

September 18, 2013

The regular meeting of the Camden County Board of Social Services was held on Wednesday, September 18, 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; Brett Waters, Confidential Aide to Freeholder Director Louis Cappelli, Jr.; Sharon Hall, Administrative Clerk

Public Attendance: William Tucker, Asst. Administrative Supervisor, IM

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

Mr. Rhodes requested a motion to approve.

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

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

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.

Dr. Krivy 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.

Resolution 235-2013 – Authorizing Award of Contract for Purchase of Copy, Computer Paper and Envelopes Under Cooperative Pricing Agreement ... Sharon Faber, Esquire

Resolution 235-2013 provides for the awarding of a contract pursuant to the Cooperative Pricing Agreement with the County of Camden for the purchase of copy, computer paper and envelopes to the lowest bidder for a six month term commencing on or about September 1, 2013 through February 28, 2014 with the option of an additional six month extension, at the sole discretion of the County of Camden. This Resolution shall take effect upon final passage and publication according to law.

Mr. Rhodes requested a motion to approve Resolution 235-2013. Ms. Michielli moved to approve. Ms. DeVera seconded the motion and there being no other discussion on the motion a vote was taken and unanimously adopted.

Resolution 236-2013 – Authorizing Award of Contract for Purchase of Laser Printer Toner Cartridges Under Cooperative Pricing Agreement Sharon Faber, Esquire

Resolution 236-2013 provides for the awarding of a contract pursuant to the Cooperative Pricing Agreement with the County of Camden for the purchase of laser printer toner cartridges to the lowest bidder for a one year term commencing on or about September 1, 2013 through August 31, 2014. This Resolution shall take effect upon final passage and publication according to law.

Mr. Rhodes requested a motion to approve Resolution 236-2013. Ms. Michielli moved to approve. Ms. DeVera seconded the motion and there being no other discussion on the motion a vote was taken and unanimously adopted.

Resolution 238-2013 – Authorizing an Award of Contract, Pursuant to Solicitation of Quotations, By and Between the Camden County Board of Social Services and L3 Communications for the Purchase of X Ray Security Systems Sharon Faber, Esquire

The BOSS is desirous of purchasing x-ray security systems and quotations were solicited for this purpose. L3 Communications has submitted the lowest quotation and has the necessary requirements that best meet the needs of the BOSS. The contract resulting from the aforementioned quotation from L3 Communications for the purchase of x-ray security systems for the BOSS shall not exceed a total cost of \$32,769.00 and has been awarded pursuant to and in compliance with P.L. 2044, Chapter 19 (amended by P.L. 2005), N.J.S.A 19:44A-20.4 et.seq.

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Public Participation**

Mr. Rhodes requested a motion to approve Resolution 238-2013. Ms. Michielli moved to approve. Ms. DeVera 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 primary issue at hand is the agency's preparedness for the October 1, 2013 open enrollment under the Affordable Care Act. Open enrollment will run from October 1st through March 1st. The state was trying to attempt to roll out the first phase of CASS which was a critical component of taking the applications, entering it into the CASS system, CASS doing the calculations and sending it off to the exchanges in an automated process. Unfortunately, CASS is being delayed again until December 1, 2013. The state is coming up with an alternative plan in order to allow the agency to use MAGI (Modified Adjusted Gross Income) which is the new calculation method used to calculate eligibility. The agency is trying to anticipate the population that will be seen and Mr. William Tucker, Medical Department Administrator, has been meeting with community partner agencies, many of whom have secured grant money with the specific responsibility to enroll people, advertise the new Affordable Care Act and assist in enrollment. The agency has not received any additional funding or staffing but will be able to direct people who do visit the agency on line to Healthcare.gov, assist them in applying and have them complete an application here. If the agency starts to see an influx of persons on October 1st the state has asked that they be advised and they will provide additional assistance through other means. Mr. Sheekey states that he believes the population seeking assistance with the Affordable Care Act will increase over time as many people may not be aware of the program and a lot of the people who may be eligible for the ACA are already clients.

Mr. Sheekey stated that another big issue hitting October 1st and November 1st two changes in SNAP benefits. A cost of living adjustment will go into effect on October 1st and benefits will increase. On November 1st there will be a decrease in benefits due to the American Recoveries Act (ARA) had put additional resources into a number of food stamp recipients. That is sunseting. It is hopeful that the mass mail notification from the state will lessen the amount of calls coming to the agency regarding the changes to food stamp benefits. Recipients are not entitled to a fair hearing unless they believe there benefits were miscalculated.

Mr. Sheekey stated that the agency is in month three of case banking and weekly meetings continue to be held to address issues that come up as the agency progresses. Some current issues being addressed are misdirected mail throughout the agency, customers still having problems getting through by telephone, and customer related problems such as not notifying the agency of phone number changes and being available for their scheduled phone interview. Missed phone interviews result in the customers benefits closing out which then causes the need for rescheduling, additional contacts and use of man hours in order to get the customer their benefits.

Mr. Sheekey stated that the new training class of nine previously approved by the Board was released from training today and will be working on processing food stamp benefits in order to increase the timeliness rate in the issuance of those benefits.

Mr. Sheekey stated that training for Intake and some Medicaid staff on the new DIMS has begun in the agency today but there has been another delay in the rollout of the state system. The state continues to anticipate the rollout of DIMS to take place sometime in October.

Mr. Sheekey stated that the new Kronos system has rolled out and there have been some issues which are being addressed. Some staff was uncomfortable using the new touch system at first and there

**OPEN SESSION
Public Participation**

were some problems with obtaining biometric readings for others who are now using the keypunch method. Ms. Pagano has played a critical part as this system will allow for direct feed of time and attendance to payroll which eliminate many multiple and manual steps in producing the agency's payroll. There are many excellent features which will allow the agency to manage and create a dashboard to see how the agency is doing in terms of employee accountability and identification of attendance trends and abuse which are now done on a manual basis.

Mr. Sheekey stated that two years ago the agency began a flex time pilot which expanded agency work hours from 7:30 to 3:30, 8:00 to 4:00, 8:30 to 4:30 (core hours) and 9:00 to 5:00 in order to accommodate more customers. The 9 to 5 shift was dropped early in the pilot as there were not many employees working that schedule and there were security issues which made it hard to sustain the closing hour. Mr. Sheekey stated that over time it has been realized that flex time is not benefiting the agency at this time as there have been too many problems and issues that have arisen as well as the inability to quantify the benefits of conducting additional work hours. The agency is also undergoing numerous technical and systems initiatives. Mr. Sheekey stated that he has approached the union and it has been decided that the agency will be discontinuing flex time. He stated that he would be willing to reconsider the possibility of another flex time pilot at some point in the future.

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

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.

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 Reports for July and August 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.

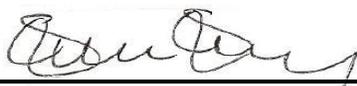
OLD BUSINESS PUBLIC SESSION

There was none.

NEW BUSINESS PUBLIC SESSION

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. Ms. Betteridge moved to discuss such matters in closed session. Dr. Krivy seconded the motion, and there being no discussion on the motion a vote was taken and the motion was unanimously adopted.



Clerk