

June 20, 2018

The regular meeting of the Camden County Board of Social Services was held on Wednesday, June 20, 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:

Freeholder Carmen Rodriguez; Gwen DeVera; Sharrae Morman

Also present were: Christine Hentisz, Director; Nicolasa Medina, Deputy Director; Martin F. McKernan Jr., Esquire, Board Counsel; Edward Hill, Esquire; Sharon Faber, Esquire; Greg Smith, Sr. Management Assistant; Donnette (Molly) Brown, Human Resource Manager; Paulette Konopka, Fiscal Officer; Nicole Jefferson, Administrative Clerk

Public Attendance: Jon Worley, CWA 1084 President, Michelle Acevedo, Legislative Chair, CWA; Lizzie Jones, Grievance Officer, WSO; Simone Moore

Not present: Virginia Betteridge, Vice Chairperson, Dr. Leonard Krivy, PHD, Secretary/Treasurer

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

Ms. DeVera moved to approve. Freeholder Rodriguez seconded the motion, and there being no discussion on the motion, a vote was taken and the motion was unanimously adopted.

OPEN SESSION

Mr. Rhodes requested a motion to open the meeting for public participation. Freeholder Rodriguez 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. Freeholder Rodriguez 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, 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. DeVera moved to approve. Freeholder Rodriguez 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 222-2018 – Authorizing Award of Contract (BID A-16/2017—2ND Year Option) with AcuShred, Inc. For Shredding Services Under Cooperative Pricing System, ID #57-CCCPS On As-Needed Basis Sharon Faber, Esquire

By Resolution adopted June 15, 2017, the County of Camden authorized and awarded a contract to AcuShred, Inc. for bid A-16/2017 for records shredding services under the Camden County Cooperative Pricing Systems, Identifier #57-CCCPS, on an as-needed basis, for the term commencing on or about July 1, 2017 through June 30, 2018, with a one year option to renew, said options to be exercised at the sole discretion of the County. The Camden County Board of Social Services is desirous of obtaining the benefits of the above renewal of contract. Contingent upon the availability of the funding described, the Camden County Board of Social Services term with AcuShred will commence on or about July 1, 2018 and continue through June 30, 2019.

Ms. DeVera moved to adopt. Freeholder Rodriguez seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

Resolution 223-2018 – Authorizing an Agreement Pursuant to Publicly Advertised Request for Proposals, By and Between the Camden County Board of Social Services and Capehart Scatchard for Legal Services on an As-Needed Basis, Related to Departmental Hearings in Discipline Matters Sharon Faber, Esquire

By Resolution 221-2018, adopted May 16, 2018, and pursuant to a publicly advertised Request for Proposals, the Camden County Board of Social Services approved various law firms to be utilized for provision of special counsel, conflicts counsel, and labor counsel services. The Camden County Board of Social Services also requires the services of a law firm for the provision of legal services on an as-needed basis relative to the departmental hearings in discipline matters. The Camden County Board of Social Services issued a Scope of Work and solicited quotations, and three (3) responses were received, and the appointed review committee reviewed the proposals consistent with the evaluation criteria identified in the Scope of Work and determined that the firm of Capehart Scatchard is qualified to perform the services requested on an as-needed basis, at the hourly rate listed in its proposal dated May 29, 2018, for the term commencing on or about June 1, 2018 and terminating April 30, 2019.

Mr. Rhodes requested a motion to adopt Resolution 223-2018.

Ms. DeVera moved to adopt. Freeholder Rodriguez seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

Resolution 224-2018 – Resolution Establishing a Petty Cash Fund Sharon Faber, Esquire

N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any local unit by resolution and application to the New Jersey Department of Community Affairs, Division of Local Government Services. It is the desire of the Camden County Board of Social Services to establish such a fund in the amount of \$200.00 and the custodian of the fund shall be the Fiscal Officer of The Camden County Board of Social Services, who is bonded in the amount of \$1,000.00. The custodian shall maintain records for the fund in a manner conducive to proper accounting and auditing procedures. The Camden County Board of Social Services hereby authorizes the establishment of a Petty Cash Fund in the amount of \$200.00

Mr. Rhodes requested a motion to adopt Resolution 224-2018.

Freeholder Rodriguez 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 informed the Board that the meetings of the Division of Family Development (DFD) and Division of Medical Assistance Health Services (DMAHS) were cancelled. Also, there was no updated information from the County Welfare Director’s Association.

Ms. Hentisz informed the Board that she is still in the process of having the monthly board reports updated. Her goal is to provide the Board a much clearer and concise outlook on what goes on daily at the Board of Social Services. A survey will be sent soon to the Board inquiring if there is anything in particular the Board will want to see or change with the board packet reports.

OPEN SESSION

Ms. Hentisz provided an update to the Board that the third annual Camden County Board of Social Services Partner’s Meeting, held on June 13th at The Kroc Center, was a huge success. Ms. Hentisz went on to say that this year’s partner’s meeting allowed for more open dialogue than at previous meetings. The communication and collaboration between different agencies, allowed for newcomers to learn about what other resources are provided throughout Camden County. The Director has received great feedback and various agencies expressed their gratitude and urged for these meetings to continue.

Ms. Hentisz wanted to lastly report that the Homelessness and Prisoner Reentry initiatives are continuing to be beneficial as she meets monthly with the County. The latest development is with Volunteers of America (VOA). The VOA will have a resource table set up in front of City Hall in Camden. With the rapid increase of homeless individuals in that area of the city, the resource table will be there to assist and navigate these persons into programs or shelters.

Ms. Hentisz stated the Prisoner Reentry initiative is going well. The Board of Social Services is working to get benefits to those individuals who are released the same day from prison. The goal is to start the process of applying while the individual is still incarcerated, but closer to their discharge date.

Ms. Hentisz also provided an update to the Board regarding the Agency’s soon-to-be released intranet site, Board of Social Services Today (BoSS Today). BoSS Today will help improve communication between staff members and Administration.

Mr. Rhodes requested a motion to approve the Director’s Report.

Freeholder Rodriguez 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 Report in their packet for May 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 May 2018 as presented in the packet.

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

OPEN SESSION
Public Participation

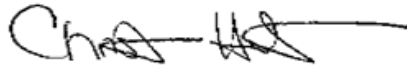
OLD BUSINESS

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. Freeholder Rodriguez 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.



Clerk