



City of Fredericksburg Department of Social Services
Board of Directors Meeting
Meeting Minutes – August 6, 2020
DSS Conference Room – 608 Jackson Street, Suite 100, Fredericksburg, VA 22401

A. Call to Order – Meeting was called to order by Bea Paolucci, Chair, at 4:03 p.m.

This Meeting is being held electronically by Google Meet, pursuant to City Council Ordinance 20-05, An Ordinance to Address Continuity of City Government during the Pendency of a Pandemic Disaster. The members participating are: Christen Gallik, Director – Fredericksburg City Department of Social Services, Beth Girone, Assistant Director – Fredericksburg City Department of Social Services, Bea Paolucci, Chair – Fredericksburg City Social Services Board, Tim Duffy, Vice Chair – Fredericksburg City Social Services Board, Christian Zammas, Board Member – Fredericksburg City Social Services Board, Thom Schiff, Board Member – Fredericksburg City Social Services Board, Brian Vaughan, Board Member – Fredericksburg City Social Services Board, and Stacie Dodd, Administrative Support Specialist III – Fredericksburg City Department of Social Services.

Members of the public have been invited to access this meeting by the Google Meet website or application; meeting details posted on City website.

Public Comment may be made in writing by dropping them in the Deposit Box at City Hall, U.S. Mail, on the website at fredericksburgva.gov or email to the Director, Department of Social Services.

No public comment was received.

Move: Brian Vaughan Second: Christian Zammas Status: Passed. All in favor to hold
this meeting electronically by Google Meet.

B. Approval of Minutes for June 4, 2020

Move: Brian Vaughan. Second: Tim Duffy. Status: Passed. All in favor.
One abstention – Christian Zammas

C. Director's Report

1. Budget

- a. The City of Fredericksburg Department of Social Services Financial Report for period ending June, 2020 was presented by Ms. Gallik, Director, and discussed. This is the first month of the new fiscal year.

Ms. Gallik stated that we are in the process of finalizing the City's fiscal year that ended June 31, 2020. Our agency will receive the final numbers after the audit and all final accruals and reconciliations have been made, possibly in September, October or later because of the pandemic.

2. Performance Metrics

- a. The Quarterly Local Agency Dashboard – Q3/SFY 20 was presented by Ms. Gallik, Director, and discussed.

Ms. Gallik reported that Family Services is one area that shows our agency is not meeting benchmark under FPMs and Concurrent Planning. This information is not correct as it is a continuing data system problem across the state. Ms. Paolucci, Chair of our board, will send an email to the Director asking them to omit the section until state corrects it. She stated we should not have to see negative numbers.

3. Management Report – Ms. Gallik, Director, presented and discussed her Management Report.

Ms. Girone, Assistant Director, discussed the Hazard Duty pay that was approved for Family Services Specialists and two hospital based Benefit Programs Specialists under the Cares Act. They received \$2,000 in their pay on July 31 and they will receive \$1,000.00 in November.

Ms. Gallik stated that she would like to thank Mr. Duffy for his support as a City Council Member and Ms. Paolucci for her support of the Hazardous Duty pay.

Ms. Girone stated that we received approval to interview and fill the vacant position of a Sr. Benefit Programs Specialist. Four internal interviews have been completed and on Monday, August 10, the selected candidate will be notified. As a result of this promotion, our agency will be advertising for a Benefit Programs Specialist from August 17 to August 28.

Ms. Girone also discussed that we are advertising to fill the vacant position of a Family Services Specialist – Child Protective Services. Jonda Light left the agency to pursue her masters and to do an internship.

Ms. Gallik provided an update on the Energy Assistance Programs administered by our agency.

Fuel Assistance Program, October thru November, 2019, we received 505 applications
CRISIS Program, November, 2019, thru March, 2020, we received 35 applications.
Cooling Assistance Program, June to August, 2019, we received 476 applications

For the Cooling Assistance Program that began on June 15, 2020 and ends on August 17, 2020, we have currently received 380 applications. The household maximum benefit will be \$300 this year.

Beginning this year, our agency is processing EnergyShare applications that were previously processed by the Salvation Army as our agency can seamlessly provide this service to clients.

Also our Energy Assistance Worker administers Dollar Energy for Columbia Gas customers.

A Cares Act supplemental payment of \$100.00 was issued in June from the State to 526 Fredericksburg households that were former Fuel/CRISIS Assistance recipients.

Another SNAP emergency allotment will be issued on August 16.

a. Post-Emergent Covid-19 Operations Plan

Ms. Gallik discussed the Post-Emergent Covid -19 Operations Plan memorandum to Board Members that was dated August 6, 2020. Leadership met late last week and are having ongoing conversations on how to best support our employees while providing the essential services we have to provide as part of our employment with City.

The proposed plan will include a Telework Log and memorandum to employees and will continue until December 31, 2020 or until the Public Health Emergency is lifted, whichever comes first.

Move: Tim Duffy.

Second: Christian Zamas.

Status: Passed. All in favor.

4. Agency Reviews – There were no agency reviews to report.

D. Old Business – There was no old business to discuss.

E. New Business

1. Director’s Performance Evaluation – August, 2020

Ms. Paolucci, Chair of our board, will be sending an email to board members in next day or two regarding Ms. Gallik’s performance evaluation. She has already sent an email to the management team in our agency and to Mark Whitley and Doug Fawcett, Assistant City Managers, requesting information about her performance. After receiving their responses, they will discuss the completion of the evaluation.

F. Executive Session – There was no need to go into Executive Session.

G. Items for Consent/Approval

1. Revised Fredericksburg Department of Social Services Telework Policy – August 2020

This policy was originally approved at the June 4, 2020 Board Meeting. Changes are being presented by Ms. Girone, Assistant Director, and discussed. Upon approval, this will be the regular telework policy when all employees are back in the office.

Move: Brian Vaughan.

Second: Thom Schiff.

Status: Passed. All in favor.

2. Changes to Fredericksburg Department of Social Services Personnel Manual

The Personnel Manual was discussed by Ms. Girone, Assistant Director. Our manual combines State and City policies and was reviewed in 2018 and approved by board at the September 6, 2018 Board Meeting. A new Social Media Policy was added to that document that the City adopted on July 10, 2020. We now have one streamlined document that will be available to staff.

Move: Thom Schiff. Second: Brian Vaughan. Status: Passed. All in favor.

3. Home Based Care Policy – August, 2020

Changes to this policy were presented by Ms. Girone, Assistant Director, and discussed. This policy was originally approved by Board on April 4, 2019 and will expire on September 30, 2020. The board members did not have any questions or comments.

Move: Christian Zamas. Second: Brian Vaughan. Status: Passed. All in favor.

H. Adjournment – The meeting adjourned at 4:52 p.m. The next meeting is scheduled for October 1 2020 at 4:00 p.m.

I. Respectfully Submitted:

Stacie Dodd
Stacie Dodd
Administrative Support Spec. III

10/20/2020
Date

Bea Paolucci
Bea Paolucci, Chair

10-20-2020
Date

APPROVED