

**Kent County Department of Social Services  
Advisory Board Meeting Minutes  
September 20, 2021**

**Present:** William Washington, Shelly Neal-Edwards, David May, Dr. Angela Holocker, Tracey Williams, Beverly Birkmire, Catherine Sterling-Boyer and Jen Cole

**Absent:** Bob Jacobs, Sara Cunningham, Charlotte Potts, Caitlan Gartland

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

**Chairperson’s Report:**

- Approval of minutes from July 19, 2021.
- Motion to approve was made by Catherine and 2nd by Beverly. All were in favor.

**Employee Recognition**

Takera Sisco from the Child Support Division was recognized

☐ **CAC Presentation**

Mattie Meehan and Margaret Allen presented an annual review of the Child Advocacy Center Activities throughout 2021 and future planned events. Committee members will be given an opportunity to tour the center. Arrangements can be made through Mattie Meehan through email

[mattier.meehan@maryland.gov](mailto:mattier.meehan@maryland.gov).

☐ **Kent County CARES Foundation**

- Standing Committees - Members were given the opportunity to review roles and responsibilities of Advisory Board Standing committees and select a committee to serve on. The chart below indicates which committees board members volunteered to be on.

Board Development and Recruitment	Caitlan Gartland, William Washington, Angela Holocker
CARES Fundraising	David May
Public Relations	Sara Cunningham, Caitland Gartland
Community Partnerships	Catherine Boyer-Sterling, Sara Cunningham, David May, Beverly Birkmire
Legislative Liaison	Beverly Birkmire, Caitlan Gartland
Special Committee	Angela Holocker

☐ **Director’s Report:**

- **The Divisional Performance Report** - July and August were reviewed by attending members. Child Support collections have increased and the division will begin using the MD THINK system in the near future. Service division is now in the post pandemic phase doing face to face home visits. The majority of staff are vaccinated and using PPE along with weekly testing for COVID.
- **KCDSS Strategic Plan** - The agency is actively working on the final draft of the plan and will review with Staff during the All Staff meeting on September 21st. Shelly will review with the board during the October meeting.
- **APS/CPS Hotline** - The hotline was rolled out August 18th statewide. There have been a few glitches that are currently being resolved. This system allows counties to transfer among each other to prevent a gap in service.
- **New Hires** - FIA is in the process of hiring 5 new contractual staff members through the American Rescue Act. These contracted workers are on a 2 year contract and provide processing of programs such as food stamps and temporary cash assistance. Child Support has hired a new worker. The Services division has 7 staff members with 3 other them out on leave.

➤ 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 virtually on Monday, October 18, 2021 at 3:30pm.

Respectfully submitted,  
Jen Cole, Executive Assistant