

Kent County Department of Social Services
Advisory Board Meeting Minutes
January 17, 2023

Present: Beverly Birkmire, Caitlan Gartland, Portia Turner, Catherine Boyer-Sterling, Vienna Walker, Sara England-Cunningham, Mary Adda Moore, Tom Herz and Shelly Neal-Edwards
Absent: Kent County Commissioner

Presenter: Julie Handzo, FIA - Emergency Services

Federal COVID funding for Emergency Services will end February 28, 2023. Many of our Kent County residents' assistance will be reduced. Local food pantries are gearing up to help supplement the additional food residents may be able to afford with the new allocation. FIA expects a large increase in customer interaction after the reduction

Chairperson's Report:

- Approval of minutes from November 14, 2022.
- MASSB Legislative Meeting & 2022 Financial Review
 - February 11th, 9 am - 12 pm - Beverly, Caitlan, Shelly, Jennifer and Tina are planning to attend. Jen will send an invite to the board if additional members are interested in logging in.
- Fundraising Planning/Updates
 - Entertainment is locked in
 - Food trucks are locked in, Mary Adda will reach out to Environmental Health about permits or inspections.
 - Will need to find out what time the food truck should arrive for prep. Doors should open 1 hour before the event begins for attendees to get their food.
 - Tom and Caitlan will work on the artwork for the flier and People's Bank board
 - Advertising includes, Chamber of Commerce, Social Media, Kent County Economic Development, Kent County Calendar, Chester Valley Minister, KCDSS Community Partner mass email group.
 - Shelly will discuss an EventBrite account for pre-event ticket sales with the Finance Department. Beverly and Mary Adda have offered to take money at the door and deposit it to MASSB after the event. Need to decide if we use wrist bands or stamps for entry.
 - Portia will be donating the center pieces
 - Beverly offered to donate the cost of the People's Bank sign.

Director's Report:

- **The Divisional Performance Report** – The new Child Support data system continues to have trouble compiling accurate information for our county. The Assistant Director has provided rough estimate numbers and show no significant increase or decrease to previous months. FIA numbers have not changed since previous months, however, COVID Emergency funding will end February 28th and the agency should see significant changes. Services has 9 foster children and 4 Adult Guardians. The agency provided a Foster Youth and Adult Guardianship Holiday party on December 15th at the YMCA.
- **All Staff Meeting - December 20th** - Dr. Michael Dorsey from the DHS learning center, he provided the SMILE Training. The training was well received by staff and attendance was high.

The next meeting will be held on Tuesday, February 21, 2023 at 3:30pm. The committee will be meeting in person in the Child Support Conference Room. Child Support is presenting .

Respectfully submitted,
Jen Cole, Executive Assistant