

**Kent County Department of Social Services**  
**Advisory Board Meeting Minutes**  
**May 17, 2021**

**Present:** William Washington, David May, Shelly Neal-Edwards, Charlotte Potts, Sara Cunningham, Tracey Williams, Caitlan Gartland, Beverly Birkmire, Catherine Sterling-Boyer and Jen Cole  
**Absent:** Bob Jacobs

**CARES Funding Request:** No request this month.

**Presentation: Adult Services** - Kathryn McCallister and Marti Lively  
Kathyrna and Marti shared handouts with the board while they reviewed Adult services, the referral process and community partners.

**Chairperson's Report:**

- Approval of minutes from April 19, 2021.
- Motion to approve was made by Tracey and 2nd by Charlotte. All were in favor.

□ **Kent County CARES Foundation**

- Sara Cunningham and Catherine Sterling-Boyer are considering becoming members of the advisory board. They have both joined the meeting today to better understand the CARES role within the community. Sara has a background in business and marketing. She enjoys fundraising and communications. Catherine has worked with the DSS populations for many years, she is looking forward to making a difference. They both will complete the membership paperwork to submit for nomination at the next meeting.
- MASSB Handbook - Mr. Washington suggested we begin a workgroup to customize the handbook template to meet the needs of Kent County. Caitlan and Mr. Washington will coordinate a date for the workgroup to meet.

□ **Director's Report:**

- **Divisional Performance Report** – April was reviewed by attending members. Child Support continues to collect meeting federal goals. FIA is meeting goals and able to service more Kent County customers due to the new E&E system which only serves 10 counties to date. OHEP requests have increased and will continue to increase during the summer months. Child Welfare Services has 2 new foster children with a total of 7 children. Kent County has 5 certified foster homes.
- **Telework Plans** - The majority of staff will begin a hybrid schedule teleworking 1 to 2 days per week and in the office 2 to 3 days per week. Customer needs continue to be the agency's priority.
- **Building Repairs** - The main building will be receiving major renovations within the next few weeks as a stipulation for us to renew our lease. Staff will continue to telework and also reporting to the Child Support office above Dunkin Donuts.
- **Hiring Freeze** - DHS is expected to lift the hiring freeze within the next few months. The Child Support division is down 2 staff members, we will be able to hire for 1 position, Services has 2 vacancies, we have 2 new hires that will be transferring at the end of June. Currently 2 supervisors are also caring caseloads since there are only 4 staff members in the division. Shelly is currently the Interim Director for Cecil County for the next 3 to 4 months while DHS begins recruitment for a new Director.
  
- **Motion to Adjourn:** With no additional business at hand, a motion to adjourn at 4:36 pm. Motion carried by unanimous vote.
  
- The next meeting will be held Monday, June 21, 2021 at 3:30pm via Google Meet.

Respectfully submitted,  
Jen Cole, Executive Assistant