

Kent County Department of Social Services
Advisory Board Meeting Minutes
July 19, 2021

Present: William Washington, Shelly Neal-Edwards, Charlotte Potts, Sara Cunningham, Tracey Williams, Caitlan Gartland, Beverly Birkmire, Catherine Sterling-Boyer and Jen Cole

Absent: Bob Jacobs, David May,

CARES Funding Request: No request this month.

Chairperson's Report:

- Approval of minutes from June 21, 2021.
- Motion to approve was made by Charlotte and 2nd by Caitlan. All were in favor.

Kent County CARES Foundation

- Vice Chair Position – Caitlan has agreed to take on the role as Vice Chair to assist Mr. Washington.
- September 20th Meeting - A unanimous agreement to hold the September meeting in person. The meeting will be held in the meeting room of the Child Support Office at 315 High Street, Suite 208.
- Strategic Planning for 2022 - Caitlan will send an invite with various dates to begin working on the Strategic plan. Bill Washington, Beverly Birkmire, Shelly Neal-Edwards and Jen Cole will help with the development. The committee would like to focus on fundraising and grant writing this coming year. In the past they have held a vendor show, raffles, letters to the Chamber of Commerce, and ALICE press release.
- Community Partners - After the strategic plan is complete board members are interested in inviting Community Partners to future meetings to present their efforts in the community and how we can assist.
- Strategic Planning - William Washington, Caitlan Gartland, Beverly Birkmire and Jen Cole met to review and revise the board's goals and objectives for FY 22. Mr. Washington reviewed these changes with the board.
- Standing Committees - Mr. Washington also reviewed the Standing Committees and the intent of each committee with members. Members will be appointed to their requested committee at the September meeting. Members will serve on their assigned committee for a term of one year.

□ **Director's Report:**

- **Divisional Performance Report** – July was reviewed by attending members. Child Support collections remain stable. This division has a new hirer to begin July 28, 2021.. FIA continues to struggle to get accurate numbers due to the state reporting system. Services has 9 foster children. There has been an increase in referrals. The increase seems to be teenagers who are also utilizing DDA services due to behavioral or cognitive impairments. The service division is working very hard to wrap services around the children and their families. It is hard to place children locally once foster care is exhausted. The alternative is residential group houses or facilities. Most are the result of substance exposed newborns who are now teens. There are currently 3 adult guardians.
- **Building Update** - Construction is complete, however, the replacement of the carpet and painting is delayed. The building is now open for customers.
- **New Hires** - The Services division has 2 new hires, Child Support has 1 new hire. There is still a hiring freeze in the other divisions. Shelly is hopeful it will be lifted in the near future.
- **Weekly Highlights** - The agency shares with staff a weekly update from each division. This was intended to keep communication open with staff while teleworking. Staff have expressed how helpful this has been and would like to continue. The Advisory board would like to condense the weekly updates into Monthly updates as needed.
- **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 Monday, September 20, 2021 at 3:30pm at the Child Support meeting room, 315 High Street, Suite 208.

Respectfully submitted,
Jen Cole, Executive Assistant