

October 21, 2020

The regular meeting of the Camden County Board of Social Services was held virtually on Wednesday, October 21, 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

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

Mr. Rhodes requested a motion to approve.

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 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. Morman 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 231-2020 –Authorizing Award of Contracts (BID A-48/2020) 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**

Mr. Hill presented Resolution 231-2020. By the resolution adopted September 23, 2020, the County of Camden authorized and awarded contracts to the lowest responsible bidders for Bid A-48/2020, Copy, Computer Paper and Envelopes for various Camden County Departments, Authorities and Agencies under the Camden County Cooperative Pricing System, Identifier #57-CCCPS, on an as-needed basis. The term of six (6) months should commence on or about October 1, 2020 through March 31, 2021, with one six-month option to renew.

Mr. Rhodes requested a motion to adopt Resolution 231-2020.

Ms. Betteridge moved to adopt. Ms. Morman 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 October was issued. Ms. Hentisz went on to say, the supplemental SNAP issuances have been approved through June 2021. Telephonic signatures, re-certifications, and Interim Reporting Forms (IRF) have also been extended to June 2021. The June 2021 extensions also include TANF/GA applications, which also allows telephonic interviews and signatures. Ms. Hentisz stated, these extended waivers are a huge benefit for the Agency in processing the increased amount of applications.

Next, Ms. Hentisz stated the Pandemic EBT (P-EBT) which provides SNAP benefits for each child that receives free or reduced school lunch, has been approved to continue until the end of the federal fiscal year. However, the P-EBT issuance is contingent on a Public Health Emergency being issued each month by Governor Murphy. Currently for this school year, the P-EBT is only being issued to children that are 100% remote/virtual learning.

Ms. Hentisz stated that all DMAHS current waivers have been extended. Medicaid cases are not permitted to close and self-attestation is allowed for Medicaid applications. Ms. Hentisz continued, that the State is focusing on getting new applications processed, rather than the re-certifications.

Ms. Hentisz reported to the Board that the Agency has received additional coronavirus relief funds from the State. These funds will be utilized to complete the renovations of the former Surrogate Office. 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.

**OPEN SESSION**

Ms. Hentisz stated the Agency is still continuing its alternating staff schedule, which allows most staff to work two days in the office and three days to work from home.

Ms. Hentisz informed the Board that the Agency is in its last stages of rolling out a new ADP Payroll System. This new system will streamline the payroll process. Staff will also be able to easily access payroll records by using the new mobile app or from a computer. The new system will require all staff members to have their paychecks directly deposited into their bank accounts. Paper checks will no longer be issued or available once the ADP payroll system is fully implemented. There are currently ten employees who still receive paychecks. The payroll department will be working along with these particular employees to assist in converting their checks to be directly deposited. This new ADP Payroll system will be a great addition to the Fiscal Department.

Lastly, Ms. Hentisz shared information regarding a recent scam that occurred in Hudson County. This scam is targeting SNAP recipients. FSP Consulting is a fraudulent company that has contacted Hudson County SNAP recipients. They have requested bank information as well as Social Security Numbers and other personal information, and then promising additional SNAP benefits if this information is received. Hudson County and Passaic County are working alongside with law enforcement and the State for a further investigation. At this time, there have been no reports of Camden County SNAP recipients receiving these scamming phone calls. Ms. Hentisz stated that she will be forwarding the press release from Hudson County to the board members. Also, Ms. Hentisz has informed all Administrators to readily report any instance of a fraud/scam call that a client receives directly to her.

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. Morman 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 September 2020.

Ms. Konopka stated that if anyone had any questions she would be happy to address them.

Ms. Betteridge asked if there was an increase or decrease of the fund balance from September 2019 and September 2020.

Ms. Konopka answered there is a small increase in the fund balance of September 2020 in comparison to September 2019.

Mr. Rhodes requested a motion to accept the Fiscal Report for September 2020 as presented in the packet.

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

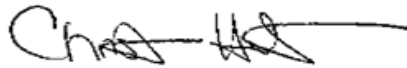
**OLD BUSINESS**

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. 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