

February 19, 2020

The regular meeting of the Camden County Board of Social Services was held on Wednesday, February 19, 2020 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; Sharrae Morman, Vice Secretary/Treasurer; Gwen DeVera

Not present: Dr. Leonard Krivy, PhD, Secretary/Treasurer;

Also present were: Christine Hentisz, Director; Lauwana Martin, Deputy Director; Martin F. McKernan Jr., Esquire, Board Counsel; Edward Hill, Esquire; Christine Colbert, Principal Personnel Technician; Paulette Konopka, Fiscal Officer; Donnette (Molly) Brown, Human Resource Manager; Greg Smith, Sr. Management Assistant; Joan Quinton, Confidential Aide to Freeholder Carmen G. Rodriguez; Nicole Jefferson, Administrative Clerk

Public Attendance: None

Also in attendance were: CWA Local 1084 Members: Janette Norcross, Simone Moore, Kelly Quinton, Audrey Watkins-Kizee, Tamika Maldonado

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.
- Movement of 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. 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. Morman and the motion was unanimously adopted.

Mr. Rhodes asked if there were any members of the public wishing to address the Board.

Ms. Simone Moore inquired if the Board was continuing with the Employee Sick Leave Incentive Plan. Mr. Rhodes thanked Ms. Moore for her question and he replied that the Employee Sick Leave Incentive Plan ended in 2018.

Seeing that there was no one additional, 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. 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.

**OPEN SESSION**

**Resolution 210-2020 – LIHEAP.....Edward Hill, Esquire**

Camden County Board of Social Services desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$29,846.00 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 the FAMIS for the period July 1, 2019 through June 30, 2020.

Mr. Rhodes requested a motion to adopt Resolution 210-2020.

Ms. Betteridge moved to adopt. Ms. Morman seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

**Resolution 211-2020 – Universal Service Fund.....Edward Hill, Esquire**

The Camden County Board of Social Services desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately \$19,897.00, to carry out a project to code and verify FAMIS documents for the period July 1, 2019 through June 30, 2020.

Mr. Rhodes requested a motion to adopt Resolution 211-2020.

Ms. Betteridge moved to approve. Ms. Morman seconded the motion and there being no other discussion on the motion a vote was taken and the Resolution was unanimously adopted.

**Resolution 212-2020 – Authorizing an Award of Contract (State Contract #41265), for FPI-5700 4 Station Folder Inserter with Top, Middle and Bottom Address Capability, High Capacity exist transport and console, Postbase Pro DS with Dynamic Scale and 15lb Postal Scale, Postbase Pro with 15lb Postal Scale for the Period of Sixty (60) Months.....Edward Hill, Esquire**

The Camden County Board of Social Services desires to authorize an award of contract to Jersey Mail Systems for the Camden County Board of Social Services to upgrade for FPI-5700 4 Station Folder Inserter with top, middle and bottom address capability. High capacity transport and console, Postbase Pro DS with Dynamic Scale and 15lb postal scale, Postbase Pro with 15lb postal scale for a period of sixty (60) months commencing on or about March 1, 2020 through February 28, 2025 under State Contract #41265, at a cost one thousand five hundred and ninety-five dollars (\$1,595.00) per month. The Camden County Board of Social Services is authorized to execute all documents necessary to effectuate an agreement Jersey Mail Systems 205 Route 9N, Freehold, NJ 07728.

Mr. Rhodes requested a motion to adopt Resolution 212-2020.

Ms. Betteridge moved to approve. 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) meeting.

Ms. Hentisz stated the State’s 24-hour Homeless Hotline (NJ211) which took effect on January 1<sup>st</sup> 2020, is continuing to be a work in progress. Ms. Hentisz is seeking to get additional training for the social workers who utilize the Homeless Management Information System (HMIS) program. The Agency’s Services Department is continuing to work along with other Social Services for Homeless (SSH) vendors for a long term placement for homeless individuals and families. Camden County’s Homeless Coordinator also has reported that he has seen improvement to the process of placing the homeless population.

Next, Ms. Hentisz stated there was discussion regarding the State’s Medicaid Memorandum of Understanding (MOU). The MOU is an agreement proposed by the State, to the welfare agencies in regards to the processing of Medicaid cases and receiving enhanced funding. This agreement is still under review. However, the Executive Committee of the County Welfare Director’s Association will be meeting in March with the Director of DMAHS, in hopes to discuss a few concerns regarding the MOU. Such concerns include: processing back-logged cases, using the state worker portal system, and using DIMS (Document Imaging Management System).

Ms. Hentisz reported that Mercer County began a Work First New Jersey (WFNJ) Pilot. The pilot will look to see if the current mandated face-to-face requirements for WFNJ applications could be eliminated, and looking to switch those applications to phone interviews. Although, there is some concern with the requirement of the client’s needing to meet face-to-face with the Child Support and Case Management Departments, Mercer County will continue on working through the process within the pilot.

DFD also advised at the meeting that it is beginning a three year TANF Project in collaboration with Rutgers University. This project will include analyzing and researching all facets of the TANF program including the effectiveness and benefits of the program.

Ms. Hentisz stated that to assist in speeding up the process to clean up the backlogged cases, caseworkers within the Agency were transferred to the Medical department. The focus is to process the Aged Blind and Disabled (ABD) and Long-Term Care (LTC), new application/redetermination backlogged cases. Ms. Hentisz will continue to update the board on the status of this temporary change, and hopes to have the Agency’s backlogged cases cleaned up by June 2020. Ms. Hentisz was happy to report that the State is pleased with progress the Agency has made with processing the ABD and LTC cases.

Ms. Hentisz went on to say, that she had previously reported that effective February 1<sup>st</sup>, all Affordable Care Act (ACA) Medicaid cases will be sent temporarily to the State vendor for processing. However, there has been a slight delay with the transfer of the cases due to systematic issues.

**OPEN SESSION**

**DIRECTOR’S REPORT (continued). ..... Christine Hentisz, Director**

Ms. Hentisz provided to the Board printouts of a newly proposed Mission and Vision Statements for the Agency. At the last Strategic Planning Session, the Director and Deputy Director, along with the other administrators, discussed and came up with a more concise and practical Mission statement, as well as a new Vision statement. Ms. Hentisz stated any feedback is appreciated. A resolution will be presented to the Board next month for approval of the Mission and Vision statements.

Lastly, Ms. Hentisz stated the Agency is continuing in the planning process of implementing DIMS. The goal is to have DIMS completely implemented and to begin in April 2020

Mr. Rhodes thanked Ms. Hentisz for her Director’s Report and asked if there were any questions or comments.

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 the Fiscal Report in their packet for January 2020.

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 January 2020 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.

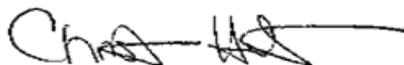
**OLD BUSINESS**

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. Morman 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