

**City of Fredericksburg Department of Social Services
Board of Directors Meeting
Meeting Minutes – April 1, 2021
DSS Conference Room – 608 Jackson Street, Suite 100, Fredericksburg, VA 22401**

- A. **Call to Order** – Meeting was called to order at 4:02 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, 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 February 4, 2021

Move: Tim Duffy

Second: Thom Schiff

Status: All in favor

C. Director's Report

1. **DSS Financial Report** – The City of Fredericksburg DSS Financial Report for period ending February 28, 2021 was presented by Ms. Gallik, Director, and discussed.

Ms. Gallik stated that she will keep the board members informed as the FY22 Budget is being reviewed by City Council and the Mayor for approval.

Ms. Gallik discussed with the board about state contracting with Rappahannock United Way to implement a community referral system. The website is uniteusvirginia. It is anticipated that this will assure that community services are well spent and that clients will be served in an efficient way and will not have to visit various departments to get assistance.

Ms. Gallik also stated that we received funding from state to implement in home services or Foster Care Prevention Services for mandated high-risk cases beginning July 1, 2021.

2. **Director's Management Report – April 1, 2021**

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

She thanked the board members for their support during worker appreciation months.

Ms. Gallik stated our agency has been closed to public with the understanding that we will reopen to public when City decides to reopen. The City is planning to reopen City Hall soon, so our agency will reopen on April 26 by appointment only. If Health Department COVID numbers indicate we are going the wrong way, we can change our decision at any time.

We will be meeting with Public Facilities and Health Department next Tuesday to discuss the post COVID Operation Plan to open our building on April 26.

City will provide security, supplies, mark lobby for distancing, and maintain capacity.

We are revising telework policy to support post COVID-19 operations. Ms. Gallik stated that currently many of our employees are teleworking 100% of time. When we reopen, employees will probably be teleworking two days a week.

3. **Quarterly Local Agency Dashboard – Q1/SFY 2021**

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

Supervisors are being asked for an explanation of why nine Medicaid applications were processed late due to worker error. Our agency will implement a tracking system where the employee completes a form explaining why the Medicaid application was processed late and what can be done different the next time.

D. Old Business

1. Legislative Update

Ms. Gallik stated that the special session reconvenes on April 7. The priorities to be presented to General Assembly include funding for kinship families for children in foster care and restoration of funding of base salary increases for local Department of Social Services Family service workers. Ms. Girone, Assistant Director, explained that this would not affect our agency as we deviate from the state.

E. New Business

1. Local Trauma Response and Employee Support Plan, March 2021 – Beth Girone

Ms. Girone presented and discussed the Local Trauma Response and Employee Support Plan. We are committed to supporting the “whole” employee through the demonstration of our Mission, Vision, and values. We do this by valuing professional development, eliciting regular employee feedback, and implementing policies that promote work/life balance.

City Council and City Management supported this plan by setting aside funding in our budget for support to a service team employee who has been working with a traumatic or challenging case, and it is apparent that the worker needs additional group support or individual counseling.

F. 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 was made by Christian Zammas and seconded by Debe Fults for the meeting to move into Executive Session at 4:50 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 Thom Schiff and seconded by Christian Zammata to move out of Executive Session at 4:59 p.m. Motion carried and roll call was taken.

G. **Items for Consent/Approval** – There were no items for Consent/Approval.

H. **Adjournment** – The meeting adjourned at 5:02 p.m. The next meeting is scheduled for June 3, 2021 at 4:00 p.m.

I. Respectfully Submitted:

Beth Malone for Stacie Dodd 6/3/21
Stacie Dodd, Secretary Date

Bea Paolucci 6/3/2021
Bea Paolucci, Chair Date

APPROVED