

Christen Gallik
Director of Social Services



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**City of Fredericksburg Department of Social Services
Board of Directors
Meeting Minutes – July 13, 2012**

Present for the meeting: Kathy Anderson, Florence Bailey, Christen Gallik, Beth Girone, Bea Paolucci, Angel Gooch-Tankersly, and Libby Wasem

- I. Meeting called to order at 8:05 am.
- II. Public Comment – There was no Public Comment.
- III. Angel Gooch-Tankersly made a motion and Florence Bailey seconded and the Board unanimously approved the minutes from the June 8, 2012 Board meeting.
- IV. Introductions – Board members welcomed and introduced themselves to our newest Board member Bea Paolucci.
- V. **Budget Report:** Ms. Gallik reported that May represents the last report of the State fiscal year. Nearly all money was spent in the Admin. category, which is typical. The reimbursement rate year to date was 22% which was as expected. Ms. Gallik stated that we are wrapping up the City's fiscal year and will have a surplus that will go into our Fund Balance. Anticipated use of Approximately \$30,000 of the fund balance will be used to purchase a new phone system and approximately \$10,000 will be used to fund a building project that consists of "hard walling" an area up front to create much needed office space. Ms. Anderson asked about the surplus in VIEW funds and Ms. Gallik explained that we are limited by the amount we can use because the City is required to provide a 15% local match and there is a set limit as to how much they can provide. Ms. Gallik added that unused funds are returned so that other agencies may use them. Since the City consistently funds this program at this level, our clients do not really see an impact from the return of unused funds. Ms. Wasem asked about the Refugee monies and Ms. Gallik reported that we saw less than 5 families this year. Ms. Wasem also asked for the income guidelines that determine eligibility. Ms. Gallik stated she would share them with the board at the next meeting.
- VI. **Director's Report:** Ms. Gallik updated the Board on the Financial Boot Camp program stating that the United Way is excited to partner with us on this project that will provide intensive financial services to qualifying VIEW clients. She also added that the City provided \$20,000 in additional monies to help launch the program. The program is slated to begin in February 2013 to coincide with tax return season, hoping the information learned will help participants make sound financial decisions with their return money. Ms. Gallik announced that Caitlin Mackay was selected as the new Eligibility Supervisor and that the department was excited to support her in this new role. She also thanked the Board for their help covering while staff attended their recent retreat. Ms. Gallik also reported to the Board that we were recently asked to open a cooling shelter for 3 days due to the extreme heat and power outage downtown. We activated our "Tier" schedule and staff worked shifts over the 3 day period.
- VII. **Old Business:** None
- VIII. **New Business:** Ms. Gallik handed out "Board Books" to both old and new members to provide a comprehensive overview of their duties and of the agency. She also shared information

regarding CommonHelp, the new online benefits application system that will be available to our clients in the fall.

- IX. **Executive Session:** No Executive Session
- X. **Items for Consent:** There were no items for consent.
- XI. **Items for Approval:** Ms. Wasem signed one item for approval, adoption of DC.

Next Meeting Schedule: The next meeting will be **Friday, August 10 at 8:00 a.m.**
With no other business to discuss, the meeting adjourned at 9:30 am.

Respectfully Submitted:



Beth Girone, Assistant Director

Date 9/14/12

 for

Libby Wasem, Chair

Date 9/14/12

APPROVED