



City of Fredericksburg Department of Social Services
Board of Directors Meeting
Meeting Minutes – August 1, 2019
DSS Conference Room – 608 Jackson Street, Fredericksburg, VA 22401

Present for the meeting: Christen Gallik, Beth Girone, Bea Paolucci, (Chair), Thom Schiff, Christian Zammis, Brian Vaughan, Mark Whitley (Assistant City Manager), and Stacie Dodd (Secretary).

- I. **Call to Order:** Meeting called to order at 4:04 p.m. by Bea Paolucci, Chair, and a quorum was established.
- II. **Approval of Minutes:** Brian Vaughan made a motion to approve the minutes of April 4, 2019. Thom Schiff seconded. The Board unanimously approved the minutes.
- III. **Director's Report:**
 - a. **Budget** – The City of Fredericksburg DSS Financial Report for May, 2019 was presented and discussed. The state's fiscal year ended on May 31. Also presented and discussed was the City of Fredericksburg DSS Financial Report, 3 Year Comparison (FY2017, FY2018, and FY2019).
 - b. **Quarterly Local Agency Dashboard** – The quarterly state dashboard was presented and discussed. Our agency is meeting or exceeding most results and is implementing processes to improve on the programs where we do not meet or exceed.
 - c. **Performance Metrics** – Performance Scorecard for FY2020 is still being developed.
 - d. **Management Report** – Ms. Gallik's Director's report was distributed and discussed. Ms. Gallik thanked the Board Members for their participation at the Employee Appreciation Breakfast on May 22.

Ms. Gallik stated that the interviews for the Benefit Program Specialist II position have been completed, and we hope to offer an applicant that position soon. We are currently advertising for a Family Services Specialist (Foster Care).

Ms. Gallik reported and discussed an increase in Cooling Assistance Applications when compared with the same period of time last year.

Ms. Gallik announced and discussed her appointment to the Office on Youth.

- d. **Agency Reviews** – Ms. Gallik shared with the board that the agency had two SNAP cases reviewed by Quality Control and both cases were correct.

Ms. Gallik also presented the Quality Assurance and Accountability Child Welfare Case Review Report, dated June 12, 2019.

IV. **Old Business:** There was no old business to discuss.

V. **New Business:**

- a. Legislative Items – Ms. Gallik presented information about the Family Services Legislation. This legislation will require additional training and case work for our workforce, mainly Foster Care cases. We will monitor the number of foster care children per Family Services Specialist.

Ms. Gallik discussed the Internal Memorandum that she prepared, dated August 1, 2019, outlining VLSSE's Legislative Agenda items. The Board approved the items.

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

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

- a. Conflict of interest DSS Board Policy – Ms. Girone presented this form. Christian Zammas made a motion to approve this form. Brian Vaughan seconded. All board members were asked to sign this form.
- b. Conflict of Interest DSS Employee Policy – Ms. Girone presented this form. Christian Zammas made a motion to approve. Brian Vaughan seconded.
- c. Complaint/Concern Resolution Policy – Ms. Gallik presented and discussed this form. If an employee has a complaint/concern, they should file the complaint in writing to their Supervisor, the Assistant Director, the Director, or the Chair of the Board of Social Services. Brian Vaughan made a motion to approve. Christian Zammas seconded.

The board members were asked to sign the Board Member Confidentiality Contract.

VIII. **Adjournment:** The meeting adjourned at 5:18 p.m. The next meeting is scheduled for **October 3, 2019 at 4:00 p.m.**

Respectfully Submitted:

Stacie Dodd
Stacie Dodd
Administrative Support Spec. III

10/03/2019
Date

Bea Paolucci
Bea Paolucci, Chair

10-3-2019
Date

APPROVED