

**Kent County Department of Social Services**  
**Advisory Board Meeting Minutes**  
**October 18, 2021**

**Present:** Shelly Neal-Edwards, David May, Dr. Angela Holocker, Sara Cunningham, Charlotte Potts, Catherine Sterling-Boyer and Jen Cole  
**Absent:** Williams Washington, Bob Jacobs and Caitlan Gartland

**CARES Funding Request:** No request this month.

**Chairperson's Report:**

- Approval of minutes from September 20, 2021.
- Motion to approve was made by Charlotte and 2nd by Catherine. All were in favor.

□ **Budget Presentation**

Joyce Dalto and Vastina Fisher presented the operating budget and the program funding history for Kent County DSS. Vastina also reviewed the balance of the Advisory Boards MASSB account. Mr. Washington has asked DSS to inform the committee if there are any short falls within the agency's budget that the CARES Foundation could help with.

□ **Kent County CARES Foundation**

- MASSB Fall Conference is Friday, October 29th @ 9am. Shelly, Beverly and Jen will be attending virtually. If other members are planning to attend they will need to RSVP to the invite.
- Standing Committees - At this time the appointed members of the Standing Committees have not met. Members of the board received an email from Dr. Karpowicz to acknowledge he is still monitoring the website. Members are encouraged to review the website for updates that may need to be done prior to the next meeting. [CARES Foundation](#)
- Innovative Program Awards - Chris Cummings would like to enter the ALICE Program offered through the CARES Foundation Innovative Program Award. The award offers a chance to earn \$1,000 on new innovations.
- Bank of America Grant - The CARES Foundation did not receive the Bank of America grant that was applied for in the Spring.

□ **Director's Report:**

- **The Divisional Performance Report** – September Divisional reports were reviewed by attending members. Child Support ended their FY and met all their targeted goals for the year. The Service division has 8 foster children, 3 of which are in voluntary placement, 30 adults and no adoptions. They have met all of their performance goals. FIA will resume back to their face to face requirements on January 1st. There was an increase in Home Energy Assistance.
- **APS/CPS Hotline** - The hotline continues to have glitches statewide. Kent staff have been asked to return to the office to ensure adequate response times to incoming calls.
- **Staffing Update** - Our front desk receptionist will be taking a position in FIA, she will remain at the desk until the position is filled. FIA has also hired 3 additional workers who are currently in training. Brittany Lester from the Service division has transferred to Cecil. The agency is currently recruiting for a replacement. Services also has Cassie Blake participating in the Intern program until the semester is over.
- **SNAP Emergency Allotment** - the Governor applied for a waiver and now MD will receive these benefits again. Customers will receive their original benefits until December 31st or until the Federal Governments revises the date.
- **COA** - DSS will undergo an Interim Accreditation that will extend our expiration date to 2023. This virtual review is in the best interest for the agency post pandemic.
- **Motion to Adjourn:** With no additional business at hand, a motion to adjourn at 4:36 pm. Motion carried by unanimous vote.

- The next meeting will be held on Monday, November 15, 2021 at 3:30pm. The committee would like to meet in person but also have virtual as an option.

Respectfully submitted,  
Jen Cole, Executive Assistant