

**Kent County Department of Social Services**  
**Advisory Board Meeting Minutes**  
**November 14, 2022**

**Present:** Beverly Birkmire, Caitlan Gartland, Portia Turner, Catherine Boyer-Sterling, Vienna Walker, and Shelly Neal-Edwards

**Absent:** Bob Jacobs, Mary Adda Moore and Sara England-Cunningham

**Overview CAC and Adult Services - Kathryn McAllister and Amanda Plummer**

Kathryn gave a brief overview of the Mission for CAC and what types of needs the vulnerable adults and children programs are looking to fulfill. Services would like to incorporate additional supportive non billable therapies for children, transportation funds for out of area therapies, provide forensic interview training for staff, and Parent interaction therapy. Also, flexible funding for Adult Guardianship to support quality of life expenses not provided by SSI such as haircuts, feminine hygiene products, clothing, prescriptions, dental bills. Katherine will share a resource list utilized by the CAC.

**Chairperson's Report:**

- Approval of minutes from October 17, 2022.
- Standing Committee Reports/Recommendations
  - Public Relations - Press Releases, media coverage, community partnerships. Looking for volunteers for this committee. Beverly and possibly Mary Adda?
  - Legislation - Caitlan and Beverly
  - Funding Raising Event - Vienna, Portia and Sara
    - Spring Event - Portia is waiting to hear from Doncella to confirm the locked in date April 22nd. Shelly and Beverly will also reach out to her. Entertainment would include Chester River Choir, Portia's choir group and possibly one more group for entertainment. Kathryn would speak on behalf of the CAC, Doncella would also like to present Minary's Dream Alliance cause.
    - Details regarding the event will be discussed over the Holiday Luncheon once the date is secured. Portia and Sara will draft an agenda.
- Advisory Board Holiday Luncheon - Jen will contact Uncle Charlie's Bistro for reservations on December 14th at noon and send out google invites.

**Director's Report:**

- **The Divisional Performance Report** – The system is not providing local reports. Divisions are taking estimates of data that is pulled from the system. Child Support is averaging with no significant increase or decrease. The system still is adding and deducting from customers such as suspending driver's licenses and passports. FIA numbers for SNAP have increased slightly, local emergency housing was set up at the local hotel due to an eviction at Chestertown Landing. Customers have a limited amount of funds for emergency housing. There is no requirement for customers to take for management of financial gains. The MD Child Care Subsidy was increased. Services has 13 foster children including 3 in voluntary placement and working towards reunification for 3 to return home. Currently have 4 Adult Guardians.
- **Adoption** - Agency has had their first adoption. The child has been with the family for 4 years and it has taking that long to go through the system
- **All Staff Holiday Luncheon - December 13th** - will be held at the Kent County Community Center from 12 to 2pm. Staff will provide potluck lunch. The Advisory Board is welcome to attend.
- **All Staff Meeting - December 20th** - Dr. Michael Dorsey from the DHS learning center is the guest speaker for the agency's All Staff. He will be working with staff doing the SMILE Training. The meeting will be held at the Prsbyterian Church beginning at 8:30 am. Board members are welcome to attend.
- **Bd Donations for Maryland Charity Campaign** - Would like to thank the Board for their contributions of gift cards for participating staff drawings.
- **Additional Space next steps** - Waiting for approval to gain additional space next to the CAC center.

The next meeting will be held on Tuesday, January 17, 2023 at 3:30pm. The committee will be meeting in person in the Child Support Conference Room. FIA is presenting .

Respectfully submitted,  
Jen Cole, Executive Assistant