

**Kent County Department of Social Services
Advisory Board Meeting Minutes
February 15, 2021**

Present: Kevin Karpowicz, Beverly Birkmire, Olythea Hunley, Shelly Neal-Edwards, Charlotte Potts, Tracey Williams and Jen Cole

Absent: William Washington, Bob Jacobs and David May

Presentation: KCDSS Strategic Plan - Shelly Neal-Edwards
Shelly reviewed the agency Strategic Planning achievements during 2020.

Chairperson's Report:

- Approval of minutes from January 19, 2021. Motion to approve was made by Beverly Birkmire and 2nd by Tracey Williams. All were in favor.

➤ **Kent County CARES Foundation**

- Request for funds – Rachel Boyle gave a brief overview of funding requests.
 - Child Abuse Prevention Month - Beverly made a motion to approve utilization \$500 from the budget. Tracey seconded and all approved.
 - KCCAC Family Advocacy Program - Beverly made a motion to approve utilization of \$500 from the budget, Dr. K seconded and all approved.
 - Adults Services for Homeless Resident- Beverly made a motion to approve the utilization of \$252 funds to be distributed for Adult Services. Dr. K seconded and all approved.

Rachel reviewed upcoming activities that will take place in the spring. More details to come during next month's presentation.

- Treasure Position - Beverly Birkmire volunteered to fill the vacant Advisory Board Treasurers position.
- MASSB Handbook Workgroup - Dr. Karpowicz suggested the committee break out into groups to customize the 4 sections of the handbook to reflect the purpose of the Kent County Advisory Board. (Mission and Vision Statement, Committee Members, Responsibilities and Characteristics, and Goals and Objectives. These items will be added to the March agenda. Please reach out to Dr. Karpowicz with any handbook development ideas.
- United Way Grant Opportunity - KC applied for \$8,000 through the MASSB grant, Bank of America. In addition, United Way has offered additional funding opportunity for the ALICE program. The committee reviewed and approved the application. The CARES foundation has received \$1600 of donations from the community for the purpose of the ALICE program after Dr. Karpowicz's article was posted in the Chestertown Spy.
- Website - Dr. Karpowicz reports the website continues to be updated as information is provided and he continues to update facebook when necessary.

➤ **Director's Report:**

- **Divisional Performance Report** – January was reviewed by attending members. Child Support continues to collect, no changes. No changes in FIA. Child Welfare Services has 1 new foster child with a total of 5 children. Kent County has 6 certified foster homes.
- **Abolished PIN's** – DHS has eliminated 2 vacant PIN's in the Child Support Office.
- **Building Consolidation** - The agency has submitted plans to DHS to consolidate the Child Support Office to the main building to save and redirect funding. Shelly and the AD's were able to find space within the main building to house additional offices. This plan will work if staff continues to telework. State policy states each staff member must have a set square footage per workspace. If DHS requires all staff back to the building the agency may have to provide a Plan B to accommodate that division.
- **Homeless Resources Day - January 29th** - DSS staff attended the Homeless Resource Day at the Driftwood Hotel in Chestertown. Over 100 community members attend, Haven Ministries was there to provide shelter and other opportunities to homeless residents, The Family Support Center provided diapers, the food pantry was available and distributed food.

- Motion to Adjourn: With no additional business at hand, a motion to adjourn at 4:30 pm. Motion carried by unanimous vote.
- The next meeting will be held Monday, March 15, 2021 at 3:30pm via Google Meet.

Respectfully submitted,
Jen Cole
Executive Assistant