

Christen Gallik
Director of Social Services



City of Fredericksburg
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**City of Fredericksburg Department of Social Services
Board of Directors
Meeting Minutes – May 13, 2011**

Present for the meeting: Kathy Anderson, Florence Bailey, Diane Clark, Christen Gallik, Beth Girone, Angel Gooch, Thomas Tomzak, and Libby Wasem.

- I. Meeting called to order at 8:10 a.m.
- II. **Public Comment** – There was no public comment.
- III. Libby Wasem made a motion to approve the minutes from 3/11/11 and 4/8/11. Kathy Anderson seconded the motion and the minutes were approved without any changes.
- IV. **Budget Report:** Christen Gallik reviewed the budget report. Items of interest were discussed. Please see narrative.
- V. **Director's Report:** Christen Gallik distributed the Director's Report. Items of interest were discussed. Highlights included: The Director stated she attended the VA League of Directors conference and that there were some great sessions including some stand outs on treatment foster care and cost allocation. The Senior Eligibility Worker position has been filled with a new person slated to begin at the end of June. Interviews for the Foster Care Supervisor position will be scheduled for some time this month. With May being Elder Abuse Prevention Month, Ms. Gallik handed out calendars and bracelets to the Board as reminders that "Abuse Hurts At Any Age". Ms. Gallik stated that the agency budget was approved as submitted and anticipates that the City Council will approve a onetime bonus of \$850 for employees to be paid out in November, 2011.
- VI. **Old Business:**
 - a. Adoption Day Care Policy – The Board discussed the day care cap policy for children being adopted and made some minor changes to the submission. Libby Wasem made a motion to approve the policy with the changes. Mayor Tomzak seconded the motion. All were in favor.
 - b. By Laws – Ms. Gallik explained to the Board that after doing some checking, there are no by laws for the agency. She provided the Board with a copy of the section of the Code of Virginia pertaining to local Boards of Social Services. Kathy Anderson stated that she thought that 2-3 years ago when they were seeking guidance on how to run their meetings, the Board had discussed this and had made the decision to allow the "Director" vs. a named Director to have oversight for these responsibilities. She then added that this should be in the old minutes. The Board then suggested that this be brought to the City Attorney for guidance. Florence stated that may not be necessary after reading the Code Section 63.2.332 "Powers and duties of local directors" which reads "The local director shall be the administrator for the department and shall serve

as secretary to the local board. Under the supervision of the local board, unless otherwise specifically stated, and in cooperation with other public and private agencies, the local director, in addition to the functions, powers, and duties conferred and imposed by other provisions of law, shall have the powers and perform the duties contained in this title. "

- c. Proxy Policy: A discussion about proxy submission/policy followed. Libby Wasem made a motion to direct the Department to seek guidance from Kathleen Dooley, City Attorney regarding proxy policy. Angel Gooch seconded the motion. All were in favor.

VII. New Business:

- a. DSS Family Art Contest – At this time in the meeting, the Board members judged the art submissions from the Family Art Contest. The theme was Health, Hope, and Love – The Building Blocks of our Community. All of the art work will be hung on the walls in the agency after the judging is completed and winners are announced.
- b. Mayor Tomzak asked the Board for their support with a taskforce he is putting together to help with the concerns he has around young women from lower socio-economic backgrounds experiencing pregnancy, drop out, low self-esteem and other factors that prevent them from being afforded all the positive opportunities available to them. He stated he was specifically looking for a professional woman on the taskforce. Libby Wasem had to leave, but gave the Mayor her card to follow up. Kathy Anderson made a motion that we hear more about this at another meeting so the tasks at hand could be tended to before people had to leave for other obligations. At this time, the Board then entered Executive Session.

VIII. Executive Session: The Board went into Executive Session to discuss Ms. Gallik's performance evaluation. Once completed, the Board resumed their regular session.

IX. Items for Consent: There were no items for the consent agenda.

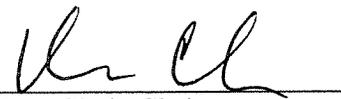
X. Items for Approval: There were no items for approval.

Next Meeting Schedule: The next meeting will be June 10, 2011 at 8 a.m.

With no other business to discuss, the meeting adjourned at 9:55 a.m.

Respectfully Submitted:


Beth Girone, Assistant Director Date 6/10/11


Diane Clark, Chair Date Jun 10, 2011

APPROVED