

Frederick County Department of
Social Services
1888 North Market Street
Frederick, MD 21701



See email from DSS for call-in details

Advisory Board Meeting Minutes

5:00-6:00 p.m.

Date:	22 September 2021
Attendees:	Debbie Marini, Director; Patrick Hammett, Chair; Kerri Burson, Secretary; Danielle Haskin, Treasurer; Cheryl Back; Esther Slack-Metellus; Stacy Freeman ; Kim Smith, presenter

1. ROLL CALL – 5 min

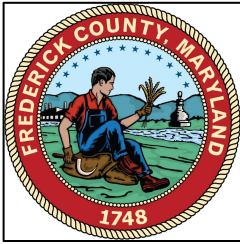
- a. Call to Order
- b. Approval of Agenda
 - i. Moved and seconded; unanimous

2. APPROVAL OF MINUTES

- a. Minutes from 01/27/2021 amended
 - i. Moved and seconded; unanimous
 - ii. Kerri will clean up and put final version in folder
- b. Minutes from 6/16/21
 - i. Moved and seconded; unanimous

3. DIRECTOR'S REPORT

- a. FAQ and Board Report for Apr – Jun are in meeting folder on Google drive
- b. Debbie was invited and attended the County Executives Human Services Roundtable on ARPA funds. She advocated that there be consideration for funding of CAC, local mgmt. board and other activities
- c. Opened doors in June
 - i. Reinstated some safety measures
 - ii. 1,111 people through the doors since June; check-ins (FIA mostly; Child Support second and Services third)
 - iii. 10,000 last year in the same timeframe
- d. FAQ document is available to answer basic questions
- e. Computer lab open
- f. Restaurant meals program – People experiencing homelessness, elderly, and disabled can use EBT cards in restaurants
 - i. The chamber is working on press release
 - ii. Process for restaurants to participate
- g. FIA applicants – over 600
- h. Child Support
 - i. Moving to new system
 - ii. Collected school supplies
- i. Operations
 - i. Cleaning service for frequently used areas/surfaces
- j. Curbside pick-up implemented for families/customers to pick up items without having to go into the building



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4. AGENCY PRESENTATION

- a. Kim Smith AD in Child Welfare and Adult Services
 - i. Slides provided in meeting folder on Google drive
 - 1. Integrated Practice Model
 - 2. Center for Excellence for Foster Family Development
 - 3. CPS/APS hotline

5. ADVISORY BOARD STRATEGIC PLAN – Table to October

6. RECRUITMENT UPDATE AND PLANS

- a. Patrick in touch with Joyce Grossnickel regarding vacancies
 - i. Use guardianship board as template to provide more detail
 - ii. Link to annual report to provide information on what the agency does

7. STAFF RECOGNITION WEEK ACTIVITY

- a. Week of October 4-8 is staff recognition week
 - i. Ice cream and fruit
 - 1. Dani will take care of food
 - ii. Thank you notes to the agency not feasible
 - 1. Poster board with “Thank You to DSS Staff from the DSS Board”
 - iii. Drop off at the agency at 11am
 - 1. Board members will help hand out

8. MASSB MEETING – OCTOBER 29th

- a. Send out registration information again
- b. Online meeting

9. LIAISONS COMMITTEES – Table to October

- a. DEI (Diversity, Equity, and Inclusion)
- b. PQI (Performance Quality Improvement)
- c. Strategic Plan

10. OUTREACH OPPORTUNITIES COMING UP – Keep on agenda for October

- a. Out of the Darkness walk October 16th 9am

11. OTHER NEW BUSINESS

- a. Treasurer’s Report – Add to agenda in October

12. ADJOURN

- a. Next meeting October 27th 5-6:15pm

ACTION ITEMS

Item	Responsible	Due Date	Status
Dani will reach out to county attorney on whether a person who is receiving services can be appointed to the board	Dani	12/20	