



City of Fredericksburg
Department of Social Services
*Helping people triumph over hardships to promote
healthier futures within our community*

Christen Gallik, Director
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City of Fredericksburg Department of Social Services
Board of Directors Meeting
Meeting Minutes – April 4, 2019
DSS Conference Room – 608 Jackson Street, Fredericksburg, VA 22401

Present for the meeting: Christen Gallik, Beth Girone, Bea Paolucci - Chair, Debe Fults, Thom Schiff, Brian Vaughan, Christian Zamas.

- I. **Call to Order:** Meeting called to order at 4:00 p.m. by Bea Paolucci, Chair, and a quorum was established.
- II. **Approval of Minutes:** Christian Zamas made a motion to approve the minutes of February 7, 2019. Thom Schiff seconded. The Board unanimously approved the minutes.
- III. **Director's Report:**
 - a. **Budget** – The City of Fredericksburg DSS Financial Report for February 2019 was presented and discussed.
 - b. **Performance Metrics** – Ms. Gallik reported to the Board that the new format for the Critical Outcomes Scorecard is in the final stages of completion by Strumph and Assoc. The State's new Quarterly Performance Scorecard was distributed and discussed. This report will be shared with every DSS department's local County/City Executive and Board Chair beginning with the next release date scheduled for June 2019. This next edition will contain data collected for Quarter 3 (Jan./Feb./March) of FY 2019.
 - c. **Management Report** – Ms. Gallik's Director's report was distributed to all members. We are currently fully staffed after hiring Brooke Walker for our part-time Family Services Specialist position and Beajor Stoddart-Johnson as our Resource Family Coordinator. Beajor will shadow Michelle Matthews until Michelle's last day with the agency on May 5. Board Members were reminded of the Employee Appreciation Breakfast scheduled for May 22, 2019 at 9 a.m. Ms. Gallik thanked the Board for once again agreeing to provide breakfast items for staff.
 - d. **Agency Reviews** – The February 13, 2019 Quality Assurance and Accountability (QAA) review results were shared with the Board. No additional questions were asked.
- IV. **Old Business:**
 - a. **JLARC Study summary update** – provided as information only. No additional questions were asked.
 - b. **Shenandoah DSS Article** - provided as information only. No additional questions were asked.
 - c. **Locality/Profile Summary Report** - provided as information only. No additional questions were asked.
- VI. **New Business:**
 - a. **Director's Performance Evaluation** – Members will discuss in Executive Session at the end of the business meeting.
 - b. **Confidentiality Agreement** – Members present signed and returned a confidentiality agreement for the Board records.

VII. Items for Consent/Approval:

- a. **Approval of two adoptions** – Signed by Bea Paolucci and notarized by Michelle Matthews.
- b. **Home Based Care Policy** – An amended Home Based Care Policy was distributed for approval. Debe Fults made a motion to approve. Brian Vaughan seconded. All were in favor.
- c. **On-Call Policy** – An amended On-Call Policy was distributed for approval. Christian Zammis made a motion to approve. Brian Vaughan seconded. All were in favor.

VIII. Executive Session:

WHEREAS, the Social Services Board desires to discuss in Executive Session matters relating to confidential personnel issues; and WHEREAS, pursuant to Section 2.2-3711 VA Code such discussions may occur in Executive Session; NOW THEREFORE, BE IT RESOLVED that the Social Services Board does hereby authorize discussion of the afore-stated matter in Executive Session:

Call for the motion to move into Executive Session. At 5:11 p.m. a motion was made by Brian Vaughan and seconded by Thom Schiff that the meeting move into Executive Session to protect the privacy of individuals involved in personal matters not related to public business. Motion passed.

CERTIFICATION:

WHEREAS, the Social Services Board has this day adjourned into Executive Session in accordance with a formal vote of the Board in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, the Freedom of Information Act requires certification that such Executive Session was conducted in the conformity with the law;


NOW, THEREFORE BE IT RESOLVED that the City of Fredericksburg Social Services Board does hereby certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Executive Session to which this certification applies, and (ii) only such public business matters as were identified in the Motion by which said Executive Session was convened were heard, discussed or considered by the Board. No matter dissents from the afore-stated certification.

Call for the motion to move out of Executive Session:

Motion made by Brian Vaughan and seconded by Thom Schiff to move out of Executive Session at 5:20 p.m.

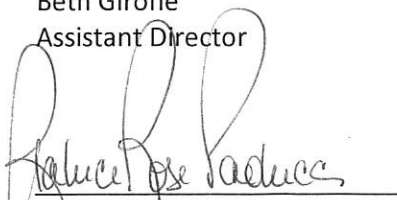
IX. Adjournment: The meeting adjourned at 5:20 p.m. The next meeting is scheduled for **June 6, 2019 at 4:00 p.m.**

Respectfully Submitted:


Beth Girone
Assistant Director

Date

8/1/19


Bea Paolucci, Chair

Date

8-1-2019

APPROVED