

February 21, 2018

The regular meeting of the Camden County Board of Social Services was held on Wednesday, February 21, 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; Gwen DeVera; Dr. Leonard Krivy, PHD, Secretary/Treasurer via (teleconference)

Also present were: Christine Hentisz, Director; Nicolasa Medina, Deputy Director; Ed Hill, Esquire; Sharon Faber, Esquire; Greg Smith, Sr. Management Assistant; Joan Quinton, Freeholder Aide; Paulette Konopka, Fiscal Officer; Cheryl Behnett-Ali, Training Supervisor; Christine Colbert, Principal Personnel Technician; Donnette (Molly) Brown, Human Resource Manager; Nicole Jefferson, Administrative Clerk

Public Attendance: Darnell Hardee, Allegra Reed, Simone Moore, Audrey Watkins-Kizee

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

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**

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. Seeing 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 of the meeting. 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 ..... Christine Hentisz, Acting 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. DeVera 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 201-2018 – Authorizing an Agreement with GRM Information Management Services, Inc. For Off-Site Records Storage under the 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 January 18, 2018, has approved and awarded to GRM Information Management Systems, Inc. a one year contract to provide off-site records storage for the County of Camden and the Board of Social Services, providing for second and third term renewal options to be exercised at the sole discretion of the County of Camden.

The Board of Social services 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 February 1, 2018 through January 31, 2019.

Mr. Rhodes requested a motion to adopt Resolution 201-2018.

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.

**Camden County Board of Social Services  
OPEN SESSION  
Public Participation**

**February 2018**

**Resolution 202-2018 – Authorizing an Agreement Pursuant to Camden County’s Publicly Advertised Request for Proposals for the Provision of Affirmative Action Officer (AAO/EEO) Services for the Camden County Board of Social Services ..... Sharon Faber, Esquire**

The County of Camden has identified a need for Affirmative Action Officer/Equal Employment Officer (AAO/EEO) services for the County, its agencies and authorities. Pursuant to a publicly advertised request on November 6, 2017, and in accordance with the County’s Request for Proposals Policy, the County of Camden authorized agreements with two law firms for the provision of Affirmative Action Officer/Equal Employment Officer (AAO/EEO) services for the County and its agencies and authorities, including the Camden County Board of Social Services. The said agreements were awarded to the following firms: Madden & Madden, P.A., at the hourly rate of \$175.00 and Clearly, Giacobbe, Alfieri, Jacobs, LLC at the hourly rate of \$150.00. The two firms each have a term for one (1) year commencing on or about January 1, 2018 through December 31, 2018 on an “as-needed basis.” Contingent upon the need for an Affirmative Action Officer/Equal Employment Officer (AAO/EEO) and availability of funding for such purposes, the proper Board officials are authorized to execute all documents necessary to effect the described agreements.

Mr. Rhodes requested a motion to adopt Resolution 202-2018.

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 203-2018 – Authorizing the Execution of a Grant Agreement with the New Jersey Department of Community Affairs Involving the Low Income Heating and Energy Assistance Program..... Sharon Faber, Esquire**

For the execution of a grant agreement with the New Jersey Department of Community Affairs involving the receipt of approximately \$28,420.00 to be used to carry out a project to administer the intake and eligibility determination of prospective beneficiaries of the LIHEAP program, including the accurate input of verified client information in FAMIS for the period of July 1, 2017 through June 30, 2018, and further authorizes the appropriate officials names, titles and signatures as authorized persons to sign said agreement on behalf of the Board.

Mr. Rhodes requested a motion to adopt Resolution 203-2018.

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.

**Camden County Board of Social Services  
OPEN SESSION  
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**Resolution 204-2018 – Authorizing an Award of Contract (State Contract #M0003/89851), By and Between The Camden County Board of Social Services and SHI, for the Purchase of Licenses to Access Office 365 and the Client Relationship Management System (CRM) ..... Sharon Faber, Esquire**

Resolution 204-2018 permits the Camden County Board of Social Services 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 Board of Social Services is desirous to enter into a contact for the purchase of licenses to access Office 365 and the Client Relationship Management System (CRM) Software package for a three year term, under the provisions of the State Contract #M0003/89851

The proper Board officials are authorized and instructed to execute all documents necessary to award a contract to SHI, 290 Davidson Avenue, Somerset, New Jersey, 08873, which is an approved vendor pursuant to N.J.S.A. 40A:11-12 and N.J.A.C. 5:30-5.5(b)(2), for the purchase of and payment for licenses to access Office 365 and CRM for the Camden County Board of Social Services, under the provisions of State Contract #M0003/89851, for a three year term, for a cost of Four Hundred Eighteen Thousand Seven Hundred Seventy-Five dollars and Sixty Seven cents (\$418,775.67) per year, for a total cost of One Million Two Hundred Fifty-Six Thousand Three Hundred Twenty-Seven Dollars and One Cent (\$1,256,327.01), contingent upon the availability of said funds. The term shall be for a period of three (3) years, commencing March 1, 2018 through February 28, 2021.

Mr. Rhodes explained that this agreement will also include the development of a 'Universal Service Desk'. This implementation will integrate all State systems with internal systems, such as CRM.

Mr. Rhodes requested a motion to adopt Resolution 204-2018.

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.

**Camden County Board of Social Services  
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**Resolution 205-2018 – Authorizing Shared Services Agreement with  
Camden County College for Security Services ..... Sharon Faber, Esquire**

N.J.S.A. 40A:65-1, et seq (Uniformed Shared Services and Consolidation Act”) permits two or more local government units to enter into a contract for any service which any party to the agreement is empowered to render within its jurisdiction.

The Board of Social Services and the Camden County College agree that their mutual public purposes, their best interests and the best interests of the taxpayers and the citizens of Camden County will be promoted by the execution and delivery of a Shared Services Agreement pursuant to the powers conferred by the Uniform Shared Services and Consolidation Act.

It is the desire of the Camden County Board of Social Services to enter in to a shared services agreement with the College for the term commencing January 1, 2018 and terminating December 31, 2018. The Camden County Board of Social Services shall reimburse the Camden County College for the provision of security services more fully described in an agreement between the Camden County Board of Social Services and the Camden County College, with funding contingent upon the availability and appropriation of funding for this purpose in the Board’s 2018 budget.

The proper officers of the Camden County Board of Social Services are authorized to execute a shared services agreement with Camden County College for the provision of security services for the term described above.

Mr. Rhodes requested a motion to adopt Resolution 205-2018.

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 206-2018 – Adopting 2018 Requests for  
Proposal Policy and Template..... Sharon Faber, Esquire**

The County of Camden adopted its 2018 Requests for Proposal policy and template by a Resolution passed on January 4, 2018 and desires its member entities, including the Camden County Board of Social Services to adopt and confirm adoption of said policy and template.

Mr. Rhodes requested a motion to adopt Resolution 206-2018.

**Camden County Board of Social Services  
OPEN SESSION  
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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 207-2018 – Authorization to Renew a Contract with the County of Camden for Adult Protective Services Grant ..... Sharon Faber, Esquire**

The Camden County Board of Social Services is desirous of renewing its contract with the County of Camden to obtain funding for the Adult Protective Services Department of the Camden County Board of Social Services, in order for this Agency to carry out vital service functions. The Camden County Board of Social Services authorizes the execution of a contract (Grant Agreement Number 2018-082) with the County of Camden for the period of January 1, 2018 to December 31, 2018, and authorizes the Director of the Camden County Board of Social Services to sign such contract.

Mr. Rhodes requested a motion to adopt Resolution 207-2018.

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 208-2018 – Resolution Ratifying a Shared Services Agreement (Five-Year Option) By and Between the County of Camden and the Camden County Board of Social Services for the Provision of Human Resources Management Services..... Sharon Faber, Esquire**

Resolution Number 55 adopted in June 21, 2012, the Camden County Board of Chosen Freeholders authorized a Shared Services Agreement with the Camden County Board of Social Services for the provision to the Board by the County of Human Resources Management Services for a period of five (5) years, effective September 1, 2012.

The parties have continued their agreement, and it is in the best interests of the parties to ratify the five year option to renew. The term of the option to renew to commence on or about September 1, 2017 through August 31, 2022.

The total annual cost for these services shall be determined by the parties, and the Camden County Board of Social Services shall reimburse the County its pro-rata share to support the costs associated with the human resources management services contemplated by the agreement.

All other terms and conditions shall be reviewed and approved by the Office of Camden County Counsel.

Mr. Rhodes requested a motion to adopt Resolution 208-2018.

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 209-2018 – Resolution Ratifying a Shared Services Agreement  
(Three-Year Option to Renew) By and Between the County of Camden  
(Division of Information Technology & Telecommunications) and  
the Camden County Board of Social Services  
for the Provision of Information Technology Services..... Sharon Faber, Esquire**

Resolution No. 80 adopted July 16, 2016, the Camden County Board of Chosen Freeholders authorized a Shared Services Agreement with the Camden County Board of Social Services for the provision to the Board by the County of information technology services for a period of one (1) year, effective September 1, 2016

The Shared Services Agreement provided for a three year option to renew upon written agreement of both parties. The parties have continued their agreement, and it is in the best interests of the parties to ratify the three year option to renew.

The term of the option to renew shall be effective on or about September 1, 2017 through August 31, 2020.

Pursuant to N.J.S.A. 40A:65-1 et seq, the proper Board officials be and are hereby authorized to execute all documents necessary to ratify a three year option to renew the Shared Services Agreement with the County for the provision of information technology services, effective September 1, 2017 through August 31, 2020. All other terms and conditions shall be reviewed and approved by the Office of Camden County Counsel.

Mr. Rhodes requested a motion to adopt Resolution 209-2018.

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.

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

Ms. Hentisz provided an update to the Board that the CHIP (Children’s Health Insurance Program) was reauthorized for another six years.

The State is now focusing on the upcoming PERM Review (Payment Error Rate Measurement) and Medicaid CAP meetings. Similarly, to the Food Stamps Timeliness Reviews, The Centers for Medicare & Medicaid Services (CMS) will be reviewing Medicaid cases checking for accuracy and the timeliness rate of cases being processed. CMS plans on beginning the PERM review towards the end of Spring 2018. Their review will include all Medicaid Cases such as: NJ Family Care, Aged Blind & Disabled, and Long Term Care. Ms. Hentisz and Deputy Director, Ms. Medina, have begun to meet with the Medical Department Supervisors and Administrator bi-weekly to prepare for the review.

**OPEN SESSION  
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Ms. Hentisz stated at the County Welfare Directors Association meeting, it was strongly encouraged for all Directors to attend the Child Support Conference which is being held on February 28<sup>th</sup>- March 2<sup>nd</sup> 2018. Ms. Hentisz, along with the CCBSS attorney's, and a number of Child Support staff members plan on attending this conference. Ms. Hentisz informed the Board she will provide an update after the conference.

Ms. Hentisz stated the FNS Collaborative has come to an end after an eighteen-month review. The last collaborative trip took place in the last week of January in Alexandria, VA. Ms. Hentisz stated that the collaborative team gained a lot of knowledge, ideas, and advice to continue to improve the Agency's process of Food Stamps and other program cases.

Ms. Hentisz also wanted to provide an update on two other initiatives that the Agency is involved in along with the County. The Homelessness Initiative has been implemented to try to end homelessness in Camden County. Included in this initiative, the County is looking to institute a day labor program. Also, the County will be closely working along with the shelters in trying to improve services that are offered. The second initiative is the Prisoner Re-Entry program that is involved with the Department of Corrections. Ms. Hentisz stated that one idea is to have the application process started, prior to the person being released from jail.

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 adopted.

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

Ms. Konopka stated that each Board member had received copies of Fiscal Reports in their packet for December 2017 and January 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 Report for December 2017 and January 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**

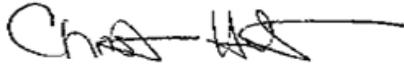
There was none.

**NEW BUSINESS**

There was none.

**OPEN SESSION**  
**Public Participation**

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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