

July 18, 2018

The regular meeting of the Camden County Board of Social Services was held on Wednesday, July 18, 2018 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:

Virginia Betteridge, Vice Chair; Dr. Leonard Krivy, PhD, Secretary/Treasurer (via teleconference)  
Gwen DeVera; Sharrae Morman

Also present were: Christine Hentisz, Director; Nicolasa Medina, Deputy Director;  
Martin F. McKernan Jr., Esquire, Board Counsel; Edward Hill, Esquire; Sharon Faber, Esquire;  
Donnette (Molly) Brown, Human Resource Manager; Christine Colbert, Principal Personnel  
Technician; Joan Quinton, Confidential Aide to Freeholder Carmen G. Rodriguez, Nicole  
Jefferson, Administrative Clerk

Public Attendance: Jon Worley, CWA 1084 President, Renita Singleton, CWA 1084 Vice  
President, Stephen Johnson, CWA Shop Steward; Simone Moore

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 June Board Meeting.
- The listed expenditures from both Clearing and Administration Accounts.
- The payment of salaries and traveling expenses for July
- Requisition from the County Treasurer for administration expenses for August.
- Movement of funds to be requisitioned from the State and County Treasurers less monies on hand for assistance payments for the month of August.

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 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, 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.

Mr. Jon Worley, President of CWA Local 1084, addressed the Board regarding the agency's backlog issue. Mr. Worley stated although there has been a recent hiring of clerks and HSS1's, he also is inquiring if the Board has a plan to help alleviate the Agency's backlog. Mr. Worley went on to say that the backlog of client reporting changes/mail issue is having a negative impact on the staff members and the clients that we serve.

Mr. Rhodes stated that there have been new changes throughout the Agency to correct or improve recent concerns. Such facets as: creating CRM (Client Relationship Management) Groups, improving the Call Center, and hiring new staff members.

Ms. Hentisz stated the newly hired clerks have been dispersed throughout the Agency as there are many departments that are in need. Ms. Hentisz and her management team are diligently working to improve procedures and processes within various departments. Ms. Hentisz went on to say, within the Generic Departments, there have been massive improvements and the Agency's timeliness rate is on a steady increase.

Mr. Rhodes stated he appreciated Mr. Worley for bringing the concerns of the backlogs to the attention of the Board. Mr. Rhodes also stated he will have a further discussion with the Director and the members of the Board.

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 ..... Christine Hentisz, 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 answer.

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

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 to approve the Update was unanimously adopted.

**Resolution 225-2018 – Approving and Adopting the Camden  
County Board of  
Social Services Purchasing Manual..... Martin F. McKernan Jr., Esquire**

It is advisable and appropriate for the Camden County Board of Social Services to have a Purchasing Manual to set forth the policies and procedures dealing with the acquisition of goods and services required in the operations of the Camden County Board of Social Services. The Purchasing Manual is in compliance with the provisions of the Local Public Contracts Law, N. J.S. A. 40A:11-1, et. seq. and all other applicable statutory, decisional and regulatory law.

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 226-2018 – Authorizing an Award of Contract, By and Between  
the Camden County Board of Social Services and SHI, for the Purchase of  
PowerEdge R740XD, Hardware (2) (State Contract MNWNC-109/Subcontract #89968)  
and Dell Server Configuration & Hyper-V Migration, Installation  
(State Contract MNWNC-108/Subcontract #11AHI) .....Sharon Faber, Esquire**

Resolution 226-2018 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 of Social Services is desirous to enter into a contract for the purchase of two (2) PowerEdge R740XDs, under Contract Name NASPO ValuePoint.

SHI is willing and able to provide said hardware for a cost of Fourteen Thousand Seven Hundred Thirty-Seven Dollars and no Cents (\$14,737.00) each, for a total cost of Twenty-Nine Thousand Four Hundred Seventy-Four Dollars and no Cents (\$29,474.00)

Camden County Board of Social Services is hereby authorized to execute all documents necessary to effectuate agreements with 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), for the purchase of, and payment for two (2) PowerEdge R740XDs, under Contract Name NASPO ValuePoint, pursuant to the provisions of State Contract # MNWNC-109/Subcontract # 89968 (“hardware”); and for the purchase of Dell Server Configuration & Hyper -V Migration, under Contract Name NASPO ValuePoint, pursuant to the provisions of State Contract # MNWNC-108/Subcontract #11AHI (“installation”), for the Camden County Board of Social Services for a total cost of Thirty-Five Thousand Seven Hundred Forty-Nine Dollars (\$35,749.00)

Mr. Rhodes requested a motion to adopt Resolution 226-2018.

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**

**DIRECTOR’S REPORT ..... Christine Hentisz, Director**

Ms. Hentisz provided updates to the Board from the Division of Family Development (DFD) and Division of Medical and Health Services (DMAHS). Due to the recent passing of the State’s 2019 Budget, there will be an increase the cash allotment for clients that receive TANF (Temporary Assistance for Needy Families). Also, Ms. Hentisz informed that the Family Cap has been repealed. Previously, if client was receiving cash benefits and then wanted to add another child; no additional benefits were issued. However, now that the Family Cap has been repealed, additional benefits will be issued for any additional children.

More information and procedures will be implemented by DFD in the next couple of months.

Ms. Hentisz stated that DFD and the Department of Labor are continuing in their efforts of streamlining the process between county welfare agencies and the One Stop program.

Ms. Hentisz informed the Board that the Agency has been released from Food Stamp Timeliness Review. The Agency has been put on a Corrective Action Plan for such issues as: overdue changes, and Work Participation Rate through the Case Management Department. Ms. Hentisz stated she received a report from the Director of DFD,that DFD is very impressed and pleased with the mass improvements the Agency has made thus far. Although there are still some changes to be made, DFD is working alongside the Agency to fix them.

Ms. Hentisz and Deputy Director, Ms. Medina, are continuing to meet with the Medical Department Supervisors and Administrators in preparation of the upcoming Payment Error Rate Management (PERM) Review. This review will be conducted by The Centers for Medicare & Medicaid Services (CMS) in which Medicaid cases will be checked for the accuracy and timeliness rate of cases being processed. State Representatives have already conducted a separate review, and reported that the medical cases are of great quality and cases are being processed efficiently. There is a State-wide issue of overdue Long Term Care cases. Recently, the Agency hired five new case workers to help process these overdue cases. Ms. Hentisz and Ms. Medina are looking at the processes and procedures of the Medical Department

Ms. Hentisz informed the Board that she is still in the process of having the monthly board reports updated. A survey was emailed to the Board members to get their feedback and input. Ms. Hentisz also provided an update to the Board regarding the Agency’s newly released intranet site, Board of Social Services Today (BoSS Today). The portal has received great feedback from the staff members. Ms. Hentisz stated she will have a presentation of the new portal for the Board in the next coming months.

**OPEN SESSION**

Ms. Hentisz wanted to lastly report that the Homelessness and Prisoner Re-entry initiatives are continuing to be beneficial as she meets monthly with the County. The latest development is with Volunteers of America (VOA). The VOA has an outreach table set up near City Hall in Camden. With the rapid increase of homeless individuals in that area of the city, the resource table will be there to assist and navigate these persons into programs or shelters.

Ms. Hentisz stated the Prisoner Re-entry initiative is going well. The Board of Social Services is working to get benefits to those individuals who are released the same day from prison. The goal is to start the process of applying while the individual is still incarcerated, but closer to their discharge date.

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..... Christine Hentisz, Director**

Ms. Hentisz stated that each Board member had received copies of Fiscal Report in their packet for June 2018.

Ms. Hentisz 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 June 2018 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.

**OPEN SESSION**

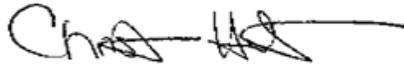
**OLD BUSINESS**

There was none.

**NEW BUSINESS**

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. Betteridge 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.



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Clerk