

**City of Fredericksburg Department of Social Services
Board of Directors Meeting
Meeting Minutes – February 4, 2021
DSS Conference Room – 608 Jackson Street, Suite 100, Fredericksburg, VA 22401**

- A. **Call to Order** – Meeting was called to order at 4:00 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 Zammass, Board Member – Fredericksburg City Social Services Board, 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.

- B. **Approval of Minutes** for December 10, 2020

Move: Christian Zammass.

Second: Kisha Frye.

Status: Passed.

- C. **Director's Report**

1. **DSS Financial Report** – The City of Fredericksburg DSS Financial Report for period ending December 31, 2020 was presented by Ms. Gallik, Director, and discussed.

Ms. Gallik and Ms. Girone, Assistant Director, presented our budget to City Manager and City Budget Office. There were no questions.

2. Director's Management Report – February 4, 2021

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

She stated that Ms. Girone is sending out a weekly COVID update to staff. This is important as more employees are testing positive and are required to quarantine, and this impacts our agency operations.

Ms. Gallik stated that on February 2, 2021 appointments were available for employees who wanted to get the COVID vaccine.

Ms. Girone stated that the Federal Government did not expand COVID sick leave, and the City is approving COVID sick leave on a case by case basis not to exceed 80 hours.

Ms. Paolucci, Board Chair, and board members expressed an interest in obtaining information about the City's policy on approving an employee for COVID sick leave to quarantine if they did not receive the COVID vaccine.

Ms. Gallik stated that our agency received verbal approval of the Community Based Eligibility Worker grant proposal that was submitted to Mary Washington Hospital foundation.

3. Virginia League of Social Services Executives – 2021 Legislative Priorities

Ms. Gallik stated that the priorities to be presented to General Assembly include the restoration of funding of base salary increases for local Department of Social Services employees and funding for kinship families for children in foster care. Ms. Girone will provide board members with the overview from Commission on Youth supporting this funding.

4. Quarterly Local Agency Dashboard – Q1/SFY 2021

Ms. Gallik, Director, presented and discussed the Quarterly Local Agency Dashboard – Q1/SFY 2021.

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

E. New Business

1. Board Member Confidentiality Contract

Ms. Gallik reviews this contract with board members annually. It includes confidential discussions in executive session, such as client issues or personnel issues. All current board members previously signed this contract.

2. Conflict of Interest DSS Board Policy – July 2019

Ms. Gallik reviews this policy with board members annually to provide information and guidance. All current board members previously signed this contract.

F. Executive Session:

WHEREAS, the Social Services Board desires to discuss in Executive Session matters relating to confidential client records; 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 was made by Tim Duffy and seconded by Christian Zamas for the meeting to move into Executive Session at 4:38 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 Christian Zamas and seconded by Tim Duffy to move out of Executive Session at 4:57 p.m. Motion carried and roll call was taken.

G. Items for Consent/Approval

1. DSS Business Continuity Plan – February 2021

Ms. Gallik stated that the purpose of this plan is to ensure the resumption of critical social services activities in the event of a business disruption. It contains information on how we will operate in an emergency or disaster. Information in this policy has been updated.

Move: Tim Duffy. Second: Christian Zammass. Status: Passed.

2. Job Shadowing Policy – November 2020

Ms. Girone presented this policy that was created with input from the Human Resource Committee for approval. An individual from one team has the opportunity to work alongside and gain experience and insight about the role of another individual in that particular work area. An individual can shadow an employee on their own team or a different position in another team as a way of developing skills required for their current position or as part of their career development plan that may include a different position within the department.

Move: Christian Zammass. Second: Tim Duffy. Status: Passed.

3. Volunteer Work Leave Policy – November 2020

Ms. Girone presented this policy for approval. It provides full-time, regular employees up to 8 hours of paid leave per calendar year to provide volunteer services through eligible non-profit organizations within or outside their communities.

Move: Tim Duffy. Second: Thom Schiff. Status: Passed.

H. **Adjournment** – The meeting adjourned at 4:57 p.m. The next meeting is scheduled for April 1, 2021 at 4:00 p.m.

I. Respectfully Submitted:

Stacie E. Dodd
Stacie Dodd, Secretary

04/01/2021
Date

Bea Paolucci
Bea Paolucci, Chair

4-1-2021
Date

APPROVED