

**Kent County Department of Social Services**  
**Advisory Board Meeting Minutes**  
**April 19, 2021**

**Present:** Kevin Karpowicz, David May, Shelly Neal-Edwards, William Washington, Caitlan Gartland, Olythea Hunley, Charlotte Potts and Jen Cole  
**Absent:** Bob Jacobs, Beverly Birkmire, and Tracey Williams

**CARES Funding Request:** Presented by case worker Dawn Young. Customer lost her rental house and has found a new rental; however, it is not available for another month. She and her three children are living in a hotel until the rental is available. Requesting \$500 to pay the remaining balance of her hotel bill. Request approved by Caitlan Gartland and 2nd by Charlotte Potts. All in favor.

**Employee Recognition:** Marti Lively receives this month's Employee Recognition. A donation in her name will go to the Kent Center in memory of Adam McGraw.

**Presentation: Performance Quality Improvement** - Shelly Neal-Edwards  
Shelly reviewed the duties of the PQI Council and the role it plays within the agency ensuring continuous improvement and quality service in the community.

**Chairperson's Report:**

- Approval of minutes from March 15, 2021. Motion to approve was made by Caitlan Gartland and 2nd by David May. All were in favor.

□ **Kent County CARES Foundation**

- Dr. Karpowicz will be stepping down as Chair and Mr. Washington will fill in as the Chair until the position is filled. Dr. Karpowicz will continue to be involved in board activity and will attend when possible. He has also offered to continue working with Brian Worth who is the administrator of the website and social media pages. Shelly will send Rachel Boyle Brian's contact information to update data and statistics on the webpage.
- MASSB Handbook - Dr. Karpowicz attended a mission and vision seminar. He suggested the Boards correlates with the discussion at the training. The board supports DSS and the community.

□ **Director's Report:**

- **Divisional Performance Report** - March was reviewed by attending members. Child Support continues to collect, no changes. FIA had an increase however, it was statewide numbers. Child Welfare Services has 2 new foster children with a total of 6 children. Kent County has 6 certified foster homes.
- **E&E Pilot** - Program went live today. Lots of complications with the new software. The agency will continue to work with DHS to work out the kinks.
- **Social Work Supervisor** - Kami Morris was hired to fill the Social Work Supervisor position. She will start on April 21st.
- **Social Worker Recruitment** - The agency will begin recruitment for 2 Social Workers. 1 staff member has transferred and 1 has resignation but will stay on as a consultant.
- **2021 SNAP Funding** - Unfortunately the county is unable to fund the SNAP program for 2021.
- **2GEN Pilot** - "2GEN 2 Success" Five counties will be participating in this pilot. The program is designed for a social worker to work directly with families who have received assistance for generations. Together the worker and the family will discuss goals and work on resources to make them successful.
- **Motion to Adjourn:** With no additional business at hand, a motion to adjourn at 4:31 pm. Motion carried by unanimous vote.

□ The next meeting will be held Monday, May 17, 2021 at 3:30pm via Google Meet.

Respectfully submitted,  
Jen Cole, Executive Assistant