

Kent County Department of Social Services
Advisory Board Meeting Minutes
April 25, 2022

Present: Beverly Birkmire, Charlotte Potts, Catherine Sterling-Boyer, Poria Turner, Mary Adda Moore, Caitlan Gartland and Shelly Neal-Edwards
Absent: David May, Dr. Angela Holocker, Sara Cunningham, and Bob Jacobs

MASSB - Chris Cummings

Chris Cummings joined the meeting to give an overview of the Roles and Responsibilities of Board Members. Following her presentation, the discussion of promoting community donations, nominating a Chair and recruitment of new members took place. Jen will send out the drafted Handbook that includes the board's goals and objectives to review prior to the meeting in May.

Chairperson's Report:

- Approval of minutes from March 21, 2022.
- Standing Committee - Reports/Recommendations
- Other
 - Chairperson - The board is in need of a chairperson to facilitate meetings and be the final signature of approval after the board votes for funds to be released or documents pertaining to MASSB. Beverly was open to be a Co-Chair with Caitlan and share the co-chair responsibilities.
 - The board was given the option to invite Chris back to work with them to develop a Strategic Plan or hire Rob Levit (\$1,500), a consultant to hold a 4 hour workshop focusing on goals and objectives. Jen will send the Strategic Plan out for review and have a discussion at the May meeting.
 - Recruitment of new members and donations - Jen will bring options available for advertising in local newspapers and social media along with templates provided by MASSB and past board letters.
 - Dr. Karpowicz is still the administrator of the CARES Foundation Facebook page. Possibly reaching out to him to allow a board member permission to post or add an option to donate on the Facebook page.
 - Donors can also donate on the MASSB website.

Director's Report:

- **The Divisional Performance Report** - The division seems to be on target, Child Support numbers are a bit higher than last month perhaps due to tax garnishes.
- **Staff Update** - New staff members Jennifer Hughes and Ebony Flamer were hired for FIA, Keesha Emory who has staffed the front desk for several years will be moving to FIA as a merit FIA Specialist. Keesha also received the Excellent Service Award last year.
- **Building Renovations** - The main building is in the final stages of long overdue renovations. Painting and new carpet will be installed in phases. During this process the building will remain open and accessible to clients.
- **All Staff Agency Retreat** - A PQI Kickoff will take place on May 5, 2022 to layout the new structure of our quality improvement plan. Staff will then board the Chester River Packet at 11:45 am to attend an agency retreat. DSS is extending the invitation to Advisory Board Members. Please RSVP to Jen by the close of business Tuesday, April 26th.

The next meeting will be held on Monday, May 16, 2022 at 3:30pm. The committee will be meeting in person but also have virtual as an option.

Respectfully submitted,
Jen Cole, Executive Assistant