

**Kent County Department of Social Services  
Advisory Board Meeting Minutes  
November 16, 2018 3:30 PM**

**Present:** Kevin Karpowicz, Shelly Heller, Charlotte Potts, Tracy Williams, Shelly Neal-Edwards, Patty Dahle (scribe)

**Absent:** Beverly Birkmire, Karen Dioniosi, Barabara Hansen, Olythea Hunley, Rosalie Kuechler, Bill Washington

➤ **Chairperson's Report :**

- Unable to approve minutes from October 15, 2018 meeting as the number of attendees did not constitute a quorum. Will need to approve October minutes at the January 22, 2019 meeting.
- Dr. Karpowicz drafted a letter to the community as was done in 2017, in hopes of donations and or new members to the board. Letter unable to be approved at time of meeting. It will be emailed to board member not in attendance to get approval prior to sending. Once approval is granted letters will be mailed out to the same list of community members as the prior year.

➤ **Kent County CARES Foundation**

- Shelly informed the Board that Rachel Boyle is the new CAC coordinator and comes to the agency with strong fundraising skills.

➤ **Director's Report (Shelly Neal-Edwards):**

- **Divisional Performance Report –October** reviewed at meeting. No questioned were raised.
  - **Child Support** - Shelly informed the board that if state wide Child Support does not meet goals and this could affect TANF (TANF stands for Temporary Assistance for Needy Families).
- **Internal Risk Committee Report** - on January 29<sup>th</sup> the Agency will be participating in Active Shooter training and scenarios will be preformed.
- **Board Member resignation and vacancy** – Barbara Hansen has resigned from the Board due to a conflict in scheduling with another committee she is participating in. I did receive a resume from a potential new board member and have asked her to attend the January meeting for board members to meet and also see if this is a good fit for her and something she would want to be a part of. Once a decision is made, and if she agrees to be on the board, Shelly will send the paper work to the commissioner's office.
- **Follow up to Mid-Shore Behavioral Health** – Continuum Care was awarded the grant it has been reported that they have not been servings Kent nor Queen Anne's Counties. Julie Handzo, AD for FIA will follow up on this. Money was received in July and KCDSS is not aware of any processes that have been put in place. Hand outs of the 2019 Resource Guide Public Behavioral Health Services in Caroline, Dorchester, Kent, Queen Anne's, and Talbot Counties of Maryland will be available at January's meeting
- **Advisory Board Activity Schedule update SFY 2019** - In January there will be a presentation on DSS programs Addressing Homelessness in Kent County and Family Investment Programs offered to County residents. In March Rachel Boyle the new CAC Coordinator will come in to meet the board and give an overview of her position and how she can help with fundraising.

➤ The next meeting will be held January 22, 2018 at 3:30 pm in the Child Support Conference Room, 315 High Street, Chestertown, MD

Respectfully submitted,

Patty Dahle, Recording Secretary