services under a contract entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury without advertising for bids. The CCBSS, by Resolution adopted January 21, 2016, 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 CCBSS 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 3), for a total cost not to exceed \$69,888.00. Funding in this amount is available for this purpose.

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

Mr. Rhodes requested a motion to accept Resolution 216-2018.

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 217-2018 Authorizing the Budget for Year 2018..... Edward Hill, Esquire**

Mr. Hill present Resolution 217-2018 which sets forth the total budget for 2018.

Mr. Rhodes requested a motion to adopt Resolution 217-2018.

Ms. Betteridge moved to adopt. Ms. DeVera seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

**OPEN SESSION Public Participation**

**Resolution 218-2018 – 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 Board meetings.

Ms. Betteridge moved to adopt Resolution 218-2018 as presented. Ms. DeVera seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

**Resolution 219-2018 – Authorizing the Camden County Board of Social Service to Recognize May 6<sup>th</sup> – May 12<sup>th</sup>, 2018 as Public Service Recognition Week in Honor of the Millions of Public Employees at the Federal, State, County and Municipal Levels ..... Edward Hill, Esquire**

Resolution 219-2018 recognizes public servants at the federal, state, county and municipal levels for the day-to-day diverse services they provide. The CCBSS proclaims May 6<sup>th</sup> – May 12<sup>th</sup>, 2018 as Public Service Recognition Week and encourages all citizens to recognize the accomplishments and contributions of government workers at all levels.

Mr. Rhodes requested a motion to approve Resolution 219-2018.

Ms. Betteridge moved to adopt. Ms. DeVera seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

**OPEN SESSION Public Participation**

**DIRECTOR'S REPORT..... Christine Hentisz, Director**

Ms. Hentisz provided updates to the Board from the Division of Family Development (DFD) and Division of Medical and Health Services (DMHAS). DFD has sent a Corrective Action Plan (CAP) to help streamline the operation of various departments at CCBSS. One component of the CAP is to focus on the scanning of documents into DIMS (Document Imaging Management System). Ms. Hentisz stated that the CCBSS will be getting a newer version of DIMS in the next couple of months.

Ms. Hentisz went on to say that other items that were listed in the CAP were able to be corrected within a week or two.

Ms. Hentisz and Deputy Director, Ms. Medina, are continuing to meet with the Medical Department Supervisors and Administrators in preparation of the upcoming Payment Error Rate Management (PERM) Review. This review will be conducted by The Centers for Medicare & Medicaid Services (CMS) in which Medicaid cases will be checked for the accuracy and timeliness rate of cases being processed.

Ms. Hentisz provided updates to the Board from the County Welfare Director's Association meeting. DFD and the Department of Labor will be collaborating in streamlining the process between county

welfare agencies and the One Stop program. DFD are currently working with: Cumberland, Sussex, and Cape May County to get a streamline process implemented.

Ms. Hentisz informed the Board that she will be hosting a Partners' Meeting on May 17<sup>th</sup> 2018. The Partner's Meeting will include those neighboring agencies who cohesively work along with CCBSS. At the Partner's Meeting, Ms. Hentisz, along with her management team, will be providing updates on CCBSS. Ms. Hentisz stated that these partner's meeting have proven to be very beneficial in the past and she is looking forward to this year's meeting.

Ms. Hentisz stated that CCBSS is revamping their Employee Committee. The committee has already held two successful events and are continuing their efforts to boost employee morale. Also,

an employee intranet site is the developing stages. This site will be designed for informative memos and announcements for CCBSS employees.

Ms. Hentisz provided updates to the Board regarding the Homelessness and Prisoner Reentry initiatives. The County of Camden is looking to implement "Miracle Messages". Miracle Messages is a national agency, where a representative will videotape homeless clients wanting to reconnect with their families they have lost contact with. The representative will then search through social media in hopes of locating the client's family. Ms. Hentisz feels that the CCBSS will be a good point of contact for this initiative due to the CCBSS's homeless clientele.

**OPEN SESSION Public Participation**

Ms. Hentisz stated the Prisoner Re-Entry initiative idea of having the application process started prior to the person being released from jail, is still in the developing stages. Ms. Hentisz went on to say, that these individuals are not able to receive benefits while in jail, however, having a Medicaid application started before their release, would be beneficial for those individuals who need medical treatment. The County has placed a re-entry specialist in the jail to assist in getting the application process started with various agencies throughout Camden County.

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.

**FISCAL REPORT ..... Paulette Konopka, Fiscal Officer**

Ms. Konopka stated that each Board member had received copies of Fiscal Reports in their packet for February and March 2018.

Ms. Konopka stated that if anyone had any questions she would be happy to address them. Mr. Rhodes requested a motion to accept the Fiscal Reports for February and March 2018 as presented in the packet.

Ms. Betteridge moved to accept. Ms. DeVera seconded the motion and there being no discussion on the motion, a vote was taken and the Report was unanimously accepted.

**OLD BUSINESS PUBLIC SESSION**

There was none.

**NEW BUSINESS PUBLIC SESSION**

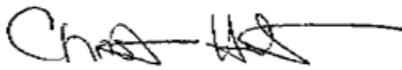
Sharrae Morman introduced herself as a new member of the Board. The other board members welcomed Ms. Morman and stated they were happy to have her on the Board.

Mr. McKernan stated that it was the consensus of the Board to uphold the recommendation of Administration to respectfully decline the educational leave request.

**OPEN SESSION Public Participation**

Mr. McKernan stated that it was the consensus of the Board to uphold the recommendation of Legal Counsel, for the current Time Accountability Occurrence Policy to be put in abeyance.

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. 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 approved.



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Clerk

