

**Kent County Department of Social Services  
Advisory Board Meeting Minutes  
May 16, 2022**

**Present:** Beverly Birkmire, Charlotte Potts, David May, Mary Adda Moore, Caitlan Gartland, Shelly Neal-Edwards and Jen Cole

**Absent:** Poria Turner, Catherine Sterling-Boyer, Dr. Angela Holocker, Sara Cunningham, and Bob Jacobs

**Funding Request - Mattie Meehan**

KCCAC request \$1979.00 to purchase Metacase Case Management System. Caitlan made a motion to approve and Beverly seconded. All approved.

**Chairperson's Report:**

- Approval of minutes from April 25, 2022.
- Standing Committee - Reports/Recommendations
- Strategic Planning - The committee reviewed Advisory Board Goals and Objectives in the handbook. The Board worked on developing and defining the primary goals and objectives of the board, brainstorming on future fundraising ideas such as a musical concert with local artists. Reviewing the Standing Committee. Caitlan will work on the Advisory Board statistical data form that determines members area of experience and interest. Continued discussion of these topics will take place in June.

**Director's Report:**

- **The Divisional Performance Report** - The division seems to be on target, Services has 9 voluntary placements due to behavioral issues. Parents and their children participate in treatment and meet criteria for children to return to home. FIA and Child Support have no significant increase.

The next meeting will be held on Tuesday, June 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