

May 20, 2015

The regular meeting of the Camden County Board of Social Services was held on Wednesday, May 20, 2015 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 conference call), Freeholder Carmen G. Rodriguez

Also present were: Shawn Sheekey, Director; Christine Hentisz, Deputy Director; Martin F. McKernan Jr., Esquire, Board Counsel; Sharon Faber, Esquire; MaryEllen Sittner, Personnel Officer; Mary Ann Pagano, Fiscal Officer; Joan Quinton, Confidential Aide to Freeholder Carmen G. Rodriguez; Nicole Jefferson, Principal 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.

Freeholder Rodriguez abstained on approval of the April Board Minutes. 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. Freeholder Rodriguez 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 of the Open Session. Freeholder Rodriguez moved to close the Public Portion. Ms. Michielli 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 approved. Freeholder Rodriguez seconded the motion and there being no discussion on the motion, a vote was take and the motion was unanimously adopted.

Resolution 214-2015 – Authorizing Shared Services Agreement with Camden County College for Security Services..... Sharon Faber, Esquire

Ms. Faber presented Resolution 214-2015 which provides for a Shared Services Agreement with the Camden County College for the provision of security services for the BOSS for a six-month term from May 1, 2015 to December 31, 2015. The provisions set for in the Resolution are the same as last years.

Mr. Rhodes requested a motion to approve Resolution 214-2015.

Freeholder Rodriguez 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 215-2015 (walk on) – Authorizing an Agreement with Millennium Strategies, LLC For Grant Writing Services for the Camden County Board of Social Services Under Cooperative Pricing System

Mr. Rhodes explained that the County recently passed a resolution last month to contract with Millennium Strategies to manage and develop of grant opportunities for the county of Camden. In the agreement with Millennium it is set out for each of the agencies the ability to join onto the contract at the county's rate. It has already been procured and approved by the Camden County Freeholders. Mr. McKernan stated that there is a monetary limitation of \$50,000.00. Mr Rhodes continued that there is no grant writing function at the BOSS, and believes that this is a good opportunity for the BOSS.

Mr. Rhodes requested a motion to approve Resolution 215-2015.

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

OPEN SESSION
Public Participation

Resolution 216-2015 (walk on) – AUTHORIZING AN AWARD OF CONTRACT, PURSUANT TO A PUBLICLY ADVERTISED REQUEST FOR PROPOSALS, BY AND BETWEEN THE CAMDEN COUNTY BOARD OF SOCIAL SERVICES AND BENEFITS EXPRESS SERVICES, LLC, FOR CERTAIN EMPLOYEE COBRA DENTAL BENEFITS, FOR A TERM OF THREE (3) YEARS FROM MAY 1, 2015 THROUGH APRIL 30, 2018

Ms. Faber explained the Resolution will administer a contract for employees COBRA dental benefits for three (3) years with a cap of \$4,000.00 a year. Mr. Rhodes explained this contract was procured through Connor Strong & Buckelew, our broker, via RFP and County Counsel. Ms. Michielli inquired did this contract mean that employees would have to report to Benefits Express Services to apply for COBRA benefits. Mr. Rhodes explained the Benefits Express Services will manage and administer the employees billing and payments. This contract will be an improvement to the previous process of managing COBRA dental benefits.

Mr. Rhodes requested a motion to approve Resolution 216-2015.

Ms. Michielli moved to approve. Freeholder Rodriguez 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 stated that the transition to generic worker at the BOSS will take place on May 26, 2015. The agency has already began the logistical moves of 120-140 staff members from various floors. Once this transition is completed, the Interviewing Department will be on the first floor and the Processing Department on the second floor. Mr. Sheekey stated this transition will definitely streamline the BOSS process. Mr. Sheekey stated he received a lot of good feedback from each of the three departments effected. Mr. Sheekey stated this is an important move, Camden County is one of the few counties that does not have a generic work force. Implementing this generic work force allows the agency to shift staff around to different departments based on various needs. Similar to the rollout of case banking, Mr. Sheekey will be meeting with Administrator’s weekly to check on the process of the transition to generic worker. The newly revamped reception desk has greatly improved the streamlining of the lobby. Mr. Sheekey stated that these upcoming changes will certainly make BOSS a much stronger and efficient organization.

Mr. Sheekey stated that it has been requested to the DFD to change the monthly CAP meeting to a different day, because it was impacting the Director’s Meeting. BOSS has reached their timeliness mark of 95% for both 30 day cases and 7 day cases this month. FNS visited the BOSS on May 19, 2015 for a paper review which reviews cases to check if denials are done correctly and efficiently. Deputy Director Christine Hentisz, stated the agency was at a 50% error rate, and this year that error rate has decreased to 11%. Ms. Hentisz stated the new changes being implemented throughout the agency have greatly benefited our error rate. Mr. Sheekey said BOSS is doing well and plans on continuing our process and implementing new changes to maintain the 95% timeliness rate.

Ms. Hentisz stated the new tracking system that BOSS has been building with Microsoft, CRM (Customer Relationship Management), is going really well. The designing of the tracking system specifically for each department have been going very smoothly. Ms. Hentisz stated our Services Department is already up and running with CRM much earlier than expected. Ms. Hentisz stated she hopes to have each department using CRM by the end of June. CRM has surpassed the expectations of what it is capable of doing, in comparison to the old tracking system. Ms. Hentisz stated CRM is a much efficient user friendly tracking system which would undoubtedly benefit the BOSS as a generic work force organization.

**OPEN SESSION
Public Participation**

Mr. Sheekey stated at his monthly meeting with Holly Cass and other affiliated agencies, a "Client Survey Tool" was mentioned. Mr. Sheekey stated he believes that is a great tool to bring to our agency, especially with the many new changes that are taking place at BOSS. The "Client Survey Tool" will get our clients opinion of the new changes or if there is anything BOSS could do to improve.

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

Ms. Michielli moved to approve. Freeholder Rodriguez 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. If there were any questions, she commented that he would be happy to address them.

Ms. Pagano stated the disbursements had substantially decreased from the previous month from 4.2 million dollars to 3 million dollars, which was affected by the pension payment. The balance of the disbursements will improve through the course of the year.

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

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

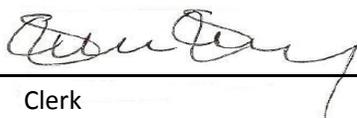
OLD BUSINESS PUBLIC SESSION

There was none.

NEW BUSINESS PUBLIC SESSION

There was none.

Mr. Rhodes requested a motion to close the Open Session and move to the Closed Executive Session to discuss personnel and legal matters. Dr.Krivy 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 adopted.



Clerk