



**City of Fredericksburg Department of Social Services**  
**Board of Directors Meeting**  
**Meeting Minutes – October 12, 2017**  
**DSS Conference Room – 608 Jackson Street, Fredericksburg, VA 22401**

**Present for the meeting:** Debe Fults (served as Chair), Christen Gallik, Beth Girone (Secretary), Mark Poth, Thom Schiff, Brian Vaughan and guest, Assistant City Manager, Mark Whitley.

- I. **Call to Order:** Meeting called to order at 8:35 a.m. and a quorum was established.
- II. **Approval of Minutes:** Brian Vaughan made a motion to approve the minutes of August 10, 2017. Motion passed. All were in favor.
- III. **Director's Report:**
  - a. **Budget** – The finance report was presented and discussed. Ms. Gallik shared with Board Members that as expected, the local reimbursement rate will decrease early in 2018. The City budget packet is due December 1<sup>st</sup> but the Board will be approving it at our meeting on December 14th.
  - b. **Performance Metrics** – Distributed and discussed. We continue to experience problems statewide obtaining benefit program data from the VACMS system.
  - c. **Management Report** - Ms. Gallik's Director's report was distributed and discussed. The Department's Fuel Assistance program began on October 10<sup>th</sup> and will run through November 10<sup>th</sup>. The Holiday Assistance program applications were accepted from October 2<sup>nd</sup> – 6<sup>th</sup>. This year we are expecting to help make the holidays a little brighter for 100 children.
- IV. **Old Business:**
  - a. **Update on Building Improvements** – The building improvements are moving along with the painting of the exterior of the building and paving of the parking lot already complete. The awnings and new signage are the next phase with the rededication of the building to be scheduled sometime in February 2018.
- V. **New Business:**
  - a. **Police Department Meeting** – Director Gallik, Chief Nye, Captain Pennock and Beth Girone met to discuss mandated reporter requirements as it relates to several recent cases. Working the cases together was also discussed and Captain Pennock stated he would reiterate the importance of that with his detectives.
  - b. **Roll Call at the Police Department** – As a follow up to the meeting above, the Services Team will schedule to attend roll call for all of the shifts in the next few months to talk about Mandated Reporting. New flyers will be printed specifically targeting law enforcement with a listing of their responsibilities when working possible CPS and Adult Protective Services (APS) cases.
  - c. **Commonwealth Attorney's Office** – Ed O'Shea of the CA's office, APS worker Kelly Adriazola, Beth Girone, and Captain Pennock met to discuss the handling of APS cases to better understand what is and isn't appropriate to pursue in terms of criminal action when the department is dealing with exploitation and fraud in our adult cases. As a result of the meeting, a better protocol was established that will include partnering and working the cases together from the beginning to be able to share information and contacts.

d. **Boards and Commission Thank You** – City Council is having a Boards and Commissions thank you on November 21<sup>st</sup> at 7p.m. You are invited to attend.

VI. **Executive Session:** There was no need to go into Executive Session.

VII. **Items for Consent/Approval:** There were no items for approval.

VIII. **Adjournment:** The meeting adjourned at 9:30 a.m. The next meeting is scheduled for **December 14, 2017 at 8:30 a.m.**

Respectfully Submitted:

Beth Girone  
Beth Girone, Assistant Director

12/14/17  
Date

Bea Paolucci  
Bea Paolucci, Chair

12/14/17  
Date

**APPROVED**