

Kent County Department of Social Services
Advisory Board Meeting Minutes
June 21, 2021

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

CARES Funding Request: No request this month.

Chairperson's Report:

- Approval of minutes from May 17, 2021.
- Motion to approve was made by Tracey and 2nd by Charlotte. All were in favor.

□ **Kent County CARES Foundation**

- United Way Funding Request – \$461.75 – Promotional Items for Elder Abuse Awareness Day. Motion was made to approve by Beverly Birkmire and 2nd by Caitlan. All in favor.
- 2022 Presentation Schedule - The schedule was reviewed and approved by the board.
- Strategic Planning for 2022 - Caitlan will send an invite with various dates to begin working on the Strategic plan. Bill Washington, Beverly Birkmire, Shelly Neal-Edwards and Jen Cole will help with the development. The committee would like to focus on fundraising and grant writing this coming year. In the past they have held a vendor show, raffles, letters to the Chamber of Commerce, and ALICE press release.
- Employee Recognition - The board will submit a press release to the Kent News highlighting Marti Lively's employee recognition.
- Sara Cunningham and Catherine Sterling-Boyer memberships were nominated and approved by attending board members. Jen Cole will send the nominations to the County Commissioners office for approval.

□ **Director's Report:**

- **Divisional Performance Report** – May was reviewed by attending members. Child Support continues to collect meeting federal goals. Staff are back in court. FIA was unable to complete performance numbers due to the new system. They are working with DHS to retrieve Kents numbers. Services have increased Adult protective reports by 80%. Banks are now mandated to report suspicion of fraudulent activity which triggers an investigation by the services division.
- **New Hires** - The Services division has 2 new hires, Brittany Lester and Margaret Allen. Both are familiar with the services division and will be a welcome addition. Child support is in the process of interviewing. FIA received approval to hire one additional person as well.
- **Telework Plans** - The agency doors were mandated to be open June 1st. Due to the main building being under construction, customers have been redirected to the Child Support Office. Staff continue to troubleshoot with customers remotely as well by assisting them with online applications when possible. The goal is to safely reopen the main building on July 1st. We will continue the hybrid model (staff are in the building 3 days per week and remotely 2 days a week).
- **Building Repairs** - Renovations began in May, the repairs to the exterior wall were much more extensive than originally estimated. The contractor will also be replacing all the ceiling tiles, carpet and painting the walls.
- **Cecil Co. Interim Director** - Shelly remains the Interim Director for Cecil. DHS has recruited for the Directors position, interviews and a selection will be completed within the next few weeks.
- **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, July 19, 2021 at 3:30pm via Google Meet.

Respectfully submitted,
Jen Cole, Executive Assistant