

**Kent County Department of Social Services
Advisory Board Meeting Minutes
May 18, 2020**

Present: Kevin Karpowicz, Beverly Birkmire, Olythea Hunley, Shelly Neal-Edwards, Tracey Williams, Pastor Caitlan Gartland, Bob Jacobs, Kathryn McAllister, Marti Lively, David May and Jen Cole
Absent: Charlotte Potts and William Washington

Presentation: Adult Services presented by Kathryn McAllister and Marti Lively.

Chairperson's Report :

- Approval of minutes from February 20, 2020. Motion to approve made by Tracey Williams and second by Beverly Birkmire, motion carried by unanimous vote.

➤ **Kent County CARES Foundation**

- During the review of the financial statements Shelly informed the board all donations are submitted to MASSB. If a funding request is approved by the board it is sent to MASSB to process payments.
- The Advisory Board has asked DSS for ideas to provide financial assistance to support at risk families, children and vulnerable adults during COVID-19. Shelly stated that DSS will see an increase in applications for local emergency assistance in the near future. When a services worker identifies a client that may need assistance that cannot be provided through DSS they notify their supervisor who then submits a funding request to the board for approval. Suggestions were made to purchase masks with the board logo to distribute to the community and/or provide to DSS clients. Dr. Karpowicz will provide quotes at the June meeting.
- The board chose 2 logo designs for the website. Dr. Karpowicz will ask the web designer to incorporate them into the page for the board to review.

➤ **Director's Report :**

- **Divisional Performance Report –April** was reviewed by attending members. Child Support collections and arrears have increased due to tax returns and stimulus payments during COVID-19. FIA information will be different next month due to a new statewide processing program. The departments have seen an increase in applications for services. The state has waived face to face interviews and allowed for phone interviews. Child Welfare Services reported 2 successful virtual court appearances through Skype.
- **COVID-19 Updates for KCDSS** – Shelly provided a power point presentation.
- **KCDSS Reopening Plan** – LDSS in conjunction with DHS have developed a plan to begin reopening offices. Shelly shared how Kent County will gradually begin opening their offices in Chestertown
- **FY 2021 Board Presentation Plan-** 2021 agenda items – Members to think of topics that he/she would like to learn more about for the upcoming year. Submit those ideas to Shelly and they will be discussed and finalized at the June meeting.
- **Additional Topics**
 - LDSS has partnered with Mid Shore and For All Seasons to develop resources providing access to free and confidential support during COVID-19. Flyers are in the process of being printed for local agencies and have been shared on social media pages of community partners.

➤ **Motion to Adjourn:** With no additional business at hand, a motion to adjourn at 5:00 pm. Motion carried by unanimous vote.

➤ The next meeting will be held Monday, June 15, 2020 at 3:30pm via Google Meet.

Respectfully submitted,

Jen Cole

Executive Assistant