

February 22, 2017

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

Susan Michielli, Vice Chair; Dr. Leonard Krivy, PhD, Secretary/Treasurer (via teleconference); Gwen DeVera

Also present were: Christine Hentisz, Deputy Director; Ed Hill, Esquire; Greg Smith, Sr. Management Assistant; Sharon Hall, Sr. Management Assistant

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

Mr. Rhodes requested a motion to approve.

Ms. Michielli moved to approve. Ms. DeVera 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. Michielli 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 as there was no one, Mr. Rhodes requested a motion to close the Public Participation portion of the Open Session. Ms. Michielli 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, Deputy 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 comment on them.

Mr. Rhodes requested a motion to approve the Deputy Director's Update on the State and Federal Policies.

Ms. Michielli 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.

**Resolution 203-2017 – Authorizing an Agreement Pursuant to Camden County's Publicly
Advertised Request for Proposals for the Provision of Affirmative Action Officer
(AAO/EEO) Services for the Camden County Board of Social Services
..... Ed Hill, Esquire**

The County of Camden has identified a need for Affirmative Action Officer/Equal Employment Officer (AAO/EEO) services for the County, its agencies and authorities. Pursuant to a publicly advertised Request for Proposal for such services and in accordance with Camden County's Request for Proposals policy, the County of Camden, by Resolution adopted January 4, 2017, authorized agreements with various law firms for the provision of the above mentioned services. The said agreements were awarded to the following firms: Madden & Madden, P.A., Cleary, Giacobbe, Alfieri, Jacobs, LLC and Alfonso Baker Archie Foley & Lodge, P.C., at the hourly rate of \$175.00 for a term of one year commencing on or about January 1, 2017 through December 31, 2017 on an "as-needed basis". Contingent upon the need for an Affirmative Action Officer/Equal Employment Officer (AAO/EEO) and availability of funding for such purposes, the proper Board officials are authorized to execute all documents necessary to effect the described agreements.

Mr. Rhodes requested a motion to adopt Resolution 203-2017.

Ms. Michielli 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 204-2017 – Authorizing Shared Services Agreement (2nd Year Option) with Camden County College for Security Services Ed Hill, Esquire

N.J.S.A. 40A:65-1, et seq (“Uniform Shared Services and Consolidation Act”) permits two or more local government units to enter into a contract for any service which any party to the agreement is empowered to render within its jurisdiction. By Resolution 102-2016 adopted January 20, 2016, and pursuant to the Uniform Shared Services and Consolidation Act, the Camden County Board of Social Services authorized the execution of a Shared Services Agreement with Camden County College for the provision of security services, for the term of January 1, 2016 through December 31, 2016, with a second year option to renew, to be exercised by mutual agreement and upon resolution of the Board.

The Camden County Board of Social Services and Camden County College agree that their mutual public purposes, best interests, and the best interests of the taxpayers and citizens of Camden County will be promoted by execution and delivery of this Shared Services Agreement, 2nd year option. It is the desire of the Camden County Board of Social Services to authorize and award the 2nd year option agreement for the term commencing January 1, 2017 and terminating December 31, 2017, and shall reimburse Camden County College for the provision of security services with funding contingent upon the availability and appropriation of funding for this purpose in the Board’s 2017 budget. The proper officers of the Camden County Board of Social Services are authorized to execute a shared services agreement (2nd year option) with Camden County College for the provision of security services for the term described above.

Mr. Rhodes requested a motion to adopt Resolution 204-2017.

Ms. Michielli 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 205-2017 – Adopting 2017 Requests for Proposal Policy and Template..... Ed Hill, Esquire

The County of Camden adopted its 2017 Requests for Proposal policy and template by a Resolution passed on January 4, 2017 and desires its member entities, including the Camden County Board of Social Services to adopt and confirm adoption of said policy and template.

Mr. Rhodes requested a motion to adopt Resolution 205-2017.

Ms. Michielli 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 208-2017 – Authorizing an Award of Contract (State Contract #89851), By and Between the Camden County Board of Social Services and Software House International Corporation (SHI), for Ongoing Support and Software Integration, Implementation, PostImplementation Support and Maintenance of Client Relationship Management System (CRM – Phase 3) Ed Hill, Esquire

Mr. Hill presented Resolution 208-2017 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. The Board, by Resolution adopted January 21, 2015, approved and awarded a contract to Software House

OPEN SESSION Public Participation

International Corporation (SHI) under the provisions of State Contract #A77560 for the purchase, integration, implementation and support of the Client Relationship Management

System (CRM) software package. By Resolution adopted March 16, 2016, The Camden County Board of Social Services approved and awarded to SHI ac contract under the provisions of State Contract #89851 for the ongoing support and software integration, implementation, post implementation support and maintenance of the CRM (Phase 2). It is the desire of the BOSS to authorize the award to SHI (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), of a contract under the provisions of State contract #89851 for the provision of ongoing support and software integration, implementation, post-implementation support and maintenance of the CRM (Phase 3), for the cost of \$69,888.00.

The proper officers of the Board are authorized and instructed to sign and execute any necessary documentation when such materials and/or services have been delivered and accepted by the BOSS.

Mr. Rhodes requested a motion to adopt Resolution 208-2017.

Ms. Michielli 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.

DEPUTY DIRECTOR'S REPORT Christine Hentisz, Deputy Director

Ms. Hentisz provided the members of the Board with updates on two of the Agency's ongoing initiatives. Ms. Hentisz stated that the agency is looking to start Phase 3 of CRM. Phase 2 has been very successful in improving the scheduling of all of the Agency's TANF, GA, Food Stamp recertifications as well as working with the supervisors with creating individual dashboards for them to get a better handle on what their staff is doing. In Phase 3, the Agency will be working on finishing up articles and statistics for the Call Center in CRM as well as Medicaid ABD long term care scheduling and appointments into CRM. There will also be continued improvements and upgrades. The Agency has shut down nearly 30 Fox Pro systems last month. Now all of that information is being tracked in CRM. There are approximately twelve more systems that will be turned off with Phase 3. Some departments have been given a little more time to work with IT in order to ensure that CRM has everything they need in it prior to shutting down of their old tracking systems.

Ms. Hentisz stated that she and Mr. Sheekey had the opportunity to travel to San Diego last week and did two full days of meeting with representatives from California, North Carolina, other counties, and the Feds as part of the ongoing FNS SNAP Collaborative. She stated that they walked away with a lot of great ideas that they want to look and put here such as improving letters and improving systems. Ms. Hentisz stated that there was some discussion with the State about getting CRM to integrate into the State systems to allow the Agency to keep moving on that. Hopefully, now that they are back they can begin implementing a lot of the positives gained from this very beneficial meeting. The FNS team will be visiting at the Agency next week for two full days to help us start looking at our mail process to work on improving the issues with losing verifications and it doesn't take the Agency seven days from the date of mail hits our building for it to be matched with the case. Ideally, Ms. Hentisz stated she would like to get that down to a day or two. Those are the two goals that will be covered when they come in next week.

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

OPEN SESSION Public Participation

Ms. Michielli 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 Christine Hentisz, Deputy Director

Ms. Hentisz stated that each Board member had received copies of Fiscal Reports in their packet for January 2017.

Ms. Hentisz stated that if anyone had any questions she would be happy to ensure their questions would be addressed by Ms. Konopka.

Mr. Rhodes requested a motion to accept the Fiscal Report for January 2017 as presented in the packet.

Ms. Michielli 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.

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. Ms. Michielli 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