

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 – February 9, 2017**

Present for the meeting: Kathy Anderson, Christen Gallik, Beth Girone, Bea Paolucci, Mark Poth, and Brian Vaughan and special guest, Assistant City Manager, Mark Whitley.

- I. **Call to Order:** Meeting called to order at 8:30 a.m.
- II. **Approval of Minutes:** Brian Vaughan made a motion to approve the minutes of December 8, 2016. Mark Poth seconded. Motion passed. All were in favor.
- III. **Director's Report:**
 - a. **Budget** – The finance report was presented and discussed.
 - b. **Performance Metrics** – Not available due to the server being down.
 - c. **Management Report** - Ms. Gallik's Director's report was distributed and discussed. Highlights included attending the Virginia League of Social Services Executives Legislative meeting in Richmond January 25-26, 2017 and the hiring of 2 new employees: Wanda Carroll who filled the spot left vacant by Dianne Green's retirement and Stephanie Foster, who filled a Family Services Specialist vacancy.
- IV. **Old Business: None to discuss.**
- V. **New Business:**
 - a. **BOSS appreciation for staff on April 13** – the Board agreed to host an appreciation breakfast for staff to observe the upcoming appreciation months for Benefit Workers, Family Services Workers and Clerical Staff.
 - b. **Local Server** – Ms. Gallik stated that the agency's local server crashed on 1/30/2017. A new one has been ordered and it is hoped that it will be installed by the end of February. She explained that although this was something that we knew was inevitable because our current server was over 10 years old, we were unsuccessful in getting a replacement in place before it crashed despite conversations with the State IT department and the City's IT department over the past 12 months. Staff is still able to work on getting applications processed because most of the State systems are web-based, however our financial system runs on the local server so this has been a huge inconvenience. Accounting duties had to be manually input so that we could pay our vendors. Businets has been able to restore the data, however, since the new server will be here in a few weeks, it is not cost effective to re-install our old server only to have it replaced shortly thereafter.
 - c. **Legislative Update** – Board members were given a copy of the 2017 Key Areas of Support which included those bills that the Virginia League of Social Services Executives is watching.

VI. **Executive Session** – There was no need to go into Executive Session.

VII. **Items for Consent/Approval:**

- a. **Home Based Care Policy**– The Board was presented with an updated copy of the agency’s Home Based Care Policy for review as required by state guidelines. Kathy Anderson made a motion to approve the policy as written. Brian Vaughan seconded. All were in favor.

VIII. **Adjournment:** On a motion made by Mark Poth and seconded by Kathy Anderson, the meeting adjourned at 9:15 a.m. The next meeting is scheduled for **April 13, 2017 at 8:30 a.m.**

Respectfully Submitted:

Beth Girone

Beth Girone, Assistant Director

4/13/17

Date

Bea Paolucci

Bea Paolucci, Chair

4-13-17

Date

APPROVED