

July 19, 2017

The regular meeting of the Camden County Board of Social Services was held on Wednesday, July 19, 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); Gwen DeVera

Also present were: Shawn Sheekey, Director; Martin F. McKernan Jr., Esquire, Board Counsel; Sharon Faber, Esquire; Edward Hill, Esquire; Joan Quinton, Paulette Konopka, Fiscal Officer; Christine Colbert, Personnel Officer; Molly Brown, County HR; Jaritza Nuñez, Keyboarding Clerk 2

Public Attendance: Simone Moore, Shop Steward, CWA-Local 1084; Michelle Acevedo, Legislative Chair, CWA-Local 1084; Audrey Watkins-Kizee, CWA Member; Monica Fontno, CWA Member; Kimberly Collins, CWA 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 May Board Meeting.
- The listed expenditures from both Clearing and Administration Accounts.
- The payment of salaries and traveling expenses for June and July.
- Requisition from the County Treasurer for administration expenses for July and August.
- To move funds, to be requisitioned from the State and County Treasurers less monies on hand for assistance payments for the month of July and August.

Freeholder Rodriguez 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 stated that for the beginning of the meeting there will be a presentation regarding VITALity by Mimi Schaible and Dolores Colligon.

Ms. Schaible informed the board of the services that VITALity provides to the community, especially to the Seniors and disabled residents. Ms. Schaible provided pamphlets, annual reports, and business cards to the attendees.

Mr. Rhodes then requested a motion to open the meeting for public participation. Freeholder Rodriguez moved to open the Public Participation portion of the Open Session, seconded by Ms. DeVera and the motion was unanimously adopted.

Michelle Acevedo addressed the board on behalf of the CWA 1084. She asked that the board to appoint someone to the education leave committee. Ms. Acevedo stated it is time sensitive and she is looking to have someone appointed by the next meeting, because the person is looking forward to move on with their education. Ms. Acevedo also addressed the Board with a statement regarding the employee handbook.

Simone Moore addressed the board by reading a letter from Gerald Baker, President of the CWA.

Mr. Rhodes asked if there were any additional 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. 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 answer.

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

Dr. Krivy 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 221-2017 Resolution Authorizing Award of Contract
(BID A-16/2017) With Acushred, Inc. for Shredding Under Cooperative
Pricing System, ID #57-CCCPS..... Sharon Faber, Esquire**

By Resolution adopted June 15, 2017, the County of Camden authorized and awarded a contract to AcuShred, Inc. for bid A-16/2017 for records shredding services for various Camden County Departments and Camden County Cooperative Members under the Camden County Cooperative Pricing Systems, Identifier #57-CCCPS, on an as-needed basis, for the term commencing on or about July 1, 2017 through June 30, 2018, with one year option to renew, said option to be exercised at the sole discretion of the County. The Camden County Board of Social Services is desirous of obtaining the benefits of the above contract awarded by the County of Camden.

Mr. Rhodes requested a motion to adopt Resolution 221-2017.

Freeholder Rodriguez 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 222-2017 Resolution Authorizing Award of Contract
(BID A-19/2017) With W.B. Mason Co., Inc. for Bottled Water
Service Under Cooperative Pricing Systems, ID #57-CCCPS,
on an As-Needed BasisSharon Faber, Esquire**

By Resolution adopted June 15, 2017, the County of Camden authorized and awarded a contract to W.B. Mason, Inc. for bid A-19/2017 for bottled water service for various Camden County Departments, Authorities and Agencies under the Camden County Cooperative Pricing System, Identifier #57-CCCPS, on an as-needed basis, for the term commencing on or about July 1, 2017 through June 30, 2018, with a second and third year option to renew, said options to be exercised at the sole discretion of the County. The Camden County Board of Social Services is desirous of obtaining the benefits of the above contract awarded by the County of Camden.

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.

**Resolution 223-2017 – Resolution Approving and Adopting Policy
Handbook Martin McKernan Jr., Esquire**

It is necessary and appropriate for the Camden County Board of Social Services to have a *Policy Handbook* to delineate and set forth various policies and procedures dealing with operations of the Agency. Mr. McKernan reported that a draft of the proposed *Handbook* had been provided to both the CWA and the WSO, and had been separately reviewed and discussed with representatives of both, and that certain revisions requested by the CWA were incorporated into the final revised version of the *Handbook*. He also reported that the final revised version was provided to the CWA and the WSO on July 12, 2017 and was also provided to the members of the Board for their review prior to this meeting. It was the conclusion of the members of the Board, after discussion, and having reviewed the final revised version of the *Handbook* which is attached to and made a part of this Resolution, that its adoption is in the best interests of the Agency, its employees and those whom it serves. The *Policy Handbook* is to take effect on August 1, 2017 at 9 o'clock in the forenoon.

Ms. DeVera 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.

DIRECTOR’S REPORT Shawn Sheekey, Director

Mr. Sheekey stated that at the DFD meeting this month, the Directors’ were notified that a few months ago, 19,000 clients state wide were incorrectly coded for the heating and utility credit. Camden County had about 2,100 clients coded incorrectly. A letter was issued from the Department of Community Affairs informing clients to contact their Welfare office to have their cases coded correctly. Mr. Sheekey stated we have had an increase in new applications and also an increase in foot traffic. Mr. Sheekey stated the Agency has been doing overtime to sort and file old paper work. Mr. Sheekey is considering continuation of the overtime so that all paperwork can be processed and filed.

Mr. Sheekey stated he would like the tentative approval from the Board to hire five Medicaid workers from the Civil Service list. In hiring from the Civil Service list, these case workers will be put directly into the Medicaid Department and will be trained by the Medicaid staff. Mr. Sheekey also mentioned that depending on how many retirees there are for the remainder of this year, he is considering a proposal to hire more case workers for the Interviewing and Processing Departments.

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

Dr. Krivy 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 Paulette Konopka, Fiscal Officer

Ms. Konopka stated that each Board member had received copies of Fiscal Reports in their packet for May and June 2017.

Ms. Konopka informed the board that BB&T was charging too much for the accounts and now BB&T will offer better account services to the agency to off set the fees with having a minimum deposit of 2.5 million in combination of all accounts. Also, by changing the process of the retiree checks to offer direct deposit it will help the agency save on the fees.

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 May and June 2017 as presented in the packet.

Freeholder Rodriguez 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


There was none.

NEW BUSINESS

There was none.

OPEN SESSION
Public Participation

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. DeVera 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