

December 16, 2020

The regular meeting of the Camden County Board of Social Services was held virtually on Wednesday, December 16, 2020 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:

Via Teleconference: Virginia Betteridge, Vice Chairperson; Sharrae Morman, Secretary/Treasurer; Gwen DeVera

Not present: Dr. Leonard Krivy, PhD, Vice Secretary/Treasurer

Also present were: Christine Hentisz, Director; Lauwana Martin, Deputy Director; Martin F. McKernan Jr., Esquire, Board Counsel (via teleconference); Edward Hill, Esquire; Paulette Konopka, Fiscal Officer (via teleconference) Christine Colbert, Principal Personnel Technician (via teleconference) Donnette (Molly) Brown, Human Resource Manager (via teleconference); Nicole Jefferson, Administrative Clerk; Rich Behm, IT Director; Heather Rjabandedlia, Clerk 3

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 November Board Meeting.
- The listed expenditures from both Clearing and Administration Accounts.
- The payment of salaries and traveling expenses for December.
- Requisition from the County Treasurer for administration expenses for January.
- Movement of funds to be requisitioned from the State and County Treasurers less monies on hand for assistance payments for the month of January.

Mr. Rhodes requested a motion to approve.

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.

**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 and the motion was unanimously adopted.

Mr. Rhodes asked if there were any members of the public wishing to address the Board. Hearing that 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. Ms. Morman 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 .....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 answer.

Mr. Rhodes requested a motion to approve the Director's Update on the State and Federal Policies.

Ms. Betteridge moved to approve. Ms. Morman 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.

**OPEN SESSION**

**Resolution 237-2020 – Authorizing an Award of Contract (State Contract #T408176-A81714), For the Purchase of Training Room Tables and Screens .....Edward Hill, Esquire**

Mr. Hill presented Resolution 237-2020. The Camden County Board of Social Services requests to authorize an award of contract to Groupe Lacasse, for the purchase of training room tables and screens under State Contract #T408176-A81714, at a cost not to exceed fourteen thousand five hundred and fifty-two dollars and twenty cents (\$14,552.20).

Mr. Rhodes requested a motion to adopt Resolution 237-2020.

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 238-2020 –Authorizing an Award of Contract (State Contract #A81711), for the Purchase of Training Room Chairs.....Edward Hill, Esquire**

Mr. Hill presented Resolution 238-2020. The Camden County Board of Social Services requests to authorize an award of contract to Exemplis, Sit on It Seating & Ideon, for the purchase of training room chairs under State Contract #A81711, at a cost not to exceed two thousand two hundred and ninety-three dollars and thirty-three cents (\$2,293.33).

Mr. Rhodes requested a motion to adopt Resolution 238-2020.

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 239-2020 –Authorizing the Appointment of Solicitor the Camden County Board of Social Services .....Edward Hill, Esquire**

Mr. Hill presented Resolution 239-2020. In response to publicly advertised Request for Proposals, the Board has received and reviewed a proposal from Martin F. McKernan, Jr. Esquire, a duly licensed attorney eligible to practice law in the State of New Jersey. The Camden County Board of Social Services appointed Martin. F McKernan, Jr. as Solicitor to the Camden County Board of Social Services at an hourly rate of \$230.00 with an annual limitation of \$17,000 for a term commencing on January 1, 2021 to December 31, 2021.

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 240-2020 –Authorizing the Appointment of Special Legal Counsel to Represent the Camden County Board of Social Services in Child Support Matters.....Edward Hill, Esquire**

Mr. Hill presented Resolution 240-2020. In response to a publicly advertised Request for Proposals the Board has received and reviewed the proposals submitted. The evaluation committee for this Request for Proposals has recommended that the law firms of Mattleman, Weinroth & Miller, P.C., Law Firm of Raymond J. Zane and Associates and Angelini, Viniar & Freedman, L.L.P. be appointed as special legal counsel to handle child support matters on behalf of the Camden County Board of Social Services at an hourly rate of \$97.00 per hour for a one year term commencing on January 1, 2021 and ending December 31, 2021. The annual limitation of the law firm Mattleman, Weinroth & Miller, P.C., Law Firm of Raymond J. Zane and Associates and Angelini, Viniar & Freedman, L.L.P. shall be \$30,000.00.

**OPEN SESSION**

**Resolution 240-2020 (continued) –Authorizing the Appointment of Special Legal Counsel to Represent the Camden County Board of Social Services in Child Support Matters.....Edward Hill, Esquire**

Mr. Rhodes requested a motion to adopt Resolution 240-2020.

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 241-2020 –Authorizing an Emergency Award of Contract, For the Purchase of Acrylic Panels.....Edward Hill, Esquire**

Mr. Hill presented Resolution 241-2020. In response to Governor Murphy’s declaration of a state of emergency via the Executive Order 103 regarding the coronavirus outbreak, the Camden County Board of Social Services may, without advertising for bids, purchase certain materials, supplies or in circumstances where an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services.

The Camden County Board of Social Services requests to authorize an award of contract to Bellia Office Furniture for the purchase of Acrylic Panels, at a cost not to exceed seven thousand three hundred and sixty-one cents (\$7,358.61).

Mr. Rhodes requested a motion to adopt Resolution 241-2020.

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 242-2020 –Authorizing an Emergency Award of Contract, For the Purchase of Portable UV Sterilizers .....Edward Hill, Esquire**

Mr. Hill presented Resolution 242-2020. In response to Governor Murphy’s declaration of a state of emergency via the Executive Order 103 regarding the coronavirus outbreak, the Camden County Board of Social Services may, without advertising for bids, purchase certain materials, supplies or in circumstances where an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services.

The Camden County Board of Social Services requests to authorize an award of contract to Encore Data Products, Inc., for the purchase of Portable UV Sterilizers, at a cost not to exceed twenty-eight thousand three hundred and fifty dollars and zero cents (\$28,350.00).

Mr. Rhodes requested a motion to adopt Resolution 242-2020.

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 243-2020 –Authorizing an Emergency Award of Contract, For the Purchase of Mobile Chests and Computer Desks.....Edward Hill, Esquire**

Mr. Hill presented Resolution 243-2020. In response to Governor Murphy’s declaration of a state of emergency via the Executive Order 103 regarding the coronavirus outbreak, the Camden County Board of Social Services may, without advertising for bids, purchase certain materials, supplies or in circumstances where an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services.

**OPEN SESSION**

**Resolution 243-2020 –Authorizing an Emergency Award of Contract, For the Purchase of Mobile Chests and Computer Desks (continued).....Edward Hill, Esquire**

The Camden County Board of Social Services requests to authorize an award of contract to Staples Business Credit, for the purchase of Mobile Chests and Computer Desks at a cost not to exceed twenty-five thousand two hundred and twenty-seven dollars and thirty cents (\$25,227.30).

Mr. Rhodes requested a motion to adopt Resolution 243-2020.

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 244-2020 –Authorizing an Emergency Award of Contract, For Expansion of Kronos Workforce Central Environment for the Purpose of Streamlining Employee Access.....Edward Hill, Esquire**

Mr. Hill presented Resolution 244-2020. In response to Governor Murphy’s declaration of a state of emergency via the Executive Order 103 regarding the coronavirus outbreak, the Camden County Board of Social Services may, without advertising for bids, purchase certain materials, supplies or in circumstances where an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services.

The Camden County Board of Social Services requests to authorize an award of contract to Kronos, Inc., for expansion of Kronos Workforce Central Environment for the Purpose of Streamlining Employee Access, at a cost not to exceed four thousand eight hundred and sixty-dollars and zero cents (\$4,860.00).

Mr. Rhodes requested a motion to adopt Resolution 244-2020.

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.

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

Ms. Hentisz provided an update to the Board of the Agency’s continued response to the COVID-19 pandemic.

Ms. Hentisz reported on the current program changes from DFD (Division of Family Development) and DMAHS (Division of Medical Assistance and Health Services).

Ms. Hentisz stated a supplemental SNAP increase of the maximum allotment for the month of December was issued. This approval is done on a month-to-month basis by the State. As long as the Governor has an executive emergency order in place, the maximum SNAP allotment issuance will continue. Ms. Hentisz went on to say, the Federal Government has approved the extension of telephonic signatures, re-certifications, and Interim Reporting Forms (IRF) to June 2021. The June 2021 extensions also include TANF/GA applications, which allows telephonic interviews and signatures, regardless of whether or not there is a public emergency. Ms. Hentisz stated, these extended waivers are a huge benefit for the Agency in processing the increased amount of applications.

Ms. Hentisz stated that all DMAHS current waivers have been extended. Ms. Hentisz continued, that the Agency is continuing its focus on getting new applications processed. The Agency’s Medicaid Department has made a tremendous improvement with clearing up the Medicaid backlog. Ms. Hentisz was pleased to

**OPEN SESSION**

**DIRECTOR’S REPORT (continued)..... Christine Hentisz, Director**

report the Medicaid backlog has approximately 20 overdue applications, whereas at the beginning of the year, there were over 100 overdue applications.

Next, Ms. Hentisz informed the Board of a recent update from DFD regarding Pandemic-EBT (P-EBT). The State is currently working on issuing a P-EBT ‘like-benefit’. The P-EBT ‘like-benefit’ is a cash assistance program that will be issuing \$99.62 per child. This issuance is similar to the P-EBT SNAP benefits that were issued in March and September of this year, to families whose children received free or reduced school lunch. After the State reviewed who received the P-EBT issuances, it was discovered that 185,000 children in the state of New Jersey did not receive the second issuance of P-EBT Snap benefits in September, due to changes in eligibility requirements. Those specific children will now be issued the P-EBT ‘like-benefit’ of \$99.62. The State will be notifying the families that will be receiving the additional assistance.

Ms. Hentisz stated staff are still on an alternating work schedule, so as to continue to keep the amount of staff inside of the Agency low. Also, secured rolling carts were purchased to allow staff to safely transport case files to and from work and home. UV light sanitizing wands were purchased and distributed to each department for increased sanitization and cleaning efforts. Ms. Hentisz went on to say, a cleaning crew now disinfects the building three times a week, instead of the previously scheduled once a week.

Ms. Hentisz stated the former Surrogate Office renovations are still underway. This new space will be modified to accommodate the clients and staff with new interviewing booths and a new queuing kiosk system to allow clients to self-check in. Although Ms. Hentisz expected the project to be completed at the end of December, due to shipping delays, the project is set to be completed by mid-January. Ms. Hentisz also informed the Board a revised health screening questionnaire for all staff was recently implemented. The health screening has been formalized and now has additional questions for a self-attestation in relation to exposure and/or symptoms of COVID-19. Soon, the health screening questionnaire will be able to be completed by a mobile device. It is still required that the health screening questionnaire be completed before any staff enter the building.

Ms. Hentisz stated the State recently informed of a new program named the, COVID-19 Impact Utility Arrearage Program. This program provides utility assistance for those who are unable to pay their utility bill due to effects of the COVID-19 pandemic. The Agency will be administering the program to qualifying Camden County residents. The assistance amount can range from \$50.00 up to a \$1000.00. Residents must attest that they were unable to pay their utility bill due to being impacted by the COVID-19 pandemic. Also, the residents must be under the 200% of the federal poverty level. The State will be sending out more guidelines and procedures in the next couple of weeks, with the program beginning sometime in January.

Next, Ms. Hentisz stated the Agency is working along with the State in transitioning out of the Agency’s current overpayment and claims system. Beginning on January 1<sup>st</sup>, the Agency will be utilizing the OneTrac system to track all overpayment and claims. The OneTrac system will calculate and accurately recoup any funds from federal programs. This new system will be a great addition to the Overpayment Department.

Lastly, Ms. Hentisz was happy to report that the Agency will still be able to conduct its annual Holiday Assistance Program for 2020. Thankfully, a private donor was able to donate toys to 43 families which included 98 children. Ms. Hentisz and the County Sheriff Department, will be safely delivering presents to families within the city of Camden for the holiday season.

**OPEN SESSION**

Mr. Rhodes thanked Ms. Hentisz for her Director’s Report and asked if there were any questions or comments.

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 approving the Report was unanimously accepted.

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

Ms. Konopka stated that each Board member had received copies of the Fiscal Report in their packet for the month of November 2020.

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 Report for November 2020 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.

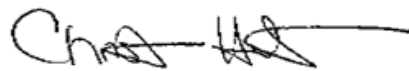
**OLD BUSINESS**

There was none.

**NEW BUSINESS**

There was none.

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. Morman 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