

**City of Fredericksburg Department of Social Services
Board of Directors Meeting
Meeting Minutes – December 10, 2020
DSS Conference Room – 608 Jackson Street, Suite 100, Fredericksburg, VA 22401**

- A. **Call to Order** – Meeting was called to order at 4:07 p.m. by Bea Paolucci, Chair, and a quorum was established.

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, Kisha Frye, Board Member – Fredericksburg City Social Services Board, Debe Fults, Board Member – Fredericksburg City Social Services Board, Thom Schiff, Board Member – Fredericksburg City Social Services Board, Christian Zamas, Board Member – Fredericksburg City Social Services Board, Hayley Badillo, Accountant – Fredericksburg City Department of Social Services and Stacie Dodd, Secretary – 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.

Welcome to Kisha Frye – Her first meeting as newly appointed board member by City Council.

- B. **Approval of Minutes** for October 1, 2020

Move: Christian Zamas.

Second: Debe Fults.

Status: Passed.

- C. **Director's Report**

1. **Financial Report** – The City of Fredericksburg DSS Financial Report for period ending October 31, 2020 was presented by Ms. Gallik, Director, and discussed. The Department will complete the state mid-year review by December 18 and will request additional funding if needed for mandated programs. There would be no local impact.

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

Our agency is fully staffed, and there are no vacant positions.

Ms. Gallik was reappointed to her 2nd term as Moss Clinic Board President.

Our agency is waiting for the approval of the Community Based Eligibility Worker grant proposal that was submitted to Mary Washington Hospital foundation.

3. **Agency Reviews**

- a. Local Review Team (LRT) Report of May, 2019 Expenditures – Presented by Hayley Badillo, Accountant. Ms. Badillo stated that the LRT Review was completed late last year, and our department received the results a couple of months ago. Ms. Badillo discussed the findings and related corrective actions.

The LRT is a review process to make sure our department is following the financial procedures from state correctly to get our expenses reimbursed. This review is for the month of May, 2019 only and is done every three years.

Ms. Gallik stated that the state reviewers look at process to make sure our department is following federal and state guidelines. We can make the changes, and we are working closely with Robyn Denette, Director of Finance, on the Cost Allocation Plan.

- b. Childcare Case Review - Ms. Gallik, Director, stated that our department had one Child Care Subsidy Review, and there were no errors.

Ms. Gallik and Ms. Girone, Assistant Director, provided information to the board members about the three different types of childcare assistance: Head Start Childcare, TANF/VIEW Childcare, and Fee Childcare which usually has a waiting list and requires a local match.

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

- E. **New Business**

1. **2021 Board Meeting Dates** – These dates were emailed to board members along with a list of all board members and their information.
2. **Revision of Policy – COVID Operations** – Ms. Gallik updated the board about the revision of the department's policy regarding our COVID Operations. She stated that she discussed with Ms. Paolucci earlier this week about the increasing number of COVID cases and, as a result, the agency will return to a liberal telework policy. Any worker who is able to perform their job duties virtually can telework 100% of time. Supervisors will come into the office two days a week and Ms. Gallik and Ms. Girone will come into the office three days a week. Ms. Gallik also

