

HSAC Minutes
March 7, 2018

- I. Call to Order and Roundtable Introductions – B. Desmond
The meeting was called to order at 2:02pm. Roundtable introductions followed. B. Desmond stated that he would make every attempt to expedite today's meeting due to the inclement weather and driving conditions.

Members Present:

Terri Bryan – Provider
Bill Desmond – Member-at-Large
Eleanor McBride – Provider
Mary Dozier – Provider
John Roy – Consumer Advocate
Nichol Hoff – Consumer
Barry Keefe – Member-at-Large
Sarah Matthews – Provider
George Plewa – Provider
Donna Groome – Provider
Marilou Rochford – Consumer Advocate

Members Excused:

Barbara Makoski
Katie Faldetta
Rose Kuprianov
Wayne Whelan
Jeffrey Pierson
Carol Haig

Interested Persons:

Greg Speed – CCS
Joe Sittineri – JCDDT&OC
Kathryn Gibson – Cape Assist
Peter Belasco – YSC/CIACC Coordinator
Sabrina Hand – HSAC Coordinator

- II. Additions and Corrections to the Minutes – B. Desmond
Minutes from the 2/7/18 meeting were emailed to voting members and hard copies were distributed at the meeting. S. Matthews motioned to accept the minutes as circulated and B. Keefe seconded. Motion carried. Once approved by the Council, meeting minutes are posted on the Cape May County website.
- III. Administrator's Report – S. Hand
S. Hand reported that the focus of the Division of Community & Behavioral Health Services (DCBHS) and the HSAC office for the past month have been largely on the bureaucratic processes of contracting both closeout and execution, as well as, various planning activities/documents. With regard to budgets, the Governor is slated to present his proposed state budget on 3/13/18. Since NJ DCA will not approve any county budgets for adoption until after the Governor's budget message, the Cape May County budget is expected to go to final adoption by the Board of Chosen Freeholders

at their 3/27/18 meeting. It continues to appear that all of the contracts funded through the DCBHS will remain funded at CY 2017 levels. As reported last month, DCP&P conducted an Administrative Review of the HSAC Administration contract for the 3rd quarter (7/1 to 9/30) of 2017 on 2/14/18. The Review (monitoring/site visit) went very well. S. Hand did note that the Review did require extensive documentation. S. Hand then reported on the Homeless Trust Fund (HTF). Monarch Housing Associates conducted a presentation to the CMC Board of Chosen Freeholders on 2/27/18. The presentation included information on permissible uses of HTF funding and best practice strategies from other counties. The HSAC office and the CEAS Committee will continue to work with Monarch on those tasks required to be completed before any funds can be expended. These include developing a selection process for HTF Advisory Board membership. S. Hand reminded those present that the HSAC is asking agencies to assist in disseminating information about the EITC to their clientele. Informational flyers were available for distribution; agency representatives were encouraged to take flyers to share with their consumers. Lastly, the proposed Peer Grouping (PG) Spending Plan for 2018 has been prepared for Council review. If Council wishes to approve, a motion will be needed under new business.

IV. State Department Reports:

- DHS –
B. Desmond reported that copies of all NJ DHS announcements and press releases received since the February meeting including the DHS Reports were either emailed to all on the HSAC distribution lists or placed in the “pass around” folder for review.

- DCF – K. Tomasello
B. Desmond stated that K. Tomasello was unable to attend today’s meeting as NJ State Offices are closed due to the inclement weather. However; he did send a written report detailing the statistics for the Cape May DCP&P local office for the month of February 2018. The report was included in the packet of materials for the meeting. B. Desmond added that K. Tomasello expects to attend the April HSAC meeting should anyone have questions on the report.

V. Committee Reports:

- a. Executive Committee – B. Desmond
Minutes from the 2/28/18 meeting (held via email) were distributed. B. Desmond referenced #6 of the minutes regarding the awarding of Child Abuse & Missing Children (CA&MC) and Adolescent Pregnancy Prevention (APP) funding to state that the HSAC office has received the renewal application from Rutgers for CA&MC dollars. In addition, the HSAC office received one (1) application for APP funding; it was submitted by the School Based Youth Services (SBYS) program at Cape May Tech. Both applications were received by the 2/23/18 deadline. The Executive Committee reviewed both applications and is recommending that the HSAC award CA&MC funds to Rutgers SRCCR and APP funds to SBYS at Cape May Tech. T. Bryan made a motion to approve the funding recommendations of the HSAC Executive Committee for CA&MC and APP dollars. S. Matthews seconded. Motion carried with one abstention (E. McBride).

- b. Disability Services Committee – B. Makoski
B. Desmond reported for B. Makoski. The next meeting of the Committee is scheduled for 4/17/18.

- c. Program Review Committee – J. Kunec
B. Desmond reported for J. Kunec. The Committee’s business was addressed in #6 of the Executive Committee report.

d. WFNJ-WTW – D. Groome

A written report detailing WFNJ/SNAP caseload numbers for Cape May County for November and December 2017 was distributed. She added that this will close out reporting on 2017 statistics. D. Groome noted that the SNAP program saw an increase of 88 cases in November and another increase of 120 cases in December. However; the number of cases are still below the numbers for 2016 (down 350 cases from 2016). The GA caseload increased by 20 cases from November to December. This is normal for the time of the year. The area of the most concern was the participation rate which dropped from 27.9% in November to 2.2% in December. An analysis of cases determined that there were many issues including child care, short term medical waivers, and case closings that combined to negatively impact the participation rate. D. Groome stated that the issues impacting the participation rate were and continue to be addressed. She added that the participation rate was back up to 15% in January 2018. D. Groome concluded by stating that overall the Division of Social Services is doing well. Progress continues to be made to keep current on the workload and to make the Division more customer friendly.

e. CEAS – S. Matthews

S. Matthews stated that the next meeting of the Committee is scheduled for 3/13/18.

f. CIACC – P. Belasco

P. Belasco introduced himself to Council. He is the CIACC Coordinator and the YSC Administrator. He will be assuming HSAC reporting responsibilities for these two entities from P. Devaney. P. Belasco stated that the CIACC is moving forward with its initiative to examine service needs and barriers to those services for youth with intellectual and developmental disabilities (I/DD). The CIACC will be working with the Disability Services Committee (DSC) of the HSAC and the Family Support Council #10 (FSC#10) on this issue. To that end, Freeholder Pierson will be attending the FSC#10 meeting on 3/15/18 to listen to the concerns and barriers to service in CMC from the perspective of parents of children with I/DD. The meeting will be held at the Board Room of the SSSD. He concluded by noting that the next meeting of the CIACC is scheduled for 3/13/18.

g. Membership – B. Keefe

B. Keefe welcomed Eleanor McBride to Council as a voting member. He then reported that Council has four (4) openings. Two (2) provider positions, one (1) consumer position, and one (1) member-at-large position. B. Keefe concluded by urging anyone interested in Council membership to contact S. Hand for an application.

A motion was made by J. Roy and seconded by B. Keefe to accept the committee reports as presented. Motion carried.

VI. Liaison Reports

a. Area Agency on Aging Advisory Council – M. Dozier

M. Dozier reported that as part of County Administration's reorganization of the County Department of Human Services, several of the programs that were formerly housed within the Division of Social Services that provided services to the senior population have been moved to the Division of Aging and Disability Services. The staff that worked for these programs have transferred with the programs. M. Dozier announced that the Senior Jamboree will be held on May 3, 2018. To that end, the Division has begun accepting nominations for senior male, female, and organization of the year. The awards will be presented at the jamboree. Anyone wishing to nominate someone or an organization for the award is asked to submit the nomination to the Division directly. M. Dozier will forward nomination forms to S. Hand for distribution. M. Dozier concluded by stating that the Division is still waiting for the State to approve the County's Area Plan Grant. As of 2/27/18, no counties in NJ have received their letters of approval.

b. Workforce Development Board – T. Bryan

T. Bryan distributed a written report on Workforce Development Board (WDB) activities dated February 2018. T. Bryan stated that as the report indicates all programs are doing well and have seen increased utilization as compared to last year. With regard to the OJT (On the Job Training) program, a new brochure has been created for the individual/employee in order to match customers to the employers/jobs available (there is a separate brochure for employers). T. Bryan noted that referrals are always welcomed and orientations continue to be held twice weekly (Tuesdays and Thursdays). Appointments are not necessary for orientations.

VII. Old Business

There was no old business.

VIII. New Business

1. S. Hand presented the proposed Peer Grouping Spending Plan and accompanying program LOS for 2018. D. Groome noted that the biggest change in the PG spending plan from recent years is that Home Health Aide is no longer a provided service with this funding. The funding previously allocated to this service has been reallocated to other services. J. Roy made a motion to approve the 2018 Peer Grouping Spending Plan and LOS synopsis as presented. T. Bryan seconded. Motion carried with two abstentions (D. Groome and M. Dozier).
2. D. Groome reported that under the direction of Freeholder Pierson, the Divisions of Social Services, Aging and Disability Services, Veterans Services, the Health Department and Crest Haven Nursing Home are developing an outreach service for senior residents of the County (those age 60+). The program will be piloted in the County's Senior Centers. The goal of the program is to provide information on available services to seniors (outreach) in a convenient location and to conduct an initial assessment (prescreening) of eligibility at that same site (will assist seniors to determine if a formal application is warranted). The project is in the planning phase with a goal to rollout in May 2018. In addition to County services, Social Security staff have indicated that they would be willing to participate in the program. D. Groome will update Council on the status of this new project as details develop.

IX. Public Response

There was no public response.

Meeting adjourned at 2:28pm.