

Kent County Department of Social Services
Advisory Board Meeting Minutes
June 22, 2022

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

Chairperson's Report:

- Approval of minutes from May 15, 2022.
- Standing Committee - Reports/Recommendations
- Strategic Planning - Beverly presented results from the Advisory Board Information Form sent out by Caitlan. 5 members submitted their answers, and she will be sending a reminder for the other members to complete the questionnaire. After we have a better idea of where members would best be utilized, strategic planning can begin for events and fundraising.

Director's Report:

- **The Divisional Performance Report** – The division seems to be on target, Child Support collections are up likely due to income taxes. Services has 9 voluntary placements. FIA has no significant increase.
- **Employment Skills Training** - Summer Employment available through Delmarva Community Services for Foster Youth and TCA families. The program is a 6 week program for ages 14-18. Participants will be paid at the end of the program.
- **Staffing Update** - Sue Higgs has taken the position of Director of Community Services at Upper Shore Aging. We will be recruiting for her position. Cassie Blake was hired full time after completing her internship and graduating with a degree in Social Work. Kristina Russell has taken the Social Work Supervisors position.
- **Outreach Events**- Kent County 4H Fair - July 21st - 23rd. Advisory Board members would like to participate. Jen will send out a staffing schedule to members.
- **CSMS - Child Support Management System** - The system kicked off today, June 21st.
- **Juvenile Justice Reform Law** - Shelly distributed a handout explaining the changes effective June 1, 2022. No Juvenile Court Jurisdiction for youth under age 10.
- **Board Member Interviews** - COA will be conducting a virtual interview with board members in reference to DSS. Please let Jen know if you would be interested in volunteering your time. The date may be July 14th.

The next meeting will be held on Monday, July 18, 2022 at 3:30pm. The committee will be meeting in person but also have virtual as an option.

Respectfully submitted,
Jen Cole, Executive Assistant