

May 16, 2018

The regular meeting of the Camden County Board of Social Services was held on Wednesday, May 16, 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; Virginia Betteridge, Vice Chairperson; Dr. Leonard Krivy, PHD, Secretary/Treasurer via (teleconference)

Also present were: Christine Hentisz, Director; Nicolasa Medina, Deputy Director; Edward Hill, Esquire; Sharon Faber, Esquire; Greg Smith, Sr. Management Assistant; Joan Quinton, Freeholder Aide; Christine Colbert, Principal Personnel Technician; Donnette (Molly) Brown, Human Resource Manager; Nicole Jefferson, Administrative Clerk

Public Attendance: Darnell Hardee; Allegra Reed

Not present: Sharrae Morman, Board Member

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

Ms. Betteridge moved to approve the Minutes as amended and revised. 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  
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 Freeholder Rodriguez 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. Dr. Krivy 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. 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 220-2018 – Authorizing Creation of Civil Service Title Data Processing Programmer Technician for the Camden County Board of Social Services ..... Sharon Faber, Esquire**

The Camden County Board of Social Services believes it is necessary and advantageous to establish the position of a Data Processing Programmer Technician. The creation of a Data Processing Programmer Technician position would allow for an increased efficiency in carrying out the overall responsibilities of the Board, and the Board hereby authorizes the creation of the title Data Processing Programmer Technician and the salary effective immediately shall start at Fifty-Five Thousand Dollars and No Cents (\$55,000.00).

Mr. Rhodes requested a motion to adopt Resolution 220-2018.

Ms. Betteridge 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 221-2018 – Authorizing Agreements Pursuant to Camden County’s Publicly Advertised Request for Proposals for the Provision of Special Counsel, Conflicts Counsel, and Labor Counsel Services for the Camden County Board of Social Services ..... Sharon Faber, Esquire**

The County of Camden has identified a need for legal services, special counsel, conflicts counsel and labor counsel in the event the Office of County Counsel is unable to provide such representation by virtue of a conflict of interest or other appropriate reason. Pursuant to a publicly advertised RFP for such services and according to RFP policy, the County of Camden, by Resolution adopted April 19, 2018, authorized agreements with various law firms for the provision of services previously described, for the County and its agencies and authorities, including the Board. The Board, contingent upon the need for legal services and the availability of funds for such purposes, authorizes the proper Board officials to execute all necessary documents to affect the agreements with approved list of law firms at the rates listed in their proposals, for the period of one (1) year commencing on or about May 1, 2018 through April 30, 2019.

Mr. Rhodes requested a motion to adopt Resolution 221-2018.

Freeholder Rodriguez moved to adopt. Ms. Betteridge 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 updates to the Board from her meetings with Division of Family Development (DFD) and Division of Medical Assistance Health Services (DMAHS). DFD issued a Corrective Action Plan (CAP) regarding issues with overdue cases and work participation rate. Ms. Hentisz went on to say, that most issues have been corrected. Also, most reports that are sent to DFD have been updated and are more accurate than before.

Ms. Hentisz and Deputy Director, Ms. Medina, are continuing to meet with the Medical Department Supervisors and Administrators in preparation of the upcoming Payment Error Rate Management (PERM) Review. This review will be conducted by The Centers for Medicare & Medicaid Services (CMS) in which Medicaid cases will be checked for the accuracy and timeliness rate of cases being processed. State representatives have already conducted a separate review, and reported that the medical cases are of great quality and cases are being processed efficiently.

Ms. Hentisz stated that DFD and the Department of Labor will be collaborating in wanting to streamline the process between county welfare agencies and the One Stop program. Ms. Hentisz and Deputy Director, Ms. Medina, will be meeting with the Director of Camden County’s One Stop program to discuss our process.

Ms. Hentisz stated that she is the process of having the monthly board reports updated. Ms. Hentisz provided to the Board various reports showcasing: Client Foot Traffic Report, the amount of answered calls, and how many applications are being processed on a monthly basis. Ms. Hentisz will be working in the coming months to have the board reports revamped and updated so that each member can see what is being done on a day-to-day basis.

**OPEN SESSION  
Public Participation**

Ms. Hentisz went on to report that the Child Support Department has begun e-filing complaints to the Family Division.

Ms. Hentisz informed the Board that she will be hosting a Partners' Meeting on the rescheduled date of Wednesday, June 13, 2018. The Partner's Meeting will include those neighboring agencies who cohesively work along with CCBSS. At the Partner's Meeting, Ms. Hentisz, along with her management team, will be providing updates on CCBSS. Ms. Hentisz stated that these partner's meetings have proven to be very beneficial in the past and she is looking forward to this year's meeting.

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, and she will continue to update the Board with any new developments.

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

Ms. Betteridge moved to approve. Freeholder Rodriguez 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..... Christine Hentisz, Director**

Ms. Hentisz stated that each Board member had received copies of Fiscal Report in their packet for April 2018.

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 Report for April 2018 as presented in the packet.

Freeholder Rodriguez moved to accept. Ms. Betteridge 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**

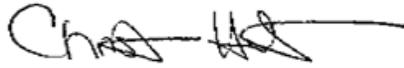
**OLD BUSINESS**

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. Ms. Betteridge moved to discuss such matters in closed session. Freeholder Rodriguez 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