

March 22, 2017

The regular meeting of the Camden County Board of Social Services was held on Wednesday, March 22, 2017 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 G. Rodriguez; Dr. Leonard Krivy, PhD, Secretary/Treasurer (via teleconference); Ginny Betteridge

Also present were: Shawn Sheekey, Director; Christine Hentisz, Deputy Director; Martin F. McKernan Jr., Esquire, Board Counsel; Sharon Faber, Esquire; Greg Smith, Sr. Management Assistant; Sharon Hall, Sr. Management Assistant; Joan Quinton, Confidential Aide to Freeholder Carmen G. Rodriguez, Paulette Konopka, Fiscal Officer; Nicole Jefferson, Keyboarding Clerk 3

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

Dr. Krivy moved to approve. Ms. Betteridge seconded the motion, and there being no discussion on the motion, a vote was taken and the motion was unanimously adopted.

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Mr. Rhodes requested a moment of silence in observance of the passing CCBSS employee Adrienne Nock.

Resolution 212-2017 – Mr. Rhodes presented Resolution 212-2017 In Memory of Adrienne Nock which was read into the record by Ms. Jefferson. 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 was unanimously adopted.

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 Dr. Krivy 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. Betteridge 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 Shawn Sheekey, Director

Mr. Sheekey 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, Mr. Sheekey stated that he or his staff would be happy to comment on them.

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 209-2017 (Bid A-26/2016 six month option) – Authorizing an Award of Contracts for Purchase of Copy, Computer Paper and Envelopes Under Cooperative Pricing Agreement Sharon Faber, Esquire

By Resolution adopted February 16, 2017 the County of Camden exercised the option to extend the term of the original contracts awarded to various vendors by Resolution adopted August 18, 2016 for an additional six months. The Board is desirous of obtaining the benefits of the aforementioned contract awarded by the County of Camden.

Resolution 209-2017 provides for the awarding of a contract pursuant to the Cooperative Pricing Agreement with the County of Camden for the purchase of copy, computer paper and envelopes to the lowest bidder for an additional six month term commencing on or about March 1, 2017 through August 31, 2017. This Resolution shall take effect upon final passage and publication according to law.

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Mr. Rhodes requested a motion to adopt Resolution 209-2017.

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 210-2017 – Authorizing the Appointment of Solicitor to the Camden County Board of Social Services Sharon Faber, Esquire

In response to publicly advertised Request for Proposals the Board has received and reviewed the proposal submitted. The evaluation committee for the Request for Proposals has recommended that Martin F. McKernan, Jr., Esquire be appointed as Solicitor to the Board.

The Camden County Board of Social Services hereby appoints Martin F. McKernan, Jr., as Solicitor to the Camden County Board of Social Services at an hourly rate of \$230.00 per hour with an annual limitation of \$14, 520.00 for a one year term commencing April 1, 2017.

Ms. Betteridge moved to adopt. Dr. Krivy seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

Resolution 211-2017 – Authorizing an Award of Contract (State Contract #M0003/89850–3rd year option), By and Between the Camden County Board of Social Services and DELL for The Purchase of Licenses to Access Office 365 and the Client Relationship Management System (CRM) Sharon Faber, Esquire

By Resolution adopted January 21, 2015, the Camden County Board of Social Services approved and awarded to DELL a contract for the purchase of licenses to access Office 365, and the Client Relationship Management System (CRM) under the provisions of State Contract #M0003/8950, said resolution providing for second and third one (1) year term option renewals.

The Board is desirous to exercise the third term option of the aforementioned contract awarded to DELL. DELL is willing to provide said licenses for a total cost of \$276,457.92. The proper officers of the Board are authorized to execute all documents necessary to effectuate the third term option and award a contract to DELL.

Mr. Rhodes requested a motion to adopt Resolution 211-2017.

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

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DIRECTOR'S REPORT Shawn Sheekey, Director

Mr. Sheekey provided the members of the Board with updates from the DFD meeting. The FNS SNAP timeliness rate was last measured from the time period of April 2016-September 2016. Statewide the average total rate is 90.72 percent. The agency did not hit the 95 percent requirement. FNS has extended their review to June 2017. The time period that they will be reviewing is from July 2016-December 2016. Mr. Sheekey stated that though our average has improved, we will not know what our average currently is until April 2017.

Mr. Sheekey stated that he will be meeting in about two weeks with the Director of Essex County and the Director of DFD regarding the SNAPTrac Program to be implemented. SNAPTrac was partially the replacement for CASS, however the Agency decided to build and administer the program of CRM (Client Relationship Management System) which has proven to be a great aid in the streamlining process. Mr. Sheekey will strongly request that the SNAPTrac and CRM be merged, to hopefully eliminate case workers having to continuously use both programs when interviewing a client or processing a client's case. Mr. Sheekey assured the Board that he has already mentioned to the State, that the Board has invested greatly into CRM and that CRM is the main solution of our progressively increasing timeliness rate. SNAPTrac will only track SNAP benefits and some of the Fair Hearing Requests and Investigative matters, whereas CRM tracks all programs/departments and soon to be also integrated with the agency's telephone system. Mr. Sheekey will provide an update to the Board after he meets with the State.

Mr. Sheekey stated that FNS is urging the promotion of Farmer's Markets which will allow clients to use their SNAP benefits to purchase food goods. There are 95 Farmer's Markets statewide who accept EBT cards, however redemptions are going down. FNS is requesting that some counties work along with local city and town members, to seek out different areas throughout their vicinities where a City Green Mobile Market or Farmer's Market can be placed. Mr. Sheekey stated that it is the main purpose to get vendors that accept EBT cards, and that these markets should be placed in areas particularly where fresh food and vegetables are not readily available.

Mr. Sheekey stated that the FNS SNAP Collaborative has been going really well. The agency will continue to dissect and improve the mail process. Improving the timeliness rate is dependent on streamlining the mail process. The mail process at one point was at an eight day turnaround from when the agency received client documentation, to when the documentation was assigned to a case worker to process. Also the recertification process will be refined. Currently, phone interviews are conducted with Food Stamps clients and then an application is mailed to them. In many instances, the client does not return the signed application or sends the application long past the deadline; which means the client will have to be re-interviewed again. Ultimately, this process causes valuable work time of the case worker to be lost. The State has agreed to allow the initiative of the interview to be conducted after the application has been returned by the client to the agency, ensuring that valuable time of the case worker is being utilized on clients that are desirous of obtaining benefits.

Mr. Sheekey informed the Board that the Administrative Retreat is scheduled at the end of April. The agency will be mirroring the County's Retreat in hopes of encouraging the administrators to work together as a team. Also, a Supervisors' Training will be taking place in the next couple of

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months to strongly urge supervisors to manage and supervise their staff. Mr. Sheekey stated that he is looking forward to the upcoming trainings.

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

Dr. Krivy moved to approve. Ms. Betteridge 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 Reports in their packet for February 2017.

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 February 2017 as presented in the packet.

Ms. Betteridge 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.

OLD BUSINESS PUBLIC SESSION

There was none.

NEW BUSINESS PUBLIC SESSION

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. Dr. Krivy 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.


Clerk