

**Kent County Department of Social Services**  
**Advisory Board Meeting Minutes**  
**February 21, 2023**

**Present:** Beverly Birkmire, Caitlan Gartland, Portia Turner, Catherine Boyer-Sterling, Vienna Walker, Jen Cole, Tom Herz and Shelly Neal-Edwards

**Absent:** Kent County Commissioner, Mary Adda Moore (prior engagement), Sara England Cunningham (out of the country)

**Presenter:** Lindsay Blume - Paternity Establishment presentation. Jen will send the powerpoint out to the board following the meeting.

**Chairperson's Report:**

- Approval of minutes from January 17, 2023.
- MASSB Legislative Meeting & 2022 Financial Review
  - February 11th, 9 am - 12 pm - Caitlan shared a summary of items covered. Tom, Jen, Vastina Fisher and Jennifer Houser also attended. Introduction of New Secretary Rafael Lopez, Review of new legislation being submitted within the next 90 days. MASSB encourages board members to write letters and emails for specific legislation. Suggested to review the MASSB Handbook located on the website. The Fall Conference will be in Montgomery County Community College. Next meeting will be Apr 21, 2023 , 12-1pm, July 21st, 12-1pm.
- Fundraising Planning/Updates
  - Entertainment is locked in
  - Food trucks are locked in. No need for the Board to worry about permits or inspections. They will arrive around 10 am.
  - Few minor changes to the event flier. Should be ready to send out. Jen will make copies for board members to distribute.
  - Advertising includes, Chamber of Commerce, Social Media, Kent County Economic Development, Kent County Calendar, Chester Valley Minister, KCDSS Community Partner mass email group.
  - An EventBrite account is set up. Wristbands purchased.
  - Portia will be donating the center pieces. She has also made a wreath for a door raffle. Jen has raffle tickets.
  - Catherine has offered to be the MC.
  - Caitlan will reach out to Dr. Karpowicz for Facebook Admin.

**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. Senior care is now housed at Upper Shore Aging therefore the number no longer count for us.
- **Staffing Update** - Joyce is retiring after 36 years of service. Tina will be acting Assistant Director until recruitment. Jen will fill in and help with Human Resources.

The next meeting will be held on Monday, March 20, 2023 at 3:30pm. The committee will be meeting in person in the Child Support Conference Room. CAC is presenting for Child Abuse Awareness Month.

Respectfully submitted,  
Jen Cole, Executive Assistant