

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



Advisory Board Meeting Minutes
5:00-6:15 p.m.

Date:	24 May 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; Guests: Kristen Dunn, CPS Program Manager; Dave Drezner; Chris Kimberly

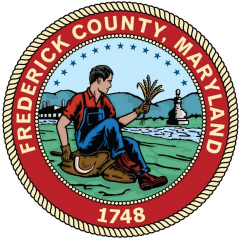
- 1. ROLL CALL –5 min**
 - a. Call to Order
 - b. Approval of Agenda
- 2. PROGRAM PRESENTATION –Kristen Dunn, Child Protective Services 20 minutes**
 - a. Presentation slides provided.
- 3. DIRECTOR’S REPORT – Debbie Marini– 20 min**
 - a. Based on presentation, suggests reviewing the annual report to look at the numbers.
 - b. Extended leadership meeting every 90 days to act on the four strategic plan buckets.
 - c. Media push to remind people that they now have to renew Medicaid this year.
 - d. Presentation by Kathy Schey (sp?) o adult services staff to discuss what can be done to address the unmet needs (~100 people on the waitlist for assistance).
 - e. Attended a conference and will provide more details after having time to digest.

- OLD BUSINESS– 10 min**
- a. Approval of April Minutes
 - b. Treasurer’s Report
 - c. No change from last month
 - d. Finance Committee Report
 - e. Recruitment Committee Report

END OF Old Business

New Business - 20 minutes

- 2. REVIEW ACTION ITEMS**
- 3. Liaisons, PQI, DEI, CFSR, Faith Based Partnership**
- 4. Amendments to Bylaws (Please Review on Google Drive)**
 - a. Remove signatures needed for minutes
 - i. Make sure to move and second (record names), and vote (record if unanimous or number of yes/no/abstain) to make them final approved.
- 5. New Prospective Members Vote**
 - a. Elizabeth moved and Natalie seconded – unanimous to send recommendation to Joyce to add to the board.
- 6. Nominations for Board Positions**
 - a. Chair -



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- b. Vice Chair – Cheryl Back
- c. Secretary -
- d. Treasurer -

7. Director Evaluation

- a. Need job description from Debbie

8. Retreat Planning for 6/17

- a. DSS Building – 9am-12pm
- b. Refreshments
 - i. Pat (bagels and cream cheese)
 - ii. Cheryl (fruit)
 - iii. Ed (coffee)

ACTION ITEMS

Item	Responsible Person(s)	Due Date	Status
Coordinate Recruitment with county	Hinde, Hammett,		In Process
Fund raising Letter	Slack-Mettelus		In Process
Send job description	Marini		New