

December 21, 2016

The regular meeting of the Camden County Board of Social Services was held on Wednesday, December 21, 2016 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 teleconference); Gwen DeVera

Also present were: Shawn Sheekey, Director; Christine Hentisz, Deputy Director; Martin F. McKernan Jr., Esquire, Board Counsel; Sharon Faber, Esquire; Ed Hill, Esquire; Paulette Konopka, Fiscal Officer; Sharon Hall, Sr. Management Assistant

Public Attendance: Teresa Festenstine, Assistant Administrative Supervisor, Case Management; George Jackson, President, CWA-Local 1084; Toni Bobiak, President, WSO; Lizzie Jones, Hearing Officer, WSO; Darnell Hardee, Allegra Reed

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

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 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 Ms. DeVera and the motion was unanimously adopted.

Mr. Rhodes asked if there were any members of the public wishing to address the Board. Seeing as there was no one, Mr. Rhodes requested a motion to close the Public Participation portion of the Open Session. Dr. Krivy 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 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 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 126-2016 – Universal Service Fund Sharon Faber, Esquire

This annual Resolution provides for the execution of entering into a grant agreement with the New Jersey Department of Community Affairs involving the receipt of approximately \$17,472.00 to be used to carry out a project to code and verify FAMIS documents for the period of July 1, 2016 through June 30, 2017 and further authorizes the appropriate officials names, titles and signatures as authorized persons to sign said agreement on behalf of the Board.

Mr. Rhodes requested a motion to approve Resolution 126-2016.

Ms. Michielli 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.

**Resolution 127-2016 – Resolution Authorizing an Award of Contract,
Pursuant to N.J.S.A. 40A:11-5(1)(dd), By and Between the Camden County
Board of Social Services and Unitronix Data Systems, Inc. for
Renewal of Abacus Software Licenses..... Sharon Faber, Esquire**

The Camden County Board of Social Services desires to purchase the renewal of software licenses and maintenance for Abacus software, including the provision of product upgrades and technical support. Unitronix Data Systems, Inc., has the necessary requirements that best meet the needs of the CCBSS and is willing and able to provide the necessary software license renewal, maintenance, support and upgrades for a total cost of \$17,528.00 for the term commencing January 1, 2017 through December 31, 2017. Funding in the amount of \$17, 528.00 is available for this purchase. The Purchasing Agent has determined that the value of the acquisition authorized exceeds \$17,500.00.

**OPEN SESSION
Public Participation**

Unitronix has completed and submitted the Business Entity Disclosure and Certification and the Determination of Value documents required.

The proper officers are authorized and instructed to sign and execute any necessary documentation when such materials and/or services have been delivered and accepted.

This contract has been awarded pursuant to and in compliance with P. L. 2004, Chapter 19 (as amended by P. L. 2005), N.J.S.A. 19:44A-20.4, et seq.

Mr. Rhodes requested a motion to approve Resolution 126-2016.

Dr. Krivy 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.

Resolution 128-2016 – Resolution Ratifying a Shared Services Agreement (5-Year Option to Renew) By and Between the Camden County Board of Social Services and the County of Camden for the Provision of Procurement Management Services Sharon Faber, Esquire

Pursuant to the Shared Services Agreement adopted by Resolution No. 59 on June 16, 2011, and the adoption of amended Resolution No. 49 on July 19, 2012 by the County of Camden, it is the intent of all parties involved to exercise the five-year option to renew Shared Services Agreements which provide for the entering into an agreement with the County of Camden for the management of the procurement process and procedures by a County appointed Qualified Purchasing Agent (QPA).

Pursuant to Resolution No. 47 adopted by the County of Camden on November 10, 2016, each Inter-Agency, including the Camden County Board of Social Services, shall ratify and authorize the appointment of the Camden County Purchasing Agent as the Qualified Purchasing Agency for their respective entity, effective September 1, 2016.

The CCBSS, pursuant to N.J.S.A. 40A:65-1 et seq., hereby ratifies and authorizes the proper officers and officials of the CCBSS to effect the 5-year option to renew the Shared Services Agreement with the County of Camden for the provision of procurement management services for a term commencing September 1, 2016 through August 30, 2021, consistent with the terms of said County Resolution No. 47 and the terms of the authorized Shared Services Agreement. All other provisions, terms and conditions of the original, and as amended, Shared Services Agreement with the County of Camden shall remain unchanged.

Mr. Rhodes requested a motion to approve Resolution 128-2016.

Dr. Krivy 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.

Resolution 129-2016 – Authorizing the Appointment of Special Legal Counsel to Represent the Camden County Board of Social Services in Child Support Matters Sharon Faber, Esquire

In response to publicly advertised Request for Proposals the Camden County Board of Social Services has received and reviewed proposals for Special Legal Counsel to handle Child Support Matters.

**OPEN SESSION
Public Participation**

The evaluation committee for this Request for Proposals has recommended that and hereby appoints the law firms of Mattleman, Weinroth & Miller, P.C., Zane and Lozuke, and Angelini, Viniar & Freedman L.L.P. be appointed as Special Legal Counsel to handle child support matters on behalf of the Camden County Board of Social Services at an hourly rate of \$97.00 per hour for a one year term commencing January 1, 2017 and ending December 31, 2017.

The annual limitation on each of the law firms of Mattleman, Weinroth & Miller, P.C., Zane and Lozuke, and Angelini, Viniar & Freedman L.L.P. shall be \$30,000.00.

Mr. Rhodes requested a motion to approve Resolution 129-2016.

Ms. Michielli 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.

DIRECTOR’S REPORT Shawn Sheekey, Director

Mr. Sheekey stated that he was at a WIB meeting with Teresa Festenstine this morning. Mr. Sheekey informed the Board that Ms. Festenstine would be retiring from the Agency and that Friday would be her last day. Ms. Festenstine stated that she worked for the Agency for 34 years, she is very appreciative for the opportunity to have worked for the CCBSS, and that this is a bitter sweet moment in her life.

Mr. Sheekey stated that he had nothing to report from the monthly DFD meeting. He stated that he will no longer be the president of the County Welfare Director’s Association as he has served his two years, but will now head the CWDA Executive Committee. Mr. Sheekey stated that the Association did elect new officers and the new President of the Association is Cumberland County’s director, Cheryl Golden.

Mr. Sheekey stated that NJAC has really helped the CWDA follow legislation that could potentially impact the county welfare agencies.

Mr. Sheekey stated that the Partners Meeting was held at the Camden County College on December 8th with 78 people in attendance. It was a frank and productive meeting that provided a lot of good feedback. Mr. Sheekey mentioned that these meetings would continue.

Mr. Sheekey stated that he wanted to bring to the attention of the Board that there have been a number of building issues, especially the number of mice that have been present in the building. Mr. Sheekey mentioned that this could possibly be resulting from the construction of buildings around the Agency. Mr. Sheekey said that the frequency with which the building is exterminated has been increased in order to address the problem. Mr. Sheekey stated that the Department of Labor and Workforce Development came in and there were a few citations and that the Agency is working to get them resolved.

Mr. Sheekey mentioned that although the ongoing FNS Collaborative may have originally started with SNAP timeliness requirements, it is really a continuation of process improvement that is doing a lot of good and is spreading to other areas of Agency work processes.

Ms. Hentisz stated that the Agency is doing a lot of tests between the Specialists and the Processors to improve the number of days to process. Most cases are now being processed in 25 to 30 days.

**OPEN SESSION
Public Participation**

We are trying to get that number lower, closer to 10 days before clients will get their benefits from the date they apply. Ms. Hentisz stated that the way workers get their cases has completely changed and it has improved productivity with the Specialists over 20 percent in how much they can review. The Processors go live with this new process next week and Ms. Hentisz mentioned that she is looking forward to seeing the benefits. Ms. Hentisz informed that there will be a lot more testing and trials next year.

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

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 approving the Report was unanimously adopted.

FISCAL REPORT..... Paulette Konopka, Fiscal Officer

Ms. Konopka stated that each Board member had received copies of Fiscal Reports in their packet for the month of November 2016.

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 November 2016 as presented in the packet.

Ms. Michielli 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.

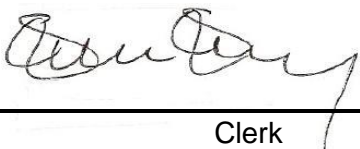
OLD BUSINESS PUBLIC SESSION

There was none.

NEW BUSINESS PUBLIC SESSION

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. Michielli 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 adopted.



Clerk