



**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 – October 3, 2019**  
**DSS Conference Room – 608 Jackson Street, Fredericksburg, VA 22401**

**Present for the meeting:** Christen Gallik, Bea Paolucci, (Chair), Debe Fults, Brian Vaughan, Christian Zammis, Tim Duffy, and Stacie Dodd (Secretary).

- I. **Call to Order:** Meeting called to order at 4:02 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 August 1, 2019. Bea Paolucci seconded. The Board unanimously approved the minutes.
- III. **Director's Report:**
  - a. **Budget** – The City of Fredericksburg DSS Financial Report for August, 2019 was presented and discussed.
  - b. **Performance Metrics** – The Quarterly Local Agency Dashboard was presented and discussed.
  - c. **Management Report** – Ms. Gallik's Director's report was presented and discussed.
  - d. **Agency Reviews** – Ms. Gallik shared with the board that the agency had one Respite Grant case and two SNAP cases reviewed by Quality Control and all cases were correct and had no issues.
- IV. **Old Business:** There was no old business to discuss.
- V. **New Business:** There was no new business to discuss.
- VI. **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:

Motion is made by Brian Vaughan and seconded by Debe Fults for the meeting to move into Executive Session at 4:20 p.m. 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 Tim Duffy and seconded by Brian Vaughan to move out of Executive Session at 4:35 p.m. Motion carried and roll call was taken.**

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

- a. CBEW Proposal: The Community Based Eligibility Worker program grant was presented and discussed. Christian Zammis made a motion to approve the proposal and Brian Vaughan seconded. All were in favor. Bea Paolucci, Chair, signed the proposal.

**VIII. Adjournment:** The meeting adjourned at 4:35 p.m. The next meeting is scheduled for **December 5, 2019 at 4:00 p.m.**

Respectfully Submitted:

Stacie Dodd  
Stacie Dodd  
Administrative Support Spec. III

12/20/2019  
Date

Bea Paolucci  
Bea Paolucci, Chair

12-20-2019  
Date

**APPROVED**