

September 23, 2020

The regular meeting of the Camden County Board of Social Services was held virtually on Wednesday, September 23, 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, Secretary/Treasurer

Also present were: Christine Hentisz, Director; Lauwana Martin, Deputy Director; Martin F. McKernan Jr., Esquire, Board Counsel (via teleconference); Edward Hill, Esquire; 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 July Board Meeting.
- The listed expenditures from both Clearing and Administration Accounts.
- The payment of salaries and traveling expenses for August and September.
- Requisition from the County Treasurer for administration expenses for September and October.
- Movement of funds to be requisitioned from the State and County Treasurers less monies on hand for assistance payments for the months of September and October.

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. 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 227-2020 – COVID-19 Health Insurance After Death.....Edward Hill, Esquire**

Mr. Hill presented resolution 227-2020. The Camden County Board of Social Services deemed it necessary to add an addendum to the current health insurance policy while the COVID-19 State of Emergency is ongoing. The addendum states: *“The Board shall, without limitation as to time, provide the usual health insurance coverage for the spouse of any employee whose death is determined to have resulted from COVID-19, provided that the employee has been continuously employed by the Board for twenty-five years at the time of the employee’s death. The employee’s death should have occurred during the period of the COVID-19 health emergency declared by the Governor of the State of New Jersey which took effect on March 9, 2020.”*

Mr. Rhodes requested a motion to adopt Resolution 227-2020.

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 228-2020 – In Memory of Catherine Ober.....Edward Hill, Esquire**

Mr. Hill presented Resolution 228-2020 In Memory of Catherine Ober which was read into the record by Ms. Hentisz.

Ms. Hentisz stated that Ms. Ober had worked at the Agency for close to 40 years and came to work every day. She was 93 years old. Ms. Ober will be sorely missed by everyone at the Agency.

Ms. Betteridge extended her deepest sympathies to the family of Ms. Ober.

Mr. Rhodes requested a motion to adopt Resolution 228-2020.

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 229-2020 – Authorizing a Month to Month Agreement (Bid A-41/2019 — 6 Month Option), By and Between the Camden County Board of Social Services and Various Approved Vendors for the Provision of Copy Paper, Computer Paper and Envelopes for Camden County Board of Social Services Under the Camden County Cooperative Pricing System, Identifier #57-CCCPS, On an As-Needed Basis, Pending Re-Procurement of These Services.....Edward Hill, Esquire**

By the resolution adopted August 15, 2019, the County of Camden authorized and awarded contracts to the lowest responsible bidders for Bid A-41/2019, 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 ran from on or about September 1, 2019 through February 28, 2020, with one six-month option to renew.

The resolution adopted February 20, 2020, authorized Bid A-41/2019-6 Month Option, with the term set to expire on August 31, 2020. The Camden County Board of Social Services will enter into a month to month contract directly with Paper Mart, Inc., pursuant to the terms and condition of Bid A-41/2019 – 6 Month Option. Also, the Camden County Board of Social Services will enter into a month to month contract directly with WB Mason, pursuant to the terms and condition of Bid A-41/2019 – 6 Month Option.

Mr. Rhodes requested a motion to adopt Resolution 229-2020.

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 230-2020 – Employee Health Insurance Waiting Period During State of Emergency for COVID-19.....Edward Hill, Esquire**

Mr. Hill presented and explained Resolution 230-2020. The current health insurance policy requires a sixty (60) day waiting period for a new hire or rehired employee to receive health insurance benefits through the Camden County Board of Social Services.

The Camden County Board of Social Services deems it necessary to add an addendum to the policy while the Covid-19 State of Emergency is ongoing as defined by the Governor of New Jersey. The addendum is as follows:

*“as required by, or do to the spirit and intent of, and for the reasons set forth in Executive Order 172-2020 the Camden County Board of Social Services does hereby waive the waiting period for an otherwise eligible new hire or rehired employee to become enrolled in the Camden County Board of Social Services’ Medical and Prescription Drug plans during the state of public health emergency pursuant to Executive Order 103-2020.*

*An employee that is currently in the waiting period that existed prior to this waiver on August 3, 2020 may be enrolled retroactively to their date of hire (but in no event before 3/9/2020) provided any back premiums are paid to the plan and any required employee contributions paid to the employer.”*

Mr. Rhodes requested a motion to adopt Resolution 230-2020.

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.

**OPEN SESSION**

**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 increase of the maximum allotment for the month of September was issued. Telephonic signatures for SNAP applications are allowable through the month of September. Ms. Hentisz continued, any SNAP cases that were set to be closed on September 30<sup>th</sup>, the certification has been extended for an additional six months. Ms. Hentisz stated that this waiver has greatly helped with the timely processing of SNAP applications.

Also, the approval for telephonic signatures for those clients that who cannot apply for Food Stamps/TANF/GA online, or come into the Agency, has been extended through September 2020. Telephone interviews for TANF/GA applications are still permitted. TANF/GA applicants are not required to comply with the employment program to maintain benefits. However, if a client is interested in enrolling into the employment program, a case worker is able to assist.

Ms. Hentisz stated that all DMAHS current waivers have been extended. Medicaid cases are not permitted to close. Ms. Hentisz continued, that the Agency’s Medical Department has begun to utilize the State’s Worker Portal by entering in all Medicaid applications. By doing this, the Medical Department is able to easily verify and data match information to other programs.

Ms. Hentisz reported to the Board that all staff returned to a 35-hour per week work schedule. About 85% of the staff are working three days from home and two days in the office. If a staff member is not able to work from home, either because of their job title or because of not having the proper computer equipment, the staff member is required to work in the building full time. Ms. Hentisz stated that she is still continuing discussions with the County Health Department, in regards to all staff returning to work full-time in the Agency. However, Ms. Hentisz foresees the current work from home hybrid schedule to continue until the end of 2020, because of the building’s layout and to ensure social distancing is being properly practiced.

Next, Ms. Hentisz stated that the Agency will soon be acquiring and utilizing the former Surrogate Office for client access only. Ms. Hentisz, along with the County officials, are beginning to plan and create office plans and layouts for the newly acquired space. The plan is to modify the space to include interviewing booths and a new queuing kiosk system to allow clients to self-check in. Ms. Hentisz hopes that this project will improve the flow of clients for the Agency.

Lastly, Ms. Hentisz informed the Board the State recently released a school-aged Child Care Tuition Assistance Program. This program assists families with school-aged children (ages 5-13) whose school did not open full time, which caused them to enroll their child/children into a child care facility. This information was also sent out to all staff members.

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.

**OPEN SESSION**

**FISCAL REPORT.....Christine Hentisz, Director**

Ms. Hentisz stated that each Board member had received copies of the Fiscal Reports in their packet for the months of July and August 2020.

Ms. Hentisz 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 July and August 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.

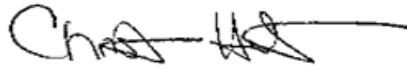
**OLD BUSINESS**

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