

January 18, 2017

The regular meeting of the Camden County Board of Social Services was held on Wednesday, January 18, 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; Ginny Betteridge

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

Public Attendance: George Jackson, President, CWA-Local 1084; Toni Bobiak, President, WSO; Lizzie Jones, Hearing Officer, WSO; Darnell Hardee, Allegra Reed

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

Mr. Rhodes requested a motion to approve.

Dr. Krivy 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.

**OPEN SESSION
Public Participation**

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 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 as 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. 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 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. 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 201-2017 – Authorizing the Execution of a Grant Agreement with the New Jersey Department of Community Affairs Involving the Low Income Heating and Energy Assistance Program Sharon Faber, Esquire

This annual Resolution provides for the execution of entering into a grant agreement with the New Jersey Department of Community Affairs involving the receipt of approximately \$26,208.00 to be used to carry out a project to administer the intake and eligibility determination of prospective beneficiaries of the LIHEAP program, including the accurate input of verified client information in FAMIS for the period of July 1, 2016 through June 30, 2017, and further authorizes the appropriate officials names, titles and signatures as authorized persons to sign said agreement on behalf of the Board.

Mr. Rhodes requested a motion to adopt Resolution 201-2017.

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 202-2017 – Authorization to Renew a Contract with the County of Camden for Adult Protective Services Grant Sharon Faber, Esquire

The Camden County Board of Social Services is desirous of renewing its contract with the County of Camden to obtain funding for the Adult Protective Services Department of the Camden County Board of Social Services, in order for this Agency to carry out vital service functions. The CCBSS authorizes the execution of a contract (Grant Agreement Number 2017-082) with the County of Camden for the period January 1, 2017 to December 31, 2017, and authorizes the Director of the Camden County Board of Social Services to sign such contract.

**OPEN SESSION
Public Participation**

Mr. Rhodes requested a motion to adopt Resolution 202-2017.

Ms. Michielli 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 Shawn Sheekey, Director

Mr. Sheekey stated that he was at a WIB meeting with Teresa Festenstine this morning. Mr. Sheekey informed the Board that Ms. Festenstine would be retiring from the Agency and that Friday would be her last day. Ms. Festenstine stated that she worked for the Agency for 34 years, she is very appreciative for the opportunity to have worked for the CCBSS, and that this is a bitter sweet moment in her life.

Mr. Sheekey stated that at there were two topics discussed at the monthly DFD meeting. The first topic was ABAWDs (Able Bodied Adults Without Dependents). The Agency has been contacting these individuals and placing them in work activities. There have been some coding issues statewide but it appears that our Case Management Department has gotten down the process. A total of 3,291 have been removed from the rolls since this process started early this year. The State is also applying for a waiver for Atlantic, Cape May, and Cumberland counties because of the unemployment in those three counties.

Mr. Sheekey stated that the other topic was the RMS (Random Moment Study) automation. As mentioned at a previous meeting, the State is automating this process and it will go live July 1, 2017. Mr. Sheekey mentioned that a meeting was conducted with financial representatives from the State who provided updates on the process and he now feels more comfortable because there is a lot of flexibility in the system, it will not wholly rely on workers to just stop what they're doing and answer an email regarding what they are doing at that moment. Although it will be automated, Mr. Sheekey stated that he does not feel it will have a negative impact on the Agency's funding because remote laptops are also being looked into. Mr. Sheekey stated that there will be some training provided prior to the July 1st rollout and that he will keep the members of the Board updated on the matter. The RMS is critical in determining federal and state funding.

Mr. Sheekey stated that he had nothing to report from the monthly County Welfare Director's Association meeting.

Mr. Sheekey provided the members of the Board with an update on the Agency's initiatives. The Greeter Desk has been updated, and although there still needs to be modifications, an ongoing effort is being made to tighten up the flow of the lobby. There is hope for the ability to install a video monitor that will provide instructions for where people need to go. From this, people may be able to go to the Greeter Desk (where individuals maybe assisted with easy matters and deterred from having to stand in the waiting lines), or go to the appointment lines, or general waiting lines to talk to someone about more involved matters with their case. Mr. Sheekey stated that the Agency is utilizing a lot more professionally printed signage with the County branding and getting rid of handwritten, unprofessional looking signage. The County is working on a video monitor and it is hoped that the Agency can get on board with it as there are so many missed opportunities with getting the multiple messages on any given day out to the clients.

Mr. Sheekey stated that after nearly a year in the working on this customer service improvement initiative, there was a lot of feedback from the recent name tag issuance at the Agency and he is happy to report that after meeting with the unions, listening to their concerns, and talking about it, a compromise had been reached. Employees will be polled and will have the option to keep their name tag as currently printed or use the title of Ms., Mrs., or Mr. and their last name.

**OPEN SESSION
Public Participation**

Mr. Sheekey mentioned that the first of the out of state FNS Process Improvement Collaborative meetings will take place next month in California. There is a two day agenda planned which will include going through storyboards, providing updates on statistics that the counties are seeing, and sharing of PDSA testing results.

Mr. Sheekey stated that Ms. Hentisz will be attending an established quarterly meeting with the Division of Child Protection and Permanency as there is a desire on the part of a lot of the Agency's partners to interact more because we share many of the same clients. Mr. Sheekey hopes that these types of meetings will help make the processes for the clients easier when they interact with the Board of Social Services.

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

Ms. Betteridge 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 Reports in their packet for the 12 month period ending December 2016.

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 December 2016 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.

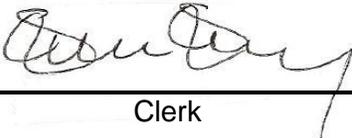
OLD BUSINESS PUBLIC SESSION

There was none.

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


Clerk