

April 19, 2017

The regular meeting of the Camden County Board of Social Services was held on Wednesday, April 19, 2017 at 12:00 p.m. in the office of the Board at 600 Market Street, Camden, New Jersey. The following members were present:

Mr. James H. Rhodes; Dr. Leonard Krivy, PhD; Ginny Betteridge; Gwen DeVera

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

Public Attendance: Michelle Acevedo, Legislative Chair, CWA; Lizzie Jones, Vice President, WSO

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.

Reorganization – Board Members of the Camden County Board of Social Services

Mr. McKernan requested a roll call:

Mr. James H. Rhodes	Present
Ms. Susan Michielli	Absent
Dr. Leonard Krivy, PhD.	Present
Ms. Gwen DeVera	Present
Ms. Virginia Betteridge	Present
Joseph Ripa, County Clerk	Absent
Freeholder Director Louis Cappelli	Absent
Freeholder Carmen Rodriguez	Absent

Mr. McKernan called for election of officers:

Chairman
Vice Chairman
Secretary/Treasurer

Mr. McKernan requested a motion to elect the officers. Ms. Devera moved to elect the current slate of officers and Ms. Betteridge seconded the motion.

OPEN SESSION
Public Participation

Mr. McKernan asked if there were any other nominations.

There were none.

Mr. McKernan stated there being no other nominations he would direct that the nominations be closed.

Mr. McKernan stated the officers are:

Chairman – James H. Rhodes
Vice Chairman – Susan Michielli
Secretary/Treasurer – Dr. Leonard Krivy, PhD.

Mr. McKernan requested a roll call:

Mr. James H. Rhodes	Yes
Ms. Susan Michielli	Absent
Dr. Leonard Krivy, PhD.	Yes
Ms. Gwen DeVera	Yes
Ms. Virginia Betteridge	Yes
Mr. Ripa, County Clerk	Absent
Freeholder Director Louis Cappelli	Absent
Freeholder Carmen Rodriguez	Absent

Mr. McKernan declared that the slate of officers as previously mentioned in the motion is hereby elected for the forthcoming year.

Mr. McKernan turned the meeting over to the Chairman, James H. Rhodes and the Open Session resumed.

Mr. Rhodes requested approval of the following items:

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

Mr. Rhodes requested a motion to approve.

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.

**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, which motion was seconded by Ms. DeVera and unanimously adopted.

Mr. Rhodes asked if there were any members of the public wishing to address the Board. Seeing as there was none, 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. Ms. DeVera seconded the motion and there being no discussion on the motion, a vote was taken and the Resolution 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 approved. 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.

Resolution 215-2017 – Resolution Authorizing the Adoption of a Pool of Architects and Engineers Established Pursuant to Camden County’s Publicly Advertised Request for Proposals, for the Provisions of Professional Services for Various Camden County Board of Social Services Projects Sharon Faber, Esquire

By Resolution adopted March 16, 2017, the Camden County Board of Chosen Freeholders approved various architectural and engineering firms for utilization in various projects, in accordance with Camden County’s Request for Proposals policy, and pursuant to a publicly advertised Request for Proposals for such services. Camden County is desirous that the CCBSS adopt said pool of architects and engineers and has authorized the CCBSS to enter into agreements with said architectural and/or engineering firms as needed and in accordance with applicable law. The CCBSS approves the list of said firms to be utilized for various projects and authorizes the entering into a contract with said firms pursuant to the terms and conditions of the RFP and in accordance with applicable law.

Mr. Rhodes requested a motion to approve Resolution 215-2017.

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
Public Participation**

Resolution 216-2017 – Resolution Adopting Meeting Schedule and Designating Newspapers to Receive Notices for the Camden County Board of Social Services Martin F. McKernan, Jr., Esquire

Mr. McKernan stated that the Open Public Meetings Act states that the Board is required to adopt its annual meeting schedule and designate newspapers to receive notices for the Board of Social Services scheduled Board meetings.

Ms. Betteridge moved to adopt Resolution 216-2017 as presented. 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 217-2017 – Authorizing the Camden County Board of Social Service to Recognize May 7th – May 13th, 2017 as Public Service Recognition Week in Honor of the Millions of Public Employees at the Federal, State, County and Municipal Levels Sharon Faber, Esquire

Resolution 217-2017 recognizes public servants at the federal, state, county and municipal levels for the day-to-day diverse services they provide. The CCBSS proclaims May 7th – May 13th, 2017 as Public Service Recognition Week and encourages all citizens to recognize the accomplishments and contributions of government workers at all levels.

Mr. Rhodes requested a motion to approve Resolution 217-2017.

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 218-2017 – Resolution Authorizing an Award of Contract (State Contract 89854), By and Between the Camden County Board of Social Services and PCM-G, for the Purchase, Integration, Implementation Support And Maintenance of Municipal Software Sharon Faber, Esquire

Ms. Faber presented Resolution 218-2017 which permits the Camden County Board of Social Services to purchase certain services under a contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury without advertising for bids.

It is the desire of the CCBSS to authorize a contract for the purchase of the Municipal Software Inc. package, including but not limited to the entire software package, integration with the CCBSS in-house computer network, implementation and post-implementation support and maintenance of said System and license(s) to access the system, under the provisions of State Contract 89854.

PCM-G is willing and able to provide said services for a total cost of \$33,659.70 and funding is available for this purpose.

The proper officers of the Board are authorized and instructed to sign and execute any necessary documentation to effectuate an agreement with PCM-G (which is an approved vendor pursuant to N.J.S.A. 40A:11-12 and N.J.A.C. 5:30-5.5(b)(2) for the purchase of, and payment for, the Municipal Software Inc. package as described above.

**OPEN SESSION
Public Participation**

Ms. Konopka mentioned that the current system does not provide the agency with the proper means to track and produce all reports required of our agency to report to the State, nor is it a user-friendly system in terms of the needs for purchasing and purchase order requirements.

Ms. Konopka has spent time with various vendors and the agency's IT Director in order to select a program that would best fit the needs of the agency in all aspects concerning fiscal matters. The vendor selected in the resolution best fits those needs.

Mr. Rhodes requested a motion to adopt Resolution 218-2017.

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.

DIRECTOR'S REPORT..... Shawn Sheekey, Director

Mr. Sheekey stated that last month he had a meeting with Natasha Johnson, DFD Director and Jeanette Page Hawkins, Essex County Director. The meeting was on the desire to merge SNAPTrac into the CRM system, because both Essex and Camden County use CRM. Prior to this meeting Mr. Sheekey stated he met with Jeanette Page-Hawkins, to discuss having the State solve the problem. Mr. Sheekey also stated he had the support of the board members to build the CRM system and we have built processes around it. Mr. Sheekey stated we are part of the FNS collaborative and the last thing we need is another new system, SNAPTrac was sort of dropped on our lap, which was created when the CASS system contract was cancelled. The State is renaming it ONETrac because is expanding beyond SNAP to include TANF, GA, Fair Hearings, and Transmittals. Mr. Sheekey stated he has assigned Christine Hentisz as the lead for the program and CRM along with Richard Behm and Bernadine Dominique, of the IT Department as they will be attending the meeting when it is scheduled with the State. Mr. Sheekey believes they just need to talk through integrating the systems without creating more steps for this agency. The board members will be kept posted on the progress. Mr. Sheekey stated there are some features in ONETrac that moving forward we are going to need to use, and we will work toward this merger hopefully without causing too much disruption to the current process.

Mr. Sheekey stated there is nothing to report on the County Welfare Association. The meeting last month was during the Child Support Conference and Mr. Sheekey did not attend.

On FNS collaborative, Mr. Sheekey directed the board members' attention to the board room wall informing that they can see the latest version of another PDSA that has been started involving the agency mail process. Mr. Sheekey stated that the process involving the receipt of mail in the agency and the time period it gets posted into CRM has been reduced from seven days to three. This is a marked improvement in the mail process, as mail being repeatedly placed in various bins throughout the mail process has been reduced. Mr. Sheekey stated that what is interesting is that we started the PDSA on the recertification packets where they were mailed out in advance and waiting until the clients send it back in before scheduling a phone interview. Mr. Sheekey confirmed with Ms. Hentisz that we have received fifteen applications back. Mr. Sheekey stated that they sat in the monthly FNS collaborative call yesterday and the conversation was about clients who forget they have an appointment, so we schedule them and it is a waste of time. Mr. Sheekey stated some of the States are working on different reminders, like a wallet sleeve where you put the card in and on their add the recertification date because they are constantly using their EBT card, and it would be a reminder of their interview date. Mr. Sheekey stated this process will help cut down on the no show rate and is a continual process improvement the FNS collaborative is great and we hope they continue beyond the fall. Mr. Sheekey stated FNS collaborative will be coming to NJ in September and they are doing the New Jersey state visit in Princeton.

**OPEN SESSION
Public Participation**

Mr. Sheekey mentioned Greg Smith has been training six new Senior Receptionists, and he has been working on Articles in CRM which will be shared. Mr. Sheekey stated Bernadine Dominique pointed out a button on the phone where they can check the call center wait times and it has been at a zero wait time several times with no one on hold. The phones are finally getting answered.

Mr. Sheekey brought to the attention of the Board Members a foot traffic chart which he started in 2014. July 2014 on the highest number we hit 31,0000 people coming through this agency in a month. Mr. Sheekey stated we hit the lowest this March a little over 800 people per day. Mr. Sheekey stated this does not necessarily mean the economy has turned around and there are fewer people, but that we are doing a lot with phone calls and there is a whole host of reasons the foot traffic is down. Mr. Sheekey stated from time to time when we look at the cameras the lobby only has only a handful of people.

Mr. Sheekey mentioned George Jackson is retiring at the end of April and has taken a job with the State CWA. His retirement event is next Friday, April 28th, but unfortunately we have our Administrators Retreat that day. Mr. Sheekey informed the Members of the Board they are most welcome to send a note or see him if they get the opportunity. He plans to send an agency wide email next week, because he has been CWA President for several years. Mr. Sheekey stated Gerald Baker will be promoted to CWA President and Renita Singleton will take over as Vice President of the CWA. Mr. Sheekey stated he met with the union the other day and expects to continue doing the monthly meetings and do everything possible to cooperate and make things as smooth as possible between labor and management.

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

Ms. Betteridge moved to approve. Dr. Krivy seconded the motion and there being no discussion on the motion, a vote was taken and the motion 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 March 2017.

Ms. Konopka stated that the annual pension payment was made in the amount of \$4,369,042.00, which is \$3,500 less than last year’s payment. Ms. Konopka also stated the yearly budget is under review for approval by the State.

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 March 2017 as presented in the packet.

Ms. Betteridge moved to accept. Ms. DeVera 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

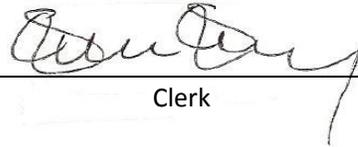
There was none.

OPEN SESSION
Public Participation

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. Ms. Devera seconded the motion, and there being no discussion on the motion a vote was taken and the motion was unanimously approved.



Clerk