

**City of Fredericksburg Department of Social Services
Board of Directors Meeting
Meeting Minutes – February 3, 2022
DSS Conference Room – 608 Jackson Street, Suite 100, Fredericksburg, VA 22401**

Present for the meeting: Christen Gallik – Director, Beth Girone – Assistant Director, Bea Paolucci – Chair, Tim Duffy – Vice Chair, Catharine Lloyd, Thom Schiff, Christian Zamas, and Stacie Dodd – Secretary.

A. **Call to Order** – Meeting was called to order at 4:00 p.m. by Bea Paolucci, Chair, and a quorum was established.

B. **Approval of Minutes** for December 2, 2021

Move: Christian Zamas

Second: Thom Schiff

Status: All in favor

C. **Director's Report**

1. **DSS Financial Report** – The City of Fredericksburg DSS Financial Report for the period ending December 31, 2021 was presented by Ms. Gallik, Director, and discussed.

2. **Director's Management Report – February 3, 2022**

Ms. Gallik presented and discussed her Management Report.

Personnel – Ms. Girone, Assistant Director, updated the board on five personnel vacancies. Interviews were held on Monday, January 31, 2022, and we hope to offer positions to four of the applicants.

Ms. Girone also gave an update on COVID. She stated that there has been an increase of COVID for employees and their family members and, as a result, two employees have been teleworking this week. Currently, the City is still supporting COVID pay.

a. **Quarterly Local Agency Dashboard – Q1/SFY 2022**

Ms. Gallik, Director, presented and discussed the Quarterly Local Agency Dashboard – Q1/SFY 2022.

b. Local Department of Social Services Profile Report, SFY 2021

Ms. Gallik stated that this is an annual report compiled by the Virginia Department of Social Services, Office of Research and Planning. It contains socio economic statistics for the City of Fredericksburg.

c. Fredericksburg DSS Locality Profile Report, FY 2020 v FY 2021 Comparison

Ms. Gallik stated that this report is a comparison of FY 2020 with FY 2021.

d. Community Health Assessment

Ms. Gallik provided Board members a copy of slides from a Community Health Assessment Workgroup Meeting. The Health Department was the leader who organized the information.

e. Community Health Status

Ms. Gallik provided Board members with a poster of information that was created as a result of the Community Health Assessment Workgroup Meeting.

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

E. New Business

1. Election of Chair and Vice Chair – After discussion, a vote was taken for Bea Paolucci to continue to hold the office of Chair and Tim Duffy to continue to hold the office of Vice Chair.

Move: Christian Zammis

Second: Thom Schiff

Status: All in favor

2. Review Conflict of Interest DSS Board Policy – July 2019 – Ms. Dodd, Secretary, provided a copy of this policy to all Board members. This policy was previously signed by all Board members and is to be reviewed by the Board members in February of each year.
3. Review Board Member Confidentiality Contract – Ms. Dodd, Secretary, provided a copy of this contract to all Board members. This contract was previously signed by all Board members and is to be reviewed by the Board members in February of each year.

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

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

H. **Adjournment** – The meeting adjourned at 4:35 p.m.

The next meeting is scheduled for April 7, 2022 at 4:00 p.m.

I. Respectfully Submitted:

Stacie Dodd
Stacie Dodd, Secretary

04/07/2022
Date

Bea Paolucci
Bea Paolucci

4-7-2022
Date

APPROVED