

HSAC Minutes  
October 7, 2020

- I. Call to Order and Roundtable Introductions – J. Roy  
The meeting was called to order at 2:04pm. Meeting held via Zoom. Roll call followed.

*Members Present:*

Carol Haig – Member-at-Large  
John Roy – Consumer Advocate  
Mary Dozier – Provider  
Wayne Whelan – Member-at-Large  
Joe Faldetta – Provider  
Judy Kunec – Member-at-Large  
Joe Fahy – Member-at-Large  
Jamie Moscony – Member-at-Large  
Terri Bryan – Provider  
Christa Loper – Provider  
Eleanor McBride – Provider

*Members Excused:*

Joe Sittineri  
Chris Zellers  
Rose Kuprianov  
Megan Santiago  
Donna Groome  
Lorenzo McFadden  
Jeffrey Pierson

*Interested Persons:*

Sarah Matthews – Habitat for Humanity  
Melissa Hruska – Catholic Charities  
Elizabeth Meenan – Acenda, Inc.  
Claire Galiano – CARA  
Krista Fitzsimons – CMC Division of Aging & Disability Services  
Jennifer Zoyac – CSPNJ  
Betsy Cunningham – SJLS  
Kristen Raring – CMC Human Services  
Katie Faldetta – Cape Assist  
Sabrina Hand – HSAC Coordinator

- II. Additions and Corrections to the Minutes – J. Roy  
Minutes from the 9/2/20 meeting were emailed to voting members. J. Fahy motioned to accept the minutes as circulated and T. Bryan 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 began her report by stating that as noted in the Executive Committee report, the HSAC office will be delaying the issuance of the County dollar contract renewal packages for CY2021 until the County budget process is further along. It is expected that the renewal packages will be sent to funded agencies in November. Agencies will have one month to complete and return their packages to the HSAC office. On behalf of the CEAS Committee, the HSAC office has completed the process

of updating the recommendations cited in the 10 Year Plan to End Homelessness (developed in 2016) by noting the current status of the each. The update was approved by the Executive Committee at their 9/30/20 meeting. It will be shared with County Administration and then with the CEAS Committee at their 11/10/20 meeting. Anyone wanting a copy of the Update is asked to email S. Hand for a PDF of the document. Regarding the HUD 2020 CoC Competition, there still has not been a decision from HUD regarding this year's competition. Given that it is already October, it is hoped that HUD will receive approval from the legislature for this to be a renewal year rather than the normal competition. As for the SFY2021 budget, the HSAC Administrative Contract itself did not see a reduction in funding. However; the Missing and Exploited Children Program and all allocated funding for the program have been eliminated from the budget as of 10/1/2020. This is the funding that is included in the HSAC Administration contract and is then subcontracted to a local agency most recently Rutgers Southern Regional Child Care Resource and Referral Agency. HSAC staff contacted DCP&P contracting for clarification/guidance on the utilization of these funds. Specifically, if funds received prior to 9/30/20 could be utilized. DCP&P responded that the Division was investigating. Since it is now October 7th, the HSAC office and the Agency have agreed that unless DCP&P specifically authorizes the use of funds awarded prior to 9/30/20, these funds will not be expended and will be returned to the State. The Adolescent Pregnancy Prevention funding (\$1,000) (also in the HSAC contract) remains. The Board of Chosen Freeholders appointed the members to the HTF Advisory Board on 9/22/20. S. Hand stated that she will be serving as staff to the Board. Her first task is to survey the new members to determine the best meeting day/time. The survey has been sent out and responses are being collected. The HSAC office is in the process of conducting the required focus groups and key informant interviews for the DCF Needs Assessment. All HSAC voting members are being asked to participate in a focus group. If you have not yet participated, S. Hand will be contacting you regarding an upcoming group. It is hoped that all members will make every effort to join in the process. S. Hand is also conducting the key informant interviews. To date, 2 focus groups and 1 key informant interview have been held. Lastly, if any agency or individual belongs to a group that would like to be utilized as a focus group, please contact S. Hand to discuss.

#### IV. State Department Reports:

- DHS – N. Troché  
N. Troché was unable to attend today's meeting. J. Roy reported that all NJ DHS announcements and press releases received since the September meeting have been forwarded via email to all on the HSAC distribution lists.
- DCF – J. Hirsch  
A written report with the statistics for the Cape May DCP&P local office for the months of August and September 2020 was distributed with the meeting packet. S. Hand stated that J. Hirsch sends her apologies, but she was unable to attend today's meeting due to a schedule conflict. J. Hirsch did ask that it be reported that everything remains the same with the DCP&P local office operations as last reported except for referrals which have increased.

#### V. Committee Reports:

- a. Executive Committee – J. Roy  
Minutes from the 9/30/20 meeting were distributed with the meeting packet via email. J. Roy referenced #2 of the minutes regarding HSAC membership to inform voting members that they will be receiving an email with a request to vote on a revision to the bylaws. The proposed revision would standardize membership term dates (all to start/end on the same dates).
- b. Disability Services Committee – K. Fitzsimons  
K. Fitzsimons reported that the next meeting of the Committee is scheduled for 10/20/20.

- c. Program Review Committee – J. Kunec  
No report.
- d. WFNJ-WTW – D. Groome  
D. Groome sends her apologies as she was unable to attend today’s meeting due to a schedule conflict. She did submit a written report detailing WFNJ/SNAP caseload numbers for Cape May County for June and July 2020. The report was included with the meeting packet (via email). D. Groome will answer any questions on the report at the November meeting. However; D. Groome did ask that it be reported that there has been a large jump in the number of GA cases as compared to last year. This increase is a direct result of Covid-19 (businesses being closed, consumers waiting for unemployment benefits, and some relaxing of GA eligibility rules at the state level). TANF cases have not experienced the same level of increased numbers.
- e. CEAS – S. Matthews  
Minutes from the 9/15/20 meeting were distributed with the meeting packet. S. Matthews reported that the meeting focused on updates on programs and services currently operating in CMC. She noted that the Committee meeting was held using an abbreviated agenda as several CEAS participants then participated in a focus group for the Needs Assessment.
- f. CIACC – K. Raring  
Minutes from the 9/15/20 CIACC meeting were included in the meeting packet. K. Raring stated that at the meeting, member programs gave updates on providing services during COVID-19. The next meeting of the CIACC is scheduled for 11/10/20; all meetings will continue to be held virtually until further notice.
- g. Membership – C. Loper  
C. Loper stated that the Committee’s report is #2 of the Executive Committee minutes. She then highlighted the following: M. Dozier and C. Haig have been appointed to 2<sup>nd</sup> terms on Council, the Committee approved revised language for the HSAC bylaws regarding membership terms; all voting members will be asked to approve, and lastly the Committee began preliminary discussions regarding Council officers for 2021.

A motion was made by W. Whelan and seconded by E. McBride to accept the committee reports as presented. Motion carried.

## VI. Liaison Reports

- a. Area Agency on Aging Advisory Council – M. Dozier  
A written update on Division of Aging and Disability Services was distributed with the meeting packet. M. Dozier noted the following from the report: senior centers remain closed, there is no date yet for reopening; “grab and go” meals continue 3 days per week; socialization and recreation projects are underway. Senior Center participants were surveyed regarding a variety of topics including virtual programs; most respondents indicated that they were not interested in virtual programming. M. Dozier is participating in a state sponsored work group on nutrition services/senior center reopening guidelines. The goal is to develop recommendations that can be shared with the NJ Department of Health so that senior centers can safely reopen. The reopening will not occur prior to 1/1/20. Lastly, Medicare Open Enrollment will be from October 15<sup>th</sup> through December 7<sup>th</sup>. The Division will be scheduling appointments to assist consumers with the Medicare selection process; the appointments will be conducted over the phone whenever possible. The process for absolutely necessary face to face appointments has not yet been determined.

b. Workforce Development Board – T. Bryan

A written report on WDB business was prepared by T. Bryan and included in the meeting packet. T. Bryan noted the following from the report: 1) One-Stop Career Center online at <https://www.careeronestop.org> provides a variety of services including virtual workshops and job search assistance. 2) For those with questions on unemployment claims, please call the contact number and/or visit the website provided in the written report. T. Bryan noted that the unemployment site has been updated. There is still a backlog of original unemployment claims but all consumers should be advised that if eligible, they will receive all funds owed retroactively. 3) JCDT&OC and ACCC (Cape May County campus) have programs to serve Out-of-School-Youth, please refer youth to the programs directly.

VII. Old Business

There was no old business.

VIII. New Business

1. T. Bryan asked E. Cunningham if the South Jersey Legal Services (SJLS) Office in Cape May County was open. E. Cunningham responded that the SJLS is open but staff are working remotely and are not seeing clients in the office. All work is being conducted virtually; staff are representing clients in court virtually. Anyone needing service should be told to call the office and leave a message. Their call will be returned as soon as possible. J. Roy noted that Cape-Atlantic Ink staff also continue to work remotely. The Agency is currently serving 950 youth from Atlantic and Cape May Counties. J. Roy asked how other agencies were operating in the County. S. Hand responded that County staff are back in their offices. However; all staff have been asked to stay within their own office areas and to conduct as much business as possible by phone and email. Most County buildings remain closed to the public. J. Moscony reported that Special Services School District (SSSD) is currently open 5 days per week for in-person instruction but the District is struggling with staffing (leaves, illness). The district is looking at options; there is a serious need for 1 to 1 aides. If the options for increasing staff including a wage increase do not alleviate the staffing issue, the District may need to go to a hybrid model. J. Roy concluded the discussion by stating that obtaining service providers in Cape May County continues to be a problem not only is there difficulty in finding staff among residents but providers from other counties are often unwilling to travel to the County to provide the services.

IX. Public Response

There was no public response.

Meeting adjourned at 2:45pm.