



**City of Fredericksburg Department of Social Services
Board of Directors
Meeting Minutes – June 11, 2015**

Present for the meeting: Kathy Anderson, Florence Bailey, Debe Fults, Christen Gallik, Beth Girone, Zach Hatcher and Mark Poth.

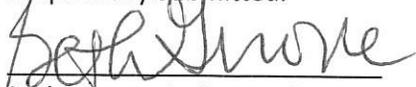
- I. **Call to Order:** Meeting called to order at 8:31 a.m.
- II. **Approval of Minutes:** Debe Fults made a motion to approve the minutes of April 9, 2015. Mark Poth seconded. All were in favor.
- III. **Director's Report:**
 - a. **Budget** – The finance report was presented and discussed.
 - b. **Performance Metrics** – Performance measures for March and April 2015 were presented and discussed. Ms. Girone updated the Board on the progress to provide outreach services to address the high volume of referrals that come from the Fall Hill Corridor.
 - c. **Management Report** - Ms. Gallik's Director's report was distributed and discussed to include an update on the Energy Assistance program that ended March 16 with 116 approvals, \$21,322 in benefits (avg. of \$184/household).
- IV. **Old Business:**
 - a. **Move** – Staff began moving to the new space the first week of June and is currently getting settled. Next steps include painting of old offices, creation of a new visitation room, glass in doors designated for interview rooms, break room expansion (with the dismantling of the old visitation room, the break room will take over that space), and front office/lobby renovations.
 - b. **Agency Attorney Status** – Ms. Gallik informed the Board that there have been some performance issues with the current attorney and that she and Ms. Girone are working with the firm to address those concerns.
- V. **New Business:**
 - a. **Drug Testing Policy** - The new drug testing policy for clients was distributed and discussed. Zach Hatcher made a motion to approve the new policy. Debe Fults seconded the motion. All were in favor.
- VI. **Executive Session:**
 - a. At 9:15 a.m. Zach Hatcher called for a motion to move into a closed meeting 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. Mark Poth seconded. All were in favor.
 - b. Executive Session Discussion.
 - c. Reconvene – At 9:44 a.m. Zach Hatcher 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 closed meeting. Debe Fults made a motion to come out of Executive Session. Mark Poth seconded the motion. All were in favor.

- VII. **Items for Consent/Approval:** New Hire approval sheets – Kristen Kraynak (BPS III), Florence Martus (FSS III), and Bonnie Newcomb (FT BPS III)
- VIII. **Adjournment:** Prior to adjourning, Ms. Gallik shared a thank you for Ms. Bailey in recognition of her many years on the Board. With no other business to discuss, the meeting was adjourned at 9:55 a.m.

The next meeting is scheduled for August 13, 2015 at 8:30 a.m.

Respectfully Submitted:


Beth Girone, Assistant Director

Date 8/13/15


Zachary Hatcher, Chair

Date 8/13/15.

APPROVED