



**City of Fredericksburg Department of Social Services**  
**Board of Directors Meeting**  
**Meeting Minutes – February 8, 2018**  
**DSS Conference Room – 608 Jackson Street, Fredericksburg, VA 22401**

**Present for the meeting:** Tim Duffy (Vice-Chair), Debe Fults, Christen Gallik, Beth Girone (Secretary), Mark Poth, Thom Schiff, Brian Vaughan and guest.

- I. **Call to Order:** Meeting called to order by Vice-Chair Tim Duffy in Bea's absence at 8:30 a.m. and a quorum was established.
- II. **Approval of Minutes:** Brian Vaughan made a motion to approve the minutes of December 14, 2017. Motion passed and all were in favor.
- III. **Director's Report:**
  - a. **Budget** – The finance report was presented and discussed.
  - b. **Performance Metrics** – Performance Measures were presented with a notation that statewide the issue with getting reliable Medicaid renewal data still remains.
  - c. **Management Report** - Ms. Gallik's Director's report was distributed and discussed. Ms. Gallik announced that we have hired Tiffany Smith to fill the vacancy left by Amy Coates, Admin. Support Specialist. Tammy Paytes was selected to fill the newly approved additional position at Mary Washington Hospital. Wendy Martinez-Villa was selected to fill Tammy's vacant position. We are currently advertising for Wendy's replacement.  
Ms. Gallik stated that plans for the rededication of the building on Feb. 21<sup>st</sup> at 3:00 p.m. are going well and that she hoped Board members can attend if their schedule allows. Ms. Gallik will provide bios for both Drs. Bass and Ellison to Board members as requested.
- IV. **Old Business:** There was no old business to discuss.
- V. **New Business:**
  - a. **Upcoming Board Vacancies** – Mark Poth announced that he will be leaving the City for long distance travel sometime in May. His term ends in June, so Ms. Gallik will notify the City of the need for a new Board Member and she also asked the Board to refer possible replacements to the City's website - [www.fredericksburgva.gov](http://www.fredericksburgva.gov) where they can complete the Board member application. Tim Duffy's term also expires at the end of June, and he is eligible for re-appointment pending the outcome of the May 1<sup>st</sup> election.
  - b. **Election of Officers – Chair:** Ms. Gallik announced that Bea has agreed to stay on as Chair. Debe Fults made a motion for Bea Paolucci to continue as Board Chair. Mark Poth seconded. All were in favor.  
**Vice-Chair:** Tim Duffy agreed to continue as Vice-Chair pending election outcome. Mark Poth made a motion for Tim Duffy to continue to serve as Vice-Chair. Debe Fults seconded. All were in favor.
  - c. **Director's Performance Evaluation** – The format for the Director's performance evaluation was discussed.
  - d. **Child Fatalities** – Ms. Gallik stated that at this time reports are indicating that both child fatalities that occurred in our locality are as a result of unsafe sleep practices. Both children were co-sleeping with a parent at the time of death. Both of these families were recipients of pack 'n plays (portable cribs) from

our agency's Safe Sleep program but they were not being used in either case. Ms. Gallik stated that we are the only agency in the Planning District with a Safe Sleep program and that anyone who is pregnant or parenting a child under one is eligible to receive a free portable crib. All of the dollars used to purchase the pack 'n plays are donated or collected through fundraising efforts. Our department is going to be "re-rolling" out to staff and the community the importance of a safe sleeping environment for children. We will be sending out educational information to new parents, requiring anyone receiving a pack 'n play to watch a safe sleep video, partnering with other agencies to provide educational material at additional points of contact, and have our workers re-iterate the importance of safe sleep practices each time they are in the home of clients with children under one. Our goal is to continue to educate at every possible point of contact so that the message is heard over and over and is put into practice in order to save lives.

- e. **Legislative Update** - The Board was provided a handout from the Virginia League of Social Services Executives listing the Key Areas of Support for the 2018 Legislative Session. Medicaid Expansion was highlighted and Board members were encouraged to contact their local legislators in support.
- f. **Local Department of Social Services Profile Report, SFY 2017** – Distributed and discussed.
- g. **Employee Appreciation Breakfast** – The Board was asked and agreed to once again provide breakfast to staff in observance of the appreciation months for various staff groups that are in Feb – May. Board members signed up for items to bring for the decided date of April 12<sup>th</sup> immediately following our Board meeting. Ms. Gallik will send out the list as a follow up.
- h. **New Board Meeting Day and Time** – Board members present were polled about a new meeting day and time due to some conflicts in schedules. Wednesdays at 3:30 seemed to work for most everyone. More on this after the April 12<sup>th</sup> meeting.

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

VII. **Items for Consent/Approval:** There were no items for approval.

VIII. **Adjournment:** The meeting adjourned at 9:30 a.m. The next meeting is scheduled for **April 12, 2018 at 8:30 a.m. with the Board Employee Appreciation Breakfast following at approximately 9:30 a.m.**

Respectfully Submitted:

Beth Girone 4/12/18

Beth Girone, Assistant Director

Date

Tim Duffy

Tim Duffy, Vice -Chair

04/12/18

Date

**APPROVED**