

May 15, 2013

The regular meeting of the Camden County Board of Social Services was held on Wednesday, May 15, 2013 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; Gwen DeVera; Ginny Betteridge

Also present were: Shawn Sheekey, Director; Martin F. McKernan Jr., Esquire, Board Counsel; Sharon Faber, Esquire; MaryEllen Sittner, Personnel Officer; Mary Ann Pagano, Fiscal Officer; Greg Smith, Sr. Management Assistant; Joan Quinton, Confidential Aide to Freeholder Carmen G. Rodriguez; Sharon Hall, Administrative Clerk

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

Mr. Rhodes requested a motion to approve.

Ms. Michielli moved to approve. Dr. Krivy 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. Dr. Krivy moved to open the Public Participation portion of the Open Session, seconded by Ms. Michielli.

There were no members of the public wishing to address the Board.

Mr. Rhodes requested a motion to close the Public Participation portion of the Open Session. Ms. Betteridge moved to close the Public Participation portion, seconded by Dr. Krivy

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 State and Federal Policies.

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

Resolution 231-2013– Resolution Authorizing a Shared Services Agreement (2nd Yr. Option) by and Between the Camden County Board of Social Services and the Camden County College for the Provision of Security Services Sharon Faber, Esquire

Ms. Faber presented Resolution 231-2013 which provides for a Shared Services Agreement with the Camden County College for the provision of security services for the BOSS for a one-year term from May 1, 2013 to April 30, 2014 with a one-year option to renew. The provisions set forth in the Resolution are the same as last years.

Mr. Rhodes requested a motion to approve Resolution 231-2013.

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

Resolution 232-2013 – Resolution Authorizing Award of Contract, Pursuant to a Publicly Advertised Request for Proposals, By and Between the Camden County Board of Social Services and Garrison Architects, for the Provision of Needs Assessment and Architectural Space Planning Services for the Aletha R. Wright Administration Building Located in the City of Camden Sharon Faber, Esquire

Resolution No. 7 adopted March 21, 2013 by the Camden County Board of Chosen Freeholders approved various architectural and engineering firms pre-qualified to be utilized by the County of Camden and its Agencies and Authorities for various projects, and further authorized that the proper County officials obtain quotations for particular projects, as appropriate, in accordance with the County's Request For Proposals Policy from said pre-qualified architectural and engineering firms for each County project.

The BOSS requires the services of a professional firm for the provision of a needs assessment and architectural space planning services for the Aletha R. Wright Administration Building and authorizes that the proper Board officials be authorized to execute all documents necessary to effect an agreement with Garrison Architects, 130 Presidential Boulevard, Bala Cynwyd, PA 19004, for the provision of

**OPEN SESSION
Public Participation**

architectural and engineering services for the needs assessment and architectural space planning services for the Aletha R. Wright Administration Building for a total cost not to exceed \$20,000.00 for a term commencing upon the issuance of the Notice to Proceed by the Director of Project Management at the Camden County Improvement Authority or his designee and terminating upon the completion of the project.

After some discussion, Mr. Rhodes requested a motion to approve Resolution 232-2013.

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

DIRECTOR’S REPORT Shawn Sheekey, Director

Mr. Sheekey provided the Board members with an update from the last Division of Family Development meeting. He provided an update regarding the SNAP program and timeliness issues within the State. The Food Nutrition Service (FNS) provided DFD with a Warning of Notice of Penalty which means that the CWAs will lose federal administrative dollars for the program. Five counties were singled out by FNS as troubled counties. They include Camden, Essex, Passaic, Monmouth and Ocean counties. The State is now mandating Case Banking for all counties. The BOSS has been progressing toward that goal and has a launch date set in June. An eighty percent timeliness food stamp issuance rate must be reached in six months. The state-wide average of 69% but there is no average provided on a county level. The timeliness initiative that was launched a few months ago provided the BOSS \$16,000.00 for the first quarter of the year to work on the problem. That money will be used on overtime to decrease back log and improve timeliness. DFD will be working on making some changes to the State computer systems in order to assist the counties with identifying their county level percentage of timeliness and the progress being made toward moving to the 80% requirement. Once the percentage is identified it will be easier to manage the direction of where resources need to be placed. Mr. Sheekey stated that, by comparison, Maryland had a very poor timeliness rate that involved a lawsuit and the feds required a 99% timeliness rate. The counties are required to draw up a Corrective Action Plan (CAP). The agency will address this with incorporating Case Banking, some overtime and holding monthly in-house CAP meetings after attendance at the State CAP meetings which the agency is now mandated to attend on a monthly basis.

Mr. Sheekey stated he is hopeful that Case Banking will start to address a lot of the timeliness issues in terms of the processes, resources are being looked at in the Intake and Food Stamp Departments and, if necessary, will move resources from other departments. He spoke to Chairman Rhodes regarding the possibility of another class whereby trainees would be brought in and be quickly trained on just the SNAP program rather than completing the full eight week training so those resources could be used during the summer and fall until the agency reaches the timeliness goal of 80%. Mr. Sheekey stated he wants to compile a strong justification once all other measures have been exhausted in terms of redeployment of staff.

Mr. Sheekey provided an update from the County Welfare Directors Association meeting stating that the DIMS project has been delayed again. Gloucester, Salem and Mercer counties had agreed to be the rollout counties. There have been connectivity problems at some of the pilot sites as well as other problems that have led to the continuing delays. Mr. Sheekey stated that the delays work well for the BOSS as it will push the DIMS implementation out beyond the launch of Case Banking which will allow for a smoother transition when the implementation of DIMS and CASS finally come along.

Mr. Sheekey stated that the agency is continuing to hold standing Case Banking meetings every Thursday, the subcommittees have been meeting and Mr. Sheekey has been talking with all the staff.

Mr. Sheekey stated he has been getting a lot of positive feedback. Mr. Sheekey stated that a launch date has been set for Monday, June 24, 2013 in the NPA Food Stamp and Active Case Unit (ACU) Departments. The Intake Department plays a significant role in the timeliness of Food Stamps but that department has just moved to a generic worker so the launch may be delayed in that department. The longer term goal is to have generic universal workers throughout the agency so that workers no longer will be specialized in processing certain programs.

Mr. Sheekey was not aware of any upcoming community events to report.

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 was unanimously adopted.

FISCAL REPORT Mary Ann Pagano, Fiscal Officer

Ms. Pagano stated that each Board member has received in his or her packet copies of Fiscal Reports. Ms. Pagano mentioned that the expenditures are in line with the pro-rated budget. If there were any questions, she commented that he would be happy to address them.

Mr. Rhodes requested a motion to accept the Fiscal Report as presented.

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.

OLD BUSINESS PUBLIC SESSION

There was none.

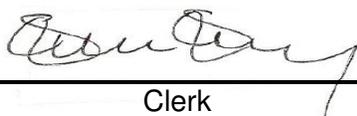
NEW BUSINESS PUBLIC SESSION

Mr. Sheekey stated that he would like consideration for approval from the Board to proceed with a renewal of the Sick Leave Incentive Plan.

There was discussion regarding the continuance of the Sick Leave Incentive plan. The plan provides for four additional vacation days, with a zero cash value, to be made available for usage to eligible employees who have used no sick time during 2013 according to agency policy and plan requirements. The four vacation days would be added to eligible employees' time in January 2014 on a "use it or lose it basis".

The consensus of the Board was given to continue the Sick Leave Incentive plan for 2013 with no changes in the plan from the prior year.

Mr. Rhodes requested a motion to close the Open Session and move to the Closed Executive Session to discuss personnel and legal matters. Ms. Betteridge moved to discuss such matters in closed session. Ms. Michielli seconded the motion, and there being no discussion on the motion a vote was taken and the motion was unanimously adopted.



Clerk