

**Kent County Department of Social Services
Advisory Board Meeting Minutes
January 18, 2022**

Present: Caitlan Gartland, Beverly Birkmire, David May, Dr. Angela Holocker, Shelly Neal-Edwards, and Jen Cole

Absent: William Washington, Charlotte Potts, Catherine Sterling-Boyer, Sara Cunningham, and Bob Jacobs

CARES Funding Request: \$175 requested by the Services Division for giveaway items during the Homeless Resource Day on January 28th. The request was approved.

Chairperson's Report:

- Approval of minutes from November 15, 2021.
- Motion to approve was made by Beverly and 2nd by Caitlan. All were in favor.

➤ **Budget Presentation**

Robin Hawthorn presented an Emergency Services orientation for the FIA Division. Informational handouts will be sent to board members

➤ **Kent County CARES Foundation**

- Mr. Washington has submitted his resignation as Chair to the board. We will begin recruitment for his position. Sara Cunningham has requested a leave of absence for a few months, Charlotte Potts' term is up in June. Dr. Karpowicz has officially resigned but would like to receive updates on the board as a citizen. Recruitment for those positions is also taking place.
- Innovative Program Award - ALICE Families - Dr. Karpowicz has agreed to present during the MASSB Winter Conference.
- Standing Committee - Reports/Recommendations - Beverly, Catherine and Jen met to develop a plan to increase community partnership. Meeting minutes were available in the handouts.
- Other - No report

➤ **Director's Report:**

- **The Divisional Performance Report** - Child Support is right on target for collections. FIA/OHEP customers are beginning to apply for energy assistance. The Service division has 9 foster children, 4 of which are in voluntary placement because the parents cannot care for the children. They will receive mental health assistance and work towards bringing them back to their homes within six months. The division is meeting their performance goals. 1 county resident has been placed in a shelter.
 - **Staffing Shortage** - We have several vacancies. Filling positions has been challenging due to cancellation of interviews. Supervisors are currently pitching in to take on cases. We are looking into college graduate recruitment in May.
 - **New ACQI for Services Division** - Services was sighted for timely documentation during the state audit. Staffing shortage has greatly impacted the division's timeliness of documentation.
 - **CMS Update** - The Child Support Management System has been delayed due to program glitches.
 - **Child Support High Achievement Award** - The Child Support Division was recognized by the State for High Achievement for outstanding performance.
 - **COA Update** - The agency has begun reviewing Standards and collecting information for accreditation. The self-study will be in March.
- The next meeting will be held on Tuesday, March 21, 2022 at 3:30pm. The committee will be meeting in person but also have virtual as an option.

Respectfully submitted,
Jen Cole, Executive Assistant