

January 15, 2020

The regular meeting of the Camden County Board of Social Services was held on Wednesday, January 15, 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:

Virginia Betteridge, Vice Chair; Sharrae Morman, Vice Secretary/Treasurer; Gwen DeVera

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

Also present were: Christine Hentisz, Director; Martin F. McKernan Jr., Esquire, Board Counsel; Edward Hill, Esquire; Paulette Konopka, Fiscal Officer; Donnette (Molly) Brown, Human Resource Manager; Nicole Jefferson, Administrative Clerk

Public Attendance: None

CWA Local 1084 Members: Jeanette Norcross, Simone Moore

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.
- Requisition from the County Treasurer for administration expenses for February.
- Movement of funds to be requisitioned from the State and County Treasurers less monies on hand for assistance payments for the month of February.

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.

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. 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, 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.

OPEN SESSION

**Resolution 201-2020 – Resolution Authorizing an Award of Contract (State Contract #A40467), for the Upgrade of 28 Copier Machines for the Period of Forty-Eight (48)**

**Months.....Edward Hill, Esquire**

Camden County Board of Social Services wishes to authorize an award of contract to RICOH USA, INC to upgrade twenty-right (28) existing copiers with Ricoh Digital Copying solutions with printing and scanning for a period of forty-eight (48) months commencing on or about February 1, 2020 through January 31, 2024 under State Contract #A40467, at a cost of four thousand three hundred and forty-nine (\$4,349.00)

Mr. Rhodes requested a motion to adopt 201-2020. Ms. Betteridge seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

**Resolution 202-2020 – Resolution Authorizing a Petty Cash**

**Fund.....Edward Hill, Esquire**

The Fiscal Officer is hereby authorized to be custodian of \$200.00 for the purpose of petty cash expenditures for the Fiscal Department from January 1, 2020 to December 31, 2020.

Mr. Rhodes requested a motion to adopt Resolution 202-2020.

Ms. Betteridge moved to approve. 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 203-2020 – Ratifying an Award of Contract, Pursuant to Solicitation of Quotations, By and Between Camden County Board of Social Services and Office**

**Basics.....Edward Hill, Esquire**

The Camden County Board of Social Services is in need of 10 Board Room Executive Chairs. Office Basics is willing and able to provide said services for a total cost not to exceed two thousand four hundred and fifty-four dollars and ninety cents (\$2,454.90). The proper Board Officials of the Camden County of Board of Social Services authorized to execute all documents necessary to effect an agreement with Office Basics 22 Creek Circle, Boothwyn, PA 19061.

Mr. Rhodes requested a motion to adopt Resolution 203-2020.

Ms. Betteridge moved to approve. 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 204-2020 – Ratifying an Award of Contract, Pursuant to Solicitation of Quotations, By and Between Camden County Board of Social Services**

**and Paper Mart, Inc., For Printed Envelopes.....Edward Hill, Esquire**

The Camden County Board of Social Services is in need of printed envelopes. Paper Mart, Inc. is willing and able to provide said services for a total cost not to exceed four thousand eight hundred and eighteen dollars and sixty cents (\$4,818.60). The proper Board Officials of the Camden County Board of Social Services authorized to execute all documents necessary to effect an agreement with Paper Mart, Inc., 151 Ridgedale Avenue, East Hanover, NJ 07936, for envelopes.

OPEN SESSION

Mr. Rhodes requested a motion to adopt Resolution 204-2020.

Ms. Betteridge moved to approve. 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 205-2020 – Authorization to a Contract with the County of Camden For Provisions of Social Services for the Homeless Temporary Aid to Needy Families (TANF).....Edward Hill, Esquire**

The Camden County Board of Social Services is desirous of entering into contract with the County of Camden for provisions of social services for the homeless Temporary Aid to Needy Families (TANF), in order for this Agency to carry out vital service functions.

The Camden County Board of Social Services authorizes the execution of a contract with the County of Camden for the period January 1, 2020 to December 31, 2020 authorizing the receipt of funds for provisions of social services for the homeless Temporary Aid to Needy Families (TANF).

Mr. Rhodes requested a motion to adopt Resolution 205-2020.

Ms. Betteridge moved to approve. 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 206-2020 – Authorization to a Contract with the County of Camden For Provisions of Social Services for the Homeless.....Edward Hill, Esquire**

The Camden County Board of Social Services is desirous of entering into a contract with the County of Camden to obtain funding for Social Services for the homeless, in order for this Agency to carry out vital service functions.

The Camden County Board of Social Services hereby authorizes the execution of a contract with the County of Camden for the period January 1, 2020 to December 31, 2020 involving the receipt of funds for provisions of social services for the homeless.

Mr. Rhodes requested a motion to adopt Resolution 206-2020.

Ms. Betteridge moved to approve. 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 207-2020 – To Approve and Authorize a Shared Services Agreement with the County of Camden to Receive the Services of an Equal Employment Opportunity Compliance Officer.....Edward Hill, Esquire**

The County of Camden is willing to employ an individual or firm for the purpose of acting as an Equal Employment Opportunity (EEO) Compliance Officer for itself and agencies of the County, including the Camden County Board of Social Services, at a cost to the Board of Five Thousand Dollars (\$5,000.00) annually commencing for a period of 5 years beginning January 1, 2020.

Mr. Rhodes requested a motion to adopt Resolution 207-2020.

Ms. Betteridge moved to approve. 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**

**Resolution 208-2020 –Authorizing Shared Services Agreement with Camden County College for Security Services.....Edward Hill, Esquire**

The Board of Social Services (“the Board”) and the Camden County College (“the College”) agree that their mutual public purpose, 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 Board to authorize and award to the College this Shared Service Agreement, the term commencing January 1, 2020 and terminating December 31, 2020.

The Board shall reimburse the College for the provision of security services more fully described in an agreement with the College for the provision of security services for a one year term, retroactive to January 1, 2020 and terminating December 31, 2020.

**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 (DMAHS) meeting.

Ms. Hentisz stated there was much discussion regarding the State’s 24-hour Homeless Hotline (NJ211) which took effect on January 1<sup>st</sup> 2020. This transition was better than expected, however each county is continuing to work through streamlining the process. The Agency will be the main contact for homeless inquiries for Camden County. NJ211 will place the client in a motel should the individual make contact after hours. The individual will then be referred to the Agency the next business day. Ms. Hentisz went on to say, a few families have been placed through NJ211 for Camden County. The Agency’s Services Department is working along with other Social Services for Homeless (SSH) vendors for a long term placement for homeless individuals and families. Camden County’s Homeless Coordinator also has reported that he has seen improvement to the process of placing the homeless population.

Next, Ms. Hentisz stated there was more discussion regarding the Senate Bill S499, and the recently released Medicaid Memorandum of Understanding (MOU). The bill was created to require the State to implement incentives and penalties on Medicaid application processing. Ms. Hentisz stated to assist in speeding up the process to clean up the backlogged cases, effective February 1<sup>st</sup>, all Affordable Care Act (ACA) Medicaid cases will be sent temporarily to the state vendor for processing. Clients are still able to submit their ACA applications to the Agency. Ms. Hentisz stated that this will allow the Agency to shift its focus and utilize its resources to process the Aged Blind and Disabled (ABD) and Long-Term Care Medicaid cases. Ms. Hentisz will continue to update the board on the status of this temporary change, and hopes to have the Agency’s backlogged cases cleaned up by summer 2020.

Ms. Hentisz reported that Mercer County began a Work First New Jersey (WFNJ) Pilot. The pilot will look to see if the current mandated face-to-face requirements for WFNJ applications could be eliminated.

Ms. Hentisz stated there have been federal changes to the SNAP ABAWD (Able-Bodied Adults without Dependents) program. The changes affect how the State requests waivers of not having to comply with the ABAWD program. Due to the State’s analysis of labor markets, Camden County was not granted an exemption waiver. Effective April 1<sup>st</sup>, the Agency will need to comply with ABAWD regulations.

DFD also informed at the meeting, they are beginning a three year TANF Project in collaboration with Rutgers’ University. This project will include analyzing and researching all facets of the TANF program.

**OPEN SESSION**

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

Ms. Hentisz reported that the next Strategic Planning Session is scheduled for January 31st. Ms. Hentisz and her management staff are working together to plan their two-year, five-year, and ten-year vision plans for the agency.

Lastly, Ms. Hentisz stated the Agency is continuing in the planning process of implementing DIMS (Document Imaging Management System). The goal is to have DIMS completely implemented and to begin in April 2020.

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 adopted

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

Ms. Konopka stated that each Board member had received copies of the Fiscal Report in their packet for December 2019.

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 2019 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.

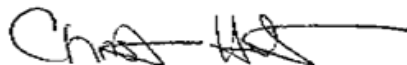
**OLD BUSINESS**

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.



Clerk