

**Kent County Department of Social Services**  
**Advisory Board Meeting Minutes**  
**March 20, 2023**

**Present:** Beverly Birkmire, Caitlan Gartland, Catherine Boyer-Sterling, Jen Cole, Mary Adda Moore, Commissioner Ronnie Fithian, and Shelly Neal-Edwards

**Absent:** Vienna Walker, Porita Turner and Tom Herz

**Presenter:** Margaret Allen and Amanda Plummer - Child Abuse Prevention Month activities and CAC stats.

**Chairperson's Report:**

- Approval of minutes from February 21, 2023.
- Fundraising Planning/Updates
  - Jen will continue to advertise to the Chamber of Commerce, Social Media, Kent County Economic Development, Kent County Calendar, Chester Valley Minister, KCDSS Community Partner mass email group.
  - Portia and Beverly have offered to be the MC.
  - Jen will check on the billboard sign and get pricing for a lightweight board to use at Peoples Bank. We are granted the board from April 9th - April 23rd in the top left space.
  - Maryland Health Connections would like to set up a table with information. The board has approved with no charge since they are not selling any items.

**Director's Report:**

- **The Divisional Performance Report** – FIA and Child Support continue to have issues collecting accurate numbers of stats. 10 children in foster care and 9 adult guardianship.
- **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. Two new Child Support Trainee's begin April 5th. New Services Case Worker Rachel West. 2 other vacancies to be filled in Services.
- **SNAP/EBT Fraud** - Maryland is the first State to implement a plan to assist customers who have been affected from loss of benefits due to fraudulent activity. Over 2300 customers in Maryland (25 in Kent) have lost benefits. Customers can have their benefits replaced up to two times per year. The Office of Inspector General performs the investigation and handles the prosecution of reported cases among Maryland. SNAP and EBT are administered through a third party vendor.
- **District 36 Event** - Shelly attended an event in Annapolis on March 13th to partner with State Senators and Delegates. Directors and affiliates were able to answer benefits questions and walk in through the House and Senate to watch a bill being passed.
- **Kent DSS Outreach** - DSS have signed up to be a vendor at the Kent County 4H Fair. The Advisory Bd is always welcome to attend. Beverly and Catherine have both offered to help with table coverage. Jen will work with them to coordinate with staff.

The next meeting will be held on Monday, April 17, 2023 at 3:30pm. The committee will be meeting in person in the Child Support Conference Room. Final meeting before our Spring Musical.

Respectfully submitted,  
Jen Cole, Executive Assistant