



Frederick County Department of
Social Services
1888 North Market Street
Frederick, MD 21704



Advisory Board Meeting Minutes

5:00-6:15 p.m.

Date:	26 April 2023
Attendees:	Patrick Hammett, Chair; Cheryl Back, Vice-Chair; Esther Slack Metellus, Treasurer ; Kerri Burson, Secretary; Ed Hinde ; Elizabeth Etouke; Natalie Gipson; Renee Knapp, County Council Liaison; Debbie Marini, Director; Guest: Dave Drezner

1. ROLL CALL –5 min

- a. Call to Order
- b. Approval of Agenda

2. PROGRAM PRESENTATION –None this month. Discuss future presentations 10 mins

- a. Specific areas of Board interest for future presentations:
 - i. Center for Excellence
 - ii. Adult Protective Services
 - iii. Family Preservation Efforts
 - iv. Screening Practices
 - v. Foster Care Data
 - vi. Child Support
 - vii. Kinship Pilot
 - viii. START
 - ix. Partnerships
- b. Add slides to shared drive one week prior and send out with the agenda each month.

3. DIRECTOR'S REPORT – Debbie Marini– 20 min

- a. Legislative efforts successful for department. A summary will be sent to Board.
- b. New Secretary met with current directors and developed a plan to deal with SNAP benefits fraud. He has been very collaborative and customer service focused.
- c. New Secretary will be visiting FCDSS next week.
- d. Local Outreach – Meet with other agency leaders to discuss various efforts and county needs/issues. Plan to work with Senior Services and the County GIS team to gather data about areas of higher need.
- e. Life in Limbo event is tomorrow, 9am, at Faith Baptist Church on Jefferson Pike. It shows what life is like for families with children in foster care.
- f. Outreach Events calendar is filling up and ~30 people responded as interested in being part of the Outreach Committee. Donna will update calendar and send to Board.
- g. Hiring for Outreach Coordinator to help work on customer service initiative initially. Attending County Job Fair on May 3, 2023.
- h. Resource Recruitment on May 20th – Instant Family will be shown at Warehouse Cinema, there will be activities, and information about fostering will be provided.
- i. Foster Parent Appreciation event on May 17th at Delaplaine



Frederick County Department of
Social Services
1888 North Market Street
Frederick, MD 21704



OLD BUSINESS 20 min

- a. Approval of March Minutes
- b. Treasurer’s Report
 - i. MASSB tax filing was sent for approval to Board Chairs and Treasurers
 - ii. \$3187 in account (prior to Crib Crawl amount being processed)
 - iii. \$2700 for Crib Crawl was processed April 17th
- c. Recruitment Committee Report
 - i. Volunteer Recruitment Day in May – Boards and Commissions can have a table to recruit if they want. DSS Board will provide flyers to be on the county table.

END OF OLD BUSINESS

New Business - 20 minutes

1. REVIEW ACTION ITEMS - Done

2. Liaisons for PQI, DEI, and Faith Community Partnership

- a. Faith Community Partnership – Esther (currently)
- b. Performance and Quality Improvement (PQI) – Data review meetings every 6 months
- c. Diversity Equity and Inclusion (DEI) – Every other month (next in May) on the 4th Thursday, 2:15-4pm

3. Board Retreat 17 June 2023 – Saturday – 9am-12pm at FCDSS Building

- a. Pat to provide new board members an overview of roles and responsibilities.

4. MASSB Meeting 21 April 2023 – October meeting will be in Montgomery Co.

5. Potential amendments to Bylaws

- a. Signatures required on meeting minutes (to be amended)
- b. Need to be reviewed by county attorney prior to approval.

6. Other New Business

- a. New member interviews to be done by Patrick, Cheryl, and/or Kerri.
- b. New members given access to Google drive for documentation review.

ACTION ITEMS

Item	Responsible Person(s)	Due Date	Status
Coordinate Recruitment with county	Hinde, Burson.		In Process
Fund raising letter	Slack-Metellus		In Process
Add current org chart to the shared drive	Marini		In Process
Send Legislative Round Up and Outreach Events	Marini		In Process