



**City of Fredericksburg Department of Social Services
Board of Directors
Meeting Minutes – February 12, 2015**

Present for the meeting: Kathy Anderson, Tim Duffy, Debe Fults, Christen Gallik, Beth Girone, Zach Hatcher and Libby Wasem.

- I. **Call to Order:** Meeting called to order at 8:38 a.m.
- II. **Approval of Minutes:** Tim Duffy made a motion to approve the minutes of January 8, 2015. Zach Hatcher seconded. All were in favor. Debe Fults made a motion to approve the meeting minutes from the Special, Closed Meeting held on February 2, 2015. Tim Duffy seconded the motion. All were in favor.
- III. **Director's Report:**
 - a. **Budget** – The finance report was presented and discussed.
 - b. **Performance Metrics** – Performance measures for December 2014 were presented and discussed.
 - c. **Management Report** - Ms. Gallik's Director's report was distributed and discussed. Ms. Gallik announced the retirement of long-time employee, Pat Milton who has served as a VIEW worker for the department for over 20 years. Ms. Milton's position will be posted on the State's Recruitment Management site beginning on Friday, February 13th.
- IV. **Old Business:** There was no old business to discuss.
- V. **New Business:**
 - a. **Inclement Weather Policy:** The inclement weather policy was re-visited to ensure that all Board members understood that if City schools are delayed or closed on a scheduled meeting day, the meeting will be cancelled.
 - b. **Review Bi-monthly Meeting Schedule:** A motion was made by Kathleen Anderson and seconded by Debe Fults to begin meeting on a bi-monthly (even months) basis beginning in April (No meeting on March 12, 2015). All were in favor.
 - c. **Election of Chairperson:** Kathleen Anderson made a motion and Tim Duffy seconded a motion for Vice-Chair, Zach Hatcher to fill the vacant Chairperson's slot left by Libby Wasem's resignation. All were in favor. Zach Hatcher made a motion and Kathleen Anderson seconded a motion for Tim Duffy to become the new Vice-Chair. All were in favor.
- VI. **Executive Session:** Executive Session – At 9:05 a.m. Libby Wasem called for a motion to move into Executive Session pursuant to Virginia Code § 2.2 – 3711 A (15) to discuss medical records excluded from 2.2 – 3711 pursuant to subdivision 1 of 2.2 – 3705.5. Zach Hatcher made the motion and Tim Duffy seconded. All were in favor.
Reconvene – At 9:25 a.m. Libby Wasem announced that the Department of Social Services Board of Directors was returning to an open meeting and called for a certification from all members that, to the best of their knowledge, the Department of Social Services Board of Directors discussed only matters lawfully exempted from statutory open meeting requirements; and only public business matters identified in the motion to convene the regular meeting. Tim

Duffy made a motion to come out of Executive Session at 9:25 a.m. Zach Hatcher seconded the motion. Roll call was taken and all were in favor.

VII. **Items for Consent/Approval:** Two Adoption Subsidy Agreements were approved and signed.

VIII. **Adjournment:** With no other business to discuss, the meeting was adjourned at 9:30 a.m.

The next meeting is scheduled for Thursday, April 9, 2015 at 8:30 a.m.

(NO MARCH MEETING!)

Respectfully Submitted:

Beth Girone Date 4/9/15

Beth Girone, Assistant Director

Libby Wasem Date 4/9/15

Libby Wasem, Chair

Zach Hatcher

APPROVED