

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

**Present:** Beverly Birkmire, Vienna Walker, Porita Turner, Jen Cole, Mary Adda Moore and Shelly Neal-Edwards  
**Absent:** Caitlan Gartland, Catherine Boyer-Sterling, Commissioner Ronnie Fithian, and Tom Herz

**Chairperson's Report:**

- Approval of minutes from March 20, 2023.
- Fundraising Planning/Updates
  - Sold 10 tickets through Eventbrite
  - Received confirmation from both food vendors. Arriving at 10am.
  - Will sell raffle tickets \$1 each or 6 for \$5.
  - Confirm a member of Minary's will be there Friday for set up. DSS staff have volunteered to help with set up.
  - Members, vendors and additional staff should arrive at the venue on Saturday at 11:30am.

**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** - 3 positions filled in Services, Front desk and OHEP currently taking applications. Human Resources will close internally May 3rd.
- **Secretary Raefel Lopez visit** - Secretary Lopez to visit Kent County DSS May 9th from 8:30 to 10:30. Board members are welcome to come for a meet and greet.

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